Board of Directors Regular Meeting  
September 9, 2013 

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

10:00 a.m.  

NEW SHUTTLE TIME:  
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 for your return trip. (Good for a $17 one-way trip).

1. CALL TO ORDER  
   1-1 Roll call.  
   1-2 Pledge of Allegiance.  

2. CONSENT AGENDA  
   2-1 Review highlights of Agenda. (Carl Sedoryk)  
   
   These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.  

   2-2. Adopt Resolution 2014-04 recognizing Beronica Carriedo, Mobility Trainer, as Employee of the Month for September, 2013. (Tom Hicks) (pg. 1)  
   2-3. Disposal of property left aboard buses. (Sonia Bannister) (pg. 3)  
   2-4. Minutes of the Regular Meeting of August 12, 2013. (Deanna Smith) (pg. 5)  
   2-6. Claim Rejection – Shaffman, Scott. (Ben Newman) (pg. 23)  
   2-7. Adopt Resolution 2014-05 Community Development Block Grant (CDBG) Program. (Michelle Overmeyer) (pg. 25)
<table>
<thead>
<tr>
<th>2-8.</th>
<th>Authorize General Manager/CEO to execute contract with Hartnell College for free fare zones at its 3 campuses for students. (Hunter Harvath) (pg. 29)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-9.</td>
<td>Approve MSTEA and Confidential Unit Employee Performance Incentives. (Carl Sedoryk) (pg. 31)</td>
</tr>
<tr>
<td>2-10.</td>
<td>Award contract to survey research consultant for Onboard Rider Survey and Likely Voter Survey. (Zoe Shoats) (pg. 33)</td>
</tr>
</tbody>
</table>

End of Consent Agenda

3. SPECIAL PRESENTATIONS

3-1. September Employee of the Month – Beronica Carriedo, Mobility Trainer. (Tom Hicks)

4. 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.

5. COMMITTEE REPORTS

*No action required unless specifically noted.*

5-1. Human Resources Committee Minutes from August, 2013. (Deanna Smith) (pg. 35)

6. BIDS/PROPOSALS

6-1. Trapeze Transit Manager Automatic Vehicle Location System Upgrade. (Mark Eccles) (pg. 37)

7. PUBLIC HEARINGS

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. REPORTS & INFORMATION ITEMS

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


10-3. State Legislative Advocacy Update – August, 2013. (pg. 59)

10-4. Correspondence. (pg. 61)

11. COMMENTS BY BOARD MEMBERS

11-1. Reports on meetings attended by Board Members at MST expense (AB1234).

11-2. Board Member Comments and Announcements.

11-3. Board Member Referrals for future agendas.

12. ATTACHMENTS


Attachments can be found online within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/

13. CLOSED SESSION

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.

13-1 Conference with Legal Counsel – Litigation - Existing Litigation, (§54956.9(a)): Monterey County Superior Court Case No. M 122629 Cal Signal Corp. v. County of Monterey et al. (No enclosure) (D. Laredo, C. Sedoryk)


13-3 Conference with Labor Negotiators – Amalgamated Transit Union (ATU), Local 1225, and MST (D. Laredo, K. Halcon) (§54957.6)

13-4 General Manager Performance Evaluation, Gov. Code (§54957(b)) (No enclosure) (K. Halcon)
14. **RETURN TO OPEN SESSION**

   15-1. Report on Closed Session and possible action.

15. **ADJOURN**

**NEXT MEETING DATE:**

October 14, 2013  
Monterey Bay Unified Air Pollution Control District Board Room, 3rd Floor

**NEXT AGENDA DEADLINE:**

September 24, 2013

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration office at 1 Ryan Ranch Road, Monterey, CA during normal business hours.

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or dsmith@mst.org.
BERONICA CARRIEDO
SEPTEMBER 2013
EMPLOYEE OF THE MONTH

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

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

WHEREAS, Beronica Carriedo began her career with Monterey-Salinas Transit District as a Travel Trainer in February of 2009; and

WHEREAS, Beronica Carriedo has distinguished herself a project leader, community educator, and organizer. Her efforts to train people to ride fixed-route services before applying for RIDES services has resulted in added personal freedom for many seniors and people with disabilities as well as increased savings for the RIDES program; and

WHEREAS, Beronica Carriedo has contributed to MST’s nationally recognized mobility programs. Her friendly and professional manner has resulted in several unsolicited compliments and commendations; and

WHEREAS, Beronica Carriedo has provided assistance during our Coach Operator Annual training with added travel training to help our staff improve their customer service skills through empathy and understanding.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Beronica Carriedo as Employee of the Month for September 2013; and

BE IT FURTHER RESOLVED that Beronica Carriedo is to be congratulated and thanked for her excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2014-04 this 9th day of September, 2013.

_______________________ _______________________
Maria Orozco Carl G. Sedoryk
Chairman Secretary
To: Board of Directors

From: Sonia Bannister, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus

St. Vincent De Paul (Seaside)

1 Jacket
1 prescription eyeglasses
1 make-up bag
2 hats
2 sunglasses
2 sweatshirts
1 radio
1 disposable camera
1 rosary
1 bracelet
1 toy
1 baby blanket
3 bikes

To be disposed

1 lock
2 cloth bags
2 bags of clothes
2 prescription medications
1 inhaler
2 binders
1 wallet
1 jacket
2 keys
3 credit cards

To be retained

$ 10.59 forwarded to accounting for deposit.

MST makes an attempt to contact the owners of Lost and Found items. If the items are unclaimed after 30 days, they are added to the above list.
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING

Monterey-Salinas Transit
August 12, 2013

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

10:00 a.m.

1. CALL TO ORDER

1-1 Roll call.

1-2 Pledge of Allegiance.

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

Present: Fernando Armenta County of Monterey
Tony Barrera City of Salinas
Victoria Beach City of Carmel by the Sea (9:12 a.m.)
Kristin Clark City of Del Rey Oaks
Alan Cohen City of Pacific Grove
Libby Downey City of Monterey
Alvin Edwards City of Seaside
Randy Hurley City of Greenfield
Frank O’Connell City of Marina
Maria Orozco City of Gonzales
David Pendergrass City of Sand City
Patricia Stephens City of Soledad

Absent: Terry Hughes City of King

Staff: Carl Sedoryk General Manager/CEO
Hunter Harvath Asst. General Manager/Finance & Administration
Michael Hernandez Asst. General Manager/COO
Deanna Smith Executive Assistant/Clerk to the Board
Kelly Halcon Director of Human Resources & Risk Management
Robert Weber Director of Transportation Services
Mark Eccles Director of IT
Tom Hicks CTSA Manager
Zoe Shoats Marketing Analyst
2-1. Review highlights of Agenda. (Carl Sedoryk)

Mr. Sedoryk reviewed the highlights of the agenda. Chair Orozco requested that the Board move to Closed Session prior to Agenda Item 5, Committee Reports, as she had to leave early. The Board concurred with her request.


2-4. Disposal of property left aboard buses.


2-8. Claim Rejection – Harris, Debora.


2-10. Authorize Payment of APTA Membership Dues.

2-11. MST Committee Assignments.

2-12. Resolution 2014-03 Beverage Container Recycling Grant Program.


Apology is made for any misspelling of a name.
2-14. Approve Purchase of Additional Fare Boxes and Components.


Director Clark pulled Agenda Item 2-12. She requested further clarification on why the recycle units required $196,000 in grant funds and asked how the program would be funded beyond the grant period.

Michelle Overmeyer, Grants Analyst, stated that MST maintenance staff would continue to service the recycle units as part of their regular schedule. The grant provides for the salary of one staff person during the grant period, which is why the grant amount is $196,000. The recycle units are $11,000 each.

Director Beach arrived at 9:12 a.m.

Mr. Fink pulled Agenda Items 24, 2-8, and 2-9. He stated that he lost a cell phone and wallet and wants to view the items before they are disposed of. He stated that identification cards and license plates should not be disposed of since the owners can be contacted and license plates are state property. He does not think MST should deny claims of riders who fall while exiting MST buses or incidents involving an MST bus “clipping” another vehicle.

Public Comment – none.

**Director Armenta made a motion to approve the Consent Agenda and was seconded by Director Edwards. The motion carried unanimously.**

3. **SPECIAL PRESENTATIONS**

3-1. July Employee of the Month – Eliseo Aromin, Scheduling Assistant.

Mr. Aromin was not present for the presentation.

3-2. August Employee of the Month – Fernando Manansala, Advanced Mechanic.

Mr. Manansala was not present for the presentation.

3-3. 25 Years of Service – Rudy Mora, Coach Operator.

Mr. Hernandez introduced Mr. Mora and presented him with a plaque for his 25 years of service with MST. Mr. Mora is so well-liked by his riders that he has received a letter of commendation from all of the passengers on his route. Director Barrera stated that he has ridden on Mr. Mora’s bus and can confirm that he is friendly, courteous, and well liked.
4. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Eric Petersen stated that there should be free transport from Salinas to MST Board meetings in addition to the free shuttle from the Monterey Transit Plaza.

