



**TRANSIT DISTRICT MEMBERS:**

City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield  
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas  
City of Sand City • City of Seaside • City of Soledad • County of Monterey

## **REVISED AGENDA**

### **Board of Directors Regular Meeting September 8, 2014**

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

**10:00 a.m.**

**TRANSPORTATION:** Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service 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. 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.*

- 2-1. *General Manager Performance Evaluation, Gov. Code (§54957(b)) (No enclosure) (K. Halcon)*
- 2-2. *Conference with Labor Negotiators – Monterey-Salinas Transit Employees Union (MSTEA), and MST (D. Laredo, K. Halcon) (§54957.6) No enclosure)*

#### **3. RETURN TO OPEN SESSION**

- 3-1. Report on Closed Session and possible action.

#### **4. CONSENT AGENDA**

- 4-1. Review highlights of the agenda. (Carl Sedoryk)

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

- 4-2. Adopt Resolution 2015-06 recognizing Francisco Castillo, Intermediate Mechanic, as Employee of the Month for August 2014. (Michael Hernandez) (pg. 1)
- 4-3. Adopt Resolution 2015-07 recognizing Deanna Smith, Executive Assistant/Clerk to the Board, as Employee of the Month for September 2014. (Carl Sedoryk) (pg. 3)
- 4-4. Adopt Resolution 2015-08 recognizing Miguel Montes for his seven years of service. (Michael Hernandez) (pg. 5)
- 4-5. Disposal of property left aboard buses. (Sonia Bannister) (pg. 7)
- 4-6. Minutes of the regular meeting of July 28, 2014. (Deanna Smith) (pg. 9)
- 4-7. Financial Report – June and July 2014. (Angela Dawson) (pg. 19)
- 4-8. Claim Rejection – Woodyard, Tajah. (Ben Newman) (pg. 27)
- 4-9. Authorize staff to enter into an Interline Agreement with Greyhound Bus Lines. (Hunter Harvath) (pg. 29)
- 4-10. Appoint new MAC members. (Tom Hicks) (pg. 31)
- 4-11. Approve Resolution 2015-09 authorizing the use of PTMISEA Bond Program Funds. (Michelle Overmeyer) (pg. 33)
- 4-12. Approve MSTEA and Confidential Unit employee performance incentives. (Carl Sedoryk) (pg. 37)
- 4-13. Receive report on MST/MVTI Centralized Dispatch Project. (Robert Weber) (pg. 39)
- 4-14. Adopt revised MST Records Retention Guidelines. (Deanna Smith) (pg. 41)

End of Consent Agenda

## **5. SPECIAL PRESENTATIONS**

- 5-1. August Employee of the Month – Francisco Castillo, Intermediate Mechanic. (Michael Hernandez)
- 5-2. September Employee of the Month – Deanna Smith, Executive Assistant/Clerk to the Board. (Carl Sedoryk)

- 5-3. Miguel Montes – Retirement. (Michael Hernandez)
- 5-4. Transit 101: Sales Tax Measure Guidelines. (Dave Laredo) (pg. 45)
- 5-5. 25 Years of Service – Ken Smith, Senior Operations Supervisor.  
(Robert Weber)
- 5-6. 25 Years of Service – Ruperto De La Cruz, Coach Operator.  
(Michael Hernandez)

## **6. 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.*

## **7. COMMITTEE REPORTS**

*No action required unless specifically noted.*

- 7-1. Finance Committee minutes of July 28, 2014. (Deanna Smith) (pg. 47)
- 7-2. HR Committee minutes of August 20, 2014. (Kelly Halcon) (pg. 51)

## **8. MAJOR PROCUREMENTS**

- 8-1. Approve budget modification and purchase of additional Gillig coaches.  
(Michael Hernandez) (pg. 53)

## **9. PUBLIC HEARINGS**

## **10. UNFINISHED BUSINESS**

- 10-1. Authorize increased funding level for CSUMB transit services.  
(Hunter Harvath) (pg. 55)

## **11. NEW BUSINESS**

- 11-1. Adopt new MST Policies. (Deanna Smith) (pg. 57)
- 11-2. Adopt revised MST Policies. (Deanna Smith) (pg. 79)
- 11-3. Receive FY 2015 committee assignments. (Carl Sedoryk) (pg. 89)

## **12. REPORTS & INFORMATION ITEMS**

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

- 12-1. General Manager/CEO Report – June and July 2014. (pg. 93)
- 12-2. Washington D. C. Lobbyist Report – July and August 2014. (pg. 123)
- 12-3. State Legislative Advocacy Update – July and August 2014. (pg. 127)
- 12-4. Staff Trip Reports. (pg. 129)
- 12-5. Correspondence. (pg. 131)
- 12-6. Staff Announcements.
- 12-7.1 Rural and Intercity Bus Conference – October 26-29, 2014

## **13. COMMENTS BY BOARD MEMBERS**

- 13-1. Reports on meetings attended by board members at MST expense (AB1234).
- 13-2. Board member Comments and Announcements.
- 13-3. Board member Referrals for future agendas.

## **14. ATTACHMENTS**

- 14-1. Detailed monthly Performance Statistics and Disbursement Journal, June and July 2014.

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

## **15. ADJOURN**

***NEXT MEETING DATE:*** October 6, 2014

*Monterey Bay Unified Air Pollution Control District Board Room, 3<sup>rd</sup> Floor*

***NEXT AGENDA DEADLINE:*** September 23, 2014

*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 three working days prior to the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or [dsmith@mst.org](mailto:dsmith@mst.org).*

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**FRANCISCO CASTILLO  
AUGUST 2014  
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, Francisco Castillo began his career as an Entry Level Mechanic with Monterey-Salinas Transit in June of 2008 and was promoted to an Intermediate Mechanic in January 2011; and

WHEREAS, Francisco Castillo is known for his dedication and superior technical skills in maintaining and repairing MST's fleet; and

WHEREAS, Francisco Castillo is highly versatile, whether he's working on a Preventive Maintenance Inspection or completing other repairs, he displays the same consistent quality of work; and

WHEREAS, Francisco Castillo is also recognized for his positive attitude, willingness to share his knowledge with his co-workers, and selecting complex jobs in order to strengthen his technical skills; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Francisco Castillo as Employee of the Month for August 2014; and

BE IT FURTHER RESOLVED that Francisco Castillo is to be congratulated for his excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2015-06 this 8<sup>th</sup> day of September, 2014.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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**DEANNA SMITH  
SEPTEMBER 2014  
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Deanna Smith began her career as an Executive Assistant to the General Manager/CEO with Monterey-Salinas Transit in April of 2011; and

WHEREAS, Deanna Smith has demonstrated her dedication to public transportation by continuing her education and working toward her Master's Degree in Transportation Management through the Mineta Transportation Institute at San Jose State University; and

WHEREAS, Deanna Smith has exceptional time management skills, ensuring that MST staff stays within board timelines and that reports and memos are in the correct format. Her eye for detail helps put the finishing touches on MST's projects; and

WHEREAS, Deanna Smith has been the project leader for developing and implementing a Records Retention Policy and Records Retention Schedule in accordance with state and federal regulations. Because of this project, MST was able to purge and destroy 168 boxes of obsolete documents; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Deanna Smith as Employee of the Month for September 2014; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2015-07 this 8<sup>th</sup> day of September, 2014.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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## **MIGUEL MONTES 11 YEARS OF SERVICE**

WHEREAS, Miguel Montes began his career with the Monterey-Salinas Transit District as a Utility Service Worker in March of 2003. During his eleven years at MST, Miguel Montes supported the Maintenance Department and MST customers; and

WHEREAS, Miguel Montes has been recognized for his effort to maintain the cleanliness of MST fleet during his career at MST; and

WHEREAS, Miguel Montes has been recognized for his support in preparing MST's fleet for special service events. In his position as Utility Service Worker Miguel Montes was also responsible for servicing and fueling MST support vehicles and installing advertising signs on the MST fleet; and

WHEREAS, Miguel Montes was recognized for his support and skill in identifying items for repair on MST vehicles; and

WHEREAS, Miguel Montes supported the Maintenance Department with his dedication by working on his days off during staff shortages; and

WHEREAS, after 11 years of service with MST, Miguel Montes retired on August 2, 2014.

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Miguel Montes for his support and service to MST; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Miguel Montes and wishes him continued success, and a satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2015-08 this 8th day of September, 2014.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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

St. Vincent De Paul (Pacific Grove)

1 bible	2 jackets	12 wallets
1 box of blank cd's	1 scarf	1 watch
1 neck cushion	1 pill box	2 rings
1 water bottle	1 computer plug	1 religious bracelet
1 blanket	1 pair of gloves	8 cell phones
1 camera case	1 bag of tools	1 make-up bag
9 books	8 shirts	1 stuffed toy animal
1 backpack	2 sweaters	1 beanie
2 prescription eyeglasses	1 Ipod	1 container
6 hats	1 calculator	2 shorts
1 sleeping bag	1 pair of shoes	1 pair of sunglasses
1 pair of socks		

To be disposed

2 cell phones	5 credit cards
1 bag of 8-track tapes	4 keys
2 wallets	1 Basic Discount pass
4 ID's	1 water bottle
1 beanie	1 backpack with clothes

To be retained

\$1.53 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. None of the items listed above match those lost by Mr. Fink.

PREPARED BY:  REVIEWED BY:   
Sonia Bannister Carl Sedoryk

**MST BOARD OF DIRECTORS**

Monterey Bay Unified Air Pollution Control District  
24580 Silver Cloud Ct., Monterey

**Minutes**

July 28, 2014  
10:00 a.m.

**1. CALL TO ORDER**

1-1. Roll call

1-2. Pledge of Allegiance

**Mr. Fink raised a Point of Order, stating that the colors were not in the proper location. Director Barrera moved the colors to their proper location.**

**Chair Downey called the meeting to order at 10:05 a.m. Roll Call was taken and the Pledge followed. Chair Downey recognized Council member David Pacheco, alternate to the MST Board for the City of Seaside.**

<b>Present:</b>	Tony Barrera	City of Salinas
	Victoria Beach	City of Carmel-by-the-Sea
	Kristin Clark	City of Del Rey Oaks
	Alan Cohen	City of Pacific Grove
	Libby Downey	City of Monterey
	David Pacheco	City of Seaside (alternate)
	Frank O'Connell	City of Marina
	Maria Orozco	City of Gonzales
	David Pendergrass	City of Sand City
	Patricia Stephens	City of Soledad
<b>Absent:</b>	Fernando Armenta	County of Monterey
	Terry Hughes	City of King
	Randy Hurley	City of Greenfield
<b>Staff:</b>	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. General Manager/Finance & Administration
	Michael Hernandez	Asst. General Manager/COO
	Kelly Halcon	Director of Human Resources & Risk Management
	Mark Eccles	Director of Information Technology
	Andrea Williams	General Accounting & Budget Manager
	Robert Weber	Director of Transportation Services
	Tom Hicks	CTSA Manager
	Deanna Smith	Executive Assistant/Clerk to the Board

<b>Public:</b>	Dave Laredo Miriam Gutierrez Jason Snow Ariana Green Wanda Jennings June Stein Jim Fink Mike Weaver Joe Viera	De Lay & Laredo MST Customer Service Representative MV Transportation TAMC
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*Apology is made for any misspelling of a name.*

## **2. CONSENT AGENDA**

2-1. Review Highlights of the agenda.

Mr. Sedoryk provided the highlights of the agenda, and requested that Item 2-9 be postponed and brought back to the board at a later date.

2-2. Adopt Resolution 2015-01 recognizing Daniel Vohl, Coach Operator, as Employee of the Month for July 2014.

2-3. Disposal of Property left aboard buses.

2-4. Minutes of the regular meeting of June 9, 2014.

2-5. Financial Report – May 2014.

2-6. Adopt Resolution 2015-02 appointing MST staff to serve as representatives to the CalTIP Board of Directors.

2-7. Approve FY 2015 APTA dues.

2-8. Approve revised MST Procurement Policy and Procedures.

2-9. Review and adopt MST Policies.

2-10. Adopt Resolution 2015-03 in support of the TAMC Multimodal Corridor Alignment Plan.

2-11. Authorize the Purchase of Electronic Information Signs.

2-12. Adopt Resolution 2015-04 recognizing Maria Orozco for her service to Monterey-Salinas Transit.

Public Comment – none.

**Director Barrera made a motion to approve the Consent Agenda excepting Item 2-9, and was seconded by Director Clark. The motion carried unanimously.**



### **3. SPECIAL PRESENTATIONS**

3-1. July Employee of the Month – Daniel Vohl, Coach Operator.

Daniel Vohl was not present.

3-2. Resolution of Appreciation – Maria Orozco.

Mr. Sedoryk recognized Director Orozco for her service as Chairperson of the MST Board from July 2012 to June 2014, and for her service on the MST Board from January 2004 to January 2007 and from November 2008 to the present.

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

Chris Chidlaw of Chidlaw Marketing apologized for authorizing a bus ad from Central Coast Media Recycling (CCMR) which advocated an issue rather than a product or service, per MST's Advertising Policy. He is working with MST to find an equitable solution that adheres to MST's marketing policies. A handout was provided that presented examples of potentially inflammatory bus advertising that can result from allowing issue or advocacy advertising on buses.

Chair Downey requested that MST's Advertising Policy be discussed on a future agenda.

Ms. Smith read a public comment on behalf of Wanda Jennings who, while present at the meeting, requested assistance. Ms. Jennings made suggestions on improving Line 55.

Mr. Fink thanked MST for assisting with a recent incident involving MV Transportation, Inc., and stated he was pleased with the resolution. He also stated that there are problems with VTA staff confusing the routes and providing incorrect schedules for Lines 55 and 81 out of San Jose Diridon Station.

June Stein stated that there was extreme bus overcrowding on Line 22 to Big Sur on June 10. She is concerned that the overcrowding puts passengers in danger, and she was not pleased with the response to her previous complaints to MST staff. Chair Downey asked MST staff to follow up with Ms. Stein to resolve the issue.

Mike Weaver commented that on Saturday, July 12, at 8:30a.m., an MST bus moving westbound on Highway 68 pulled in front of traffic to make a left-hand turn. He was forced to slam on his brakes.

Joe Viera commented that MST's new JAZZ shelters do not provide adequate shelter for riders.

Close Public Comment

### **5. COMMITTEE REPORTS**

5-1. Human Resources Committee Minutes of June 9, 2014.

Public Comment – none.

## **6. MAJOR PROCUREMENTS**

6-1 Authorize the purchase of one bus for South County service.

Director Orozco asked when the bus will be available for service. Mr. Hernandez stated that the goal is to have the bus in service by late 2014 or early 2015.

Public Comment

Mr. Fink requested that the bus provide service to San Ardo from San Lucas.

Close Public Comment

**Director Cohen made a motion to authorize the purchase of one medium bus from Creative Bus Sales for South County intercity service and was seconded by Director Orozco. The motion carried unanimously.**

## **7. UNFINISHED BUSINESS**

7-1. Receive update on proposed MST Sales Tax.

Mr. Sedoryk reported that MST staff has continued to meet with various groups to inform them of the services MST provides to seniors, veterans, and persons with disabilities. To date, twelve of the thirteen MST jurisdictions have provided their concurrence to MST placing a dedicated sales tax measure on the 2014 ballot. Staff will request concurrence from the last of the thirteen jurisdictions, the County Board of Supervisors, on July 22. Mr. Sedoryk provided the board and the public with the recent "Independence" informational mailer sent to over 95,000 Monterey County households.

Mr. Sedoryk introduced Ben Krompak, of Tulchin Research Consulting, who provided the latest results of a tracking poll administered to gauge the public's support on the proposed MST sales tax. Out of 500 likely voters polled, 72% responded either "definitely yes" or "probably yes" when presented with the proposed ballot language.

Public Comment

Mr. Weaver stated that he did not receive the Independence mailer until Saturday afternoon. He asked why MST spent so much money for such a late notice with so little information. He requested the specific amount of money spent to produce the mailer and the amount of money spent on MST's two consulting firms. He felt the mailer used scare tactics.

