BOARD OF DIRECTORS REGULAR MEETING
November 13, 2017

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

TRANSPORTATION: Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service at the board meeting for your return trip or a trip to the destination of your choice up to $17.00.

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 2018-08 recognizing Miriam Gutierrez, Customer Service Representative, as Employee of the Month for November 2017. (Sonia Wills) (pg. 5) |
| 3-2. | Minutes of the regular meeting of October 16, 2017. (Jeanette Alegar-Rocha) (pg. 7) |
| 3-3. | Minutes of the Planning/Operations Committee Meeting of October 16, 2017. (Jeanette Alegar-Rocha) (pg. 13) |
| 3-5. | Disposal of Property Left Aboard Buses - September 2017. (Sonia Wills) (pg. 23) |
| 3-6. | Approve revised Disposal of Lost and Found Policy. (Lisa Rheinheimer) (pg. 25) |
| 3-7. | Approve General Manager/CEO Performance Incentive. (Kelly Halcon) (pg. 31) |

End of Consent Agenda

4. **RECOGNITION AND SPECIAL PRESENTATIONS**
   1. November Employee of the Month – Miriam Gutierrez.

5. **PUBLIC HEARINGS**
   None

6. **ACTION ITEMS**

   6 1. Approve expenditure of up to $300,000 to upgrade electrical power system at the Clarence J. Wright bus operations and maintenance facility in Salinas to accommodate electric buses. (Hunter Harvath) (pg.33)

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 2017. (pg. 35) |
| 7-3. | State Legislative Advocacy Update – September 2017. (pg. 67) |
| 7-4. | Staff Trip Reports. (pg. 69) |
7-5. Correspondence
   a. GOP Alliances (pg. 73)
   b. King City Thank You Letter (pg. 77)

8. BOARD REPORTS, COMMENTS & REFERRALS
   8-1. Reports on meetings attended by board members at MST expense.
         (AB 1234)
   8-2. Board member comments and announcements.
   8-3. Board member referrals for future agendas.

9. CLOSED SESSION
   None

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

10. ATTACHMENTS
   10-1. The detailed monthly Performance Statistics and Disbursement Journal for September 2017 can be viewed online within the GM Report at http://mst.org/about-mst/board-of-directors/board-meetings/

11. ADJOURN

   NEXT MEETING DATE: December 11, 2017
   19 Upper Ragsdale Dr., Monterey, Suite 100

   NEXT AGENDA DEADLINE: November 28, 2017

   *Dates and times are subject to change.
   Please contact MST for accurate meeting date and times or check online at http://mst.org/about-mst/board-of-directors/board-meetings/
Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

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

888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa Interpreter / 무료 언어 지원
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, Miriam Gutierrez began her career at Monterey-Salinas Transit District in December of 2006 as a Coach Operator. In July of 2007, she was promoted to the position of Customer Service Representative in which she provides transit information and sells fare media to the public; and

WHEREAS, Miriam Gutierrez represents MST in a professional manner when at public outreach efforts. She can be counted on to regularly volunteer to staff community events; and

WHEREAS, Miriam Gutierrez took quick actions to prevent damage to the Marina Transit Exchange location when she noticed smoke coming from the garbage can located next to the customer service window and saw that it was catching on fire. She took preventative action and extinguished the fire.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Miriam Gutierrez as Employee of the Month for November of 2017; and

BE IT FURTHER RESOLVED that Miriam Gutierrez 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 2018-09 this 13th day of November 2017.

______________________________  _____________________________
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 and the pledge of allegiance followed and was led by Director Hardy.

Director Alejo arrived at 10:05 a.m.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present: Carolyn Hardy  City of Carmel-by-the-Sea
          Kristin Clark  City of Del Rey Oaks
          Robert Bonincontri  City of Gonzales
          Yanely Martinez  City of Greenfield
          Mike LeBarre  City of King
          Frank O’Connell  City of Marina
          Dan Albert  City of Monterey
          Bill Peake  City of Pacific Grove
          Tony Barrera  City of Salinas
          Mary Ann Carbone  City of Sand City
          David Pacheco  City of Seaside
          Luis Alejo  County of Monterey
          Anna Velazquez  City of Soledad

Absent: Ken Cuneo  City of Pacific Grove

Staff: Carl Sedoryk  General Manager/CEO
       Hunter Harvath  Assistant General Manager
       Robert Weber  Chief Operating Officer
       Norman Tuatavuki  Deputy Chief Operating Officer
2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

3. CONSENT AGENDA

3-1. Adopt Resolution 2018-06 recognizing Beronica Carriedo, Community Relations Coordinator, Employee of the Month for September 2017.


3-4. Minutes of the HR Committee meeting of September 11, 2017.


3-7. Receive the minutes of the MAC meeting of September 27, 2017.

3-8. Approval Performance Incentive Pool for MSTEA and Confidential Unit.
3-9 Authorize the purchase of Replacement Radios for Automatic Vehicle Location (AVL) system.

Public Comment – none

Director Clark made the motion to approve all items on the consent agenda and was seconded by Director Martinez. The motion passed unanimously.

4. RECOGNITION AND SPECIAL PRESENTATIONS

Public Comment – none

4-1. September Employee of the Month

Kelly Halcon recognized Beronica Carriedo for her outstanding service to MST and the entire community.

4-2. Retirement

Robert Llorin was not present. Robert Weber recognized Robert Llorin, Coach Operator for his eight years of excellent service to MST and the entire community.

4-3. 30 Years of Service

Robert Weber recognized Ben Newman, Risk and Safety Manager, for his 30 years of outstanding service to MST and the entire community.

4-4. 30 Years of Service

Robert Weber recognized Billy McGowan, Coach Operator, for his 30 years of outstanding service to MST and the entire community.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

Public Comment- None

6-1. Authorize Staff to enter into negotiations with MV Transportation Inc for the extension of their current contract by two (2) additional years.

Public Comment- None

Director Albert made the motion to authorize Staff to enter into contract renewal negotiations with MV Transportation Inc and was seconded by Director Alejo. The motion passed unanimously.
6-2. Adopt Resolution 2018-08 and approve South County Operations and Maintenance Facility Project.

Director O’Connell commented that a notice of the exemption from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15061 (b) should be posted on the MST website.

Director Martinez made the motion to adopt Resolution 2018-08 and was seconded by Director Carbone. The motion passed unanimously.

6-3. Authorize staff to issue free parking permits for MST property adjacent to the entrance to the Fort Ord National Monument.

Chair Barrera requested a roll call vote:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
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<tr>
<td>Hardy</td>
<td>NO</td>
<td>Albert</td>
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</tr>
<tr>
<td>Alejo</td>
<td>YES</td>
<td>Peake</td>
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<tr>
<td>Clark</td>
<td>NO</td>
<td>Barrera</td>
<td>YES</td>
</tr>
<tr>
<td>Bonincontri</td>
<td>YES</td>
<td>Carbone</td>
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<td>Martinez</td>
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<td>Pacheco</td>
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<tr>
<td>LeBarre</td>
<td>YES</td>
<td>Velazquez</td>
<td>NO</td>
</tr>
<tr>
<td>O’Connell</td>
<td>NO</td>
<td></td>
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</tbody>
</table>

The motion passed.

6-4. Consider request from County of Monterey to provide a location for the Safe Parking Program on MST property.

Public Comment-

Elliott Robertson from the County of Monterey Department of Social Services provided an overview of the Safe Parking Program and the request for the temporary use of unincorporated MST property.

Wendy Askew, Board Aid to the County of Monterey Board of Supervisors provided additional information on the Safe Parking Program.

Chair O’Connell made the motion to reject item 6-4 and was seconded by Director Hardy. Chair Barrera requested a roll call vote:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Hardy</td>
<td>YES</td>
<td>Albert</td>
<td>YES</td>
</tr>
<tr>
<td>Alejo</td>
<td>NO</td>
<td>Peake</td>
<td>YES</td>
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<tr>
<td>Clark</td>
<td>YES</td>
<td>Barrera</td>
<td>YES</td>
</tr>
<tr>
<td>Bonincontri</td>
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<td>Carbone</td>
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<td>Martinez</td>
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<tr>
<td>LeBarre</td>
<td>YES</td>
<td>Velazquez</td>
<td>YES</td>
</tr>
<tr>
<td>O’Connell</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The motion to reject item 6-4 passed with 11 votes in favor and 2 against.

7. REPORTS & INFORMATION ITEMS

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


7-4. Staff Trip Reports.

7-5. Correspondence.
   a. CAPSLO - Thank You Letter.

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8.-1 Reports on meetings attended by board members at MST expense.
   (AB 1234)

   Director LeBarre, Barrera reported that he attended the APTA Annual Meeting in Atlanta, Georgia and that he will serve as Vice Chair on the APTA Legislative Committee and also serve on the APTA Emerging Technology Committee.

   8-2. Board member comments and announcements.

   Director LeBarre announced his plan to adopt a bus stop and extended the challenge to the rest of the board of directors.

   Director Pacheco requested staff to send a letter regarding agenda item 6-4 to the County of Monterey on behalf of the MST Board of Directors.

   Director Carbone commented that she is in support of social services for the welfare of the homeless and that her vote on item 6-4 was strictly based on her role of serving on the MST Board of Directors.

   Director Bonincontri commented that the motion to reject item 6-4 should not be based on non-ownership.

   Director Velazquez commented that she also is in support of social services for the welfare of the homeless and that her vote on item 6-4 was strictly based on her role of serving on the MST board of directors.
Director Martinez commented on the outstanding community involvement of Beronica Carriedo and Ruben Gomez.