Jim Fink requested that stops at Fremont and Canyon Del Rey near Safeway and Dela Vina Avenue near CVS in Monterey be reinstated. MST should cater to locals before tourists. He requested an additional bus stop be placed at San Joaquin near St. Ansgar’s Lutheran Church.

Close Public Comment

Chair Orozco moved to Closed Session.

5. COMMITTEE REPORTS

No action required unless specifically noted.

5-1. HR Committee Minutes from June 10, 2013.

5-2. Facilities Committee Minutes from July 8, 2013.

Upon returning from Closed Session, Vice-Chair Downey presided over the meeting in the absence of Chair Orozco.

Public Comment – none.

6. PROCUREMENTS

6-1 Award Contract for Janitorial Services.

Mr. Sedoryk stated that staff requests approval to award a three-year contract to Snow White Janitorial and authorize staff to extend the contract for up to two one-year extensions provided the supplier has performed satisfactory service.

Public Comment – none.

Director Clark made a motion to approve the contract award and extension and was seconded by Director Armenta. The motion carried unanimously.

6-2 Award a Tire Lease and Support Services Contract.

Mr. Sedoryk stated that staff requests approval to award a three-year tire lease and labor services contract to the Goodyear Tire and Rubber Company and authorize staff to extend the contract for up to two additional years.

Director Edwards requested staff explain why tires are leased and not purchased, and if local companies are given an opportunity to bid. Mr. Hernandez stated that given MST’s inventory requirements, it is more cost-effective to lease tires.
He stated that while local companies may bid on the contract, the smaller, local companies do not have the capacity to deal with the large volume required by transit operators.

Public Comment – none.

**Director Armenta made a motion to approve the contract award and extension and was seconded by Director Edwards. The motion carried unanimously.**

6-3 Trapeze Enterprise Asset Management Maintenance Agreement.

Mr. Sedoryk stated that staff requests authorizing the General Manager/CEO to execute a contract with Trapeze Software Group, Inc., for five years of maintenance support at a cost not to exceed $202,000. Mr. Eccles confirmed that the maintenance includes both on site and off site service.

Public Comment – none.

**Director Clark made a motion to approve the contract award and was seconded by Director Pendergrass. The motion carried unanimously.**

6-4 Authorization to Issue Taxi Voucher Reimbursements.

Mr. Sedoryk that staff requests authorizing the General Manager/CEO to issue purchase orders to qualified taxi providers seeking reimbursements for senior/disabled/RIDES discount vouchers in a total amount not to exceed $300,000 through December, 2014. The request is made due to steadily increasing voucher usage, with monthly reimbursement amounts beginning to approach the signing authority of the General Manager/CEO. The blanket authorization will allow timely reimbursement of funds to taxi operators.

Public Comment

Eric Petersen stated that he is very supportive of the Taxi Voucher Program.

Mr. Fink asked if all companies and individual owners can participate in the program.

Mr. Sedoryk stated that only permitted taxi companies within the RTA who meet the criteria to lease and operate an MST-owned accessible vehicle are allowed to participate. Mr. Harvath stated that all permitted RTA taxi cab companies have been provided an opportunity to apply for an accessible vehicle and participate in the program. To date, one or two companies have either declined participation, or been denied participation, due to lack of required insurance levels per the program’s requirements.
Close Public Comment

Director Stephens made a motion to authorize the General Manager to issue purchase orders for the Taxi Voucher Program in a total amount not to exceed $300,000 and was seconded by Director Armenta. The motion carried unanimously.

6-5 Approve the Purchase of Five Medium Size Buses.

Mr. Sedoryk stated that staff requests approving the purchase of five medium-size buses from Creative Bus Sales. The vehicles are 100% funded through the State of California’s Transportation Bond Program, Proposition 1B.

Public Comment

Mr. Fink asked if the buses were to be operated by MST or its subcontractor, MV Transportation. Mr. Hernandez stated that they were to be operated by MV Transportation.

Close Public Comment

Director Hurley made a motion to approve the purchase and was seconded by Director Clark. The motion carried unanimously.

7. PUBLIC HEARINGS

7-1. Conduct Public Hearing to Discontinue the Military Half-Fare Program currently serving the Presidio of Monterey.

Mr. Harvath opened the Public Hearing and explained that in recent months, the method by which the transit benefit funds are transmitted from the federal government to MST has changed from quarterly checks to monthly stipends loaded on VISA debit cards.

With the new debit card system, military staff have reported that some transit benefit participants are choosing to pay with cash at the farebox utilizing their active-duty military “half-fare” discount benefit rather than making the effort to go pick up their debit card, activate it, and use it to purchase their MST monthly passes. This misuse of the “half-fare” program for active-duty military has potentially endangered the long-term financial viability of the overall MST/Presidio of Monterey partnership. In that regard, Presidio staff have requested that the active-duty military “half-fare” benefit be rescinded in an attempt to increase the use of the VISA debit cards among eligible commuter participants.

Rescinding the “half-fare” benefit for active-duty military personnel would not violate any federal requirements or regulations, including the ADA. In addition, those active-duty military personnel who enroll in the federal commute benefit program receive the monthly MST pass for free. As such, proper compliance with the terms and conditions of the federal commute benefit program should result in no increased “out-of-
pocket” costs for the targeted population of active-duty military commuters if the "half-fare" discount benefit for active-duty military is rescinded.

Staff recommends adopting the rescission of “half-fare” discounts in the hope that MST’s partnerships with the military will continue and a more efficient way of administering the program will be implemented.

Board members requested that MST staff communicate effectively their commitment to providing affordable public transit to active duty military personnel and asked if MST staff had helped to suggest viable alternatives to the debit card program. Mr. Harvath stated that staff continues to maintain positive lines of communication with all levels of military, including active duty and senior officers. Mr. Harvath believes that by granting this request, MST’s partnership with the military will actually be enhanced.

Director O’Connell stated that he felt his approval would convey that the MST board was complicit in discontinuing the program and that it only hurt active duty military personnel who used public transit.

Public Comment

Mr. Fink asked if active duty military at Ft. Hunter Liggett would still be served. Mr. Harvath stated that Ft. Hunter Liggett is still on the check program.

Eric Petersen stated that all active duty military should receive transit benefits free of charge.

Close Public Comment

Director Clark made a motion to approve discontinuing the Military Half-Fare Program currently serving the Presidio of Monterey and was seconded by Director Beach. The motion passed 11-1 with Director O’Connell voting no.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. REPORTS & INFORMATION ITEMS

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


10-5. Staff trip reports.
Public Comment – none.

11. COMMENTS BY BOARD MEMBERS

11-1. Reports on meetings attended by Board Members at MST expense (AB1234).

11-2. Board Member Comments and Announcements.

11-2.1 California Transit Association Fall EXPO, Anaheim, CA

Mr. Sedoryk provided information on the CTA Fall Conference and EXPO in Anaheim, CA. He asked that board members interested in attending to contact the Board Chair by August 19th, 2013,

Director Armenta asked staff to continue informing the public of the new location for MST board meetings.

11-3. Board Member Referrals for future agendas.

Director Armenta requested that the HR Committee discuss the manner in which various staff awards are provided and inform the board of committee recommendations. He also requested that outgoing MST Board Chairs are provided with a plaque that includes a gavel to signify their service as Chairperson.

12. ATTACHMENTS

12-1 Disbursement Journal, May and June 2013. (See August Agenda at http://www.mst.org/about-mst/board-of-directors/board-meetings/)


13. CLOSED SESSION

13-1 Conference with Legal Counsel – Litigation - Existing Litigation, (§54956.9(a)): Monterey County Superior Court Case No. M 122629 Cal Signal Corp. v. County of Monterey et al. (D. Laredo, C. Sedoryk)


13-3 Conference with Labor Negotiators – Amalgamated Transit Union (ATU), Local 1225, and MST (D. Laredo, K. Halcon) (§54957.6)

13-4 General Manager Performance Evaluation, Gov. Code (§54957(b)) (K. Halcon)
14. RETURN TO OPEN SESSION

15-1. Report on Closed Session and possible action.

No reportable action taken. Chair Orozco moved to Agenda Item 5 and continued with the regular agenda schedule.

15. ADJOURN

There being no further business, Vice-Chair Downey adjourned the meeting at 11:58 a.m.

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

From: Angela Dawson

Subject: Financial Reports – July 2013

RECOMMENDATION:

1. Accept report of July 2013 cash flow presented in Attachment #1
2. Approve July 2013 disbursements listed in Attachment #2
3. Accept report of July 2013 treasury transactions listed in Attachment #3
4. Accept July 2013 financial statements listed in Attachment #4

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance July 1, 2013</td>
<td>$13,962,487.77</td>
</tr>
<tr>
<td>Revenues</td>
<td>7,088,377.04</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;7,420,386.04&gt;</td>
</tr>
<tr>
<td>Ending balance July 31, 2013</td>
<td>$13,630,478.77</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.