Mr. Sedoryk stated that postage for the mailer was approximately \$20,000 and that specific costs could be provided by MST staff upon request. Michael Levine with TBWB Consulting stated that the mailer was sent on July 2, 2014, and that MST began receiving comments on the mailer the next day. He cannot explain why some members

of the public received their mailing late, but the US Postal Service does not guarantee bulk delivery dates.

Mr. Fink offered his wholehearted support and offered to be a spokesperson for the effort.

Mr. Viera concurred with Mr. Weaver's comments, stating that the mailer did not provide the location of the board meeting, nor was he able to receive information from MST's customer service line.

Ms. Stein commented that she lives in Pacific Grove and received her mailer on Friday, July 11. She felt the mailer should have included the board meeting location and believes they were too expensive to create.

Close Public Comment

## **8. PUBLIC HEARINGS**

- 8-1. Conduct a public hearing to consider adopting Resolution 2015-05, Ordinance 2015-01, and final ballot language authorizing the November 2014 Monterey-Salinas Transit Local Transit Funding for Senior Citizens, Veterans and People with Disabilities sales tax measure to be placed on the November 2014 ballot.

Chair Downey opened the public hearing for comments from Board members.

Director Barrera is concerned about Mr. Weaver's comments regarding MST using scare tactics in its mailer and would like further input. He acknowledged that MST is ultimately responsible for the timely delivery of the mailer and wants MST to follow through in the future. Director Downey invited Mr. Weaver and Mr. Viera to speak to MST staff or board members after the meeting regarding this issue.

Public Comment

Mr. Weaver stated that it is very difficult for the public to comment on the Ordinance or Resolution if they have not been provided the documents. He came to the meeting for a discussion, and was not informed that the board would be making a decision. He feels the mailer insinuates that seniors, veterans, and persons with disabilities will be left adrift if the sales tax does not pass, and he does not believe that is the case. He would like to obtain a copy of the ballot language and other documents.

Mr. Sedoryk stated that due to loss of funding, services are already being cut. Funding for the Senior Voucher Program has expired. Funding for other related programs have not been identified. The draft ballot language, ordinance, and resolution for the sales tax was presented to the board at MST's June meeting, and the text versions were included in the agenda, which has been available on the MST website since the first week in June.

Mr. Fink commented that he was not satisfied with the 15-year term of the sales tax and recommends a longer sunset clause.

#### Close Public Comment

Chair Downey stated that the board had received information that a sunset clause is very important to the voters.

Director Beach felt the ballot language was a bit wordy and questioned whether it was advisable to keep it to one sentence.

Dave Laredo stated that ballot language must be in the form of a question, answerable by “yes” or “no,” and must be limited to 75 words. There are specific guidelines as to how ballot language is counted. While the ballot language does not have to be limited to one sentence, MST has hired experts who have advised this language.

Director Beach asked if campaign materials would be produced by the same company. She felt that the mailer was nice, but not as effective as it could be. Mr. Sedoryk stated that the individuals who would be managing the campaign would make this decision.

Director Stephens felt the ballot language was indeed 75 words and a bit of a hard read for the average voter.

Dave Laredo stated that unless the board wanted to hold a special meeting, members are required to vote on the language as presented to place the measure on the November 2014 ballot.

Director Clark respects the opinions of her fellow directors, but believes the language is clear and contains all the elements necessary to properly inform the voters.

**Director Clark made a motion to adopt Resolution 2015-05, Ordinance 2015-01, and final ballot language, as presented, authorizing the November 2014 Monterey-Salinas Transit Local Transit Funding for Senior Citizens, Veterans and People with Disabilities sales tax measure to be placed on the November 2014 ballot. The motion was seconded by Director Cohen and passed unanimously.**

## 9. NEW BUSINESS

9-1. Authorize the lease of office space in downtown Monterey.

Michael Hernandez stated that MST has identified space next to the Monterey Transit Plaza for use as an MST Customer Service Center. The identified location is an ideal location for customers, and would provide restrooms and a break room for MST coach operators. MST will continue to lease its current location at 150 Del Monte Avenue for MST RIDES and Mobility Management functions, and will consider

subleasing the location in the future. There is three years remaining on the Del Monte facility lease.

Director Downey asked if restrooms would be available for the public. Mr. Hernandez replied that restrooms would be for MST employees only.

#### Public Comment

Mr. Fink stated that it is a one-half block walk to the nearest public restroom, which is a hardship on some individuals with health conditions. He would like MST to provide restrooms at all of their locations and keep them open at all times. He would like restroom facilities installed at the Prunedale Park and Ride.

#### Close Public Comment

**Director Cohen made a motion to authorize MST to execute a three-year lease for office space in downtown Monterey at 201 Pearl Street, at a total cost of \$114,840 over the three year lease period, and was seconded by Director Clark. The motion carried unanimously.**

#### 9-2. Renew CSUMB Contract.

Director O'Connell requested that a copy of all contracts be included with reports if staff is requesting board authorization or approval.

Public Comment – none.

**Director Barrera made motion to authorize staff to sign a contract with CSUMB for the 2014-2015 academic year to continue the University Pass Program and was seconded by Director Stephens. The motion carried unanimously.**

## 10. REPORTS & INFORMATION ITEMS

#### 10-1. General Manager/CEO Report – May 2014.

Mr. Sedoryk provided a summary of the status of federal and state transit transportation funding.

#### 10-2. Washington D. C. Lobbyist Report – June 2014.

#### 10-3. State Legislative Advocacy Update – June 2014.

#### 10-4. Staff Trip Reports.

#### 10-5. Correspondence.

#### 10-6. Staff Announcements.

Director Downey asked if there was any explanation regarding the declining miles between preventable collisions in the RIDES program. MV Transportation's General Manager, Jason Snow, stated that he has been with MV for approximately four months and, during this time, he has taken action to implement four additional special project managers to assist with implementing their safety program and training drivers properly. He says there has been immediate improvement in preventable accidents as a result of this effort.

#### Public Comment

Mr. Fink asked for information on which routes will be impacted by reductions in lines serving the Presidio of Monterey. Staff will provide assistance after the meeting.

#### Close Public Comment

Mr. Sedoryk announced that MST will not hold a board meeting in August. The next meeting is scheduled for September 8, 2014. Board members interested in attending the 2014 APTA Annual Meeting and EXPO should contact Mr. Sedoryk or Deanna Smith by Wednesday, July 16, at 4:00p.m.

### **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.

Director Barrera announced that he will not be able to attend the September board meeting, but his alternate, Salinas City Councilmember Jose Castaneda, will attend.

11-3. Board member Referrals for future agendas.

Chair Downey requested that a discussion regarding protocol for board comments prior to public comments be agendaized for a future meeting. Mr. Laredo advised that the issue be addressed at the next meeting under approval of new MST policies.

Chair Downey requested that MST's Advertising Policy be discussed on a future agenda.

### **12. ATTACHMENTS**

12-1. Detailed monthly Performance Statistics and Disbursement Journal, May 2014.

### **13. CLOSED SESSION**

Chair Downey moved to Closed Session at 11:34a.m.

- 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)
- 13-2. Conference with Legal Counsel – Litigation - Existing Litigation, (§54956.9(a)): Monterey County Superior Court Case No. M 127189 Michael Miele v. MST & Raymundo Calimlin. (No enclosure) (D. Laredo, C. Sedoryk)
- 13-3. Conference with Legal Counsel – Litigation - Existing Litigation, (§54956.9(a)): Monterey County Superior Court Case No. M 12439 Mario Torabbagi and Mori Torabbeigi, dba Parnian Rug Gallery, v. Monterey-Salinas Transit District. (D. Laredo, C. Sedoryk)
- 13-4. Conference with property negotiators. (Parcel # APN 259-011-067, 259-11-060, 003-171-024, 003-171-027, 002-248-009-010, 013-312-015-000011-486-004, 032-171-005, 001-693-002-000, 013-313—002, 259-031-040, L.2.1, 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1). (No enclosure) (C. Sedoryk)

#### **14. RETURN TO OPEN SESSION**

- 14-1. Report on Closed Session and possible action.

MST General Counsel, Dave Laredo, reported that a status update was provided for Item 13-1, but no reportable action was taken.

An update was provided for Item 13-2. Director Orozco made a motion to authorize dual representation of MST and MST coach operator, with a waiver of conflicts, and was seconded by Director Clark. The motion carried unanimously.

Status updates were provided for Items 13-3 and 13-4, but no reportable action was taken.

#### **15. ADJOURN**

There being no further business, Chair Downey adjourned the meeting at 11:46a.m.

Prepared by:

  
Deanna Smith, Deputy Secretary

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To: Board of Directors  
From: Angela Dawson  
Subject: Financial Reports – June 2014

**RECOMMENDATION:**

1. Accept report of June 2014 cash flow presented in Attachment #1
2. Approve June 2014 disbursements listed in Attachment #2
3. Accept report of June 2014 treasury transactions listed in Attachment #3
4. Accept June 2014 financial statements listed in Attachment #4

**FISCAL IMPACT:**

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

Beginning balance June 1, 2014	\$14,247,388.12
Revenues	2,384,647.83
Disbursements	<u>&lt;2,830,686.18&gt;</u>
Ending balance June 30, 2014	<u>\$13,801,349.77</u>

**POLICY IMPLICATIONS:**


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

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:

  
Angela Dawson

Reviewed by:

  
Hunter Harvath

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## (REVENUES &amp; DISBURSEMENTS)

**CASH FLOW**

Beginning balance June 1, 2014 \$ 14,247,388.12

## Revenues

Passenger Revenue	509,827.80	
DOD Revenue	86,076.00	
LTF / STA / 5307	1,230,268.22	
Grants	457,625.46	
TAMC Loan/Rabo LOC advance	0.00	
Non Transit Revenue	100,850.35	
<b>Total Revenues</b>		<b>2,384,647.83</b>

## Disbursements

Operations (See Attachment #2)	2,803,433.04	
Capital	27,253.14	
<b>Total Disbursements</b>		<b>(2,830,686.18)</b>

Ending balance June 30, 2014 **\$ 13,801,349.77****COMPOSITION OF ENDING BALANCE**

Checking - First National Bank	\$ -
Checking - Rabo Bank	441,071.16
Checking(s) - Wells Fargo Bank	17,449.21
Local Agency Investment Fund (LAIF)	42,644.25
Money Market - Homeland Security	1,066,878.94
Money Market - Rabo MM	1,771,832.51
Money Market - PTMISEA	10,145,988.39
Money Market - Rabo Prop. 1 B	168,965.79
Bank of America - Escrow	58,449.60
Petty cash fund, STC Coin Machine, and 2 change funds	8,750.00
RBC Wealth - Fuel Hedging	79,319.92
Rabobank-Regional Taxi Authority	-
<b>Total</b>	<b>\$ 13,801,349.77</b>

**PAYROLL ACCOUNT**

May 30 Payroll Taxes	77,997.03	
June 13 Payroll & Related Expenses	488,998.96	
June 27 Payroll	390,536.21	
Pers & 457	165,192.34	
Garnishments	9,364.00	
Payroll adj	0.00	
	<u>1,132,088.54</u>	1,132,088.54

**GENERAL ACCOUNT**

Disbursements on Attached Summary	1,479,345.81	
Paydown loan	-	
Workers Comp. Disbursements	38,884.68	
Interest expense	-	
Bank Service Charge/Armored Car	12,560.07	
Transfer from WFB		
Reclass to RTA	167,807.08	
	<u>1,698,597.64</u>	\$1,698,597.64

Total Disbursements	<u>2,830,686.18</u>
Less Capital Disbursements & Transfers	<u>(27,253.14)</u>
<b>Operating Disbursements</b>	<b><u><u>\$2,803,433.04</u></u></b>

**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR June 1, 2014 - June 30, 2014**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 06/04/14	35160	8,525.51
Accounts Payable 06/06/14	35161 - 35269	345,652.69
Accounts Payable 06/10/14	35270 - 35281	1,200.00
Accounts Payable 06/13/14	35282 - 35283	96.00
Accounts Payable 06/20/14	35284 - 35380	1,084,605.51
Accounts Payable 06/23/14	35381 - 35388	37,332.96
Accounts Payable 06/25/14	35389	1,933.14
<b>TOTAL</b>		<b>1,479,345.81</b>

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

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
Coast Oil	Recurring Expense	35178	06/06/14	100,642.42
Coast Oil	Recurring Expense	35300	06/20/14	125,533.76
MV Transportation	Recurring Expense	35343	06/20/14	530,198.80
WAVE	December 17, 2012	35376	06/20/14	203,406.90

TREASURY TRANSACTIONS  
FOR JUNE 2014

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 06/01/14					42,619.98
Transfer to checking for payroll					0.00
Local Agency Investment Fund: Interest earned - 0.228%					24.27
LAIF Treasury Balance at 06/30/14					42,644.25

**RABOBANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 06/01/14					1,857,640.64
06/06/14		LTF	2,088,730.03		3,946,370.67
06/06/14		To PTMISEA		500,052.74	3,446,317.93
06/06/14		To A/P		525,000.00	2,921,317.93
06/20/14		To A/P		550,000.00	2,371,317.93
06/26/14		To P/R		600,000.00	1,771,317.93
06/30/14		Interest @ 0.25%	514.58		1,771,832.51
RABO MM Balance at 06/30/14					1,771,832.51

## MONTEREY - SALINAS TRANSIT

Revenue &amp; Expense - Consolidated

Budget vs Actual

For the Period from June 1, 2014 to June 30, 2014

(Amounts are in USD)

(Includes Fund: 001)

(Includes G/L Budget Name: BUDFY14)

Fixed Route

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-364,261	-416,667	52,406	-4,589,578	-5,000,000	410,422
Special Transit	-178,872	-336,200	157,328	-2,003,525	-4,034,400	2,030,875
Cash Revenue	49,366	-31,571	80,937	-484,118	-378,850	-105,268
Cash Grants & Reimbursement	-3,478,545	-1,838,306	-1,640,238	-23,950,003	-22,059,678	-1,890,325
<b>Total Revenue</b>	<b>-3,972,312</b>	<b>-2,622,744</b>	<b>-1,349,568</b>	<b>-31,027,224</b>	<b>-31,472,928</b>	<b>445,704</b>
<b>Expenses</b>						
Labor	1,283,297	964,521	318,776	11,337,099	11,574,253	-237,154
Benefits	598,094	646,869	-48,774	7,710,833	7,762,425	-51,593
Advertising & Marketing	3,118	13,542	-10,424	104,888	162,500	-57,612
Professional & Technical	65,252	43,799	21,452	535,234	525,589	9,645
Outside Services	19,132	18,083	1,048	225,427	217,000	8,427
Outside Labor	68,706	55,292	13,414	714,932	663,506	51,426
Fuel & Lubricants	225,783	303,480	-77,697	3,031,516	3,641,754	-610,238
Supplies	55,168	52,096	3,072	611,797	625,155	-13,358
Vehicle Maintenance	68,592	53,263	15,330	740,440	639,150	101,290
Marketing Supplies	5,806	2,500	3,306	48,719	30,000	18,719
Utilities	40,401	23,297	17,105	368,268	279,560	88,708
Insurance	-67,745	31,329	-99,074	297,515	375,947	-78,432
Taxes	20,570	19,833	738	194,123	237,994	-43,871
Purchased Transportation	436,064	280,237	155,827	4,154,395	3,362,846	791,549
Miscellaneous Expenses	47,399	12,708	34,691	332,823	152,500	180,323
Interest Expense				21,463		21,463
Leases & Rentals	9,673	5,752	3,921	90,029	69,024	21,005
<b>Total Operating Expenses</b>	<b>2,879,310</b>	<b>2,526,600</b>	<b>352,710</b>	<b>30,519,498</b>	<b>30,319,203</b>	<b>200,295</b>
<b>Operating (Surplus) Deficit</b>	<b>-1,093,002</b>	<b>-96,144</b>	<b>-996,858</b>	<b>-507,726</b>	<b>-1,153,725</b>	<b>645,998</b>

**MONTEREY - SALINAS TRANSIT**  
**Revenue & Expense - Consolidated**  
 Budget vs Actual  
 For the Period from June 1, 2014 to June 30, 2014  
 (Amounts are in USD)  
 (Includes Fund: 002)  
 (Includes G/L Budget Name: BUDFY14)

*RIDES*

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-31,956	-32,083	127	-327,840	-385,000	57,160
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-245,088	-213,041	-32,047	-2,588,539	-2,556,492	-32,047
<b>Total Revenue</b>	<b>-277,044</b>	<b>-245,124</b>	<b>-31,920</b>	<b>-2,916,379</b>	<b>-2,941,492</b>	<b>25,113</b>
<b>Expenses</b>						
Labor	4,777	3,520	1,257	46,437	42,245	4,192
Benefits	2,612	1,728	884	32,720	20,738	11,983
Advertising & Marketing						
Professional & Technical		167	-167		2,000	-2,000
Outside Services						
Outside Labor	18,071	1,398	16,673	52,174	16,772	35,402
Fuel & Lubricants	40,740	41,667	-926	459,525	500,000	-40,476
Supplies	778	1,375	-597	16,694	16,500	194
Vehicle Maintenance		1,250	-1,250	791	15,000	-14,209
Marketing Supplies						
Utilities		704	-704	-262	8,450	-8,712
Insurance						
Taxes						
Purchased Transportation	210,065	193,066	17,000	2,421,567	2,316,788	104,779
Miscellaneous Expenses		250	-250	213	3,000	-2,787
Interest Expense						
Leases & Rentals				1		1
<b>Total Operating Expenses</b>	<b>277,044</b>	<b>245,124</b>	<b>31,919</b>	<b>3,029,860</b>	<b>2,941,493</b>	<b>88,366</b>
<b>Operating (Surplus) Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,480</b>	<b>1</b>	<b>113,479</b>



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

**RECOMMENDATION:**

Reject claim by the claimant below.