8-3. Board member referrals for future agendas.

Director Hardy requested that the board and staff adopt a policy or procedure for adding agenda items.

9. CLOSED SESSION


9.2 Public Employee Performance Evaluation, Gov. Code § 54957: General Manager/CEO.

Public Comment- None

10. RETURN TO OPEN SESSION

10-1 Report on Closed Session and possible action.

Dave Laredo reported that the board provided direction to staff regarding items 9-1 and 9-2. Item 9-2 will be added to the November 2017 consent agenda.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for August 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, Chair Barrera adjourned the meeting at 12:27 p.m.

PREPARED BY: Jeanette Alegar-Rocha REVIEWED BY: Carl G. Sedoryk
Planning/Operations Committee
19 Upper Ragsdale Drive, Suite
200 Monterey, CA 93940

Minutes
October 16, 2017
9:00 a.m.

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

Absent: None

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Assistant General Manager; Robert Weber, Chief Operating Officer, Norman Tuitavuki, Deputy Chief Operating Officer, Lisa Rheinheimer, Director of Planning & Marketing; Mark Eccles, Director of Information Technology, Dave Laredo, De Lay & Laredo; Jeanette Alegar-Rocha, Clerk to the Board; Eva Perez, Office Administrator

Public: None

1. **Call to Order.**
   Chairperson Clark called the meeting to order at 9:00 a.m.

2. **Public Comment on Matters Not on the Agenda.**
   None

3. **Operations Performance Review (Fixed route, Contracted, Mobility, & Maintenance)**

4. **Future service changes being considered**
   Lisa Rheinheimer informed the committee that future changes include the construction of new roundabouts, changes to bus routes and new partnership with California State University Monterey Bay (CSUMB).

5. **Bus on Shoulder and Branch Line Study Update**
   Lisa Rheinheimer presented an update on the Bus on Shoulder and Branch Line study.
6. **Salinas Valley Express Planning Study**

   Lisa Rheinheimer presented an update on the Salinas Valley Express Planning study.

7. **Committee Member Comments, Questions, or Referrals.**

   None.

8. **Adjourn.**

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

PREPARED BY: _____________________

REVIEWED BY: _____________________

Jeanette Alegar-Rocha

Carl G. Sedoryk
To: Board of Directors

From: Lori Lee

Subject: Financial Reports – September 2017

RECOMMENDATION:

1. Accept report of September 2017 cash flow presented in Attachment #1
2. Approve September 2017 disbursements listed in Attachment #2
3. Accept report of September 2017 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>
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<tbody>
<tr>
<td>Beginning balance September 1, 2017</td>
<td>$15,919,235.96</td>
</tr>
<tr>
<td>Revenues</td>
<td>4,203,936.02</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;5,664,728.41&gt;</td>
</tr>
<tr>
<td>Ending balance September 30, 2017</td>
<td>$14,458,443.57</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, the District continues to manage its expenses, resulting with a surplus of $1,112,074 on the fixed-route side of the budget. MST RIDES is also showing positive variances on both revenues and expenses, resulting in a $57,255 surplus year to date. Fixed-route fare revenues were down by 5.9% during September compared to the FY 2018 budget, but were only 0.4% lower than September of 2016. This can be attributed to the dynamic of the deeply
discounted monthly passes that were offered this time last year due to the Highway 68 roundabout construction project. Staff is still analyzing the after-effects of this program related to revenues and ridership.

The following expenses have negative variances of greater than 5% or have a monetary value greater than $5,000 as seen in the September Budget vs. Actual reports contained in Attachment #4:

1. **Professional & Technical** – a large portion of this 60.0% negative variance is caused by consulting fees associated with MST’s Bus on Shoulder/Monterey Branch Line study as well as the future South County Bus Operations and Maintenance facility. A portion of these expenditures are grant funded and are for projects that are often billed unevenly based on consultant activities. As such, for the fiscal year-to-date, expenditures in this category are actually 4.1% lower than budget.

2. **Outside Labor** – one large project accounts for most of the 13.5% negative variance in this category. A portion of MST’s property on the former Fort Ord had become a place where illegal dumping was occurring with increasing frequency. As such, an outside company was hired to install fencing around this area. As with the “Professional & Technical” category above, “Outside Labor” projects happen unevenly throughout the 12 months of a fiscal year. Similarly, for the first quarter of the fiscal year, expenses in this category are comfortably 12.9% below budget.

3. **Miscellaneous** – two expenditures in this category account for much of the 36.5% negative variance: advertising purchases for MST’s RealTime program continued in September as well as a one-time ad buy for MST’s JAZZ bus service that was aired to coincide with the 60th anniversary celebration of the Monterey Jazz Festival, which was held during the month of September.

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

Prepared by: ______________________  Reviewed by: ______________________

Lori Lee

Carl Smith
(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance September 1, 2017 15,919,235.96

Revenues

<table>
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<tr>
<th>Revenue</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Passenger Revenue</td>
<td>431,514.09</td>
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<tr>
<td>DOD Revenue</td>
<td>522,155.00</td>
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<tr>
<td>LTF / STA / 5307</td>
<td>2,009,283.47</td>
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<tr>
<td>Sales Tax</td>
<td>971,975.99</td>
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<tr>
<td>Grants</td>
<td>186,082.48</td>
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<tr>
<td>Interest Income</td>
<td>21,808.20</td>
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<tr>
<td>Non Transit Revenue</td>
<td>61,116.79</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>4,203,936.02</td>
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Disbursements

<table>
<thead>
<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>3,880,123.89</td>
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<tr>
<td>Capital</td>
<td>1,784,604.52</td>
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<tr>
<td><strong>Total Disbursements</strong></td>
<td>(5,664,728.41)</td>
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Ending balance September 30, 2017 14,458,443.57

COMPOSITION OF ENDING BALANCE

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Checking - Rabo Bank</td>
<td>263,930.94</td>
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<tr>
<td>Checking(s) - Wells Fargo Bank</td>
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<td>Local Agency Investment Fund (LAIF)</td>
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<tr>
<td>Money Market - Homeland Security</td>
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<tr>
<td>Money Market - Rabo MM</td>
<td>3,052,060.94</td>
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<tr>
<td>Money Market - PTMISEA</td>
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<tr>
<td>Money Market - LCTOP</td>
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<tr>
<td>Money Market - Rabo Prop. 1 B</td>
<td>985,317.92</td>
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<tr>
<td>Bank of America - Escrow</td>
<td>8,985.45</td>
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<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,545.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>14,458,443.57</td>
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## PAYROLL ACCOUNT

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<td>September 1</td>
<td>583,093.16</td>
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<tr>
<td>September 15</td>
<td>592,460.41</td>
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<tr>
<td>September 29</td>
<td>599,451.91</td>
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<tr>
<td>Pers &amp; 457</td>
<td>205,717.51</td>
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<tr>
<td>Garnishments</td>
<td>8,785.21</td>
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<td>Payroll adj</td>
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## GENERAL ACCOUNT

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<thead>
<tr>
<th>Expense</th>
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<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>3,603,512.53</td>
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<tr>
<td>Paydown loan</td>
<td>13,242.97</td>
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<tr>
<td>Workers Comp. Disbursements</td>
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<tr>
<td>Interest expense</td>
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<td></td>
<td>3,675,220.21</td>
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<td>Total Disbursements</td>
<td>5,664,728.41</td>
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<tr>
<td>Less Capital Disbursements &amp; Transfers</td>
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<tr>
<td>Operating Disbursements</td>
<td>3,880,123.89</td>
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## DISBURSEMENTS SUMMARY

**GENERAL ACCOUNT DISBURSEMENTS FOR September 1, 2017 - September 30, 2017**

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<th>CHECKS</th>
<th>AMOUNT</th>
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<td>Accounts Payable 09/05/2017</td>
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<td>370.00</td>
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<tr>
<td>Accounts Payable 09/08/2017</td>
<td>45953 - 46289</td>
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<tr>
<td>Accounts Payable 09/11/2017</td>
<td>46290 - 46321</td>
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<tr>
<td>Accounts Payable 09/15/2017</td>
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<tr>
<td>Accounts Payable 09/18/2017</td>
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<td>783.14</td>
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<td>Accounts Payable 09/22/2017</td>
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<td>401,120.07</td>
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<td>Accounts Payable 09/26/2017</td>
<td>46430 - 46437</td>
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<td>Accounts Payable 09/27/2017</td>
<td>46438 - 46516</td>
<td>439,119.90</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>3,603,512.53</strong></td>
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### CHECKS $100,000 AND OVER