A detail of disbursements is available online within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/.
## (REVENUES & DISBURSEMENTS)

### CASH FLOW

**Beginning balance July 1, 2013** $13,962,487.77

<table>
<thead>
<tr>
<th>Revenues</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>466,424.89</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>240,120.00</td>
</tr>
<tr>
<td>LTF / STA / 5307</td>
<td>5,704,761.97</td>
</tr>
<tr>
<td>Grants</td>
<td>611,847.00</td>
</tr>
<tr>
<td>TAMC Loan/Rabo LOC advance</td>
<td>0.00</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>65,223.18</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>7,088,377.04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>7,293,774.15</td>
</tr>
<tr>
<td>Capital</td>
<td>126,611.89</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>(7,420,386.04)</td>
</tr>
</tbody>
</table>

**Ending balance July 31, 2013** $13,630,478.77

### COMPOSITION OF ENDING BALANCE

<table>
<thead>
<tr>
<th>Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - First National Bank</td>
<td>$4,159.33</td>
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<tr>
<td>Checking - Rabo Bank</td>
<td>462,884.82</td>
</tr>
<tr>
<td>Checking(s) - Wells Fargo Bank</td>
<td>15,559.01</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>42,539.22</td>
</tr>
<tr>
<td>Money Market - Homeland Security</td>
<td>763,394.37</td>
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<tr>
<td>Money Market - Rabo MM</td>
<td>1,613,290.97</td>
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<tr>
<td>Money Market - PTMISEA</td>
<td>10,071,156.00</td>
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<tr>
<td>Money Market - Rabo Prop. 1 B</td>
<td>406,983.53</td>
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<tr>
<td>Bank of America - Escrow</td>
<td>58,426.00</td>
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<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,250.00</td>
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<tr>
<td>RBC Wealth</td>
<td>50,000.00</td>
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<tr>
<td>Rabobank-RTA</td>
<td>131,835.52</td>
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<tr>
<td><strong>Total</strong></td>
<td>$13,630,478.77</td>
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**PAYROLL ACCOUNT**

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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>June 28 taxes</td>
<td>77,397.30</td>
</tr>
<tr>
<td>July 12 Payroll &amp; Related Expenses</td>
<td>444,223.99</td>
</tr>
<tr>
<td>July 26 Payroll &amp; Related Expenses</td>
<td>451,304.21</td>
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<tr>
<td>Payroll adj</td>
<td>0.00</td>
</tr>
<tr>
<td>Pers &amp; 457</td>
<td>657,083.22</td>
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<tr>
<td>Garnishments</td>
<td>9,284.86</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,639,293.58</strong></td>
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**GENERAL ACCOUNT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>5,692,730.72</td>
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<tr>
<td>Paydown loan</td>
<td>-</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>73,544.37</td>
</tr>
<tr>
<td>Interest expense</td>
<td>-</td>
</tr>
<tr>
<td>Bank Service Charge/Armored Car</td>
<td>14,817.37</td>
</tr>
<tr>
<td>Transfer to/from Rabobank general account</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,781,092.46</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Disbursements</td>
<td>7,420,386.04</td>
</tr>
<tr>
<td>Less Capital Disbursements &amp; Transfers</td>
<td>(126,611.89)</td>
</tr>
<tr>
<td><strong>Operating Disbursements</strong></td>
<td><strong>$7,293,774.15</strong></td>
</tr>
</tbody>
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR July 1, 2013 - July 31, 2013

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<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
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</thead>
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<td>Accounts Payable 07/03/13</td>
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<td>Accounts Payable 07/08/13</td>
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<td>3,000,000.00</td>
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<tr>
<td>Accounts Payable 07/11/13</td>
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<td>71.00</td>
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<td>Accounts Payable 07/19/13</td>
<td>32336 - 32457</td>
<td>521,441.07</td>
</tr>
<tr>
<td>Accounts Payable 07/24/13</td>
<td>32458</td>
<td>4,096.00</td>
</tr>
<tr>
<td>Accounts Payable 07/25/13</td>
<td>32459 - 32463</td>
<td>4,650.00</td>
</tr>
<tr>
<td>Accounts Payable 07/29/13</td>
<td>32464</td>
<td>391.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>5,692,730.72</strong></td>
</tr>
</tbody>
</table>

CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Oil</td>
<td>Recurring Expense</td>
<td>32223</td>
<td>07/03/13</td>
<td>151,870.33</td>
</tr>
<tr>
<td>Gillig</td>
<td>June 11, 2012</td>
<td>32249</td>
<td>07/03/13</td>
<td>468,675.13</td>
</tr>
<tr>
<td>Jam Services, Inc.</td>
<td>December 17, 2013</td>
<td>32259</td>
<td>07/03/13</td>
<td>129,301.00</td>
</tr>
<tr>
<td>MV Transportation</td>
<td>Recurring Expense</td>
<td>32276</td>
<td>07/03/13</td>
<td>905,825.85</td>
</tr>
<tr>
<td>Pers Health</td>
<td>Recurring Expense</td>
<td>32288</td>
<td>07/03/13</td>
<td>216,011.22</td>
</tr>
<tr>
<td>TAMC</td>
<td>Repay Loan</td>
<td>32332</td>
<td>07/08/13</td>
<td>3,000,000.00</td>
</tr>
</tbody>
</table>

8/21/2013
TREASURY TRANSACTIONS
FOR JULY 2013

LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Description</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 07/01/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42,539.22</td>
</tr>
<tr>
<td>Transfer to checking for payroll</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Local Agency Investment Fund:</td>
<td>Interest earned -</td>
<td></td>
<td></td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>LAIF Treasury Balance at 07/31/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42,539.22</td>
</tr>
</tbody>
</table>

RABOBANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Description</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 07/01/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,050,974.56</td>
</tr>
<tr>
<td>07/02/13</td>
<td></td>
<td>TXFR</td>
<td>1,372,243.83</td>
<td></td>
<td>3,423,218.39</td>
</tr>
<tr>
<td>07/08/13</td>
<td></td>
<td>To A/P</td>
<td>500,000.00</td>
<td></td>
<td>2,923,218.39</td>
</tr>
<tr>
<td>07/10/13</td>
<td></td>
<td>To A/P</td>
<td>1,000,000.00</td>
<td></td>
<td>1,923,218.39</td>
</tr>
<tr>
<td>07/15/13</td>
<td></td>
<td>To P/R</td>
<td>1,000,000.00</td>
<td></td>
<td>923,218.39</td>
</tr>
<tr>
<td>07/17/13</td>
<td></td>
<td>CA030717</td>
<td>22,815.00</td>
<td></td>
<td>946,033.39</td>
</tr>
<tr>
<td>07/17/13</td>
<td></td>
<td>LTF</td>
<td>926,779.14</td>
<td></td>
<td>1,872,812.53</td>
</tr>
<tr>
<td>07/17/13</td>
<td></td>
<td>To P/R</td>
<td>260,000.00</td>
<td></td>
<td>1,612,812.53</td>
</tr>
<tr>
<td>07/31/13</td>
<td>Interest @ 0.25%</td>
<td></td>
<td>478.44</td>
<td></td>
<td>1,613,290.97</td>
</tr>
</tbody>
</table>

RABO MM Balance at 07/31/13 1,613,290.97
## MONTEREY - SALINAS TRANSIT
### Revenue & Expense - Consolidated
#### Budget vs Actual-Current Month
For the Period from July 1, 2013 to July 31, 2013
(Amounts are in USD)
(Includes Fund: 001)
(Includes G/L Budget Name: BUDFY14)

<table>
<thead>
<tr>
<th></th>
<th>Curr Mo. Actual</th>
<th>Curr Mo. Budget</th>
<th>Curr Mo. Variance</th>
<th>Total Year Budget</th>
<th>YTD Actual Var to Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>(411,981)</td>
<td>(416,667)</td>
<td>4,685</td>
<td>(5,000,000)</td>
<td>4,588,019</td>
</tr>
<tr>
<td>Special Transit</td>
<td>(318,541)</td>
<td>(336,200)</td>
<td>17,659</td>
<td>(4,034,400)</td>
<td>3,715,859</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>(54,214)</td>
<td>(31,571)</td>
<td>(22,643)</td>
<td>(378,850)</td>
<td>324,636</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>(1,584,140)</td>
<td>(1,838,308)</td>
<td>254,166</td>
<td>(22,059,678)</td>
<td>20,475,538</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>(2,368,876)</td>
<td>(2,622,744)</td>
<td>253,866</td>
<td>(31,472,928)</td>
<td>29,104,052</td>
</tr>
</tbody>
</table>