**FISCAL IMPACT:**

Greater than \$25,000 – Unlimited

**POLICY IMPLICATIONS:**

None.

**DISCUSSION:**

On August 8, 2014, a claim was received regarding an accident that occurred on February 10, 2014. Tajah Woodyard, a minor, was struck by a motor vehicle when crossing Carmel Valley Road. Ms. Woodyard had been a passenger onboard a bus operated by MV Transportation.

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

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To: Board of Directors

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

Subject: Greyhound Bus Lines Interline Agreement

**RECOMMENDATION:**

Authorize staff to negotiate and execute an Interline Agreement with Greyhound Bus Lines.

**FISCAL IMPACT:**

\$7 of revenue per passenger interlining between Greyhound and MST services.

**POLICY IMPLICATIONS:**

Greyhound Bus Lines requires that your Board provide authorization for MST to enter into this Interline Agreement.

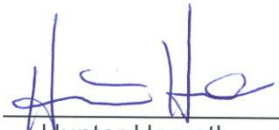
**DISCUSSION:**

In 2006, MST inaugurated service on Line 55 Monterey-San Jose Express to bridge a regional transportation gap between the Monterey Peninsula and the Bay Area that resulted from Greyhound Bus Lines discontinuing services to the area the previous year. While no formal arrangement between MST and Greyhound resulted from the implementation of Line 55, MST did establish funding partnerships with Amtrak/Capitol Corridor (trains and Thruway buses) and the Santa Clara Valley Transportation Authority (light rail and buses) to help support the operating cost of this inter-regional service.

Using these partnerships as a model, MST staff has recently been in discussions with our counterparts at Greyhound Bus lines to see if a similar agreement could be developed between the two organizations. The concept currently under consideration would enable Greyhound customers to purchase a single ticket that would include an MST bus pass so that passengers could transfer between the two transportation providers in downtown Salinas. In return, MST would be compensated \$7 per ticket sold with the MST transit pass included. As this type of public/private partnership agreement is to date unprecedented, it is not possible to estimate how many Greyhound passengers will purchase MST bus passes for connecting services.

Greyhound customers who do take advantage of this new service would be offered seamless ticketing to more destinations than Greyhound currently serves, while at the same time boosting MST ridership on selected routes that would connect with Greyhound in downtown Salinas. If successful, this partnership could extend to other Greyhound stations served by MST in King City and San Miguel/Paso Robles. With your Board's authorization, MST and Greyhound staff plans to have at least one MST destination loaded into the Greyhound ticketing system this fall, depending on the speed with which any technological matters that may arise between MST's route and schedule data and Greyhound's computer systems can be resolved.

Terms and conditions of an agreement with Greyhound will be reviewed and approved by MST General Counsel prior to execution of an agreement.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

To: Board of Directors  
From: Tom Hicks, Consolidated Transportation Services Agency Manager  
Subject: Mobility Advisory Committee (aka CTSA Advisory Committee)

**RECOMMENDATION:**

Appoint new members to the Mobility Advisory Committee.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your board appoints members to the MST Mobility Advisory Committee.

**DISCUSSION:**

The Mobility Advisory Committee (MAC) is a standing committee of the MST Board of Directors. It makes recommendations to MST staff and the Board regarding the transit needs of seniors, veterans, persons with disabilities, low income, youth, and isolated populations. The Committee acts as a liaison between MST and these communities and assures their members have input into the MST service planning process.

There are currently five vacancies on the MAC and its current members recommend the appointments of four new members to fill those vacancies. The nominees include William "Terry" Bare, Executive Director of the Veterans Transition Center; George Dixon, Director of the Monterey County Office of Military and Veterans Affairs; Todd Muck, Deputy Executive Director of TAMC; and John Hart, a retired computer engineer and consumer with visual impairments. Therefore, pursuant to the MAC Bylaws 3.4: Vacancies/Removal, the MAC submits for your approval the nomination of William Bare, George Dixon, Todd Muck and John Hart.

Attachment: Current MAC Roster

PREPARED BY:   
Tom Hicks

REVIEWED BY:   
Carl G. Sedoryk

## ATTACHMENT 1

<b>Mobility Advisory Committee</b>				
	<b>NAME</b>	<b>STATUS</b>	<b>ORGANIZATION</b>	<b>ADVOCACY</b>
<b>1</b>	Kasuko Wessendorf	Member	Interim, Inc.	Adults - Mental Illness
	Kate Spacher	Alternate	Interim, Inc.	Adults - Mental Illness
<b>2</b>	Kathleen Murray-Phillips	Member	Area Agency on Aging	Senior Advocacy
	Sam Trevino (Alternate)	Alternate	Area Agency on Aging	Senior Advocacy
<b>3</b>	Rena Weaver	Member	Blind & Visually Impaired Center	Blind & Visually Impaired
	Jacque Johnson	Alternate	Blind & Visually Impaired Center	Blind & Visually Impaired
<b>4</b>	Ronn Rygg	Member	United Way Monterey County	I & R - Emergency
<b>5</b>	Teresa Sullivan	Member	Alliance on Aging	Seniors
	Vacant	Alternate	Alliance on Aging	Seniors
<b>6</b>	Maureen McEacheen	Member	Visiting Nurse Association	Nonprofit provider
<b>7</b>	Melissa McKenzie	Member	The Carmel Foundation	Seniors
<b>8</b>	Nancy Budd-Garvan	Member	ITN Monterey County	Senior Transportation
<b>9</b>	Elizabeth Pope	Member	CCCIL	Nonprofit provider
<b>10</b>	Laurie Crosby	Member	CSUMB Disability Office and Consumer	Disability Students Transportation
<b>11</b>	<b>Todd Muck</b>	<b>Candidate</b>	<b>TAMC</b>	<b>Transportation</b>
	<b>Vacant</b>			
<b>12</b>	<b>George Dixon</b>	<b>Candidate</b>	<b>Monterey County Offices of Military and Veterans Affairs</b>	<b>Veterans</b>
<b>13</b>	<b>William Bare</b>	<b>Candidate</b>	<b>Veterans Transition Center</b>	<b>Veterans</b>
<b>14</b>	<b>John Hart</b>	<b>Candidate</b>	<b>Consumer</b>	<b>Disabled Consumers</b>

To: Board of Directors

From: Michelle Overmeyer, Grants & Compliance Analyst

Subject: Resolution 2015-09 Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Bond Program

**RECOMMENDATION:**

Approve Resolution 2015-09 authorizing the use of \$5,370,544 in PTMISEA Bond program funds for several capital projects.

**FISCAL IMPACT:**

Up to \$5,370,544 in PTMISEA Bond Program funds to pay for MST capital projects.

**POLICY IMPLICATIONS:**

Your board must authorize the programming of PTMISEA Bond program funds.

**DISCUSSION:**

In November of 2006, the voters of the State of California approved a series of bond measures that are now providing capital funds for several categories of projects, including public transit projects. MST receives PTMISEA funds and has three active projects that are funded through the program: Bus Replacement and Bus-Related Equipment, Facilities Expansion and Rehabilitation, and ITS Upgrade.

MST is eligible for FY 14/15 PTMISEA funds in the amount of \$5,370,544. At the meeting of your Finance Committee in July 2014, the committee members approved programming those funds as follows:

Add to existing capital project funds

Bus Replacement and Bus-Related Equipment- \$1,000,000  
Facilities Expansion and Rehabilitation- \$1,170,544

Establish new capital projects

Transit Pass Vending Machines- \$250,000  
Bus Shelters- \$250,000  
Bus/Facilities Capital Local Match- \$500,000  
MCI Commuter Bus Replacements- \$1,200,000  
South County Maintenance Facility- \$1,000,000

To receive these FY 14/15 PTMISEA funds, your Board must approve the attached resolution which authorizes the General Manager/ CEO to spend the funds on these projects.

Attachment: Resolution 2015-09

PREPARED BY  REVIEWED BY   
Michelle Overmeyer Carl G. Sedoryk



**RESOLUTION 2015-09**

**AUTHORIZING THE USE OF FY 14/15 FUNDS UNDER  
THE PUBLIC TRANSPORTATION MODERNIZATION,  
IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT BOND PROGRAM**

WHEREAS, Monterey-Salinas Transit (MST) is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects;

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

WHEREAS, MST needs to purchase new buses and bus-related equipment to ensure its fleet is in a state of good repair; and

WHEREAS, MST needs to expand and/or rehabilitate administrative, operations and maintenance facilities to alleviate existing over-crowded conditions; and

WHEREAS, MST seeks strategies to expedite passenger boardings and maintain on-time performance;

WHEREAS, MST improves bus stops by installing bus shelters where needed; and

WHEREAS, MST is required to contribute a non-Federal match toward Federal capital grant; and

WHEREAS, in the coming years MST must replace its over-the-road coaches used for long-distance service; and

WHEREAS, MST needs to establish a small maintenance facility to serve the fleet operating in South Monterey County.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the General Manager/CEO be authorized to spend up to \$1,000,000 of FY 14/15 PTMISEA funds on bus replacement and bus-related equipment such as, but not limited to, urban transit buses, suburban-style motor coaches, medium buses, fireboxes, destination signage, onboard security cameras, and communications radios; and

BE IT FUTHER RESOLVED that the General Manager/CEO be authorized to spend up to \$1,170,544 of FY 14/15 PTMISEA funds on facilities expansion and rehabilitation such as, but not limited to, acquiring land, constructing and/or rehabilitating administrative, operations and maintenance facilities; and

BE IT FUTHER RESOLVED that the General Manager/CEO be authorized to spend up to \$250,000 of FY 14/15 PTMISEA funds on transit pass vending machines; and

BE IT FUTHER RESOLVED that the General Manager/CEO be authorized to spend up to \$250,000 of FY 14/15 PTMISEA funds on transit bus shelters; and

BE IT FUTHER RESOLVED that the General Manager/CEO be authorized to spend up to \$500,000 of FY 14/15 PTMISEA funds to match the federal grants to purchase a new, pre-fabricated, administration building; and

BE IT FUTHER RESOLVED that the General Manager/CEO be authorized to spend up to \$1,200,000 of FY 14/15 PTMISEA funds on MCI commuter bus replacements; and

BE IT FUTHER RESOLVED that the General Manager/CEO is authorized to spend up to \$1,000,000 of FY 14/15 PTMISEA funds on a maintenance facility in southern Monterey County.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2015-09 this 8th day of September, 2014.

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Libby Downey  
Chair

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Carl G. Sedoryk  
Secretary

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Performance Incentive Pool for MSTEA and Confidential Unit

**RECOMMENDATION:**

Accept recommendation from General Manager/CEO to implement FY 2014 performance incentive program for Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit employees.

**FISCAL IMPACT:**

Approximately \$57,891 – \$86,836 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 and your Board will provide direction on a final number during Closed Session.

**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.

Your Board will receive a presentation in Closed Session on staff performance in achievement of board adopted goals and will receive a recommendation from the General Manager/CEO regarding the establishment of an incentive pool for the FY 2014.

Last year your board distributed \$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

To: MST Board of Directors  
From: Robert Weber - Director of Transportation Services  
Subject: Centralized Dispatch Project Update

**RECOMMENDATION:**

Receive report on MST/MVTI Centralized Dispatch Project.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**DISCUSSION:**

MST staff is working with MV Transportation, Inc., (MVTI) to modify their contract to allow for the transfer of all service dispatching for MVTI-operated fixed route and trolley services to MST's Communication Center.

Since 2004, the quantity of fixed route and trolley services that are either fully or partially operated by MVTI has grown from a handful of routes to up to 26 separate routes during certain times of the year.

Given the current level of these services provided by MVTI, the move to centralize the dispatch function under MST Center is now a necessary step to improve the overall coordination of service delivery between both contracted and directly operated service.

Transferring the dispatch function of MVTI-operated fixed route service to MST Center allows for the implementation of the second phase of this project – permitting MVTI's Call Center to assume direct dispatch responsibility of the South County On-Call services for the Cities of Soledad, Greenfield, and King.

When MST originally assumed the operation of these services from the South County cities in 2011 & 2012, all On Call service requests were directly received and responded to by the city's driver(s) via a cellular phone voicemail system.

At that time, MST did not have sufficient funding to authorize MVTI to hire the additional personnel required to directly dispatch these services through their Call Center. Subsequently, MST retained that model of dispatching, and over time found it to be inadequate with respect to overall customer service and driver accountability.

The third and final stage of this project will require that the MST On-Call fleet be upgraded to the Trapeze™ - Ranger 4 (Mobile data Terminal) communication platform. This equipment is better suited for this type of on demand service dispatching and is fully funded through MST's FY 2015 capital budget for ITS upgrades. Through this technology, staff anticipates improved customer service, increased accuracy in data collection, and enhanced service delivery for MST's On-Call services.

All three phases of this project are scheduled to be fully implemented on, or before, October 31, 2014.

PREPARED BY:  REVIEWED BY:   
Robert Weber Carl Sedoryk

To: Board of Directors  
From: Deanna Smith, Executive Assistant/Clerk to the Board  
Subject: Approve revised MST Records Retention Schedule

**RECOMMENDATIONS:**

Receive and approve revisions to the MST Records Retention Schedule.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board approves all MST policies. The Records Retention Schedule represents the specific guidelines for the retention of records outlined in your board-approved policy.

**DISCUSSION:**

At the meeting of November 5, 2012, your Board approved the MST Records and Information Management Policy and the Records Retention Schedule. Since that time, MST staff has been trained in administering the program and, on August 15, an agency-wide purge of old records was conducted according to the approved schedule.

A crucial element of an effective records retention program is the continual evaluation and revision of the retention schedule. Over the last year, MST staff has provided additions and changes to the list of records maintained by various departments and has requested changes to certain retention periods. A table of requested revisions to the Retention Schedule is attached.