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<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
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<th>AMOUNT</th>
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<td>BLUESCOPE CONSTRUCTION</td>
<td>TDA Rehab</td>
<td>46184</td>
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<tr>
<td>MV TRANSPORTATION SERVICES INC</td>
<td>Recurring Expense</td>
<td>46237</td>
<td>9/8/17</td>
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<td>CALIFORNIA PUBLIC EMPLOYEES</td>
<td>Recurring Expense</td>
<td>46452</td>
<td>09/27/17</td>
<td>333,089.27</td>
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</table>
## 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 09/01/17</td>
<td></td>
<td>7,837,069.24</td>
<td></td>
<td>7,837,069.24</td>
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<tr>
<td></td>
<td>Local Agency Investment Fund:</td>
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<td></td>
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<tr>
<td></td>
<td>Quarterly interest earned</td>
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<tr>
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<td></td>
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<td>20,879.18</td>
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<td>7,857,948.42</td>
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<tr>
<td></td>
<td>LAIF Treasury Balance at 09/30/17</td>
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<td></td>
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<td>7,857,948.42</td>
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## RABOBANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
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<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balance Forward at 09/01/17</td>
<td></td>
<td>3,812,517.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/08/17</td>
<td>308</td>
<td>to AP/Payroll</td>
<td>2,400,000.00</td>
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<tr>
<td>09/14/17</td>
<td>308</td>
<td>to AP/Payroll</td>
<td>650,000.00</td>
<td>762,517.56</td>
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<tr>
<td>09/26/17</td>
<td>308</td>
<td>to AP/Payroll</td>
<td>210,000.00</td>
<td>552,517.56</td>
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<td>09/29/17</td>
<td>212</td>
<td>Military Vending</td>
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<td>09/29/17</td>
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<td>LAIF</td>
<td>2,009,283.47</td>
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<td>3,051,801.03</td>
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<td>08/31/17</td>
<td>Interest @ 0.30%</td>
<td></td>
<td>259.91</td>
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<td>3,052,060.94</td>
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<td>RABO MM Balance at 09/30/17</td>
<td></td>
<td></td>
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<td>3,052,060.94</td>
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</table>
## MONTEREY-SALINAS TRANSIT
### Revenue & Expense - Consolidated
#### Budget vs Actual
For the Period from September 1, 2017 to September 30, 2017
(Amounts are in USD)
(Includes Fund: 001/004)
(Includes G/L Budget Name: BUDFY18)

<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>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>-329,870</td>
<td>-350,659</td>
<td>20,789</td>
<td>-1,005,838</td>
<td>-1,051,977</td>
<td>46,139</td>
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<tr>
<td>Special Transit</td>
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<td>-501,121</td>
<td>-161,298</td>
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<td>-1,503,363</td>
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<td>Cash Revenue</td>
<td>-41,925</td>
<td>-26,936</td>
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<td>-131,824</td>
<td>-80,808</td>
<td>-51,016</td>
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<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-2,616,065</td>
<td>-2,616,657</td>
<td>592</td>
<td>-7,848,195</td>
<td>-7,849,971</td>
<td>1,776</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>-3,660,279</td>
<td>-3,496,373</td>
<td>-164,906</td>
<td>-10,798,168</td>
<td>-10,486,119</td>
<td>-312,049</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>1,245,067</td>
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<td>-72,417</td>
<td>2,294,148</td>
<td>2,380,221</td>
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<td>Advertising &amp; Marketing</td>
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<td>4,919</td>
<td>3,556</td>
<td>17,314</td>
<td>14,757</td>
<td>2,557</td>
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<tr>
<td>Outside Services</td>
<td>117,392</td>
<td>73,361</td>
<td>44,031</td>
<td>220,083</td>
<td>211,167</td>
<td>8,916</td>
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<tr>
<td>Outside Labor</td>
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<td>35,126</td>
<td>-5,581</td>
<td>105,378</td>
<td>89,435</td>
<td>-15,943</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>120,678</td>
<td>106,366</td>
<td>14,312</td>
<td>319,098</td>
<td>249,246</td>
<td>-69,852</td>
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<tr>
<td>Supplies</td>
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<td>-78,225</td>
<td>880,781</td>
<td>239,926</td>
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<tr>
<td>Vehicle Maintenance</td>
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<td>82,842</td>
<td>-34,396</td>
<td>248,233</td>
<td>283,002</td>
<td>-34,769</td>
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<tr>
<td>Marketing Supplies</td>
<td>92,986</td>
<td>94,334</td>
<td>-1,348</td>
<td>283,002</td>
<td>248,233</td>
<td>-34,769</td>
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<tr>
<td>Utilities</td>
<td>707</td>
<td>2,876</td>
<td>-2,169</td>
<td>8,628</td>
<td>3,278</td>
<td>5,350</td>
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<td>Insurance</td>
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<td>44,690</td>
<td>-6,390</td>
<td>110,223</td>
<td>104,070</td>
<td>-6,153</td>
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<td>Taxes</td>
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<td>61,074</td>
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<td>183,222</td>
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<td>Purchased Transportation</td>
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<td>17,367</td>
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<td>52,161</td>
<td>40,090</td>
<td>-12,071</td>
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<td>Miscellaneous Expenses</td>
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<td>443,582</td>
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<td>1,330,746</td>
<td>1,260,754</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
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<td>3,495,373</td>
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<td>9,686,094</td>
<td>10,486,119</td>
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<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td>-398,782</td>
<td>-398,782</td>
<td>-1,112,074</td>
<td>-1,112,074</td>
<td>-1,112,074</td>
<td>-1,112,074</td>
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</tbody>
</table>
## MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from September 1, 2017 to September 30, 2017

(Amounts are in USD)

(Includes Fund: 092)

(Includes G/L Budget Name: BUDFY18)

<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>
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<tbody>
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<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Passenger Fares</td>
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<td>Special Transit</td>
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<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
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<td>-363,599</td>
<td>-1,090,797</td>
<td>-1,080,797</td>
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<tr>
<td><strong>Total Revenue</strong></td>
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<td>-2,467</td>
<td>-1,188,778</td>
<td>-1,140,159</td>
<td>-39,620</td>
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<td></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>
<td>8,776</td>
<td>9,573</td>
<td>-797</td>
<td>28,582</td>
<td>28,719</td>
<td>-137</td>
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<td>93</td>
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<td>Advertising &amp; Marketing</td>
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<tr>
<td>Professional &amp; Technical</td>
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<td></td>
<td>1,251</td>
<td>-1,251</td>
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</tr>
<tr>
<td>Outside Services</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Outside Labor</td>
<td>3,560</td>
<td>7,042</td>
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<td>10,678</td>
<td>21,126</td>
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<td>871</td>
<td>6,132</td>
<td>-5,261</td>
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<tr>
<td>Vehicle Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
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<td>40</td>
<td>120</td>
<td>120</td>
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<tr>
<td>Insurance</td>
<td></td>
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<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
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<td>Miscellaneous Expenses</td>
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<td>60,261</td>
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<td>Interfund transfers</td>
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<td>Pass Thru/Behalf of Others</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Interest Expense</td>
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<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>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>386,660</td>
<td>383,653</td>
<td>3,067</td>
<td>1,131,523</td>
<td>1,149,159</td>
<td>-17,636</td>
</tr>
</tbody>
</table>

| **Operating (Surplus) Deficit** | 1,130 | 1,130 | -57,265 | -57,265 |
To: Board of Directors  
From: Sonia Wills, Customer Service Supervisor  
Subject: Disposal of unclaimed property left on bus  

Donation to St. Vincent De Paul (Seaside):

To be donated:
- 1 Battery charger
- 1 Belt
- 1 Blouse
- 1 Dress
- 2 Books
- 6 Cell phones
- 2 Caps
- 1 Charger
- 3 Headphones
- 1 Music CD
- 3 Key chains
- 1 Pair of pants
- 6 Pairs of sunglasses
- 1 Shoe
- 2 Shirts
- 1 Scarf
- 2 Pairs of shorts
- 1 Pair of eyeglasses
- 1 Phone case
- 1 Sweater
- 2 Tote bags
- 1 Wallet
- 1 Watch

To be disposed:
- 1 Wallet
- 1 Jacket
- 2 Vitamin bottles
- 2 Keys
- 2 School ID’s – MPC
- 3 Credit cards

To be retained:

$25.00 for accounting to deposit.

MST makes an attempt to contact the owners of Lost and Found items. If the items are unclaimed after 30 days, they are added to the above list.

PREPARED BY: Sonia Wills  
REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: Revised Disposal of Lost and Found Property Policy

RECOMMENDATION:

Approve revised Disposal of Lost and Found Property Policy.

FISCAL IMPACT:

There are negligible fiscal impacts of approving the revised policy.

POLICY IMPLICATIONS:

Your Board sets policy matters including Disposal of Lost and Found Property Policy. This revised Policy brings MST into compliance with State law.

DISCUSSION:

The revised Disposal of Lost and Found Property Policy (attached) brings MST into compliance with State law with respect to the disposal of lost property. The revised Policy updates the previous July 12, 2010 policy. Changes to the Policy include:

- Items which will be held by MST.
- Items which will be discarded immediately.
- Length of time lost property will be held by MST.
- Procedure for customers to retrieve lost items.
- Procedure for disposing unclaimed items.

The revised Policy extends the period of time MST will hold lost property from 30 days to 3 months. Additionally, all unclaimed items were previously donated by MST to charities on a rotating basis, while the revised policy would comply with State law, which requires unclaimed items be auctioned.

PREPARED BY: ___________________ REVIEWED BY: ___________________

Lisa Rheinheimer           Carl G. Sedoryk
**DISPOSAL OF LOST AND FOUND PROPERTY**
Adopted: 7/12/2010
Revised: 11/13/2017

**OBJECTIVE:** To establish responsible guidelines regarding the disposal of property found on MST buses, property left at bus shelters and turned in to MST drivers, contract transportation, or MST staff, and property left at any of MST’s Administrative or Transit Centers.