|                      |                 |                 |                   |                   |                        |
| **Expenses**         |                 |                 |                   |                   |                        |
| Labor                | 564,765         | 904,521         | (339,756)         | 11,574,253        | (11,009,470)           |
| Benefits             | 617,261         | 646,869         | (29,608)          | 7,782,425         | (7,145,164)            |
| Advertising & Marketing | 2,476       | 13,542         | (11,066)          | 162,500           | (160,028)              |
| Professional & Technical | 27,917      | 43,799         | (15,882)          | 525,589           | (497,872)              |
| Outside Services     | 11,858          | 18,083          | (6,226)           | 217,000           | (205,132)              |
| Outside Labor        | 41,247          | 55,292          | (14,045)          | 663,508           | (622,259)              |
| Fuel & Lubricants    | 266,701         | 303,480         | (36,778)          | 3,641,754         | (3,375,053)            |
| Supplies             | 19,478          | 52,096          | (32,618)          | 625,155           | (605,677)              |
| Vehicle Maintenance  | 60,776          | 53,263          | 7,513             | 639,150           | (578,374)              |
| Marketing Supplies   | 3,304           | 2,500           | 804               | 30,000            | (26,636)               |
| Utilities            | 28,197          | 23,297          | 4,900             | 279,560           | (251,363)              |
| Insurance            | 32,759          | 31,329          | 1,430             | 375,947           | (243,188)              |
| Taxes                | 16,272          | 19,833          | (3,560)           | 237,994           | (221,722)              |
| Purchased Transportation | 298,582       | 280,237         | 18,345            | 3,362,846         | (3,064,284)            |
| Miscellaneous Expenses | 13,347         | 12,708          | 638               | 152,500           | (139,153)              |
| Pass Thru/Behalf of Others |           |                 |                   |                   |                        |
| Interest Expense     | 71              | 71              | 71                |                   |                        |
| Leases & Rentals     | 5,042           | 5,752           | (710)             | 69,024            | (63,352)               |
| **Total Operating Expenses** | 2,010,741     | 2,526,600       | (515,859)         | 30,319,203        | (28,308,453)           |
| **Operating (Surplus) Loss** | (358,135)    | (96,144)        | (261,991)         | (1,153,722)       | 755,590                |
## MONTEREY - SALINAS TRANSIT
### Revenue & Expense - Consolidated Budget vs Actual - Current Month
For the Period from July 1, 2013 to July 31, 2013
(Amounts are in USD)
(Includes Fund: 002)
(Includes G/L Budget Name: BUDFY14)

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Curr Mo. Actual</th>
<th>Curr Mo. Budget</th>
<th>Curr Mo. Variance</th>
<th>Total Year Budget</th>
<th>YTD Actual Var to Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>(27,188)</td>
<td>(32,083)</td>
<td>4,895</td>
<td>(385,000)</td>
<td>357,812</td>
</tr>
<tr>
<td>Special Transit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>(213,041)</td>
<td>(213,041)</td>
<td></td>
<td>(2,556,492)</td>
<td>2,343,451</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>(240,229)</td>
<td>(245,124)</td>
<td>4,895</td>
<td>(2,941,492)</td>
<td>2,701,263</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Curr Mo. Actual</th>
<th>Curr Mo. Budget</th>
<th>Curr Mo. Variance</th>
<th>Total Year Budget</th>
<th>YTD Actual Var to Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>2,381</td>
<td>3,520</td>
<td>(1,138)</td>
<td>42,245</td>
<td>(39,864)</td>
</tr>
<tr>
<td>Benefits</td>
<td>2,418</td>
<td>1,728</td>
<td>690</td>
<td>20,738</td>
<td>(18,320)</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>167</td>
<td>167</td>
<td></td>
<td>2,000</td>
<td>(2,000)</td>
</tr>
<tr>
<td>Outside Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Labor</td>
<td>1,532</td>
<td>1,398</td>
<td>134</td>
<td>10,772</td>
<td>(15,241)</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>38,726</td>
<td>41,867</td>
<td>(2,940)</td>
<td>500,000</td>
<td>(461,274)</td>
</tr>
<tr>
<td>Supplies</td>
<td>400</td>
<td>1,375</td>
<td>(975)</td>
<td>16,600</td>
<td>(16,100)</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>1,250</td>
<td>1,250</td>
<td>(1,250)</td>
<td>15,000</td>
<td>(15,000)</td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>704</td>
<td>(704)</td>
<td></td>
<td>8,460</td>
<td>(8,460)</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>188,241</td>
<td>193,066</td>
<td>(4,824)</td>
<td>2,316,786</td>
<td>(2,129,547)</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>250</td>
<td>(250)</td>
<td></td>
<td>3,000</td>
<td>(3,000)</td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>233,698</td>
<td>245,124</td>
<td>(11,426)</td>
<td>2,541,493</td>
<td>(2,707,795)</td>
</tr>
<tr>
<td>Operating (Surplus) Loss</td>
<td>(6,531)</td>
<td>0</td>
<td>(6,531)</td>
<td>1</td>
<td>(6,532)</td>
</tr>
</tbody>
</table>
To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

Unknown

POLICY IMPLICATIONS:

None.

DISCUSSION:

On August 20, 2013, MST received a claim from Scott E. Shaffman, Attorney at Law, who is representing Ms. Marion Haley. Ms. Haley alleges to have been injured while being transported in a taxicab scheduled by MST Rides.

After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has no liability in this claim and recommends that it be rejected in its entirety.

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

Prepared by: Ben Newman

Approved by: Carl Sedoryk
To: Board of Directors

From: Michelle Overmeyer, Grants & Compliance Analyst

Subject: Resolution 2014-05 Community Development Block Grant (CDBG) Program

RECOMMENDATION:

Adopt Resolution 2014-05 authorizing MST’s General Manager/CEO to execute all required documents of the Community Development Block Grant (CDBG) Program.

FISCAL IMPACT:

$15,000 in CDBG grant funds to pay for purchase and installation of a bus shelter at the “Breadbox” Building at the intersection of N. Sanborn Street and Acosta Street in the Alisal community of Salinas. No MST funds would be required.

POLICY IMPLICATIONS:

Your Board must authorize the filing of the grant application requesting $15,000 from the City of Salinas CDBG funds.

DISCUSSION:

In May, 2012, staff from the Alisal Center for the Fine Arts contacted MST to request a bus shelter be installed at their location – the “Breadbox” building in the Alisal community of Salinas. MST staff contacted City of Salinas transportation engineering staff to request funding for the bus shelter through the City’s CDBG program, which supports capital improvements and public facility projects in the eastern Salinas area. Unfortunately, due to the high demand for CDBG funds, MST’s bus shelter was not funded in the 2012 cycle.

City of Salinas transportation engineering staff has recently requested that MST apply directly to the Community Development Department for the CDBG funds in the 2013 cycle. If awarded funding, MST would purchase and install a new bus shelter. No MST funds would be used on the project.
To receive these funds, your Board must approve the attached resolution which authorizes the General Manager/CEO to execute all required documents of the CDBG program.

ATTACHMENT: Resolution 2014-05

PREPARED BY
Michéle Overmeyer

REVIEWED BY
Carl G. Sedoryk
RESOLUTION 2014–05

RESOLUTION OF THE MONTEREY–SALINAS TRANSIT BOARD OF DIRECTORS AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR CITY OF SALINAS, ENTITLEMENT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

WHEREAS, the City of Salinas annually receives Entitlement Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD); and

WHEREAS, in furtherance of this authority the City of Salinas is required to establish necessary procedures governing the application, awarding and management of its CDBG grants; and

WHEREAS, the CDBG program procedures require, among other things, an applicant’s governing body to declare by resolution certain authorizations related to the administration of the CDBG grants.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey–Salinas Transit authorizes the submittal of application(s) to City of Salinas Entitlement CDBG program for all grants for which Monterey–Salinas Transit may be eligible.

BE IT FURTHER RESOLVED that the General Manager/CEO, or its designee, is hereby authorized and empowered to execute on behalf of Monterey–Salinas Transit all Grant-related documents, including, but not limited to, Applications, Payment Requests, Funding Agreements, and Amendments necessary to secure grant funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for two (2) years from the date of adoption of this resolution.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT this 9th day of September, 2013, by the following vote:

________________________________________  __________________________
Maria Orozco                                      Carl G. Sedoryk
Chairman                                          Secretary
AYES:

NOES:

ABSENT:

ATTEST:

___________________________
Board Secretary (Deputy)
To: Board of Directors
From: Hunter Harvath, Assistant General Manager – Finance & Administration
Subject: Hartnell College Free Fare Zone

RECOMMENDATION:

Authorize General Manager/CEO to execute a three-year contract with Hartnell College for free fare zones at its 3 campuses for its students.

FISCAL IMPACT:

Approximately $70,000 in revenue for the 2013-2014 school year.

POLICY IMPLICATIONS:

Your Board adopts special fare programs and discounts.

DISCUSSION:

Building on the success of a “free fare zone” at California State University – Monterey Bay, MST and Hartnell College entered into a partnership in July of 2011 to implement a similar program at the school’s Central Campus in Salinas. This “free fare zone” was located at the pair of MST bus stops at the corner of West Alisal Street and Homestead Avenue as well as the stop located inside the campus by the driveway turnaround adjacent to the parking garage.

The partnership enables Hartnell students boarding at these stops to do so without paying a fare upon showing their Hartnell student IDs. For those students requiring a second bus to complete their trip away from campus, a free transfer is issued by the coach operator upon boarding and presenting their Hartnell student IDs. To return to campus, students pay the full fare. In effect, the free fare zone is an easy way of offering Hartnell students a 50% discount on their journeys to school on MST. Additionally, MST RIDES customers making similar trips from campus are also eligible for free fares in compliance with the Americans with Disabilities Act.

In return, Hartnell College pays MST on a “per student boarding” basis, which is tracked by MST coach operators on the new GFI smart-technology fareboxes as each student boards and shows his or her ID. The funds utilized by Hartnell College to reimburse MST for the free fare zone boardings are primarily supported with student activity fees appropriated by the Student Senate to the program, supplemented with
other funds allocated by the college administration. It should be noted that Hartnell College faculty and staff are not eligible for this program, per direction of the college.