ATTACHMENT 1: Revised Records Retention Schedule

Prepared by:  Reviewed by: 

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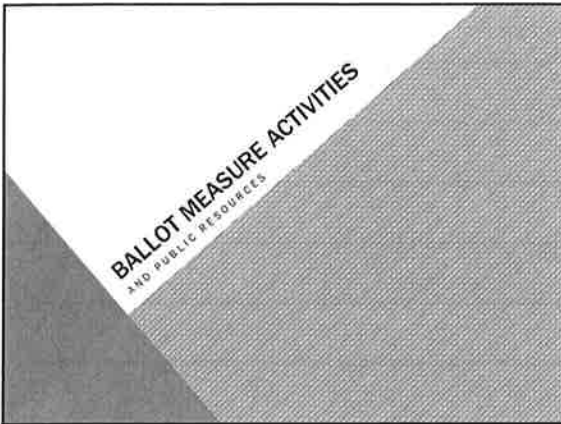
**ATTACHMENT 1**

<b>RETENTION SCHEDULE</b>			
<b>ADA COMPLIANCE</b>			
<b>Record Series</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
<b>ADA</b>			
RIDES Documents			
<u><b>Applications, Approved</b></u>	<u><b>CU + 5</b></u>	<u><b>All materials</b></u>	<u><b>P/DB/E</b></u>
<u><b>Applications, Denied</b></u>	<u><b>CU + 5</b></u>	<u><b>Appeals - all materials</b></u>	<u><b>P/DB/E</b></u>
<u><b>Complaints</b></u>	<u><b>CU + 5</b></u>	<u><b>Service related findings, all materials</b></u>	<u><b>P/E</b></u>
Forms & Templates	S	Operational	P/DB/E
<u><b>FTA Findings</b></u>	<u><b>CU + 5</b></u>	Letters from FTA	<u><b>P/E</b></u>
<b>CLERK</b>			
<b>Deeds</b>	P	<b>Original maintained offsite</b>	P
<b>Articles of Incorporation</b>	P	<b>Original maintained offsite. Includes EIN.</b>	P/E
<b>Compensation Report</b>	<b>P</b>	<b>Annual Filing for Calendar Year</b>	<b>E</b>
<b>Vehicle, Registration &amp; Title</b>	L	<b>Original maintained offsite</b>	P
<b>GENERAL SUBJECT</b>			
<b>Agenda,</b>	<b>L</b>	<b>Retain only if pertinent for reference, retained while needed</b>	<b>P</b>
<b>External Agencies</b>			
<b>Miscellaneous</b>	<b>CU + 4</b>	<b>Temporary holding for files without designation, or not typically retained by MST. Filed Alpha</b>	<b>E</b>
<b>GRANTS</b>			
State, <b>Prop 1B Security</b>	CL + 35	Capital <del>and Operating</del> grants	P/E
<b>State, Prop 1B PTMISEA</b>	<b>L + 3</b>	<b>Capital Grants</b>	<b>P/E</b>
<b>MARKETING &amp; CUSTOMER SERVICE</b>			
Courtesy Cards	<b>L + 2 T</b>	<u><b>Based on expiration date.</b></u> Passenger verification for reduced fares	

<u>Reports, Customer Service</u>	<u>CU + 4</u>	<u>IT purges database</u>	<u>DB</u>
<u>Reports,</u>	<u>CU+2</u>	<u>Completed by Operator and turned in with the lost &amp; found item.</u>	<u>P</u>
<u>Lost &amp; Found</u>			
<b>ACCOUNTING</b>			
<u>Legal Filings</u>	<u>P</u>	<u>Annual Filing for Calendar Year</u>	<u>E</u>
<u>Compensation Report</u>			
<u>National Transit Database</u>	<u>P</u>	<u>Annual Filing, final reports, documents on MST or FTA letterhead</u>	<u>P</u>
<b>CTSA</b>			
Applications, Navigators	<u>CU + 4</u> <u>T + 4</u>	All materials, approved and denied	P/E
Applications-Approved, Travel Training	<u>CU + 4</u> <u>T + 4</u>	All materials	P/E
<u>Reference</u>	<u>S</u>	-	<u>P/E</u>
<u>Schedules, Senior Shuttle</u>	<u>S</u>	<u>Current schedules</u>	<u>P/E</u>
Surveys & Studies	P	External	P/E
<u>Training Records</u>	<u>CU + 3</u>	<u>Taxi Operators, Navigators, Coach Operators</u>	<u>P/E</u>
<u>Vouchers, Taxi</u>	<u>CU + 3</u>		<u>P/E</u>
<b>TRANSPORTATION</b>			
Courtesy Cards	<u>CU+2</u> <u>CU + 4</u>	Form completed by passengers or witnesses to an event typically occurring on board the coach.	P
<u>Reports, Customer Service</u>	<u>CU + 4</u>	<u>IT purges database</u>	<u>DB</u>

Retention Legend	
AC = Active	T = Termination
AD = Adoption	L = Life
AU = Audit	CL = Closed/Completed
CU = Current Year	E = Election
P = Paper	S = Superseded

Format Legend	
P = Paper	V = Video
E = Electronic	A = Audio
DB = Database	MF = Microfilm
PH = Photo	W = Website



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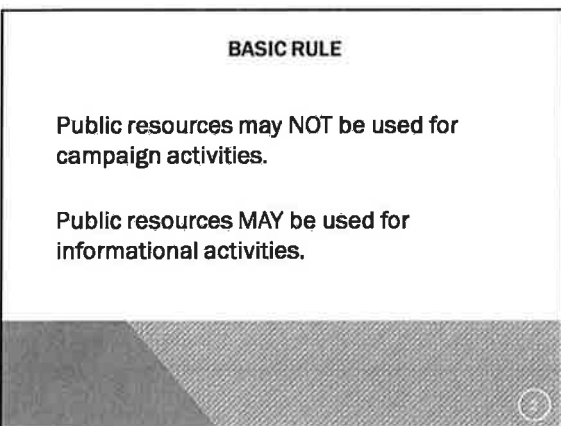
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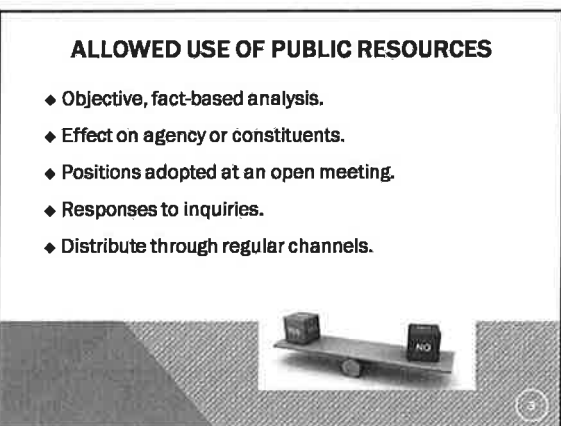
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## PERMISSIBLE ACTIVITIES

Employees and elected officials CAN engage in the following activities - on their own time and using their own resources:

- ◆ Work on campaigns or attend campaign-related events.
- ◆ Make campaign contributions; Use their own money.
- ◆ Send and receive campaign emails using non-agency computer and email address.

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## PUBLIC OFFICIALS SHOULD NOT

- ◆ Campaign on agency time.
- ◆ Use agency resources for advocacy.
- ◆ Use public funds for campaign expenses or campaign contributions.
- ◆ Use agency computers or email addresses for campaign activities.
- ◆ Distribute campaign materials via agency communication channels.
- ◆ Post campaign websites links on the agency's website.
- ◆ Give preference to campaign-related requests to use agency facilities.

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## RESOURCES

The law is not always clear.

Seek guidance for specific situations.

Missteps are both criminal and civil offenses.

Resources:  
Institute for Local Government  
[www.ca-ilg.org](http://www.ca-ilg.org)

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**Finance Committee**

Monterey Bay Unified Air Pollution Control District  
24580 Silver Cloud Ct., Monterey

**Minutes**

May 12, 2014  
9:00a.m.

**Present:** Directors: Beach, O'Connell, Stephens

**Absent:** Directors: Armenta, Hughes

**Staff:** Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance and Administration; Michael Hernandez, Asst. GM/COO; Andrea Williams; Dave Laredo, General Counsel; Deanna Smith, Executive Asst./Clerk to the Board

**Public:** None.

**1. Call to order.**

In the absence of Chair Armenta, Director O'Connell called the meeting to order at 9:11a.m.

**2. Public comment on matters not on the agenda.**

None.

**3. Update on financial status of MST's military partnership bus lines.**

Hunter Harvath provided an update on MST's partnership with the Presidio of Monterey (POM) and provided a handout detailing federal revenue per participant from FY 2010 through June 2014. Revenue has fluctuated continuously over the five fiscal years, making it difficult to maintain continuity of service levels. Current federal funding is \$130 per participant, providing annualized revenue of \$1,037,400, while actual annualized costs are \$1,801,845. Carl Sedoryk stated that MST cannot continue to run these deficits for much longer, although lowering service levels results in lower ridership demand, which only compounds the problem.

Dave Laredo asked if the City of Monterey was aware of the impact on traffic and parking if the program was discontinued. Mr. Sedoryk stated that the City of Monterey had sent a letter to the Presidio requesting a resolution. Mr. Sedoryk stated that the base commander would like to find a solution to the problem, but internal issues cannot seem to be overcome.

Director Beach suggested inviting representatives from the Presidio to speak at the next board meeting. The consensus was that since the next board meeting was in September, and staff is in continuous contact with POM leadership, it would likely not be beneficial.

Director O'Connell stated that MST had made enough effort to resolve the problem and believes it is time to put the new reduced service levels in place, beginning July 19, 2014, and reassess the issue in 90 days.

Director Stephens concurred that she would like to see MST implement new service levels and then reassess the situation. Committee members concurred and had no further recommendations.

#### **4. Discuss future PTMISEA expenditures.**

Mr. Harvath provided a handout detailing current and proposed projects partially funded by California Proposition 1B Bond Funds. Proposition 1B was passed in 2006, and MST has been receiving disbursements incrementally, totaling \$10,062,997 in FY 2013, with \$5,370,544 in projected revenue remaining for FY 2014. MST must identify projects by July 15, 2014, to receive these remaining funds.

New capital projects identified for FY 2014 funding include transit pass vending machines, bus shelters, bus/facilities, MCI commuter bus replacements, and South County maintenance facility. Mr. Harvath asked the Committee for any other recommendations.

Director Stephens recommended that bus shelters in South County be well-lit as many students use the bus late at night and must walk home. She stated that the solar lights did not provide enough illumination.

Director Beach asked if funds could be used to improve the Monterey transportation hub or the Monterey Transit Plaza. Mr. Sedoryk stated that the improvements needed for the Monterey hub are so costly that it would take all available funds. Future Cap and Trade revenue may provide an opportunity for a partnership between MST, the City of Monterey, and a private developer. Mr. Harvath stated that MST does not own the Monterey Transit Plaza, and any changes may not conform to their adopted Downtown Revitalization Plan, which could jeopardize its ability to secure funding and/or environmental clearances.

The Committee concurred with staff's recommendations for FY 2015 Prop 1B projects.

#### **5. Update on potential financing plan for MST Phase 2 Bus Rapid Transit – Del Monte Avenue/Monterey Branch Line (rail right-of-way along Highway 1).**

Mr. Harvath reminded the Committee that TAMC's long-planned Monterey Branch Line light rail project has been deemed too expensive to implement until reliable funding sources are identified. MST has proposed a Bus Rapid Transit line as an interim solution. Unfortunately, MST has recently been informed that toll credits, previously

identified as a partial funding match, are not allowed for this project. This leaves the project \$4 million short of the required funding sources to move into the Project Development stage. Other revenue sources have not been identified, although projected Cap and Trade funds may be available in the future. Mr. Sedoryk will be meeting with FTA representatives in Washington, D. C., later in the week to discuss options. The project can remain on hold for now without the risk of losing programmed funds.

Director O'Connell wanted to follow up on a request made by Director Pendergrass at the last MST Board meeting that a discussion of MST's reserve policy be discussed at the next Finance Committee meeting. Staff will prepare for this item and place it on the next Finance Committee agenda.

## **6. Adjourn.**

There being no further business, Director O'Connell adjourned the meeting at 9:50a.m.

Prepared by:



Deanna Smith, Deputy Secretary

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**Human Resources Committee**

1 Ryan Ranch Rd.  
Monterey, CA 93940

**Minutes**

August 20, 2014  
9:00a.m.

**Present:** Directors: Clark, Cohen, Edwards  
**Absent:** Patricia Stephens  
**Staff:** Kelly Halcon, Director of Human Resources; Dave Laredo, General Counsel; Carl Sedoryk, General Manager/CEO  
**Public:** None

**1. Call to Order.**

Director Clark called the meeting to order at 9:03a.m. and roll call was taken.

**2. Public Comments on matters not on the agenda.**

No public comments.

**3. Closed Session.**

3-1. Public Employee Performance Evaluation, Gov. Code § 54957:  
General Manager/CEO (D. Laredo, K. Halcon)

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

No reportable action was taken.

**5. Committee member comments, questions, or referrals.**

No comments.

**6. Adjourn.**

There being no further business, Director Clark adjourned the meeting at 9: 20a.m.

Prepared by:   
Kelly Halcon

To: Board of Directors

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

Subject: Approve FY 15 Capital Budget Modification and Purchase of Additional Gillig Coaches

**RECOMMENDATIONS:**

1. Approve FY 15 Capital Budget modification to utilize \$634,039 in FTA Section 5339 funding for bus purchases instead of acquisition of MST administrative offices.
2. Authorize MST to purchase two (2) additional low floor coaches and support equipment from Gillig Corporation.

**FISCAL IMPACT:**

Not to exceed \$915,000. This purchase is fully funded through an FTA Section 5339 Grant in the amount of \$634,039 and \$280,961 from California's Proposition 1B Transportation Bond Program.

**POLICY IMPLICATIONS:**

Your Board approves purchase over \$25,000.

**DISCUSSION:**

MST currently has 30 vehicles, or 40% of our existing bus fleet, that is in need of replacement. To begin addressing this need, in December of 2013 your Board authorized the purchase of 15 Gillig buses to replace MST's aging heavy-duty coaches. As a result of the pricing received through the procurement process, your Board authorized an increase in the bus order by one additional vehicle in April of 2014, for a total of 16 buses and support equipment valued at \$7,490,000. This purchase is to be funded by a combination of a \$5 million federal State of Good Repair grant and \$2,490,000 in California Proposition 1B Transportation Bond revenues allocated to MST.

In March of 2014, staff applied to Caltrans for its FY 13 apportionment for the FTA Section 5339 Bus and Bus Facility grant program in the amount of \$634,039 to help fund acquisition of office space for MST administrative staff. Moving administrative staff out of MST's Thomas D. Albert Facility at One Ryan Ranch Road and into office space

elsewhere would allow the TDA property to be renovated and re-focused into primarily maintenance and operating functions.

In August of 2014, MST received notice that funding from this grant would be soon available; however, staff was also informed that substantial documentation, paperwork and analyses would be required because the funds were programmed for real estate acquisition rather than a more simple bus purchase. With this new information in mind, staff is recommending to your Board that the \$634,039 in FTA Section 5339 funds be reprogrammed from "Bus Facility" to "Bus Purchase" in the FY 2015 capital budget to avoid the additional time, effort and expense of conducting the documentation and paperwork required when using federal funds to acquire real estate. Staff also recommends increasing the bus order with Gillig Corporation by an additional two buses for a total of 18 vehicles utilizing this \$634,039 in Section 5339 funding and \$280,961 in Prop 1B bond revenues as local match.

MST is a member of the Central Contra Costa Transit Authority (CCCTA) purchasing consortium and is authorized to purchase buses directly from Gillig. With your Board's authorization, staff will request Gillig Corporation to include these two coaches into MST's existing order, with a 2015 winter/spring production schedule. Approval of this item will modify the FY 2015 capital budget and authorize staff to purchase two additional coaches at a price not to exceed \$915,000.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk  
Michael Hernandez Carl Sedoryk

To: Board of Directors

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

Subject: Increased Funding for CSUMB Transit Services

**RECOMMENDATION:**

Accept a total of \$740,344 from CSUMB to expand and enhance transit services for the 2014-2015 academic year.

**FISCAL IMPACT:**

A total of \$740,344 in revenue for the fourth year of the partnership.