MST staff and bus drivers will make every effort to collect all lost and found property, hold property for the amount of time specified herein, and return all property to its rightful owner upon verification of ownership. For all unclaimed property, the following guidelines shall be followed:

1. **PURPOSE AND APPLICABILITY OF THE LOST AND FOUND POLICY**

   1. As a public agency and recipient of state, federal and local funds, Monterey Salinas Transit (MST) must follow the guidelines of the CA Civil Code, Chapter 4 regarding Lost and Unclaimed Property. CA Civil Code §2080.6 allows any public agency to elect to be governed by the provisions of this article with respect to the disposition of personal property found or saved on its property subject to its jurisdiction, or may adopt reasonable regulations for the care; restitution; sale or destruction of unclaimed property in its possession. (CA Civil Code §2080.6(a))

   2. The standards established herein shall apply to all activities associated with all lost and found items recovered by MST and its employees and contract transportation provider.

2. **GENERAL REQUIREMENTS**

   A. **Definitions**

   The following capitalized words and phrases whenever used in this policy shall be construed as defined below:

   BOARD shall mean the Board of Directors of the Monterey-Salinas Transit District (MST).

   GENERAL MANAGER shall mean the chief executive officer of MST appointed by the Board of Directors.

   “MST” and “MONTERY-SALINAS TRANSIT DISTRICT” shall mean the Monterey-Salinas Transit District as established and operated under Part 17, Division 10 of the *California Public Utilities Code*. 
B. Administrative Procedures

1. MST maintains this Lost and Found Policy in compliance with CA Civil Code §2080.6 to safeguard and properly dispose of found items which come into MST’s custody. Items are kept at one of three Customer Service locations:

   MST Bus Stop Shop
   201 Pearl Street, Monterey, CA 93940

   Salinas Transit Center
   110 Salinas Street, Salinas, CA 93901

   Marina Transit Exchange
   280 Reservation Road, Marina, CA 93933

2. Lost items listed in Section 3 (below) which are left on buses, bus benches, at transit centers, at bus stops, and/or which have been turned into Bus or RIDES Operators, Customer Service Representatives, or any MST employee will be held at one of the Customer Service locations listed in Section A (above) for a three (3) month period.

3. Lost items will be stored according to the procedures outlined in this policy. ONLY the following items will be held by MST:
   a. Electronic devices (cell phones, laptops, iPads, tablets, etc.).
   b. Wallets/purses and Drivers’ License or Identification Cards.
   c. Keys, glasses, jewelry, credit cards, gift cards, and cash.
   d. Musical instruments.
   e. Skateboards, strollers, and scooters.
   f. Umbrellas.
   g. Bicycles, bike helmets, and locks.
   h. Briefcases, portfolios, books, and backpacks.
   i. Rx Medications (when found in appropriately labeled container).
   j. Anything with an estimated fair market value of $100 or more.

4. All other items will be discarded within ten (10) business days. If the owner is unable to retrieve the item within the ten (10) business days, the owner may contact Customer Service at (888) MST-BUS1 (888-678-2871) to request that the item be held for an additional five (5) business days.

5. The following items will be disposed of immediately:
   a. Hazardous, perishable, and unsanitary items.
   b. Illegal items will be turned over to law enforcement.
6. If the owner of the lost item can be determined from identification that is attached to the item, a Customer Service Representative will attempt to contact the owner.

7. Lost items can be claimed by calling Customer Service at (888) MST-BUS1 (888-678-2871) from 8:00 a.m. to 5:00 p.m., Monday through Friday ONLY. Items can be picked up at one of the Customer Service locations identified in Section A (above) after calling MST to ascertain the location of the lost item(s). Items may not be claimed after normal business hours or on weekends.

8. If it is after regular business hours, and a customer realizes that he/she has lost a personal item on the bus or at a transit center, the customer can complete a “Customer Service Report” on MST’s website. The Customer Service button is located on MST’s website at www.mst.org under the tab “Contact Us”.

3. UNCLAIMED ITEMS

A. Lost items listed in Section 2.B.3 above that remain unclaimed after the three (3) month period will be sold at auction conducted by MST or by an auction house chosen by MST.

B. The General Manager or his/her designee shall publish a “Notice of Auction” to sell/dispose of any property found and stored by MST pursuant to the requirements of CA Civil Code §2080.6.

1. The General Manager or his/her designee shall have the Notice of Auction published in a newspaper of general circulation in the County of Monterey, at least 5 days before the time fixed for the auction.

2. Any property remaining unsold after being offered at auction may be destroyed or otherwise disposed of by MST. MST will donate any unsold items to non-profit charitable organizations under MST’s Disposal of Surplus Property Policy.

C. If MST, in its sole discretion, determines that any property transferred to it for sale is needed for a public use, such property may be retained by MST.
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 4.75%.

FISCAL IMPACT:

Wages are included in the approved FY 2017 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 3, 2017 to discuss the performance of Carl Sedoryk, 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 base salary. The Ad Hoc committee is recommending the Board approves an incentive of 4.75% in the amount of $10,085.50.

Staff is recommending the Board approves the Ad Hoc Committee’s recommendation of the 4.75% incentive pay. The incentive pay will be paid out in the pay date following the November Board Meeting.

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

From: Hunter Harvath – Assistant General Manager

Subject: Electrical Upgrades to CJW Facility in Salinas for Electric Buses

RECOMMENDATIONS:

Approve expenditure of up to $300,000 to upgrade electrical power system at the Clarence J. Wright CJW bus operations and maintenance facility in Salinas to accommodate electric buses.

FISCAL IMPACT:

Up to $300,000, to be funded from MST’s capital and operating budgets.

POLICY IMPLICATIONS:

Your Board authorizes expenditures in excess of $25,000.

DISCUSSION:

Currently, MST has on order two electric buses being manufactured by BYD in Lancaster, California. Through previous commitments related to MST’s state “cap and trade” formula and discretionary grant awards, these electric buses will be deployed predominantly in Salinas, focusing enhanced service in Disadvantaged Communities as defined by the State of California’s “Enviro-Screen 2.0” evaluation methodology. As such, these electric buses will be housed in MST’s CJW bus operations and maintenance facility on Victor Way in Salinas.

In assessing the power required to charge these vehicles when they are not in service, staff has worked with PG&E to identify infrastructure upgrades that would be required to bring sufficient electricity to CJW. MST’s contract facilities project consultant, Ed Jenkins, will be managing this project to allow staff to continue to focus on the district’s major capital projects, such as the $20 million renovation project currently underway at One Ryan Ranch Road and the forthcoming South County bus operating and maintenance facility in King City. As part of preliminary planning for this project, Mr. Jenkins has developed the following draft budget and expenditure estimate:
<table>
<thead>
<tr>
<th>Cost Est.</th>
<th>Expenditure Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16,000</td>
<td>Engineering</td>
</tr>
<tr>
<td>$50,075</td>
<td>On-Site Civil</td>
</tr>
<tr>
<td>$49,755</td>
<td>On-Site Electrical</td>
</tr>
<tr>
<td>$15,000</td>
<td>Parking lot Restripe/Seal/Repair</td>
</tr>
<tr>
<td>$40,000</td>
<td>Off-Site Civil</td>
</tr>
<tr>
<td>$20,000</td>
<td>Off-Site Electrical (as required by PG&amp;E)</td>
</tr>
<tr>
<td>$12,000</td>
<td>Permits from City of Salinas</td>
</tr>
<tr>
<td>$70,000</td>
<td>PG&amp;E Special Service Charges</td>
</tr>
</tbody>
</table>

$272,830  Project Cost Subtotal
$27,170   Project Contingency (approximately 10%)

$300,000  Project Cost Grand Total

As this project would involve a number of consultants, disciplines, and specialties, staff is requesting your Board’s authorization for a project total expenditure rather than award each contract exceeding $25,000 separately. Where possible, MST’s contract project consultant would follow MST’s procurement practices as adopted by your Board, with no individual contract to exceed $100,000. In some cases, there is only one provider available (e.g., PG&E), so some portions of the project may not be competitively bid. Given that complexity, staff seeks spending authority not to exceed $300,000 in order to deliver this project successfully and efficiently. With your Board’s approval of this approach, staff expects to have the infrastructure upgrades complete to enable these new electric buses to be delivered, tested and put into service by Memorial Day weekend 2018.
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – September 2017

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for September 2017 (Attachments 1-4).

Attachment 6 contains a status update on progress towards goals contained within the FY 2018 Action Plan through September 20, 2017.

September 5 - 8 I participated in a California Transit Association joint lobby visit to Washington DC with 12 other representatives of California public transit operators from around the state to promote California federal legislative and funding priorities.

The event featured 25 meetings with members of California’s congressional delegation, staff for key committees, Senators representing states other than California that benefit from investments in public transportation, leadership from the American Public Transportation Agency, and Jane Williams, the new Deputy Director and current Acting Administrator for the Federal Transit Administration.

Topics of discussion included: the Transportation, Housing and Urban Development (THUD) Appropriations bills before the full House and Senate; the Capital Investment Grant (CIG) program; the President’s Federal Infrastructure Initiative; Tax Reform; and, American jobs created through investment in public transportation. Overall, we learned that, while there is strong support among Democrats for increasing funding for the CIG program, it is unlikely that the funding level for that program will reach the authorized level of $2.3 billion. The final funding level for the CIG program will be determined in a Conference Committee of the Senate and the House Appropriations Committees. To ward off negative administrative actions by the President’s Administration against the CIG program, the THUD Appropriations bills include language requiring the Administration to execute the CIG program as Congress authorized in the FAST Act. Our meetings confirmed that, despite talk of looming action on the President’s Federal Infrastructure Initiative and the Tax Reform, there has been little actual movement on these initiatives. Congressional staff did highlight, however, that the various subcommittees of the House Transportation and Infrastructure Committee would be starting informational hearings on the nation’s infrastructure needs during the week of September 11. Additionally, congressional staff indicated that discussions on Tax Reform would pick up in Fall 2017.
September 22, I traveled to Sacramento to attend a meeting of the California Transit Association Executive Committee and on September 26 I travelled to Sacramento to attend a meeting of the Association Finance/Management Committee.