Following a successful first year which saw nearly 24,000 students using the free boardings at Hartnell Central Campus, the program was expanded to include the Alisal Campus on the east side of Salinas. After another successful school year, which ended with a total of nearly 24,000 additional boardings, Hartnell College leaders approached MST about expanding the free fare zone to its King City Campus. Because Hartnell reimburses MST on a “per student boarding” tallied by MST coach operators on the fareboxes, MST would receive additional revenue from Hartnell College generated by free boardings at the proposed King City location. In that regard, staff recommends expansion of the Hartnell free-fare zone program to include the bus stop adjacent to the King City Campus. And, considering the success of the program to date, staff further recommends that your Board authorize the General Manager/CEO to execute a three-year contract with Hartnell College memorializing the terms and conditions of this free fare zone program.
To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Performance Incentive Pool for MSTEA and Confidential Unit

RECOMMENDATION:

Accept recommendation from Human Resources Committee to implement FY 2013 performance incentive program for Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit employees.

FISCAL IMPACT:

$84,903 in annual performance incentive payments to eligible MSTEA and MST Confidential Unit employees (excluding the General Manager/CEO). This amount is available in the approved FY 2014 Operating Budget.

POLICY IMPLICATIONS:

Per an agreement with the MSTEA, each year your board establishes the size of an incentive pay pool equal to 2.0% - 3.0% of total base pay of the approximately 50 MSTEA and Confidential Unit Members.

DISCUSSION:

The current agreement with the MSTEA requires that an incentive pay pool equal to 2-3% of the total base pay of approximately 50 MSTEA and Confidential Unit members shall be established by the Board for each contract year. The contract states that incentive pay shall be based upon meeting the Board’s adopted annual performance goals and award percentages. Once the Board establishes the size of the incentive pay pool the CEO has the discretion to designate, approve, and recommend the incentive and award. The incentive payment shall be a one-time payment to the employee and shall not increase the employee’s base pay.

The HR Committee met on August 12, 2013, and reviewed total organizational performance and recommends your Board establish an incentive pool of equal to 3.0% of base pay and concurred with the General Manager/CEO to pay out 83% of the pool based on achievement of board adopted goals with the amount to be shared on pro-rata basis among the 50 eligible participants.
Staff recommends your Board accept the HR Committee recommendation and authorize the General Manager/CEO to distribute $84,903 in incentive payments to eligible MSTEA and MST Confidential Unit employees (excluding the General Manager/CEO) per the terms of the MSTEA agreement.

PREPARED BY: Carl G. Sedoryk

Carl G. Sedoryk
To: Board of Directors

From: Zoé Shoats, Marketing Manager

Subject: Survey Research Consultant RFQ

RECOMMENDATION:

Award contract to Majic Consulting Group in the amount of $17,532 to conduct the Onboard Passenger Survey and to Tulchin Research in the amount of $34,400 to conduct the Likely Voter Survey.

FISCAL IMPACT:

Total cost is $51,932 for the Onboard Passenger and Likely Voter Surveys. Funds are in MST’s FY 2013 Operating Budget.

POLICY IMPLICATIONS:

Your Board approves expenditures exceeding $25,000.

DISCUSSION:

Public transit agencies regularly conduct passenger and non-passenger surveys to gauge opinions of customers, and to find out information about those individuals who do not currently take public transit. This data can then be used to improve services for existing passengers as well as to increase ridership by marketing MST more effectively to non-riders. These surveys should be conducted approximately every two years to ensure data is current and remains valid as economic, social, and population conditions change.

This year, in lieu of conducting MST’s standard non-passenger survey, staff recommends conducting a specialized survey of likely voters as part of research into a possible transit sales tax on the November 2014 election ballot.

MST has issued a request for quotations (RFQ) for a survey research consultant (or consultants) to conduct in-person surveys of passengers as well as telephone surveys of Monterey County residents who are likely voters in the November 2014
election. The RFQ has been sent to six potential proposers. Responses were due August 28, 2013.

Both Majic Consulting Group and Moore & Associates have successfully completed Task 1 – MST’s Onboard Passenger Survey in years past. Staff feels that both firms are highly capable of producing a reliable product and that the lower bid should prevail.

Task 2 – Likely Voter Survey produced many strong proposals from firms with voter polling experience for transportation, local, and state measures. Along with MST’s election planning consultant, staff compared each proposal and ultimately decided that a survey length of 18 minutes conducted in English and Spanish would be most beneficial to extract the amount data needed from an accurate sample, while keeping within budget. Tulchin Research stood out as a top contender with their transportation experience, understanding of the area, and top-level staff assigned to work our project.

<table>
<thead>
<tr>
<th></th>
<th>Task 1 – Onboard Passenger Survey</th>
<th>Task 2 – Likely Voter Survey (survey length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMC Research</td>
<td>--</td>
<td>$28,000 (15 min) $33,000 (18 min)</td>
</tr>
<tr>
<td>Fairbank, Maslin, Maullin, Metz &amp; Associates</td>
<td>--</td>
<td>$27,750 - 28,750 (15 min) $33,500 - 34,500 (20 min)</td>
</tr>
<tr>
<td>Godbe Research</td>
<td>--</td>
<td>$31,520 (15 min) $34,855 (18 min) $37,275 (20 min)</td>
</tr>
<tr>
<td>Majic Consulting Group</td>
<td>$17,532</td>
<td>$30,974 - $39,864 (15 min, English only)</td>
</tr>
<tr>
<td>Moore &amp; Associates</td>
<td>$22,102.60</td>
<td>--</td>
</tr>
<tr>
<td>Tulchin Research</td>
<td>--</td>
<td>$29,000 (15 min) $34,400 (18 min) $38,000 (20 min)</td>
</tr>
</tbody>
</table>

Based on the quotes and qualifications of each firm, and with the advice of MST’s election planning consultant, staff recommends hiring Majic Consulting Group to complete Task 1 – Onboard Passenger Survey in the amount of $17,532, and Tulchin Research to complete Task 2 – Likely Voter Survey in the amount of $34,400. The total cost to complete both tasks would be $51,932.

PREPARED BY: Zoé Shoats               REVIEWED BY: Carl Sedoryk
Human Resources Committee
24580 Silver Cloud Ct.
Monterey, CA 93940

Minutes
August 12, 2013

Present: Directors: Clark, Cohen, Stephens, Edwards
Absent: Director Beach
Staff: Carl Sedoryk, GM/CEO; Hunter Harvath, Asst. GM of Finance and Administration; Kelly Halcon, Director of Human Resources; Michael Hernandez, Asst. GM/COO; Dave Laredo, General Counsel; Deanna Smith, Executive Asst./Clerk to the Board

1. **Call to order**
   Director Clark called the meeting to order at 9:00 a.m. and roll call was taken.

2. **Public Comments on matters not on the agenda**
   No Public Comment.

3. **General Counsel Performance Evaluation Process**
   Ms. Halcon requested guidance from the committee in recommending and preparing a performance evaluation for MST’s general counsel.

   Mr. Sedoryk stated that although MST has not regularly conducted an evaluation for the general counsel, other municipalities and districts adhere to an annual evaluation.

   Mr. Laredo stated that he would appreciate the feedback from an evaluation.

   The Committee supported the request and suggested providing both online and paper evaluation forms.

4. **Closed Session**
   4-1. Conference with Legal Counsel-Litigation-Meri Bautch (§54957.6) (K. Halcon) (Enclosure)
4-2. General Manager Performance Evaluation – (K. Halcon) (§54957 (b))
(No enclosure)

4-3. Conference with Labor Negotiators – Amalgamated Transit Union, Local
1225( ATU) and MST (No enclosure) (D. Laredo, K. Halcon) (§54957.6)

4-4. Conference with Labor Negotiators- Monterey-Salinas Transit Employees
Association (MSTEA) and MST. (D. Laredo, K. Halcon) (§54957.6)

Chair Clark adjourned to Closed Session at 9:10 a.m.

5. Return to Open Session

No reportable action taken.

6. Adjourn

There being no further business, Chair Clark adjourned the meeting at 9:50 a.m.

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

From: M. Eccles, Director of Information Technology

Subject: Trapeze Transit Manager Automatic Vehicle Location System Upgrade

RECOMMENDATION:

Authorize the General Manager/CEO to execute a contract with Trapeze Software Group Inc. to upgrade the Transit Master Automatic Vehicle Location (TM AVL) hardware and software, incorporating a five year maintenance support contract, an Interactive Voice Response (IVR) system and North County Radio/Data expansion.

FISCAL IMPACT:

Cost for the project not to exceed $2,200,000. The funding is available from Prop 1B State of California Bonds. MST applied for the State funds for a system upgrade in May 2012 and received the funds in June 2013.

POLICY IMPLICATIONS:

Your Board approves transactions greater than $25,000.