**POLICY IMPLICATIONS:**

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

**DISCUSSION:**

At the July 14, 2014, meeting, your Board authorized staff to renew the partnership between MST and CSUMB for a fourth year of the University Pass program. At the time, staff expected the value of the partnership to be slightly higher than last year's amount of \$215,841. After the July 14<sup>th</sup> meeting had occurred, MST was informed that the administration of CSUMB had subsequently – and unexpectedly – authorized \$740,344 to be expended on transit services to support the University Pass program.

Since being informed of this nearly 250% increase in funding, MST staff has been working diligently to design, plan and – as of August 23<sup>rd</sup> – implement an unprecedented expansion in transit services to be 100% funded by the university. This substantial financial appropriation demonstrates CSUMB's commitment to alternative transportation and provides an opportunity for MST to increase ridership on the lines serving the university as well as system-wide. In addition, MST's non-CSUMB customers will also benefit by having more transit options in the Seaside/Marina area as the newly expanded services are open and available to all members of the public.

As mentioned, the new expanded service levels funded by CSUMB were implemented on August 23<sup>rd</sup>. However, because of the significant increase in the amount of funding appropriated by the university administration, staff wanted to bring this item back to your Board for review and formal acceptance.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

To: Board of Directors  
From: Deanna Smith, Executive Assistant/Clerk to the Board  
Subject: Review and adopt new MST Policies

**RECOMMENDATIONS:**

Receive and adopt new MST policies.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board approves all MST policies.

**DISCUSSION:**

Your board adopts policies to provide guidance to staff on how they will conduct business on behalf of Monterey-Salinas Transit and to achieve the long term goals of the district. Some policies are mandated by federal or state regulators and some policies reflect the direction of the local jurisdictions that comprise the MST Board of Directors. Upon the formation of the Monterey-Salinas Transit District in July of 2010, your Board adopted Resolution 2011-03 approving all existing policies, guidelines, contracts, agreements, and memoranda of understanding.

MST staff regularly reviews existing MST policies to ensure compliance with all regulatory language and/or guidelines and to make necessary revisions that better reflect MST's organizational structure and goals. Staff also periodically recommends adoption of new policies to enhance your Board's governance and ensure legal compliance.

While conducting a comprehensive review of all board adopted policies and guidelines, staff found a need to create several new policies. To this end, the following new policies are recommended for your Board's review and adoption.

## ATTACHMENT 1: NEW POLICIES

The attachment includes five new policies created to provide concise policy language separate from the more comprehensive programs and plans that MST implements to comply with state and federal guidelines:

- Drug and Alcohol Policy
- Equal Employment Opportunity Policy
- Employer-Employee Relations Policy
- Information Security Policy
- Procurement and Purchasing Policy

Also attached are two new policies that replace administrative guidelines:

- Management Continuity Succession Policy
- Media Relations Policy

Prepared by:  Reviewed by: 



## ATTACHMENT 1

### DRUG AND ALCOHOL POLICY

Adopted:

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**OBJECTIVE:** To provide the safest possible transportation for the public and a safe work environment for MST employees through the requirement of a work place free of prohibited drugs and alcohol.

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#### SCOPE

This policy applies to all MST employees who are incumbents in safety-sensitive positions, to all applicants or employees who may apply for or who may transfer to a safety-sensitive position and to contractors who perform safety-sensitive job functions.

The job classifications that have been determined to be safety-sensitive are noted in Appendix A of MST's Drug and Alcohol Program and are maintained by the Human Resources Department.

#### POLICY

This policy affirms the procedures and processes for the administration of MST's Drug and Alcohol Program in accordance with the Department of Transportation (DOT) and the Federal Transit Administration (FTA) requirements. Based on these requirements, MST requires all employees performing safety-sensitive job functions to submit to testing for the presence of specifically designated drugs and alcohol.

MST's Board of Directors has adopted a *Zero Tolerance* policy regarding drug use and alcohol misuse. All employees must be free of the designated drugs and alcohol when performing a safety-sensitive function.

#### Opportunities for Rehabilitation

In promoting a drug and alcohol free workplace, this policy includes a rehabilitation program that allows safety-sensitive employees to voluntarily come forward to request rehabilitation and is as follows:

Any safety-sensitive employee who has a drug and/or alcohol problem and has not been selected for reasonable suspicion (cause), random or post-accident testing or/and not refused a drug or post-accident test may voluntarily refer her/himself to the Director/Manager of Human Resources or the Safety Officer, who will refer the individual to MST's Substance Abuse Professional (SAP) for individual evaluation and treatment. Voluntary self referral commits the safety sensitive employee to a therapeutic process. Confidentiality of the employee will be

protected. The SAP will evaluate the safety-sensitive employee and make specific recommendations regarding the appropriate treatment. When a safety sensitive employee enters voluntary treatment, she/he may be eligible for sick time, FMLA, time off and benefits as outlined by law and within any bargaining agreement. Safety Sensitive employees may be permitted to take accumulated vacation time or may be eligible for unpaid time off to participate in any prescribed rehabilitation program. Safety sensitive employees are strongly encouraged to voluntarily seek professional substance abuse assistance before any abuse or dependence affects job performance.

### **While Undergoing Treatment**

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from their safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program is completed. The employee will be placed on a leave status for a maximum of 60 days to allow for the completion of the treatment/rehabilitation program. Extended periods will be granted by the Director of Human Recourses. The employee is required to call the Director of HR or the Safety Officer every 30 days to report status during treatment. The employee will be required to pass a drug and/or alcohol test (non-FTA) before performing any safety-sensitive function.

### **Cost of Rehabilitation**

All associated costs for treatment are the sole responsibility of the employee.

### **Return to Work after Treatment**

All employees who successfully complete prescribed treatment and are allowed to return to work will be subject to unannounced follow-up testing as prescribed by the SAP.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Adopted:

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**OBJECTIVE:** To ensure equal employment opportunities for all, without regard to race, color, creed, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, disability, veteran status, or any other characteristic protected by law.

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In our efforts to develop and continue to implement our equal employment opportunity obligations, we hereby affirm and formalize our commitment to the principle of equal employment opportunity in all employment practices, including recruitment, selections, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment.

MST's policy is to ensure equal employment opportunities for all, without regard to race, color, creed, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, disability, veteran status, or any other characteristic protected by law. While this document cannot be considered an employment contract between Monterey-Salinas Transit and its employees, we view the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management.

In developing our Equal Employment Opportunity (EEO) Program, we commit ourselves to:

- Our equal employment opportunity policy for all persons as described above;
- Undertake an Equal EEO Program including goals and timetables, in order to overcome the effects of any past discrimination on minorities or women although MST does not believe that it has engaged in any such discrimination;
- Assigning the implementation of this EEO Program to an MST executive;
- Making it clear that all management personnel must share in this responsibility and will be assigned specific tasks to ensure compliance is achieved;
- Ensuring that applicants and employees have the right to file complaints alleging discrimination with the appropriate MST official;
- Evaluating the performance of manager, supervisory, etc. on the success of the EEO Program in the same way as their performance on other MST goals is evaluated;
- Successfully achieving MST's EEO Program goals in order to provide benefits to MST through fuller utilization and development of any previously-underutilized human resources.

In developing our EEO Program, we have established goals and time lines to correct any deficiencies over a reasonable period of time.

Just as the agency does not condone unlawful discrimination, it is firmly committed to providing a workplace free of harassment and retaliation on the basis of race, color, religion, gender (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, sexual orientation, or veteran status.

It is our desire that the combination of measurable goals and directed effort will make equal employment opportunity a fact at Monterey-Salinas Transit.

We pledge every good faith effort to achieve our established goals, and have assigned various levels of responsibility to both direct and oversee our affirmative action efforts.

MST's Grants and Compliance Analyst has been designated as the EEO Officer for MST. This position is responsible for monitoring affirmative action efforts and for providing equal opportunity training or recommending outside resources. Individual managers and supervisors are responsible for ensuring that their employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act and Revised Order No. 4.

## Employer-Employee Relations Policy

Adopted:

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**OBJECTIVE:** To provide establish procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours, and other terms and conditions of employment.

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This Policy implements Chapter 10, Division 4, Title I, of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations," by providing orderly procedures for the administration of employer/employee relations between Monterey-Salinas Transit and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of federal law, state law, local ordinances, and MST Personnel Policies and Procedures, or which provide for other methods of administering employer/employee relations. This Policy is intended, instead, to strengthen methods of administering employer/employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the Monterey-Salinas Transit.

It is the purpose of this Policy to provide an Employer-Employee Relations Program establishing procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect, and primarily involve, the wages, hours, and other terms and conditions of employment of employees in appropriate units that are not preempted by federal or state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive Monterey-Salinas Transit rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments and committees, set standards of service; determine the procedures and standards of selection for employment; direct its employees, take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; maintain the efficiency of operations; determine the methods, means and personnel by which operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

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**OBJECTIVE:** To protect MST's investment in the human and financial resources required to create and maintain its computer information systems and networks, safeguard the information contained within the systems, reduce business and legal risk, and protect the good name of the District.

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### Background

Computer information systems and networks are an integral part of business at Monterey-Salinas Transit (MST, District). The District has made a substantial investment in human and financial resources to create these systems.

The Information and Security Policy has been established in order to:

- Protect this investment.
- Safeguard the information contained within these systems.
- Reduce business and legal risk.
- Protect the good name of the District.

MST and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose MST and the responsible employee(s) to civil and/or criminal penalties.

### Responsibilities

The Director of Information Technology (IT) is responsible for the administration of this policy.

Monterey-Salinas Transit strongly supports strict adherence to software vendors' license agreements.

### Scope

This policy applies to all employees, contractors, consultants, temporaries, and other users at Monterey-Salinas Transit, including those users affiliated with third parties who access Monterey-Salinas Transit computer networks. The policy also applies to all computer and data communication systems owned by and/or administered by Monterey-Salinas Transit.

### Expectation of Privacy

Staff using MST information systems and/or the Internet should realize that their communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send information over the Internet if they consider it to be private.

At any time and without prior notice, MST management reserves the right to examine e-mail, personal file directories, and other information stored on MST computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of MST information systems.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

## **Policy**

It is the policy of MST to protect its investment in the human and financial resources required to create and maintain its computer information systems and networks, safeguard the information contained within the systems, reduce business and legal risk, and protect the good name of the District. Additionally, this policy requires MST to maintain the Information Security Standard Operating Procedures (ISSOP) which provide comprehensive guidelines to support the following specific policies:

- Internet Policy
- E-mail Policy
- Computer Viruses
- Password Policy
- Physical Security
- Copyrights and License Agreements

## **Internet Policy**

Access to the Internet is provided to employees for the benefit of MST and its customers. Employees are able to connect to a variety of business information resources around the world. Conversely, the Internet is also replete with risks and inappropriate material.

## **E-Mail Policy**

**District property.** As a productivity enhancement tool, MST encourages the business use of electronic communications (voice mail, e-mail, and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of MST, and are not the property of users of the electronic communications services.

**Authorized usage.** Monterey-Salinas Transit electronic communications systems generally must be used only for business activities.

Users are forbidden from using MST electronic communications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the MST General Manager/CEO. Employees are reminded that the use of corporate resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.



## **Computer Viruses**

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of District resources. To avoid destruction of these resources, IT shall install and maintain appropriate antivirus software on all computers; and respond to all virus attacks, destroy and virus detected, and document each incident.

## **Password Policy**

The confidentiality and integrity of data stored on District computer systems must be protected by access controls. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties.

Passwords are the entry point to our IT resources. Protecting access to our resources is pivotal in ensuring that our systems remain secure. While we have not been exploited, nor do we expect to be, we must be diligent in guarding access to our resources and protecting them from threats both inside and outside our organization.

## **Physical Security**

It is District policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

## **Copyrights and License Agreements**

It is MST's policy to comply with all laws regarding intellectual property.

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## PROCUREMENT AND PURCHASING POLICY

Adopted:

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### RELEVANT LEGISLATION

Monterey-Salinas Transit (MST) District, formed and operating in accordance with the Monterey-Salinas Transit District Act, Section 106000, et seq., of the California Public Utilities Code, establishes the following policy governing MST procurements of supplies, equipment, materials, services and construction contracts, derived from and conforming to:

- A. Applicable Federal law including 49 Code of Federal Regulations (CFR) Part 18, specifically Section 18.36
  - B. Federal Transit Administration (FTA) Circular 4220.1.E, "Third Party Contracting Requirements"
  - C. AB 644. Chapter 460; Section 1, Part 17 of the Public Utilities Code and other applicable State of California laws
  - D. California Public Contracts Code
  - E. Rules and regulations established by the MST Board of Directors
- 

#### **AB 644. Chapter 460; Section 1, Part 17, Article 4, Contracts:**

##### **106055**

The district may make contracts and enter into stipulations of any nature whatsoever, either in connection with eminent domain proceedings or otherwise, including, but not limited to, contracts and stipulations to indemnify and hold harmless, to employ labor, and to perform all acts necessary and convenient for the full exercise of the powers granted in this part.

##### **106056**

The district may contract with any department or agency of the United States, with any public agency, including, but not limited to, the Department of Transportation, any county, city, or district, or with any person or a private entity upon the terms and conditions that the district finds in its best interest for the procurement of engineering, project management, and contract management services.

##### **106057**

- a. The purchase of all supplies, equipment, and materials, when the expenditure required exceeds one hundred thousand dollars (\$100,000), shall, by contract, be let to the lowest responsible bidder, or, in the district's discretion, to the responsible bidder who submitted a proposal that provides the best value to the district on the basis of the factors identified in the solicitation. "Best value" means the overall combination of quality, price, and other elements of a proposal that, when considered together,

provide the greatest overall benefit in response to the requirements described in the solicitation documents.

- b.** To the extent practicable, the district shall obtain a minimum of three quotations, either written or oral, that permit prices and terms to be compared whenever the expected expenditure required for the purchase of supplies, equipment, or materials exceeds two thousand five hundred dollars (\$2,500), but does not exceed one hundred thousand dollars (\$100,000).

Certain standards, regulations, orders of the United States Office of Management and Budget, and requirements for grants-in-aid to local governments mandated by the U.S. Department of Transportation, FTA, and the Office of Management and Budget apply to MST for procurements financed wholly or in part with federal funds.

MST's Procurement and Purchasing Plan is designed to implement the fundamental principles of procurement as follows:

- a.** Foster maximum open and free competition
- b.** Promote the greatest economy and efficiency
- c.** Ensure adherence to proper standards of conduct by MST officers and employees
- d.** Maintain procurement policies and procedures that comply with applicable federal, state, and local laws, and regulations
- e.** Establish and maintain an arm's length relationship with all contractors and suppliers
- f.** Treat all prospective contractors, consultants, and suppliers in an equal and equitable manner
- g.** Provide opportunities for remedy and resolution of contract claims or disputes

## **STANDARDS OF CONDUCT**

The procurement business of MST shall be conducted in a manner above reproach and with complete impartiality and without preferential treatment. Any violation of these standards may be cause for disciplinary action, including dismissal, if appropriate. No Board of Director or employee shall:

- A.** Release to an individual or entity or its representative any knowledge such person may possess or have acquired in any way concerning any proposed or actual procurement that would give an unfair competitive advantage to any potential or actual Bidder.
- B.** Make any commitment or promise relating to the award of a contract or any representation which could be construed as such a commitment. Staff will not, under any circumstances, advise a business representative that any attempt will be made to

influence another person to give preferential treatment to his or her company in the award of a contract.

- C.** Use his or her position with MST to coerce, or give the appearance of, coercing another person, and/or provide any financial benefit to persons with whom he or she has family, business or financial ties.
- D.** Accept any gratuity for themselves, members of their families or others, either directly or indirectly, from any source that does or seeks to do business with, or has financial ties of any sort with MST, or has personal interests that may be affected by the performance, or non-performance, of the official duties of MST staff.
- E.** Participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, exists.
- F.** Accept any offer of employment or fees for services from a Contractor for one year following employment with MST if the officer or employee, during the year immediately preceding termination of employment, participated personally and substantially in the award of contracts or the issuance of change orders with a cumulative value of \$25,000 or more to the Contractor, its parent or subsidiary.