Attachment #1 – Dashboard Performance Statistics
Attachment #2 – Operations Dept. Report – September 2017
Attachment #3 – Facilities & Maintenance Dept. Report – September 2017
Attachment #4 – Administration Dept. Report – September 2017
Attachment #5 - Washington, D.C. Itinerary – September 2017
Attachment #6 - FY 2018 Action Plan Status Update.

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/

Submitted by: Carl G. Sedoryk, General Manager/ CEO
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Month of September
Fiscal Years 2016-2018

Ridership

Goal = 1,244,768 passengers
Minimum = 1,064,276 passengers

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

Percentage of Service Delivered

Goal = 99.97%
Minimum = 99.88%

Goal = 16.72
Minimum = 15.0

Goal = 1,190,244
Minimum = 1,090,000

Goal = 90.00%
Minimum = 85.0

Goal = 343
Minimum = 302
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Month of September
Fiscal Years 2016-2018

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

- FY 2016: 23%
- FY 2017: 27%
- FY 2018: 29%

**Goal = 25%**
**Minimum = 15%**

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

- FY 2016: $119.58
- FY 2017: $124.85
- FY 2018: $133.51

**Goal = $126.43 per RH**
**Maximum = $139.10 per RH**

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

- FY 2016: 220,670 miles
- FY 2017: 137,323 miles
- FY 2018: 309,184 miles

**Goal = 200K Miles**
**Minimum = 100K Miles**

**Miles Between Road Calls**
(Miles travelled between mechanical failure)

- FY 2016: 22,269 miles
- FY 2017: 18,483 miles
- FY 2018: 17,265 miles

**Goal = 15K Miles**
**Minimum = 7K Miles**
FY 2016-2018

**Ridership**

(Total cumulative YTD passenger boardings)

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25,730</td>
<td>27,339</td>
<td>28,554</td>
</tr>
</tbody>
</table>

**Goal = 29,295 passengers**

**Maximum = 32,224 passengers**

**Goal = 1.87 passengers p/h**

**Maximum = 2.06 passengers p/h**

**Passengers Per Hour**

(Passengers per hour of service)

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.95</td>
<td>1.86</td>
<td>1.81</td>
</tr>
</tbody>
</table>

**Goal = 90% on time**

**Minimum = 80% on time**

**On Time Performance**

(Percent of trips within 15 minutes of scheduled arrival)

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>89.2%</td>
<td>89.8%</td>
<td>87.7%</td>
</tr>
</tbody>
</table>

**Goal = 23,791 one way trips**

**Maximum = 26,170 one-way trips**

**One Way Trips**

(Total cumulative YTD one-way passenger trips completed)

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24,135</td>
<td>26,342</td>
<td>27,046</td>
</tr>
</tbody>
</table>

**MST AGENDA / NOVEMBER 13, 2017 / PG. 39**
MST RIDES
YTD Dashboard Performance Comparative Statistics
Month of September
FY 2016-2018

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 = $82.65
Maximum = $90.92

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
Month of September
Fiscal Year 2018

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget
MST RIDES
Financial Performance Comparative Statistics
Month of September
Fiscal Year 2018

MST RIDES Total Revenue
YTD Actual and Budget

Minimum 95%

MST RIDES Total Expenses
YTD Actual and Budget

Maximum 105%
To: Carl Sedoryk, General Manager / C.E.O.
From: Robert Weber, Chief Operating Officer
Cc: MST Board of Directors
Subject: Transportation Department Monthly Report – September 2017

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 2.58% in September 2017, (416,357), as compared to September 2016, (427,367). For the Fiscal year – passenger boardings have decreased by 2.29% as compared to last Fiscal year.

Productivity remained practically unchanged from September of last year (17.9) to 17.3 passengers per hour in September of this year.

Supplemental / Special Services:

September 1-4: In support of the annual Monterey County Fair, MST deployed supplemental services to transport attendees to / from the event. The service transported 7,633 passengers during the four day event.

September 15-17: In support of the annual Monterey County Jazz Festival, MST deployed supplemental services to transport attendees to / from the event. The service transported 11,550 passengers during the two day event.

September 24: MST deployed special shuttle services for the Monterey Aquarium’s Free – To – Learn project transporting 309 passengers from Watsonville Transit Center to the Monterey Bay Aquarium.

September 30: In support of the annual Salinas International Airshow, MST deployed supplemental services to transport attendees to / from the event. The service transported 140 passengers during the one day event.
System Wide Statistics:
- Ridership: 416,357
- Vehicle Revenue Hours: 23,965
- Vehicle Revenue Miles: 388,798
- System Productivity: 17.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 34,661

Time Point Adherence: Of 131,573 total time-point crossings sampled for the month of September, the Transit Master™ system recorded 20,553 delayed arrivals to MST’s published time-points system-wide. This denotes that 84.38% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2017 - 2018.)

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Error</td>
<td>0</td>
<td>1</td>
<td>14.29%</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>3</td>
<td>0</td>
<td>42.86%</td>
</tr>
<tr>
<td>Staffing Shortage</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Traffic Congestion</td>
<td>1</td>
<td>0</td>
<td>14.29%</td>
</tr>
<tr>
<td>Unknown</td>
<td>1</td>
<td>1</td>
<td>28.57%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>5</strong></td>
<td><strong>2</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

1 Insufficient information.

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 2016 and 2017:
<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>September-16</th>
<th>September-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>13</td>
<td>11</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>40</strong></td>
<td><strong>33</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 11,648 passenger boardings. This denotes a 11.61% increase in passenger boardings from September of 2016, (10,436). For the Fiscal year – passenger boardings have increased by 6.33% as compared to last Fiscal year.

- Productivity for September of this year was at 1.88 passengers per hour, increasing from September of 2016, (1.87).
- For the month of September, 88.84% of all scheduled trips for the MST RIDES program arrived on time, decreasing slightly from 88.90 % in September of 2016.

COMMUNICATIONS CENTER:

In September, MST’s Communications Center summoned public safety agencies on twenty seven (27) 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>20</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger / Employee Illness / Injury</td>
<td>7</td>
</tr>
</tbody>
</table>
October 27, 2017

To:      Carl Sedoryk, General Manager/CEO
From:     Robert Weber, Chief Operating Officer
Subject:  Monthly Maintenance Operations Report: September 2017

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$2.41</td>
<td>$2.20</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$2.76</td>
<td>$2.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: *Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September: 2018</td>
<td>$0.89</td>
<td>19,262</td>
</tr>
<tr>
<td>YTD: FY 2018</td>
<td>$0.89</td>
<td>17,265</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$0.89</td>
<td>18,733</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$0.93</td>
<td>19,862</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

The MST revenue fleet travelled 19,262 miles between major mechanical road calls during the month of September. The total number of road-call incidents was 24, with 18 for major mechanical failures ¹ and 6 for other mechanical ² issues. The highest number of major mechanical road calls (33%) was attributed to engine system failures. Fiscal year to date, average miles traveled between major mechanical road calls has decreased by 6.59% over the same period last year.

¹ These are failures of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.
² These are failures of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service.
In September recruitment efforts continued to hire three Maintenance Technicians and one Utilities Service Worker.

PREPARED BY: Robert Weber

REVIEWED BY: Carl G. Sedoryk
Date: September 1, 2017
To: C. Sedoryk, General Manager/CEO
From: Hunter Harvath, Assistant General Manager – Finance & Administration; Andrea Williams, General Accounting & Budget Manager; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Rheinheimer, Director of Planning and Marketing; Zoe Shoats, Marketing Manager; Sonia Wills, Customer Service Supervisor.

Subject: Administration Department Monthly Report – September 2017

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

**Human Resources – September 2017**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY18</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>148</td>
<td>143</td>
<td>-5</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>33</td>
<td>28</td>
<td>-5</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>54</td>
<td>50</td>
<td>-4</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>266</strong></td>
<td><strong>252</strong></td>
<td>-14</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>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$12,811.56</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$6,517.44</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$5,196.24</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$8,939.66</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$38,464.90</td>
</tr>
<tr>
<td>Reserves</td>
<td>$1,841,784.90</td>
</tr>
<tr>
<td>Excess Reserved</td>
<td>($1,179,566.23)</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>42</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>16</td>
</tr>
<tr>
<td>In Service Training Report: Situational Awareness &amp; Maintaining Sufficient Clearance</td>
<td>62</td>
</tr>
<tr>
<td>Post Accident/Incident Re-training</td>
<td>5</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Project Management Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>Electric Trolley Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Return to Work Training:</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>September 2017 Preventable</th>
<th>September 2016 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>MST bus hit stationary object</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

During the month of September there were four minor occurrences of a bus making contact with a stationary object.

Accident Statistics

[Bar chart showing accident statistics from September 2016 to September 2017]
## Customer Service Update – September 2017

<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 '16</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Driving</td>
<td>6</td>
<td>4</td>
<td>2/2*</td>
<td>10.2%</td>
<td>10</td>
<td>15.4%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3.1%</td>
<td>2</td>
<td>3.1%</td>
</tr>
<tr>
<td>Request To Reduce Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.6%</td>
</tr>
<tr>
<td>Passed By</td>
<td>14</td>
<td>0</td>
<td>4</td>
<td>14.3%</td>
<td>4</td>
<td>6.2%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>14</td>
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<td>1*</td>
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<td>5</td>
<td>7.7%</td>
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<td>Employee Other</td>
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### Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average

- **Standard**: Not more than 1 preventable collision per 100k miles
- **Miles Between Prev. Collisions**
- **MBPC: 12 Month Average**

**Graph:**
- X-axis: Months of 2016 and 2017
- Y-axis: Miles
- Red line indicates the standard of not more than 1 preventable collision per 100k miles.