DISCUSSION:

In April, 2001, your Board approved the purchase of the Siemens Transit Master AVL system (now known as Trapeze Transit Master) at a cost of $4,500,000. The system was installed in October, 2001, and has been functioning since 2002. However, the current hardware that was installed on the fleet is no longer manufactured by Trapeze, and thus there are no spare parts available to replace the now redundant and obsolete hardware. Additionally, the current hardware can only support earlier builds of software and new functionality of the updated AVL system cannot be implemented by MST.

This added functionality includes real-time bus arrival and departure information being available on mobile devices, integrating with an Interactive Voice Response (IVR) system, as well as being able to integrate with the GiRO scheduling and planning software system and GFI fare box system.

The TM AVL system is used to electronically track, monitor, and communicate with the fleet of MST buses throughout the expanding service area and since the initial install, MST has partnered with the County of Monterey to house the necessary radio
and data communication systems at sites throughout the County. MST will be adding coverage for the Santa Cruz and San Jose area in the near future.

In order to determine that MST was receiving a fair value we have contacted transit agencies who have purchased similar software systems, and have quotes supplied to transit agencies from Trapeze pertaining to a similar upgrade as this. The result of staff inquiries determined that by purchasing an upgrade of the existing system versus purchasing a new system would save MST over $1 million, and that the quote provided to MST by Trapeze is comparable to those offered to other customers. Based on the initial installation price from 2001, the upgrade is significantly cheaper and will add additional functionality as well as upgrade the hardware and software components of the TM AVL. The price also includes a reduced maintenance cost negotiated for a five year term.

Due to the complex and proprietary nature of the system hardware and software, MST does not have the ability to retain the services of another vendor for this proprietary upgrade, nor does it have the internal staffing to fully maintain the system. Also, with the five year maintenance agreement MST is eligible to receive software updates that enhance functionality at no additional cost. MST staff believes that it can realize additional savings of up to $180,000 by hiring local contractors to install equipment.

Total Cost (including a Sales Tax component) associated with the upgrade and added functionality is:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM AVL Upgrade</td>
<td>$1,210,000</td>
</tr>
<tr>
<td>TM AVL Maintenance for 5 years</td>
<td>$500,000</td>
</tr>
<tr>
<td>IVR System</td>
<td>$107,500</td>
</tr>
<tr>
<td>North County Radio/Data Expansion</td>
<td>$53,750</td>
</tr>
<tr>
<td>Contingency (17.5%)</td>
<td>$327,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,198,750</strong></td>
</tr>
</tbody>
</table>

PREPARED BY: Mark Eccles

REVIEWED BY: Carl Sedoryk
To:        Board of Directors

From:     C. Sedoryk, General Manager/CEO


Attached are a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for July, 2013. Please notice the new addition to our report which is Performance Dashboard that provides a simple comparison of key year to date performance indicators for MST Fixed Route and MST RIDES services.

I travelled to Washington DC July 16 - 17 to advocate for Congressional action regarding US Department of Labor’s refusal to take action regarding Monterey-Salinas Transit capital grants due to an ongoing dispute with the State of California over pension reform. I also had several meetings to advocate for a continuation of increased levels of transit benefits for Department of Defense employees which are critical for the ongoing success of currently military partnerships in Monterey County.

On July 29th, I traveled to Burbank, CA to participate in the Executive Committee meeting of the California Transit Association.

Attachment #1 – Operations Department Report July, 2013
Attachment #2 – Facilities & Maintenance Department Report July, 2013
Attachment #3 – Administration Department Report July, 2013
Attachment #4 - Washington, D.C. Itinerary for July 16-17, 2013

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

PREPARED BY: ____________________
MST Fixed Route
YTD Dashboard Performance Statistics
For the month of July
Fiscal Years 2012-2014

**Ridership**
(Total passenger boardings)

**Passengers Per Hour**
(Passengers per hour of service)

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

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

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

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

**On Time Performance**
(Percent of trips within 5 minutes of scheduled arrival)

**Percentage of Service Delivered**
(Percentage of scheduled trips completed)
MST RIDES
YTD Dashboard Performance Statistics
For the month of July
Fiscal Years 2012-2014

Ridership
(Total passenger boardings)

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

Miles Between Road Calls
(Miles travelled between mechanical failure)

On Time Performance
(Percent of trips within 15 minutes of scheduled arrival)

Passengers Per Hour
(Passengers per hour of service)

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

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

One Way Trips
(Number of one-way passenger trips completed)
ATTACHMENT 1

August 28, 2013

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

From: Robert Weber, Director of Transportation Services

Cc: MST Board of Directors

Subject: Transportation Department Monthly Report – July 2013

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by only 0.90% in July 2013, (372,745), as compared to July 2012, (376,143). For Fiscal year-to date, this represents a 0.90% decrease in passenger boardings from last fiscal year.

Productivity increased slightly from 18.1 passengers per hour (July 2012), to 18.5 PPH in July of this year.

Trolley Services:

MST Trolley – Monterey: For the month of July, boarding data for the Monterey Trolley showed it carried 50,188 passengers. This represents an 11.09% increase in passenger boardings from July of 2012 (45,178).

Supplemental / Special Services:

- July 19-21: Service on lines 36, 37, 38 & 39 were deployed for the Red Bull U.S. Grand Prix held at the Laguna Seca race track. A total of 6,066 passengers were carried during the Red Bull event, an increase of 1.12% from last year’s event (5,999).

System Wide Statistics:

- Ridership: 372,745
- Vehicle Revenue Hours: 20,105
- Vehicle Revenue Miles: 328,325
- System Productivity: 18.5 Passengers Per Vehicle Revenue Hour
- One-Way Trips Deployed: 29,278

Time Point Adherence: Of 99,613 total time-point crossings sampled for the month of July, the TransitMaster™ system recorded 17,330 delayed arrivals to MST’s published time-points system-wide. This denotes that 82.60% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus — On Time Compliance Chart FY 2014.)
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.

**Trips With 10 or More Standees:** There were thirty three (33) reported trips with 10 or more standees for the month of July. *(See Operations Summary report for further information)*

**Cancelled Trips:** As listed below, there were a total of twenty four (24) cancelled trips for the month of July for both directly operated and contracted services.

<table>
<thead>
<tr>
<th>Total One - Way Trips Deployed July: 29,278</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
</tr>
<tr>
<td>Accident / Collision</td>
</tr>
<tr>
<td>Mechanical</td>
</tr>
<tr>
<td>Passenger Disturbance</td>
</tr>
<tr>
<td>Staffing Shortage</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Traffic</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
</tr>
</tbody>
</table>

**Documented Occurrences:** MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of July 2012 and 2013:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>July-12</th>
<th>July-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fuel / Fluid Spill</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Occurrences</strong></td>
<td><strong>30</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**CONTRACTED SERVICES:**

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

Preliminary boarding statistics for the MST RIDES program reflect that for the month of July there were 8,479 passenger boardings. This denotes an 8.85% decrease in passenger boardings from July of 2012, (9,302). For Fiscal year 2014, this represents an 8.85% decrease in passenger boardings from the previous fiscal year.
• For the month of July, 83.36 % of all scheduled trips for the MST RIDES Program arrived on time, decreasing from 87.30 % in July of 2012. (See MST RIDES ~ On Time Compliance Chart FY 2014.)

• Productivity for July of this year was at 1.73 passengers per hour, decreasing from 1.83 in July of 2012.

COMMUNICATIONS CENTER:

In July, the Communications Center summoned public safety agencies on seven (7) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident / Other</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Medical Emergency</td>
<td>1</td>
</tr>
</tbody>
</table>

Robert Weber

ATTACHMENTS:

MST Fixed-Route Bus ~ On Time Compliance FY 2014
MST Fixed-Route Bus ~ Boarding Statistics FY 2014
MST Trolley Service ~ Boarding Statistics FY 2014
MST RIDES ~ On Time Compliance FY 2014
MST RIDES ~ Boarding Statistics FY 2014
Mobility Programs Update – July 2013

Attachments can be viewed within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/
To: Carl G. Sedoryk, General Manager/CEO  
From: Michael Hernandez, Assistant General Manager/COO  
Subject: Monthly Maintenance Report for July 2013

This monthly report summarizes information about fuel prices and the activities of the Maintenance/Facilities Departments during the past month. Detailed statistical information is also attached.

**Fuel Prices:**

<table>
<thead>
<tr>
<th></th>
<th>FY14 Budget: Diesel: $3.60</th>
<th>July Average</th>
<th>FY2014 Average</th>
<th>July Low</th>
<th>July High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gas: $3.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel:</td>
<td>$3.41</td>
<td>$3.41</td>
<td>$3.30</td>
<td>$3.49</td>
<td></td>
</tr>
<tr>
<td>Gasoline:</td>
<td>$3.58</td>
<td>$3.58</td>
<td>$3.52</td>
<td>$3.66</td>
<td></td>
</tr>
</tbody>
</table>

**Fleet Status:**

<table>
<thead>
<tr>
<th></th>
<th>Operating Cost Per Mile:</th>
<th>Road Call Rate Goal: 7,000 Miles</th>
<th>Miles Between Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2013:</td>
<td>$1.15</td>
<td>July 2014:</td>
<td>11,266</td>
</tr>
<tr>
<td>FY2014 - Year To Date:</td>
<td>$1.15</td>
<td>FY2014 - Year to Date:</td>
<td>11,266</td>
</tr>
<tr>
<td>FY2013:</td>
<td>$1.17</td>
<td>FY2013 YTD Comparison:</td>
<td>22,629</td>
</tr>
</tbody>
</table>

**Comments:**

There were 29 road calls in July. Twenty-five were categorized as “major mechanical” and 4 road calls were for other (minor) mechanical issues. The highest road call category was for emission/exhaust systems related issues.