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## MANAGEMENT CONTINUITY SUCCESSION ~~PLAN~~POLICY

Adopted:

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**OBJECTIVE:** To provide framework management continuity when the position of General Manager/CEO is vacant. The Board, at its discretion, may alter or deviate from this plan.

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1. It is responsibility of the General Manager/CEO ensure that ~~the Assistant General Manager/COO is there~~ is designated staff capable and qualified to act as General Manager/CEO on an interim or permanent basis.
2. In the event the position of General Manager/CEO is vacant, the ~~B~~board shall appoint ~~the Assistant General Manager/COO~~ designated staff to fill the position for six (6) months. The ~~B~~board may adjust this time period at its discretion.
3. Within thirty 30 days of making the appointment, the Interim General Manager/CEO and the ~~B~~board shall agree on performance objectives and evaluation criteria.
4. Thirty (30) days before the end of the Interim period, the ~~B~~board shall evaluate the performance of the Interim General Manager/CEO.
5. The ~~B~~board may decide to extend the period of the Interim General Manager/CEO in order to further monitor and evaluate performance.
6. At the conclusion of the Interim period, the ~~B~~board may appoint the Interim General Manager/CEO to a permanent ~~as~~ General Manager/CEO, or the ~~B~~board may elect to recruit other candidates.
7. The ~~B~~board may recruit using the in-house Human Resources staff or the services of an outside recruiting firm.
8. If the ~~B~~board decides to recruit, ads will be placed in national, state and regional transit industry publications (i.e. Passenger Transport, Transit California, etc.), as well as ~~MST Online~~ on the MST website and other social media.
9. Consistent with established MST policy and procedures, applications will be screened and qualified candidates will be invited to participate in a series of interviews with the board

and key staff. Candidates will also take a psychological profile (i.e. Morais Px-12, etc.) to aid in their evaluation.

10. If the ~~Assistant General Manager~~designated employee is selected to be the new General Manager/CEO, an immediate priority is to hire a replacement ~~Assistant General Manager/COO~~for the vacancy created by the selection.
11. While hiring staff is usually a management responsibility, the ~~B~~board will continue to ratify the final selection of the ~~Assistant General Manager/COO~~candidates for the position of GM/CEO. The ~~B~~board may also wish to appoint a member of its board to participate in the interview/selection process.



## **MST MEDIA RELATIONS ~~GUIDELINES~~POLICY**

**~~MEDIA RELATIONS PROCEDURES #2003-01~~**

Adopted:

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**OBJECTIVE:** To ensure all communication between the media and Monterey-Salinas Transit is handled in a professional manner, effectively and accurately informing Monterey County residents, businesses, and customers of MST-related activities.

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Monterey-Salinas Transit recognizes that one of the most effective and quickest ways to communicate MST policies and activities to its stakeholders is by working in partnership with the news media.

Inquiries from the news media are given a high priority by Monterey-Salinas Transit and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate.

~~**Definition of Media Relations:** Any communication between MST employees and newspapers, radio and/or television or other media outlets.~~

### **MST SPOKESPERSONS**

The Designated MST Spokespersons for all media relations are:

- General Manager/CEO
- Assistant General Manager of Finance and Administration.

In the event the General Manager/CEO and the Assistant General Manager of Finance & Administration are unavailable, the following employees are designated to speak in their absence:

- Chief Operating Officer
- Marketing Manager

All MST employees should notify the General Manager/CEO or his/her designate about media inquiries. Because the media often works on tight deadlines, it is important that all departments respond as soon as possible when the General Manager/CEO requests departmental information or assigns a spokesperson for the media.

All Press Releases are issued by the Marketing Manager and must be reviewed by the General Manager/CEO or his/her designate.

**Procedure/Employees:**

- ~~1. The employee who is most knowledgeable and informed about a particular issue or project is the best agency spokesperson. Agency employees must inform the General Manager/CEO or Assistant General Manager/CFO when contacted by the media.~~
- ~~2. Press releases must be reviewed by General Manager/CEO, Assistant General Manager/CFO, or Marketing and Customer Service Manager.~~

~~**Quotes by a Board Member:** Board member quotes must be cleared with the Board member.~~

## **MST-INITIATED INFORMATION**

Most proactive media contact is initiated through the Marketing Manager. This includes issuing press releases and media advisories, and personal contacts with reporters and editors for coverage. Other departments should not initiate news media contacts.

## **CRISIS OR EMERGENCY ISSUES**

During a crisis or major emergency (natural or madmade disaster), the procedure for handling the media is highlighted in the District's "Continuity of Operations Plan for Disasters and other Emergencies." The plan calls for the General Manager/CEO to designate the District's Public Information Officer as the main point of contact for the media.

## **MEDIA INQUIRIES**

Media inquiries received by other MST staff should be referred immediately to the Office of the General Manager/CEO and/or the Assistant General Manager for Finance & Administration. An appropriate response to the media would be, "I'm sorry I don't have the full information regarding that issue. I will give your request to the General Manager/CEO who will respond to you as soon as he/she is available." Please obtain the reporter's name, contact information, topic or question, and deadline.

### ~~**Request from Media Procedure: When the media calls --**~~

- ~~1. Ask what the point of the story is; it may be completely different than you think.~~
- ~~2. Media Request Response~~
  - ~~▪ Decide what your message is~~
  - ~~▪ Check your facts~~
  - ~~▪ Offer to call back to give yourself time to collect your thoughts~~
  - ~~▪ Stick to your message and the facts. Do not speculate.~~
  - ~~▪ Don't let the reporter feed you a quote or talk you into saying something.~~
  - ~~▪ Everything is "on the record" so choose your words carefully.~~
  - ~~▪ For T.V. interviews, do a quick minor appearance check. Do you look professional?~~
  - ~~▪ Suggest a Board member they can talk to, and suggest they talk to the Board member first. Let the Board members be the heroes; staff take the heat.~~
  - ~~▪ At the conclusion of the interview, ask when they expect the story to appear.~~

### **Additional Guidance**

Any employee who speaks to the media is responsible for what he/she says. District employees should understand that their comments on policies and other public issues will be interpreted as District's point of view. To the public, especially press and media representatives, each employee is the District.

#### **Additional Guidance:**

~~Any employee who speaks to the media is responsible for what he/she says.~~

~~While any employee may answer a question from a reporter, media questions involving policy issues beyond straightforward, factual information should be referred to the General Manager/CEO, Assistant General Manager/CFO, or Marketing and Customer Service Manager.~~

~~Agency employees should understand that their comments on public issues will be interpreted as Agency's point of view. To the public, especially press and media representatives, each employee is the Agency.~~

~~No employee will be required to talk with the media. Employees who are uncomfortable talking with the media should refer the call to the General Manager/CEO, Assistant General Manager/CFO, or Marketing and Customer Service Manager.~~

### **Litigation, Personnel, and Election Issues**

Generally, the business conducted by MST is public and, therefore, is public information. Inquiries regarding pending litigation, matters involving a significant exposure to litigation and certain personnel-related information are exceptions.

Inquiries regarding pending litigation or exposure to litigation should be referred to the Office of the General Manager/CEO. Inquiries regarding personnel-related information should be referred to the Director of Human Resources.

### **Personal Points of View**

It is recognized that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with MST's official policy. Therefore, MST employees who write letters to the editor of any newspaper may not use official MST stationary nor may they send such letters from an MST email address. If an employee chooses to identify himself or herself as an MST employee in any personal letter or email to the editor, he or she must include language which states "The views set forth in this letter do no represent the views of MST, but rather are my personally held opinions." Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing MST. Employees who are representing MST in any of the above formats must identify themselves as an official spokesperson for the District.

### **Quotes by a Board Member**

Quotes attributed to a Board member should be cleared with that Board member and/or by Designated Spokespersons listed above before being provided to the media.

### **Sensitive or Controversial Issues**

Television, radio, newspaper or other media inquiries regarding sensitive or controversial issues should always be referred immediately to the Office of the General Manager/CEO and the employee's Department Director who will coordinate a response including designating a spokesperson.

To: Board of Directors  
From: Deanna Smith, Executive Assistant/Clerk to the Board  
Subject: Review and adopt revised MST Policies

**RECOMMENDATIONS:**

Receive and adopt revised MST policies.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board approves all MST policies.

**DISCUSSION:**

Your board adopts policies to provide guidance to staff on how they will conduct business on behalf of Monterey-Salinas Transit and to achieve the long term goals of the district. Some policies are mandated by federal or state regulators and some policies reflect the direction of the local jurisdictions that comprise the MST Board of Directors. Upon the formation of the Monterey-Salinas Transit District in July of 2010, your Board adopted Resolution 2011-03 approving all existing policies, guidelines, contracts, agreements, and memoranda of understanding.

MST staff regularly reviews existing MST policies to ensure compliance with all regulatory language and/or guidelines and to make necessary revisions that better reflect MST's organizational structure and goals. Staff also periodically recommends adoption of new policies to enhance your Board's governance and ensure legal compliance.

While conducting a comprehensive review of all board adopted policies and guidelines, staff found a need to update some policies to reflect current regulatory requirements as well a need to make minor edits, grammatical changes and format changes to provide consistency and ensure they are presented in a professional manner. To this end, the following revised policies are recommended for your Board's review and adoption.

## ATTACHMENT 1 – REVISED POLICIES

The attachment includes policies that have been revised to comply with new regulations, to meet current operating needs, or to enhance the clarity of MST's organizational structure and goals:

- Cal Card/Purchasing Authority Thresholds Policy
- Director's Stipend Policy
- Joint Property Development Policy

Prepared by:  Reviewed by: 

## ATTACHMENT 1

### CAL CARD/PURCHASING AUTHORITY THRESHOLDS POLICY

Adopted: 7/12/2010

Revised: 10/9/2012

Revised:

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#### PROCUREMENT THRESHOLDS

##### Formal Bids/Proposals

**\$100,000 and above** – If service is complex, a bid or proposal may be required, otherwise, a quote may suffice up to \$99,999.

A procurement control number must be obtained for any procurement over \$25,000.

##### Board of Directors Approval for Purchases and Change Orders

**\$25,000 and above** – All purchases or change orders at this amount must be approved by the Board of Directors.

- A procurement control number must be obtained for any procurement over \$25,000.  
Purchase authority is delegated as follows:

~~**\$25,000 and above** – These purchases are approved by the Board of Directors.~~

~~**\$24,999 and below** – These purchases are approved by the General Manager/CEO and delegated by the Board of Directors.~~

##### Small Purchases

**\$1 to \$2,999** – All purchases require one quote.

**\$3,000 to \$99,999** – All purchases require three quotes.

- A PO Header must state suppliers & cost of other quotes

##### Exceptions to Thresholds

**Any procurement over \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works – The Davis Bacon act applies.**

Please see the Purchasing Manager for assistance.

**Any procurement for A&E services – The Brooks Act applies.**

Please see the Purchasing Manager for direction regarding requirements.

## **CAL CARD PURCHASING AUTHORITY THRESHOLDS**

**\$25,000 and above** – All purchases must be approved by the Board of Directors. See procurement requirements above.

**\$24,999 and below** – All purchases are approved by the General Manager/CEO and delegated by the Board of Directors. See procurement requirements above.

~~**\$10,000 and below** – These delegations are approved by the General Manager/CEO:~~

~~Assistant General Manager for Finance & Administration~~

~~Assistant General Manager /Chief Operating Officer~~

~~Director of Human Resources~~

~~Director of Information Technology~~

~~Director of Transportation Services~~

~~**\$2,499 and below** – These delegations are approved by the department heads:~~

~~Executive Assistant to the General Manager/CEO~~

~~Facilities/Capital Project Manager~~

~~General Accounting and Budget Manager~~

~~Human Resources Generalist~~

~~Marketing Manager~~

~~Purchasing Manager~~

~~Risk & Security Manager~~

~~**\$1,000 and below** – These delegations are approved by the department heads:~~

~~Business Development Manager~~

~~Communication Systems Manager~~

~~CTSA Manager~~

~~Customer Service Supervisor~~

~~Information Technology Administrator~~

~~ITS Technician~~

~~Maintenance Supervisor~~

~~Marketing/Customer Service Manager~~

~~Senior Operations Supervisor~~

~~**\$500 and below** – These delegations are approved by the department heads:~~

~~Accountant~~



~~Communication Systems Specialist~~

~~Human Resources Administrator~~

~~Inventory Control Specialist~~

~~Maintenance Clerk~~

~~Operations Supervisor~~

~~Revenue Equipment Mechanic~~

~~Safety/Training Officer~~

~~Schedule/Planning Analyst~~

~~Senior Utility Service Person~~

**~~Persons listed on these pages are authorized to:~~**

**~~1. Sign purchase orders~~**

**~~2. Use the CALCard (excludes Inventory Control/Maintenance Clerk Personnel) up to the value indicated for each purchase.~~**

~~Materials and services covered by this authorization include only routine items, normally called for by the position. Non-routine items and items for travel, training, membership fees,~~

~~and items pertaining to the position directly, even if valued within the designated purchase authority, need to be submitted to the authorized purchaser's immediate supervisor.~~

~~Responsibility center managers can sign off for payment approval on all invoices in any amount.~~

In the absence of the General Manager/CEO, the AGM for Finance & Administration is fully empowered and has authority to approve all Purchase Orders under \$25,000. In the absence of both the General Manager/CEO and the AGM for Finance & Administration, the AGM/Chief Operating Officer is also so empowered.

Exceptions to these authorities may be modified by a memo signed by the General Manager/CEO.

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## DIRECTOR'S STIPEND POLICY

Adopted: 7/12/2010

Revised:

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**OBJECTIVE:** To establish a reasonable stipend for all legislators formally appointed to serve on the MST Board of Directors as a representative of their respective jurisdictions.

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### DIRECTOR'S FEES

The stipend for MST Directors shall be \$100 per month. Payment of the fee shall be subject to the following conditions:

~~—The fee for Directors shall be \$100 per month. Payment of the fee shall be subject to the following conditions:~~

1. The Director must attend the regularly scheduled board meeting to receive the stipend.
2. No stipend shall be paid for attendance at Committee meetings or special meetings.
3. The stipend shall be paid to the Alternate rather than the Director, provided the jurisdiction qualifies under (1) above, and provided the Alternate has requested a stipend.
4. The payment of a Director's stipend shall not be construed as making Directors or Alternates employees of the Agency.
5. The stipend request shall be made by the Clerk to the Board to the Accountant after each regular meeting of the Board, by the close of the same business day. Stipends shall be mailed to each Director by the end of the next business day.

### TRANSIT PASSES

In order to provide informed oversight of transit operations Directors shall receive annual transit passes and are encouraged to use MST services. The use of transit passes shall be subject to the following conditions:

1. All Directors shall have their photo taken upon being appointed to the MST Board of Directors. This photo shall be used to create the transit pass.
2. At the first meeting of each calendar year, Directors will be provided a renewal sticker validating their transit pass for the corresponding year.
3. Presentation of the transit pass with the current calendar year sticker is required to receive the complimentary fare.
4. Directors are encouraged to wear, or have on their persons, their transit passes when attending all meetings.

- ~~The Director and/or Alternate shall during the calendar month attend all regular meetings, special meetings, adjourned meetings, study sessions, and meetings of committees of which he/she is a member.~~
- ~~The Director and/or alternate must be present from the scheduled time for call to order until adjournment for all of the above meetings during a calendar month.~~
- ~~The fee shall be paid to the Alternate rather than the Director, provided the jurisdiction qualifies under (a) and (b) above, and provided that the Director was in attendance less than one-half the time during meetings held during a calendar month.~~
- ~~Directors and Alternates shall receive transit passes. No payment of expenses for travel to Board or Committee meetings is authorized.~~
- ~~The payment of Directors' fee shall not be construed as making Directors or Alternates employees of the Agency.~~

## JOINT PROPERTY DEVELOPMENT POLICY

Adopted: 7/12/2010

Revised:

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**OBJECTIVE:** To secure the most appropriate private and public sector development of MST-owned property at and adjacent to transit stations and corridors. To implement established guidelines and procedures for identifying opportunities to optimize MST's return on investment.