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*MST AGENDA / NOVEMBER 13, 2017 / PG. 51*
Customer Service Call Center Report:

During the month of September 2017, MST received a total of 4,614 calls which lasted a total of 60 hours and 17 minutes. The average call duration was forty-seven (47) seconds. MST received the most number of calls on Friday, September 29 at 386. Of the total number of calls, 1,435 were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST’s pre-recorded automated system, which appears to take more time.
Finance Update – September 2017

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 FY17.

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. Updated payroll schedules and rosters for new CO sign up.

Grants

During the month of August staff attended a number of state workshops on the new SB1 program. Grant materials were compiled for the agency’s final audit. Staff coordinated the Caltrans review of the 5310 audit at MV Transportation. Reimbursement requests to Caltrans were prepared. Coordination with FTA, and USDA continued on the South County Operations and Maintenance Facility.

Purchasing

During the month of August, Parts staff was busy with managing inventory levels and ensuring continued supplies. Inventory levels are at an all time low of $140K. A concerted effort was made to reduce stock levels in anticipation of the move to JLW. Staff has worked to support Maintenance while dealing with the reduced space available for the storage of parts. Contracts for architect support for the South County Operations and Maintenance Facility were issued along with tracking of incoming bus procurements.

Information Technology Update – September 2017

On Friday, September 22nd, 2017, there was a failure of hardware that resulted in the loss of MST systems including the email and shared files servers and drives. As a result, IT staff worked with a local consultant to rebuild the necessary environment to be able to restore system backups and to get the MST computer networks back online. This was achieved by Monday afternoon and resulted in minimal disruption to the main workforce.

Staff worked with Operations and Maintenance Department personnel in monitoring the Intelligence Transportation Systems (ITS) equipment installed on the vehicles. These include the hardware and software for the Trapeze Group Automatic
Vehicle Location system on the fixed route and Paratransit fleets.

Staff liaised with Trapeze Software Group in the implementation of the Fixed-Route Interactive Voice Response (IVR) and Short Messaging System (SMS) systems. Staff monitored the Fixed Route RealTime bus arrival system data.

Staff monitored the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff monitored and configured the WiFi systems installed on 15 buses used on the commuter routes.

Staff worked with Giro and MST staff in the ongoing implementation of the latest modules in the Hastus system.

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

Marketing Update – September 2017

RealTime Usage:

<table>
<thead>
<tr>
<th></th>
<th>Text</th>
<th>Phone</th>
<th>App Users</th>
<th>Sessions/User</th>
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<tr>
<td>August</td>
<td>3,959</td>
<td>1,332</td>
<td>4,552</td>
<td>15</td>
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<td>September</td>
<td>5,297</td>
<td>1,379</td>
<td>4,919</td>
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</table>

Published news stories include: “Free fare weekends in Salinas on MST” (The Salinas Californian, 9/1/17); “Bring bike sharing to Salinas” (The Salinas Californian, 9/7/17); “Monterey Jazz Festival Guide: The 7 things to know before you go” (Bay Area News Group, 9/14/17).

Press releases sent include: None were issued during the month of September.

Marketing activities: Coordinated bus transportation to the Monterey County Fair; held community and press event featuring capping of the fare box for ‘Ride the 40’s on Us’ campaign at the Salinas Transit Center; distributed ‘Ride the 40’s On Us’ rack cards to community agencies in E. Salinas; posted ‘Ride the 40’s On Us’ car cards inside buses; participated in a bus trip with seniors from Merrill Gardens to downtown Monterey; met with mobility staff to determine need for travel training flyer for use at senior centers; created marketing task list for FY18 and FY19; held passenger photo shoot at Monterey Transit Plaza as well as a maintenance/mechanics photo shoot at Joe Lloyd Way; created online employment application form on website; began creation of all-electric bus exterior design to include paint scheme and all graphic elements; staff managed MST’s website content, Facebook page, Twitter account, and Instagram page.
**Community outreach:** Staffed information booth at El Grito in Salinas; staffed a pop-up booth at City of Salinas Health Fair; staffed a pop-up booth at Bi-National Health Fair in Salinas; staffed information booth at Veteran Connect in Seaside; attended the 16th Annual Leadership Luncheon at the Embassy Suites in Seaside.

**Presentations:** Parents from El Sausal Middle School and La Paz Middle School; migrant program in Salinas; as well as first grade students from Foothill Elementary School in Monterey.

**Collaboratives, meetings, and committees:** Attended the Alisal Vibrancy Open House in Salinas; attended ACOMI collaboration meeting in Salinas; attended SCORE Collaboration meeting in Camphora, attended MST’s Mobility Advisory Committee meeting in Salinas; and met with staff from Monterey Bay Aquarium to plan 2017/2018 bus service for their ‘Free to Learn’ program.

### Social Media Fans

![Pie chart showing social media fans distribution](image)

- **Facebook:** 945 fans (59%)
- **Twitter:** 551 fans (35%)
- **Instagram:** 113 fans (6%)

**Overview by Social Media Platform:**

**Twitter**

- Tweets: 105
- Followers: 551
- Engagement: 46
- Traffic: 9
Notes: On Twitter, "following" someone means that you will see their tweets (Twitter updates) in your personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people's Twitter updates.

A Facebook "fan" is a user who likes a particular Facebook page. Users who "like" a page are able to receive updates from that page's administrator through status updates, posted content, and event invitations. A list of pages a fan has liked will appear on his or her profile page.

"Engagement" is the sum of likes and comments received by all posts.

"Traffic" is the total number of clicks on all the links posted.

Planning Update – September 2017

During the month of September, staff continued to monitor the revenues and expenses for the military partnerships and visited the Presidio approximately one day each week to assist with the program. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues in case a comprehensive tax reform bill is passed that could reduce or eliminate a number of tax breaks and benefits. As such, staff will continue discussions with the Presidio to reevaluate the program with some expansions possible for the future. Staff is also working with the Presidio on identifying locations for bus stop shelters, which have been ordered from the supplier and were being manufactured during the month. The Presidio staff is waiting until after the beginning of the federal fiscal year (October 1, 2017) to do the required site work to allow installation of the shelters.

In September, staff continued a bi-weekly check-in meeting with the consultant
and Santa Cruz METRO for the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study. Staff also met with TAMC and the consultant to review shoulder widths and existing traffic conditions and go over options for use of the Highway 1 shoulders and/or Monterey Branch Line.

Staff continued planning efforts in support of California Environmental Quality Act (CEQA) environmental analysis for the South County Operations and Maintenance Facility. An administrative draft National Environmental Policy Act and California Environmental Quality Act document was submitted to the US Department of Agriculture, Federal Transit Administration, and City of King City for review and comment in August. Preliminary comments were received from USDA and FTA and will be incorporated into the NEPA documentation. The environmental document submitted was under the category of Categorical Exclusion/Exemption.

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

General Manager/CEO Carl Sedoryk
September 6-8, 2017

WEDNESDAY, SEPTEMBER 6, 2017

8:30 am – 9:30 am  American Public Transportation Association
Dick White, Acting President & CEO Art Guzzetti, VP of Policy Rob Healy, VP of
Government Affairs
Subject: California Transit Association Federal Legislative Priorities

10:15 am – 10:45 am  Rep. Bill Shuster (Chair, House T&I) Rep. Peter DeFazio (Ranking Member, House T&I)
Caryn Moore Lund, Professional Staff Auke Mahar-Piersma, Professional Staff

11:00 am – 11:30 am  Rep. Eric Swalwell (Dem Leadership) Lizzy Fox, Legislative Assistant

1:15 pm – 1:45 pm  House Budget Committee, Emily Goff, Senior Policy Advisor

2:00 pm – 2:30 pm  Minority Leader Nancy Pelosi (Dem Leadership) Robert Edmonson, Chief of Staff

3:00 pm – 3:30 pm  Rep. John Garamendi (House T&I) Representative

3:30 pm – 4:00 pm  Rep. Jared Huffman (House T&I) Logan Ferree, Legislative Director

4:30 pm – 5:00 pm  Rep. Mark DeSaulnier (House T&I) Representative

5:00 pm – 7:00 pm  Association Legislative Reception

THURSDAY, SEPTEMBER 7, 2017

10:00 am – 10:30 am  Sen. Mike Crapo (Chairman, Senate Banking) Sen. Sherrod Brown (Ranking
Member, Senate Banking) Jen Deci, Professional Staff Homer Carlisle, Professional Staff

10:30 am – 11:00 am  Sen. Patrick Leahy (Ranking Member, Senate Appropriations) Rajat Mathur, Professional Staff

11:30 am – 12:00 pm  Sen. Kamala Harris (Senate EPW, Senate Budget) Kevin Chang, Legislative Aide

1:15 pm - 1:45pm  Congressman Jimmy Panetta
Subject: Low-No program applications, update you on MST’s 5339 rural project and USDA
funding, and discuss State of Good repair challenges in rural areas.