Two new RIDES buses were delivered; the remaining nine RIDES replacement vehicles are expected in September. Gillig Corp. provided three days of new vehicle training for the maintenance department on the new low-floor commuter bus; additional
training will be provided in September. One mechanic attended weekly long HVAC training at SamTrans. The higher cost per mile for the new Gillig low-floor (2101) is due to in-processing labor costs and minimal mileage for the month.

During the month of July repairs were made to one of the garage bay doors at CJW and numerous carpet repairs within the Admin building at TDA.

Michael Hernandez

Detailed statistical information can be viewed within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/
Date: September 9, 2013

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – July 2013

The following significant events occurred in Administration work groups for the month of July 2013:

Human Resources

A total employment level for July 2013 is summarized as follows:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY14</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators / Trainees</td>
<td>128</td>
<td>127</td>
<td>-1</td>
</tr>
<tr>
<td>C/O on Long Term Leave *</td>
<td>3</td>
<td>0</td>
<td>-3</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>2</td>
<td>0</td>
<td>-2</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>26</td>
<td>24</td>
<td>-2</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>43</td>
<td>40</td>
<td>-3</td>
</tr>
<tr>
<td>Administration (Interns 2 PT)</td>
<td>26</td>
<td>23</td>
<td>-3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>228</strong></td>
<td><strong>214</strong></td>
<td><strong>-14</strong></td>
</tr>
</tbody>
</table>

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

May Worker’s Compensation Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$40,734.73</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$24,774.77</td>
</tr>
<tr>
<td>Medical includes Case Mgmt,UR, Rx &amp; PT</td>
<td>$6,779.87</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$7,341.08</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$84,630.45</strong></td>
</tr>
<tr>
<td>Reserves</td>
<td><strong>$1,244,878.31</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($268,120.34)</strong></td>
</tr>
<tr>
<td><strong># Ending Open Claims</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>
Risk Management Update

<table>
<thead>
<tr>
<th>Description</th>
<th>July 2013</th>
<th>July 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preventable</td>
<td>Preventable</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vehicle hits Bus</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Bus hits object</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

During the month of July 2013, there were 2 preventable collisions. Both collisions are categorized as minor and this continues our current trend. Both collisions were with fixed objects.
There were no claims recoveries during this period and no claims paid.

Customer Service Update

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>July ‘13</th>
<th>July ‘12</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Compliment</td>
<td>5</td>
<td>7</td>
<td>7.4%</td>
</tr>
<tr>
<td>Service Compliment</td>
<td>1</td>
<td>0</td>
<td>1.5%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>12</td>
<td>5</td>
<td>17.6%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>2</td>
<td>3</td>
<td>2.9%</td>
</tr>
<tr>
<td>Passed By</td>
<td>5</td>
<td>7</td>
<td>7.4%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>3</td>
<td>0</td>
<td>4.4%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>0</td>
<td>5</td>
<td>0.0%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>3</td>
<td>2</td>
<td>4.4%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>0</td>
<td>1</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>4</td>
<td>1</td>
<td>5.9%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>1</td>
<td>1</td>
<td>1.5%</td>
</tr>
<tr>
<td>Off Route</td>
<td>2</td>
<td>0</td>
<td>2.9%</td>
</tr>
<tr>
<td>Service Other</td>
<td>13</td>
<td>4</td>
<td>19.1%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>0</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

Standard = Not more than 1 preventable collision per 100k miles
Early Departure  5 7.4%  2 1  1.8%
Passenger Injury  1 1.5% 2  3.5%
ADA Compliance  0 0.0% 4 7.0%
Unsafe Conditions  1 1.5% 0  0.0%
Agency Policy  2 2.9% 2 3.5%
Carried By  1 1.5% 0  0.0%
Taxi  1 1.5% 1 1.8%
Discriminatory behavior by employee  2 2.9% 0  0.0%
Employee Other  3 4.4% 6 10.5%

68 100.0% 57 100.0%

Finance Update

**General Accounting/Accounts Payable**
In the month of July, staff was busy finalizing financial data to close out the end of the fiscal year. Staff continues to work effectively to meet accounts payable and financial reporting deadlines. During July, staff also coordinated the visit of MST’s auditors for their preliminary analysis of MST’s financial records for FY 2013. The auditors will return in September to continue their work on FY 2013 data.

**Payroll**
Second quarter tax returns completed and filed. 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. Sales and cash receipt reports were audited and reports were updated.

**Grants**
During the month of July, staff submitted a grant application to State of California Department of Resources Recycling and Recovery, assisted the financial auditors for MST’s interim audit, and continued to work with consultants to prepare reimbursement requests from Caltrans.

**Purchasing**
For the month of July purchasing staff was negotiating contracts, publishing and issuing bids and request for quotes, including those for janitorial services, uniforms and legal services. In addition, staff maintained inventory levels, and ensured a continuous supply of parts at a historically low inventory level.
IT Update

Staff configured and monitored the Trapeze Group TransitMaster system software and hardware. Staff continued to monitor and configure software and hardware for the Trapeze Enterprise Asset Management (EAM) Maintenance system. Staff continued to support and monitor the Serenic Navision Financial system. Staff continued to configure data for the GIRO DDAM Timekeeping system. Staff updated software on workstations. Staff monitored the functionality of the Customer Service database. Staff updated the MST web page and made the appropriate changes as required.

Staff liaised with the county of Monterey Information Technology Radio department regarding the radio configuration of the hardware sited at Mount Toro antenna site. Staff liaised with the MST Facilities department in completing the renovation of the new computer server room and the installation of the hardware for the upgraded hardware.

Staff continued to support MST staff as needed, proactively ensuring MST staff was supported fully with their IT needs.

Marketing and Sales Update

Published news stories include: “Historic Preservation Commission to review Monterey downtown plan” (Monterey County Herald, 7/9/13); “Weaving stories” (Monterey County Weekly, 7/11/13); “Free bus service for Grand Prix ticket holders” (The Californian, 7/13/13); “Extra helping of Squid 7-15-13: Trolley off track” (Monterey County Weekly, 7/15/13); “MST’s electric trolley project still held up by pension dispute” (Monterey County Weekly, 7/18/13); “MST offers free bus rides for Grand Prix ticket holders” (Monterey County Business Council’s Friday Facts, 7/19/13); “A long weekend, with baby on board” (The Washington Post, 7/14/13); “Keeping seniors on the road” (Monterey County Herald, 7/22/13); “Monterey: Nonprofits, faith and business groups part of equation in tackling problem” (Monterey County Herald, 7/24/13).

Press releases sent include: “Free bus service to Red Bull U.S. Grand Prix for ticket holders” (7/12/13).

Marketing activities: Created new map and schedule for Line 17 CSUMB – Marina and updated schedules for Lines 25 and 82 for CSUMB and Fort Hunter Liggett; updated Onboard Rider Survey instrument for 2013 survey; set-up a booth at the Monterey County Vintners and Growers Association Trade Fair and BBQ; coordinated raffle items as part of a sponsorship for Lighthouse District’s Movies in the Park; coordinated special event service to the 2013 Monterey Jazz Festival; attended Monterey Peninsula Chamber of Commerce’s Business Excellence Awards Dinner; updated Rider’s Guide for 9/28/13 service change; met with mobility staff to assess marketing strategy; discussed plan to turn dead head trips leaving bus yard into service for residents of Del Rey Oaks; served on Monterey County Convention and Visitor’s
Bureau’s Marketing Committee; managed MST website content and Facebook page; coordinated delivery of printed promotional materials.

Planning

During the month of July, staff continued developing route and schedule changes and additions for the fall service change, currently slated for implementation in late September. Among the concepts developed for the fall are a new shuttle service connecting parts of Del Rey Oaks with downtown Monterey and Sand City as well as a new grant-funded senior shuttle route serving areas of Salinas, connecting senior housing locations with popular destinations, including shopping, dining and medical offices. With a recent increase in federal funds targeted for rural areas only, Line 22 Big Sur will resume its service on weekends during the fall, winter and spring, a service that was discontinued last year due to budget cuts. Staff worked with CSUMB to develop a new route – Line 17 CSUMB-Marina – which replaces the Otter Trolley and provides intra-campus services as well as hourly service to the Dunes Shopping Center and downtown Marina. Staff met with its contractor, MV Transportation, to discuss contingency plans to address traffic congestion around the Monterey Peninsula during the car week events in August.

Staff continued working with MST’s military partners at the Presidio of Monterey, Naval Postgraduate School and Fort Hunter Liggett on improving transportation services to these facilities as well as on implementing the new automated ticket machines required to accommodate the Department of Defense’s new Visa debit card-based federal transit benefit distribution program. With military revenues substantially down due to the new VISA card system, staff also continued to work with military partners to increase program participation and revenues and to improve transit services for their employees.