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### PURPOSE

MST's Joint Development Policy is designed to secure the most appropriate private and public sector development of MST-owned property at and adjacent to transit stations and corridors. MST envisions its station areas and transit corridors as vibrant, prosperous, community assets that create a strong sense-of-place for transit, pedestrians, and the surrounding community, and are destinations in their own right.

The Joint Development Policy provides a framework for creating and pursuing the highest and best opportunities for development around station areas, ~~and~~ along corridors, and at other locations where MST owns property. The policy is intended to establish guidelines and procedures for identifying such opportunities to optimize return on investment to MST. Joint Development includes coordination with local jurisdictions in station ~~area~~ land use planning to establish development patterns that enhance transit use.

### GOALS

MST's Joint Development Policy seeks to:

- a. Comprehensively plan and develop the highest and best housing, office and retail uses around station sites, ~~and~~ along transit corridors, and at other locations where MST owns property.
- b. Increase transportation system capacity by increasing transit use.
- c. Generate both a long-term source of revenue for MST, ~~and~~ allow MST to participate in the increase in the value of its real property assets over time.

### JOINT DEVELOPMENT POLICY

Joint development projects shall:

- a. Create both a long-term source of revenue for MST, and shall allow MST to participate in the increase in the value of its assets over time.
- b. Encourage increased transit utilization and ridership.
- c. Exhibit high urban design standards and quality.

- d. Be consistent with local jurisdiction land use goals and shall be developed with a public participation process that respects neighborhood concerns.
- e. Provide for efficient and safe vehicular and pedestrian circulation ~~as well as~~ and shall provide adequate parking to serve both private and public demand, while maximizing shared parking opportunities.
- f. Implement the concepts, principles, and practices outlined in MST's Designing for Transit Program and ~~shall~~ include the elements of transit-oriented design (TOD), complete streets, and other livable community principles.
- g. Enhance and maintain existing or future transportation systems, operations, and infrastructure.
- h. Address community needs in joint development consistent with MST policy encouraging revenue generation and implementing TOD design principles.

If developing a particular property owned by MST would not accomplish the goals set by this policy, then consideration should be given to disposition of the property through sale, exchange for another property or some other fiscally responsible means.

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

**RECOMMENDATION:**

Receive Chairperson Downey's committee appointments for the remainder of FY 2015.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

According to the MST Bylaws, Article VI., Officers, "The Chair may appoint committees from time to time for any purpose he or she deems proper for the conduct of Board business."

**DISCUSSION:**

Chairperson Downey has appointed the following members (Attachment 1) to serve on MST committees for the remainder of FY 2015. Chairperson designations are also provided.

ATTACHMENT: Committee appointments for FY 2015

Prepared by:

  
Deanna Smith, Deputy Secretary

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# ATTACHMENT 1

	Facilities	Finance	Legislative	Marketing	Human Resources	Planning/ Operations
Armenta		•	•	•		
Barrera	•		Chair			
Beach	Chair	•				
Clark			•		•	•
Cohen				•	•	
Downey	•		•			
Edwards					•	Chair
Hughes		•				•
Hurley	•			•		
O'Connell	•	Chair				
Orozco				Chair		•
Pendergrass			•	•		
Stephens		•			Chair	

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To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – June and July 2014

Attached are a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for June and July 2014 (Attachments 1-4).

Preliminary results for the fiscal year ending June 30, 2014 are as follows:

Most performance indicators for the year remain virtually unchanged compared to last year including total passenger boardings, passengers per hour, farebox recovery, on-time performance, and miles travelled between mechanical failures (road calls). While there was an increase in the frequency of preventable accidents over the past year, both the severity and frequency of accidents still remains low by industry standards. A focused safety campaign is underway to reduce accident frequency.

Costs per hour of service increased over the year due increased labor costs related to overtime that resulted from the PEPRA dispute between the State of California and U.S. Department of Labor and increased costs for contracted transportation services. With the temporary PEPRA exemption in place, staff has been able to once again hire enough new employees to reduce overtime costs in the next fiscal year.

From June 26-27, I attended the APTA Small Operations Planning Committee meeting in Chicago, IL. At this meeting, public transit operators from small urban and rural communities meet to gain consensus and priority of common regulatory and legislative issues and to develop strategies to move solutions forward through the federal legislature and administration.

From July 16-17, I travelled Washington, DC, to weigh in on key pending issues including the Highway Trust Fund rescue and MAP-21 extension legislation.

MST staff met with staff members from Congressman Farr's, Senator Feinstein's, and Senator Boxer's offices to brief them on the impact the Highway Trust Fund (HTF) short-fall will have on MST, and to also request their assistance on MAP-21 issues and legislation to extend the Commuter Fringe Benefit tax provision. We met with the House Transportation and Infrastructure, Senate Environment and Public Works, and Senate Banking Committees to urge them to extend the HTF and MAP-21 at least until March.

We also met with FTA Associate Administrator, Buchanan-Smith, to discuss ways that FTA could assist MST with its cash flow if short-term extensions of the law harm MST. We also briefed Beth Day, FTA's Director of Project Planning, and her staff on MST's interest in funding a new bus rapid transit project along the Monterey Branch Line through the Small Starts Program. Finally, we briefed Congressman Gingrey's Legislative Staff on the impact of Department of Labor regulations on transit in California. Congressman Gingrey has a long-standing interest in the subject because of the way DOL regulations have impacted transit in Georgia.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – June and July 2014

Attachment #3 – Facilities & Maintenance Dept. Report – June and July 2014

Attachment #4 – Administration Dept. Report – June and July 2014

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/>

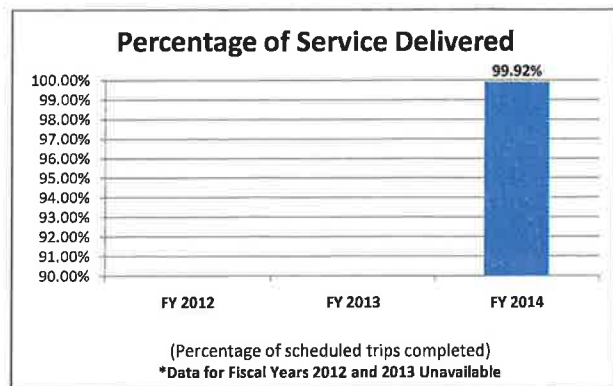
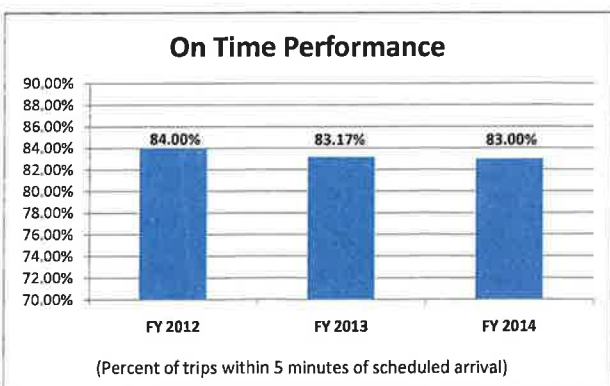
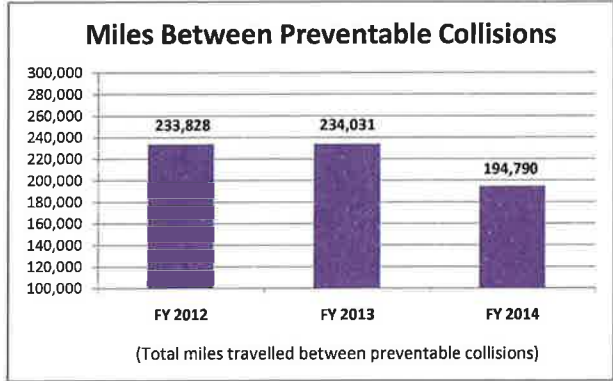
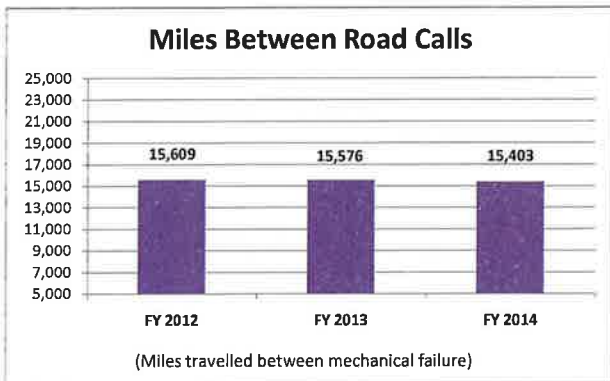
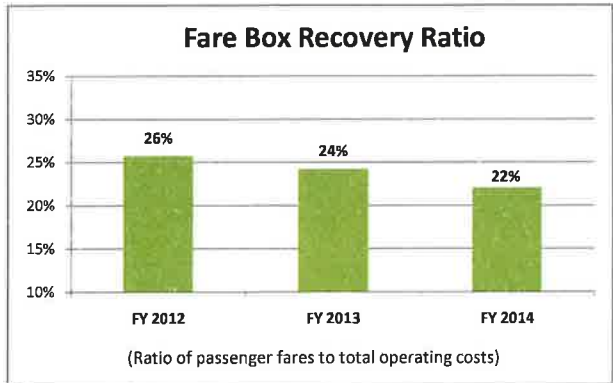
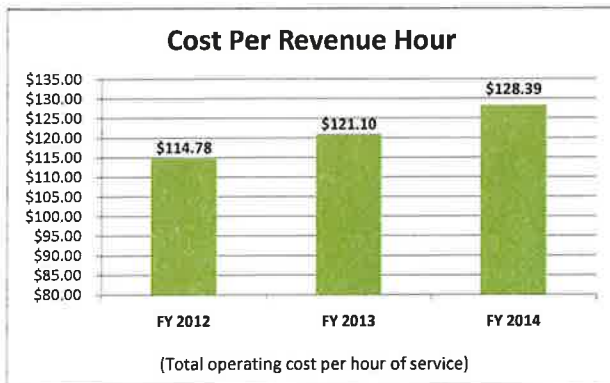
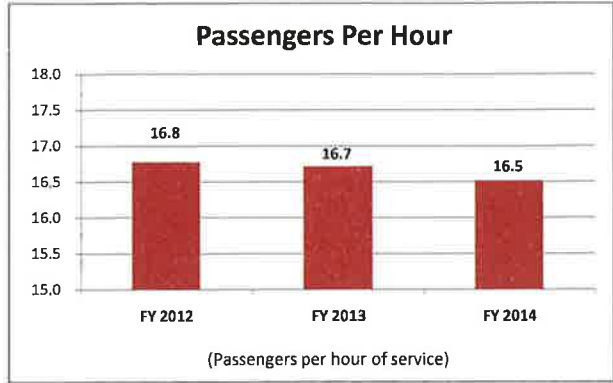
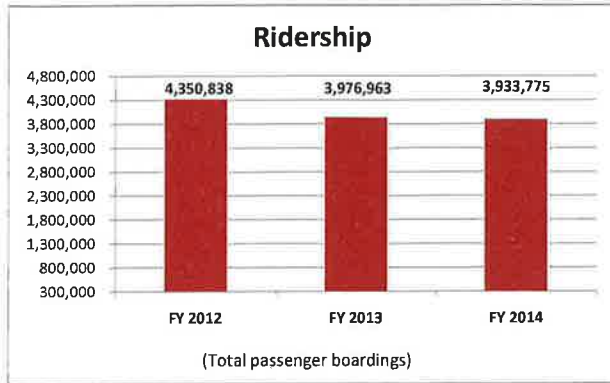
PREPARED BY: 

# MST Fixed Route ATTACHMENT # |

## YTD Dashboard Performance Comparative Statistics

### July through June

### Fiscal Years 2012-2014

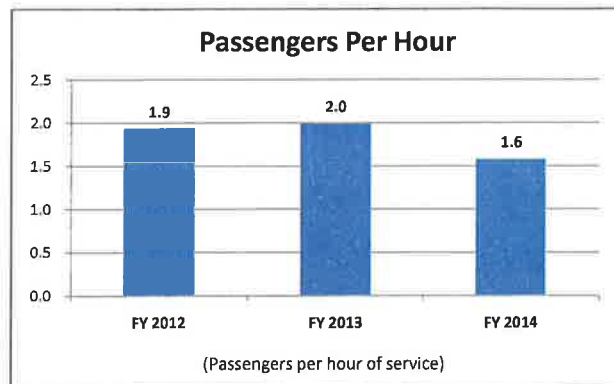
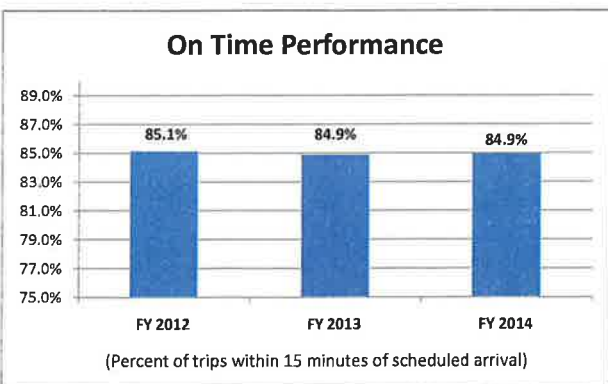
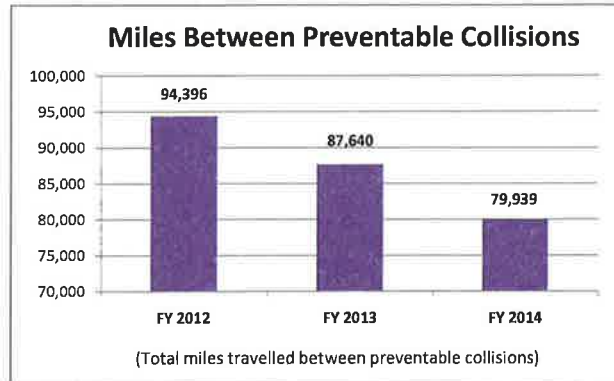
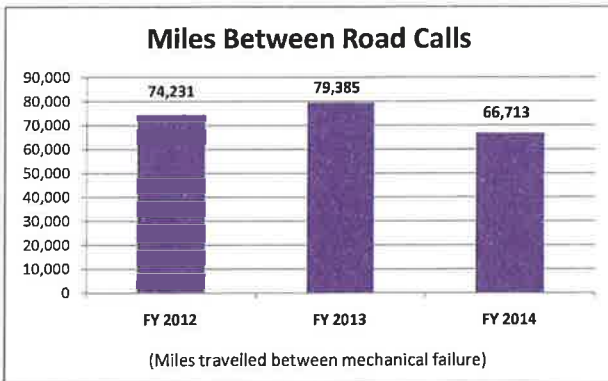
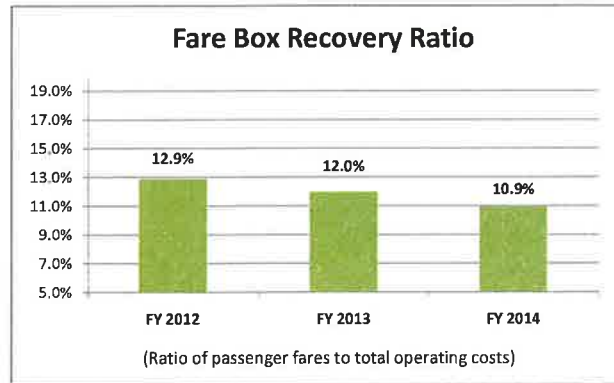
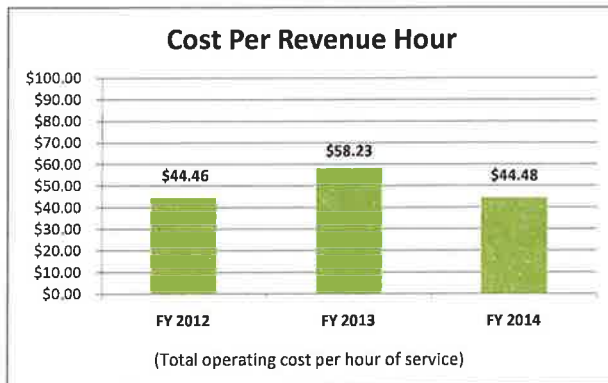
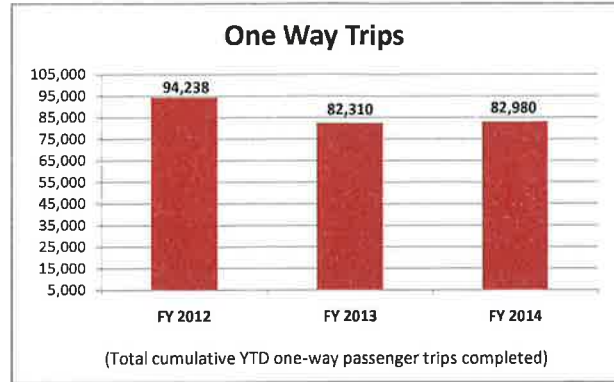
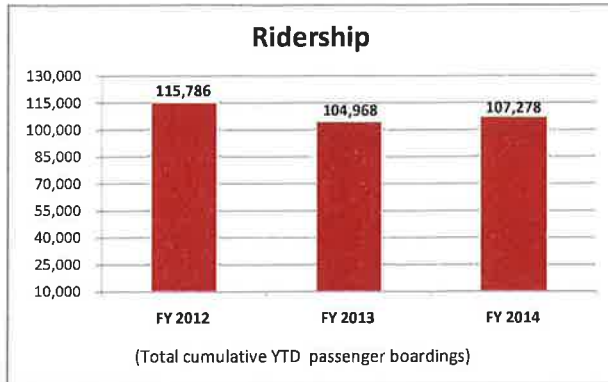