2:00 pm – 3:00 pm  Geoffrey MacLeay, Professional Staff Member to Chairman John Kline (R-MN)
House Committee on Education and the Workforce
Subject: 13c Transportation Labor Issue

FRIDAY, SEPTEMBER 8, 2017

9:00 am – 2:00 pm  American Public Transit Association Executive Committee
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FY 2018 Project Action Plan Status Update
September 30, 2017

   **Status:** Project is on time and on budget.

2. Execute grants; complete environmental documentation; begin procurement for design/build, permitting, and construction of South County maintenance facility. June 2018.
   **Status:** Your board approved environmental document and project is proceeding.

3. Implement new Measure Q projects including intelligent voice recording, enhanced out-of-area medical trips, volunteer mileage reimbursement program, ADA emergency rapid response module, and begin planning effort for the Flex Voucher Pilot Program. June 2018.
   **Status:** English Intelligent voice recording is active with Spanish language undergoing testing. Enhanced out-of-area medical trips implemented; executed lease for Salinas Mobility Center at 25 Lincoln Avenue.

4. Accept delivery and place in to service new buses, trolleys, mini buses, service and support vehicles. Ongoing.
   **Status:** Procurements for new buses, trolleys and support vehicles are proceeding on a timely basis.

   **Status:** Project is on track and on time.

6. Commence Salinas Valley express transit corridor planning study.
   **Status:** MST staff is seeking requests for proposals from qualified consultants and will recommend a consultant to commence work at your March 2018 meeting.

   **Status:** Preliminary work has been done to identify ways to better incentivize training and workforce development within the maintenance department.

8. Install updated point of sale system at customer service locations. June 2018.
   **Status:** Staff met with several potential vendors at the APTA Expo and will continue to develop specifications for a formal Request for Proposals.
   **Status:** Preliminary designs and budget have been developed. Applications for necessary permits have been made.

    **Status:** Complete.

11. Procure consulting services to develop 5-year program of major projects and identify resources required to implement including, but not limited to:
    
    a. Identify locations for necessary facilities expansion including Salinas Maintenance and Operations Facility and Salinas Mobility Center.
    b. Develop plan for potential continued use of Joe Lloyd Way facilities.
    c. Develop strategy for future of contracted services.
    d. Develop a plan for short- and long-term use of Suite 110 of Lichtanski Administration Building.
    e. Develop strategy for operation and maintenance of zero emission fleet
    f. Conduct comprehensive operational analysis of service area.
    g. Develop recommendations for uses/disposition of undeveloped MST property.

    **Status:** Preliminary discussions have been had with a variety of consultants. A consultant has been hired to assist with Salinas Transit Center improvements.
FY 2018 Ongoing and Recurring Action Items

1. Continue transit activities within board adopted operational and financial performance standards.

2. Maintain ongoing community partnerships and seek new opportunities as appropriate.

3. Develop and implement service levels, facilities, polices, and procedures appropriate to funding availability and community requirements.

4. Actively participate in state and national trade associations to support issues of local concern.

5. Continue employee training and development opportunities through partnerships with local colleges, universities, and vendors.

6. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation.

7. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices.

8. Maintain adequate staffing and organizational structure for MST and RTA.

9. Adopt and execute federal and state legislative programs.

10. Procure replacement buses, shelters and customer amenities as funding allows.

11. Continue marketing and community outreach programs to promote MST services and educate the communities we serve regarding the benefits of public transportation.

12. Continue board development activities including educational and policy reviews.

13. Continue efforts to achieve a state of good repair for MST fleet and facilities.

14. Continue efforts to ensure passenger and employee safety and security.
TO: Carl Sedoryk
FROM: Don Gilchrest

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

**Budget**
The House of Representatives adopted the Fiscal Year 2018 Budget Resolution on October 26, by a 216-212 vote, with all Democrats and 20 Republicans voting against the measure. The vote by the House was the final step in the legislative process for the Budget Resolution, which is not signed by the President. This legislation provides the broad parameters for the annual appropriations bills, but the main purpose behind this year’s Budget Resolution is to set up the process for the House and the Senate to use a budget reconciliation bill to enact tax reform using expedited legislative procedures (for example, they would only need 50 votes in the Senate, instead of 60 votes to overcome a filibuster).

The next steps for Tax Reform will be for the House Ways and Means and Senate Finance Committees to actually draft the tax reform legislation, which they are scheduling for November. Many of the details of the tax package still need to be worked out during committee consideration, but it will roughly follow the Tax Reform Framework that was released in September by President Trump and Republican Congressional Leaders. The Framework proposes major reductions in both Corporate and Individual income tax rates that would be partially offset by eliminating many deductions. The document says that most itemized deductions would be eliminated, which appears to put the deductions for State and local income taxes and interest on municipal bonds in jeopardy. The mortgage interest deduction and charitable contributions are both specifically retained.

**FY 2018 Appropriations**
None of the twelve annual appropriations bills to fund the Federal government in FY 2018 have been enacted, but a “Continuing Resolution” is currently providing interim funding through December 8.
The House passed an omnibus package of all twelve bills in September, including the version of the *FY 2018 Transportation, Housing and Urban Agencies Appropriations Act (THUD)* that was reported by the House Appropriations Committee in July. The House Omnibus package would provide funding for FTA’s Transit Formula programs at the $9.733 billion level authorized by the FAST Act and would reduce funding for New Starts from $2.3 billion to $1.753 billion. The Senate THUD bill, reported by the Appropriations Committee on July 17, would also fully fund the Transit Formula Programs and would provide $2.133 billion for New Starts. Further action on Transportation Appropriations is not expected until the December 8 deadline approaches.

**Infrastructure Initiative**

One of the obstacles to moving ahead with the President’s proposal to spend $1 trillion on infrastructure over ten years has been the lack of a financing mechanism for the package. When the Republican Framework for Tax Reform was released in September, it included a statement that the corporate tax provisions would allow for a one-time repatriation of overseas profits. This is widely viewed as a potential source of revenue to help pay for new infrastructure projects.

In addition, the Trump Administration recently rekindled discussion over the possibility of an increase in the Federal tax on motor fuels. Gary Cohn, director of the White House National Economic Council urged consideration of increasing the gas tax when he met with Republican House members on October 25.

The insolvency of the Highway Trust Fund has continued to be an obstacle to spending on transportation infrastructure because the revenues that are deposited into the Account from motor fuels taxes are not sufficient to cover the spending on highway and transit programs. With enactment of the FAST Act, $70 billion was transferred to the Fund from a variety of offsetting “pay-fors,” providing the additional funding needed for the five years of the bill. However, the *FAST Act* still does not provide a permanent solution to the Highway Trust Fund’s recurring shortfalls, and the revenue deficit will actually increase by the time that the FAST Act must be reauthorized.

**Lobbying Strategies & Opportunities**

The last months of 2017 will be crowded with legislative business as Congress seeks to meet budget deadlines and enact initiatives before the end of the year. Accordingly, we have recommended additional meetings to coincide with APTA’s December Committee and Leadership meetings so that MST staff can advocate your Federal agenda. We are continuing to monitor action related to Federal funding, tax reform, and the Infrastructure Initiative, and will recommend additional lobbying initiatives based on emerging opportunities.

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

MST staff continues to participate with California Transit Association Legislative Committee to develop legislative priorities for the current session. Staff regularly attends meetings to coordinate MST legislative agenda with County of Monterey, City of Salinas, FORA and TAMC.

Opponents of the new transportation funding bill, Senate Bill 1 (Beall & Frazier), have filed two different initiative referenda measures intended to repeal SB 1’s various tax and fee increases. The first measure, filed by Assembly Member Travis Allen, would strike out SB 1’s tax and fee increases, returning state law to what it was prior to the enactment of SB 1. The second measure, supported by a group of Congressional Republicans from California’s delegation, would amend California’s constitution to state that the imposition, increase or extension of any tax on the “sale, storage, use or consumption of motor vehicle gasoline or diesel fuel, or on the privilege of a resident of California to operate on the public highways a vehicle, or motor coach” is invalid “unless or until that proposed tax is submitted to the electorate and approved by a majority vote.”

If one or both of these measures qualify for the November 2018 general election ballot, those who rely on public transportation will lose the more than $700 million annually in new investments SB 1 directs to transit projects and services. Locally, repeal of this measure would mean millions of dollars of lost funding for street and road repairs and funding for transit operations and capital projects.

Submitted by ____________________________
To: Carl Sedoryk

From: Michelle Overmeyer– Grants Analyst

Subject: TRIP REPORT – September 2017

State Senate Bill (SB) 1- The Road Repair and Accountability Act of 2017 was passed by the state Legislature and signed by Governor Brown in April 2017. A number of programs will be implemented under this new legislation, and the California Transportation Commission is responsible for developing and adopting guidelines to ensure SB1 funds are used according to the intent of the legislation.

I attended two SB 1 working groups in Sacramento. On September 7th I travelled to Sacramento to attend the Local Partnership Program workgroup on September 8th. I returned to Sacramento on September 25th to participate in the workgroup for the Solutions for Congested Corridors Program on that day, and I attended a second working group for the Local Partnership Program on September 26th.