Staff met with city of Salinas staff members to discuss potential planning efforts for expansion of MST’s maintenance facilities in the community and to locate new bus stops at several locations within the city limits. Staff met with the lead representative of the WAVE, Inc., consulting team, which is developing the electrified trolley system on behalf of MST. Meetings were held with city of Monterey staff to discuss potential sites for a new transit center in downtown Monterey and with representatives of a defense contractor locating a new worksite on Gigling Road on the former Fort Ord. Staff worked with representatives of the Pebble Beach Company on relocating a bus stop to the new employee parking lot at the Inn at Spanish Bay. Staff conducted a presentation for the MST Mobility Advisory Committee. Staff also participated in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Monterey County Hospitality Association, Monterey Peninsula Chamber of Commerce, Monterey County Workforce Investment Board, and Fort Ord Reuse Authority.
ATTACHMENT 4

Thomas Walters & Associates, Inc.
25 Massachusetts Avenue, N.W., Suite 570
Washington, D.C.  20001
(202) 737-7523

MONTEREY-SALINAS TRANSIT
Washington, D.C. Itinerary

Carl Sedoryk, General Manager/CEO
July 16-17, 2013

MONDAY, JULY 15, 2013

4:15 P.M. Arrives Reagan National Airport on American Airlines Flight #240.

TUESDAY, JULY 16, 2013

9:30 a.m. Organizational meeting in Rayburn Cafeteria

10:00 a.m. Andrew Brady, Professional Staff
House Transportation and Infrastructure Subcommittee on Highways and Transit
B-376 Rayburn House Office Building
Contact: Andrew Brady – 225-6715
Subject: Federal Transit Labor Requirements

10:30 a.m. Bret Manley, Legislative Director to Congressman Jeff Denham (R-CA)
1730 Longworth House Office Building
Contact: Bret Manley – 225-4540
Subject: The impact of Federal labor laws on California transit agencies. Specifically, MST’s Federal funds are being held up because of a 13 © objection by the Amalgamated Transit Union

11:30 a.m. Rachel Johnson Professional Staff (Minority Staff)
Homer Carlisle, Professional Staff Member (Majority Staff)
Senate Committee on Banking, Housing, and Urban Affairs
SD-534 Dirksen Senate Office Building
Contact: Rachel Johnson – 224-7391
Subject: Federal Transit Labor Requirements

12:00 Noon Luncheon Meeting with Debbie Merrill, Legislative Director to Congressman Sam Farr (D-CA)
ACQUA AL2 Restaurant
212 7th Street, S.E.
202-525-4375

2:00 p.m. Edward J. Moscatelli
Chief, Transportation Branch
OACSIM, DAIM-ISL
Pentagon, 5C129A1 (enter thru 5C140)
Office: 703-695-6942
Subject: Military Transit Partnerships
3:30 p.m.  Matthew Nelson, Professional Staff to Senator Dianne Feinstein (D-CA)
     Thomas Ostrander, Legislative Assistant
     Sean Elsbernd, Deputy State Director
     Katie Gross Field Representative, Central Coast region
     SH-331 Hart Senate Office Building
     Contact: Matthew Nelson – 224-3841
     Subject: The impact of Federal labor laws on California transit agencies. Specifically, MST’s Federal funds are being held up because of a 13 © objection by the Amalgamated Transit Union

4:00 p.m.  Kyle Chapman, Professional Staff to Senator Barbara Boxer (D-CA)
     Lucy Panza, Legislative Assistant
     SH-112 Hart Senate Office Building
     Contact: Kyle Chapman or Lucy Panza – 224-3553
     Subject: The impact of Federal labor laws on California transit agencies. Specifically, MST’s Federal funds are being held up because of a 13 © objection by the Amalgamated Transit Union

WEDNESDAY, JULY 17, 2013

10:30 a.m.  Tim Ford, ADC CEO
     Randy Ford, ADC Legislative Director
     Association of Defense Communities
     1023 15th Street, N.W., Suite 200
     [Located on 15th Street, between K and L, at McPherson Square Metro Station]
     Washington, D.C. 20005
     (202) 822-5256 ext. 422
     Subject: Military Transit Partnerships

11:15 a.m. – 2:00pm  Joint Subcommittee on Transportation in Military Communities
     National Academy of Science Building, Room 114

3:00 p.m.  Leaves for Reagan National Airport to depart on American Flight #245 at 5:05 pm
TO: Carl Sedoryk  
FROM: Thomas P. Walters  

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

- Contacted Congressional Delegation to follow up MST staff advocacy meetings and to urge support for resolution of Federal labor regulations impacting transit.

- Contacted Congressman Grimm’s office regarding advocacy strategy and support for H.R. 2288, the *Commuter Parity Act of 2013*.

- Advised on advocacy strategy for Federal agenda and additional lobbying opportunities.

- Provided updates to MST on transportation and appropriations legislation.

TPW:dwg
To: Board of Directors  
From: Carl Sedoryk, General Manager/CEO  
Subject: State Legislative Advocacy Update July, 2013

During the month of July MST sponsored bill AB 730 (Alejo) Transit Bonds has moved through both the state Assembly and Senate is currently awaiting the Governor’s signature. AB 940 Bus On Shoulder (Stone) is ready to be heard on the Senate Floor in the immediate future. As it was amended in the Senate, it will have to go back to the Assembly for concurrence.

Other bills of interest include AB 160 Transit Pension Reform (Alejo) has yet to be moved from committee but has been made an “urgency bill” in the event that negotiations with State of California and US Department of Labor require the bill to move forward quickly. Staff is continuing to closely follow SB 594 (Hill) which would prohibit nonprofit organizations -- aside from 501(c)(3) organizations -- and their employees from using funds received from local public agencies for campaign purposes, to support or oppose he approval or rejection of a ballot measure or the election or defeat of a candidate by the voter continues to work with the California Transit Association advocate for transit policies that are beneficial to the communities MST serves.

Prepared by: Carl Sedoryk
August 13, 2013

Mr. Christopher Cotton
111 W. Romie Lane, Apt. 8
Salinas, CA 93901

RE: August 8th Incident

Dear Mr. Cotton:

I write in follow up to your email that described an incident that occurred on August 8, 2013, concerning your dissatisfaction with services you received from the Monterey-Salinas Transit customer service representative and security guard on duty at the Salinas Transit Center. MST staff has interviewed all three of our customer service representatives and the security guard and we have reviewed security camera video of the incident.

While MST approved practices require single fare transactions to occur only on-board buses, from our interviews we were able to determine that on the two occasions prior to August 8th, two of our customer service representatives took it upon themselves to sell a single-fare ticket to you directly from the Salinas Transit Center counter in violation of our approved practice. When you arrived on August 8th, the customer service representative on-duty was not aware that her co-workers had established an unauthorized practice of allowing customers to purchase tickets directly at the counter and she denied your request to purchase this type of ticket. Of course, there would have been no way for you to know that the customer service representatives who waited on you prior to August 8th were providing you a service that is not normally offered to our customers, and it is understandable that what you perceived to be a change in practice would be confusing. I apologize that an unrealistic expectation had been set by your previous interactions with our customer service staff who, in an effort to please their customer, actually did not follow approved procedure, and their failure to communicate with their co-worker led to a confusing and ultimately aggravating experience for you.

While we do have video recordings of your interactions with both the customer service representative and the security guard on duty at the time, we do not have audio recordings that can confirm or refute any of the claims regarding specific statements made by you, the customer service representative, or our contracted security personnel. However, both individuals involved were counseled by their direct supervisors regarding how to better handle situations like this in a manner that does not needlessly escalate the agitation of the customer. Again, I am sorry if you feel that our staff did not act in an appropriate manner.
I was pleased to read in your comments that prior to the incident of August 8th you felt that MST had provided exemplary service. Thank you for bringing this issue to my attention as it brought to light some confusion among MST staff regarding our fare sales policies as well as issues related to improving communication and customer service that will be handled through additional training of staff.

I hope you enjoy the remainder of your stay in the Monterey Bay region and should you choose to use MST services again, I have enclosed a Day-Pass that is good for travel on all MST routes on the day it is redeemed.

Sincerely,

[Signature]

Carl G. Sedoryk
General Manager/CEO
Monterey-Salinas Transit District
August 14, 2013

Paul DeSantis
Vice President, Transit Fleet Services
2633 Lincoln Blvd., #826
Santa Monica, CA 90405

Dear Mr. DeSantis:

I am in receipt of your request to share your White Paper and sales promotional materials with the Monterey-Salinas Transit District Board of Directors. As the Chief Executive Officer of Monterey-Salinas Transit, the Board has appointed me specific responsibilities which include all duties related to procurement and maintenance of MST equipment. I have delegated the responsibilities for these specific activities to our Chief Operating Officer, Mike Hernandez, and our Purchasing Manager, Sandra Amorim.

I have forwarded your materials to them for their review and consideration. You may contact Mr. Hernandez or Ms. Amorim directly at 831-899-2558 if you need additional information.

Thank you for your interest in Monterey-Salinas Transit.

Sincerely,

Carl Sedoryk
General Manager/CEO