MST presence at these meetings was useful in helping shape the SB 1 program guidelines. These programs will help fund future transportation projects in Monterey County.
To: Carl Sedoryk  

From: Hunter Harvath, AICP – Assistant General Manager  

Subject: TRIP REPORT – August 2017  

From September 6th through 8th, I traveled to Washington, DC to participate in the California Transit Association’s Federal Lobby Day as well as to conduct legislative advocacy visits on behalf of MST with the following offices:  

- US Senator Kamala Harris (professional staff member)  
- US Congressman Jimmy Panetta  
- US Congressman John Kline (professional staff member to the House Committee on Education and the Workforce)  
- US Representative Jeff Denham (professional staff member)  

From September 24th through 26th, I traveled to Sacramento to participate in the Annual Conference of the California Chapter of the American Planning Association. While at the conference I participated in sessions with the following subject matter:  

- SB 743: Changes to California Environmental Quality Act (CEQA)  
- CEQA Streamlining  
- Ethics in Urban Planning  
- League of California Cities (presentation by Executive Director Carolyn Coleman).  

Hunter Harvath
NEWS

GOP alliances rip over gas tax repeal: It's anti-tax populists vs. the business establishment

Business groups are threatening to wage a pricey campaign to stop California's Republican officials from trying to repeal a new state gas tax—warning them not to "create new political adversaries." But the politicians aren't flinching. Photo courtesy CALmatters

By Judy Lin, CALmatters

Business groups are threatening to wage a pricey campaign to stop California's Republican officials from trying to repeal a new state gas tax—warning them not to "create new political adversaries." But the politicians aren't flinching.
Eleven GOP members of the state’s congressional delegation, including House Majority Leader Kevin McCarthy, responded that they aren’t as worried about “political threats” as they are about the financial burden the $5.2 billion-a-year gas tax would place on their constituents. And GOP Assemblyman Travis Allen, who’s running for governor and sponsoring one of the two repeal measures, struck a Trumpian tone, labeling the business groups “special interest thugs.”

Once political allies, Republican incumbents and activists are openly sparring with pro-business groups for backing the transportation package Democratic Gov. Jerry Brown signed earlier this year. Such infighting between traditional conservative interests seems counterproductive for a party with diminished clout—but the GOP has little to lose in California.

With Democrats holding every statewide office and two-thirds majorities of the Legislature, the party of limited government hopes to make gains at the ballot box by repealing key Democratic measures. That’s why Republicans aim to gather enough voter signatures to place one or more gas tax repeal initiatives on the November ballot next year.

The GOP’s goal: rally conservatives and cut across party lines by inciting a taxpayer revolt. Success would boost turnout and improve prospects for Republicans in other races.

“If things continue as is in California politics, I think this is how future elections will look,” said Bill Whalen, a Hoover Institution research fellow at Stanford University and former speechwriter for GOP Gov. Pete Wilson. Currently, just 26 percent of registered voters are Republican, compared to 45 percent Democrats and 25 percent no party preference.

Call it Trumpism or populism, the strategy to run against the political establishment isn’t new, said Thad Kousser, political science professor at University of California, San Diego.

“I think it has a real shot,” he said of the gas tax repeal. “Every so often a proposition galvanizes the attention of voters enough, and if we have $4-a-gallon gas next November, this could be the thing.”

Worried about losing the first gas tax increase in 23 years, business groups such as the Los Angeles County Business Federation and Orange County Business Council joined construction unions and the League of California Cities in sending House Republicans the warning last month.

“With so much at stake,” the letter said, “our organizations will have no option but to mount a robust and powerful effort in opposition to this initiative, using the voices of California’s business community to counter your efforts.”
Because business interests rely on transportation and infrastructure to stay competitive, they've collaborated on those issues with state Democrats while simultaneously opposing them to fend off so-called job killer bills that increase labor costs or overburden businesses with regulation. But business’s pragmatism is running afoul of the Republican Party’s increasingly staunch opposition to taxes.

"It's a clear sign the business community has hitched their wagon to a different party," Kousser said.

The new gas tax is expected to allow Caltrans to make major repairs, including 17,000 miles of pavement, 500 bridges and 55,000 culverts over the next 10 years. The package will also fund local street and road repairs, as well as dramatically increase public transit funding.

It will do this by raising the base excise gas tax 12 cents per gallon, bringing it to 30 cents, starting Nov. 1. The excise tax on diesel fuel will increase to 36 cents per gallon.

Starting next year, the measure adds an annual vehicle fee ranging from $25 for cars valued at under $5,000 to $175 for cars worth $60,000 or more. Electric car owners will begin paying a $100 annual fee in lieu of gas taxes starting in 2020.

But Republicans insist that they can lead a taxpayer rebellion, and that voters will become disillusioned when they find out none of the money will go toward building additional freeway lanes to reduce congestion.

California GOP Chairman Jim Brulte says the state party will embrace the cause because Democrats pushed through a tax that punishes rural and suburban residents. Assembly Republican Leader Brian Dahle of Bieber said he's all for a repeal because voters believe their money is being squandered. All but one GOP lawmaker, Sen. Anthony Cannella of Ceres, voted against the bill.

Gas tax supporters say Republicans are simply using the gas tax to raise their own profiles and to drive up conservative turnout in vulnerable districts.

"The critics of the letter are not interested in having a dialogue of fixing California’s transportation problems," said Michael Quigley, executive director of the California Alliance for Jobs, which represents heavy construction companies and their workers. "They are the ones who are the most opportunistic, politically around this issue."

Former San Diego city councilman turned conservative talk show host Carl DeMaio has been the frontman for one of two repeal efforts. DeMaio—who characterized Sacramento politicians as having Stockholm syndrome because they are easily bullied by the governor and lobbyists—says more than 250,000 people already have pledged online that they will be one of the 585,407 valid signatures needed to qualify the measure. This repeal option is a constitutional amendment that would also prevent any future increases of vehicle and gas taxes without voter approval.

"We're not waiting for the politicians to provide leadership on this front, from either party," said DeMaio. "The people don't want this cost to be added to their family burden and as a result, people are really rising up."

The irony, of course, is that campaigns to qualify a constitutional amendment require millions of dollars—money that political consultant Dave Gilliard has been working behind the scenes to gather. His clients include Reps. Darrell Issa of Vista, Mimi Walters of Irvine and Dana Rohrabacher of Costa Mesa, who are all being targeted by Democrats next year because they represent districts President Donald Trump lost.

Gillard would not say who’s funding the initiative or if Issa, a car alarm mogul, would be contributing. He said he expects signature-gathering to begin in mid-November.

GOP consultant Rob Stutzman, who is working with the Fix Our Roads coalition to keep the gas tax in place, said it would be a “strategic mistake” for House Republicans to bankroll a repeal effort.

"There are other issues that can get Republicans to the polls without inciting tens of millions of dollars against you," Stutzman said.

Gillard, however, likened the gas tax repeal to Proposition 13, which caps property taxes at 1 percent of assessed value. Back in 1978, government and business groups campaigned against Proposition 13 but backers enjoyed a wave of anti-tax sentiment and spent hardly any money to pass it.

"They’re talking about spending $40 million to defend the tax but I don’t think it matters," Gilliard said. "Once it’s on the ballot, the gas tax will go down to defeat because people will realize it’s overreaching and doesn’t add capacity to highways or roads."

Besides DeMaio, another GOP underdog is championing the repeal.

Allen, the assemblyman from Huntington Beach, is leading his own initiative and will need 365,880 valid voter signatures to qualify (a lower threshold because it’s not a constitutional amendment.) He’s also come under scrutiny for soliciting donations for his gubernatorial campaign off his tax repeal website.

So far, the two campaigns show no indication of joining forces. Allen said he’s reached out to DeMaio, but DeMaio said, “I like my initiatives to be airtight and legally defensible.”

Allen scored a legal victory when a judge ruled that Democratic Attorney General Xavier Becerra wrote a flawed and misleading title and summary of the initiative—never once using the words “gas or tax” in the title.

The judge rewrote it to say: “Repeals recently enacted gas and diesel taxes and vehicle registration fees. Eliminates road repair and transportation programs funded by these taxes and fees.”

But in a twist, a poll by Probolsky Research using the judge’s re-write found 54 percent of voters actually supported the gas tax, compared to 35 percent opposed. Slightly more than half of Republicans supported the idea of a tax repeal.
Contrast that with a June poll by the University of California, Berkeley’s Institute of Governmental Studies that described exactly how much more drivers would be paying at the pump. It found 58 percent of voters against the tax.

The GOP hopes to do a “patch test” of its tax repeal strategy via a different kind of recall, this one involving a Southern California lawmaker. Earlier this year, DeMaio launching a recall drive against state Sen. Josh Newman, a freshman Democrat who had unexpectedly defeated GOP Assemblywoman Ling Ling Chang. DeMaio has said he targeted Newman in a “gazelle strategy” to take down the most vulnerable Democrat for his support of the gas tax increase. Recalling Newman would likely also deprive Democrats of their supermajority in the Senate.

But the recall election hasn’t been certified because it’s bogged down in a legal fight.

A spokesman for Newman also accused paid signature collectors of deceiving voters into thinking they were supporting a gas tax repeal when they were in fact signing a petition just to recall Newman. “What the Republicans did will not only hurt their credibility with voters, but it will also make it harder for voters to trust what anyone is saying to them,” said Derek Humphrey.

“This is what people hate about politics”

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This event was an excellent opportunity to network with other businesses and show the community the many opportunities and resources that King City has to offer. The variety of options this year provided a great example of why King City and our businesses are truly a gem of Southern Monterey County.

Your support and involvement in this year's event was essential to the success that we experienced this year, and vital to growth of this promotional event.

At the King City Chamber of Commerce & Agriculture, we are truly grateful for your continued involvement and support of our business community.

We are proud to represent and promote our diverse businesses and show the rest of the valley what a strong business community we have here in King City.

We know we are fortunate to live and work in this engaged and vibrant community.

Sincerely,

[Signature]

Janet Bessemer
Manager