# MST RIDES

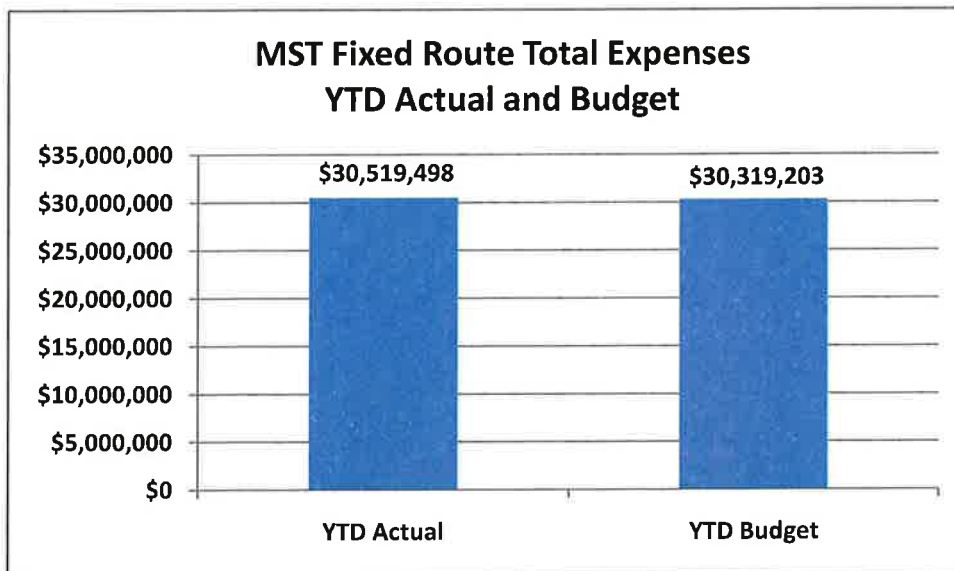
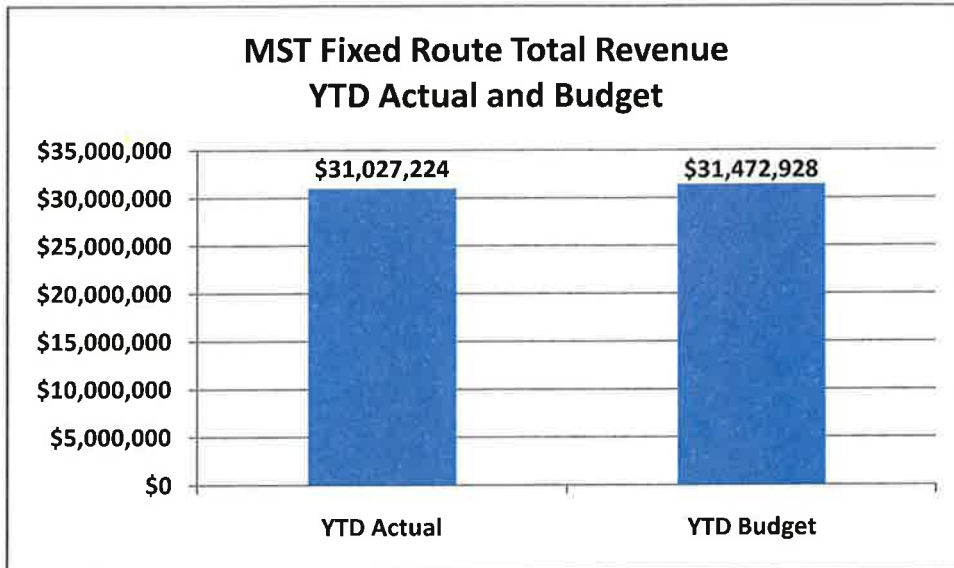
## YTD Dashboard Performance Comparative Statistics

### July through June

### Fiscal Years 2012-2014

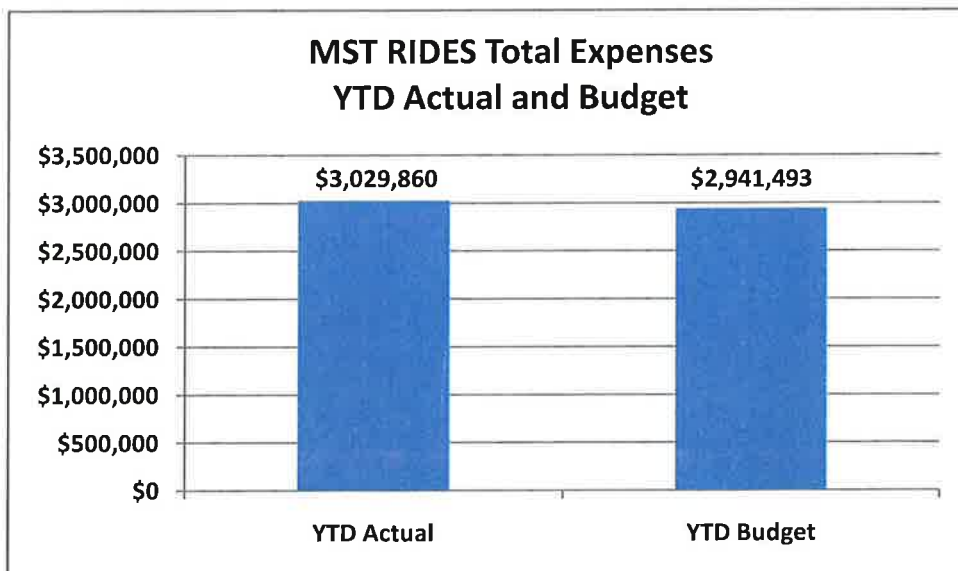
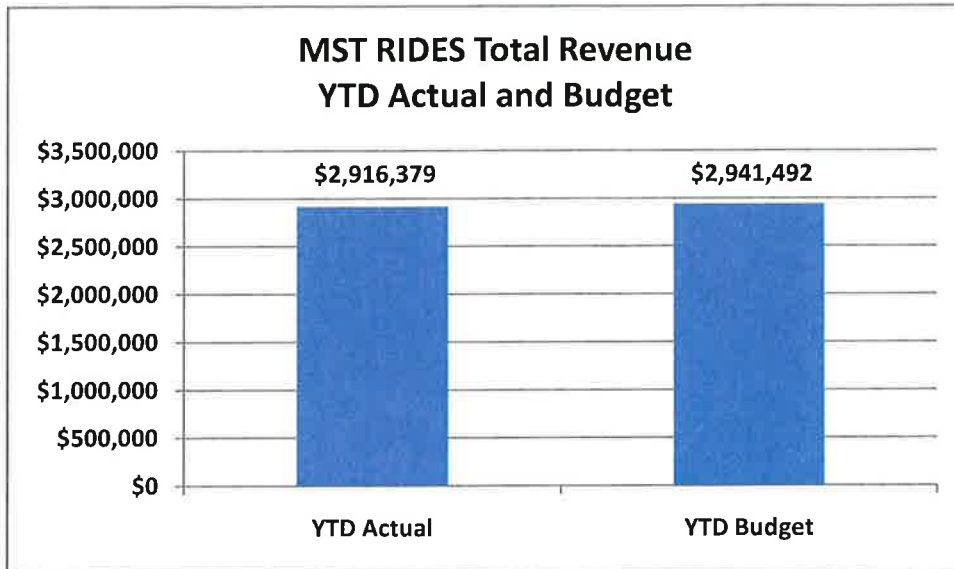


**MST Fixed Route**  
**Financial Performance Comparative Statistics**  
**July through June**  
**Fiscal Year 2014**



# MST RIDES

## Financial Performance Comparative Statistics July through June Fiscal Year 2014





## ATTACHMENT 2

August 18, 2014

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

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – June 2013**

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### **FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate that ridership increased by 2.75% in June 2014, (337,676), as compared to June 2013, (328,629). For this fiscal year, this represents a 2.75% increase in passenger boardings from last fiscal year.

Productivity decreased from 17.3 passengers per hour (June 2013), to 16.3 PPH in June of this year.

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

June 1, 2014: MST provided supplemental services on its Jazz Lines in support of the Artichoke Festival held at the Monterey County Fair Grounds - transporting 1,672 passengers.

June 7 2014; MST provided special service on the Presidio of Monterey during is annual Army Ball. The service transported 74 passengers during this event.

#### **System Wide Statistics:**

- Ridership: 337,676
- Vehicle Revenue Hours: 20,744
- Vehicle Revenue Miles: 337,582
- System Productivity: 16.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Deployed: 28,697

**Time Point Adherence:** Of 106,289 total time-point crossings sampled for the month of June, the TransitMaster™ system recorded 16,158 delayed arrivals to MST's published time-points system-wide. This denotes that **84.80%** 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.

**Cancelled Trips:** As listed below, there were a total of thirteen (13) cancelled trips for the month of June for both directly operated and contracted services.

<b>Total One - Way Trips Deployed June: 28,697</b>			
<b>Reason</b>	<b>MST</b>	<b>MV</b>	<b>% Of All Missed</b>
Mechanical	1	0	7.69%
Traffic	9	0	69.23%
Staffing Shortage	2		15.38%
<sup>1</sup> Contractor Error	0	1	7.69%
<b>Totals</b>	<b>12</b>	<b>1</b>	<b>100.00%</b>

<sup>1</sup> Liquidated damages have been assessed to the Contractor.

**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 June 2013 and 2014:

<b>Occurrence Type</b>	<b>June-13</b>	<b>June-14</b>
Collision: MST Involved	9	5
Medical Emergency	4	1
Object Hits Coach	0	1
Passenger Conflict	4	7
Passenger Fall	2	3
Passenger Injury	1	0
Employee Injury	0	0
Other	0	6
Near Miss	0	0
Unreported Damage	3	2
Fuel / fluid Spill	1	2
<b>Total Occurrences</b>	<b>24</b>	<b>27</b>

### **CONTRACTED SERVICES:**

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

Preliminary boarding statistics for the MST RIDES program reflect that for the month of June there were 9,691 passenger boardings. This denotes a 26.61% increase in

passenger boardings from June of 2013, (7,654) .For fiscal year 2014, this represents a 2.07% decrease in passenger boardings from the previous fiscal year.

- For the month of June, 82.25 % of all scheduled trips for the MST RIDES Program arrived on time, decreasing from 87.32 % in June of 2013. (See *MST RIDES ~ On Time Compliance Chart FY 2014.*)
- Productivity for June of this year was at 1.93 passengers per hour, which has increased slightly from June of 2013, (1.89).

#### **COMMUNICATIONS CENTER:**

In June, the Communications Center summoned public safety agencies on *sixteen* (16) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	11
Emergency Medical Services	Medical Emergency	5

Robert Weber

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August 26, 2014

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

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – July 2013**

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## **FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate that ridership decreased by 4.08% in July 2014, (357,544), as compared to July 2013, (372,745).

Productivity decreased from 18.5 passengers per hour (July 2013), to 16.4 PPH in July of this year.

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

July 11 – 13 MST provided services to the FIM Superbike championship races held at Laguna Seca raceway. 747 passengers were transported over this three day event.

July 10, 17 & 18; MST provided special shuttle services in support of CSUMB sponsored events. The services carried 205 passengers during the three days of operation.

### **System Wide Statistics:**

- Ridership: 357,544
- Vehicle Revenue Hours: 21,760
- Vehicle Revenue Miles: 352,963
- System Productivity: 16.4 Passengers Per Vehicle Revenue Hour
- One-Way Trips Deployed: 30,213

**Time Point Adherence:** Of 111,202 total time-point crossings sampled for the month of July, the TransitMaster™ system recorded 19,957 delayed arrivals to MST's published time-points system-wide. This denotes that **82.05%** of all scheduled arrivals at published time-points were on time. (*See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2015.*)

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 twelve (12) cancelled trips for the month of July for both directly operated and contracted services.

<b>Total One - Way Trips Deployed July: 30,213</b>			
<b>Reason</b>	<b>MST</b>	<b>MV</b>	<b>% Of All Missed</b>
Mechanical	0	0	0%
Traffic	9	0	75%
Staffing Shortage	3	0	25%
Contractor Error	0	0	0%
<b>Totals</b>	<b>12</b>	<b>0</b>	<b>100%</b>

**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 2013 and 2014:

<b>Occurrence Type</b>	<b>July-13</b>	<b>July-14</b>
Collision: MST Involved	4	9
Medical Emergency	0	2
Object Hits Coach	0	0
Passenger Conflict	4	5
Passenger Fall	3	2
Passenger Injury	0	0
Employee Injury	0	0
Other	4	3
Near Miss	1	1
Unreported Damage	1	0
Fuel / fluid Spill	0	4
<b>Total Occurrences</b>	<b>17</b>	<b>26</b>

## **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 10,099 passenger boardings. This denotes a 19.11% increase in passenger boardings from July of 2013, (8,479).

- For the month of July, 81.26 % of all scheduled trips for the MST RIDES Program arrived on time, decreasing from 83.36 % in July of 2013. (See *MST RIDES ~~ On Time Compliance Chart FY 2015.*)
- Productivity for July of this year was at 1.96 passengers per hour, which has increased from July of 2013, (1.56).

### **COMMUNICATIONS CENTER:**

In July, the Communications Center summoned public safety agencies on *seventeen* (17) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	10
Emergency Medical Services	Medical Emergency	7

Robert Weber

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## ATTACHMENT 3

July 24, 2014

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance Report for June 2014

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

### Fuel Prices:

<b>FY14 Budget: Diesel: \$3.60 Gas: \$3.90</b>	<b>June Fuel Average</b>	<b>Fuel Average: FY2014</b>
<b>Diesel:</b>	<b>\$3.33</b>	<b>\$3.36</b>
<b>Gasoline:</b>	<b>\$3.58</b>	<b>\$3.42</b>

### Fleet Status:

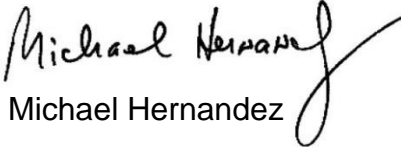
<b>Operating Cost Per Mile:</b>		<b>Road Call Rate Goal: 7,000 Miles</b>	<b>Miles Between Road Calls:</b>
<b>June 2014:</b>	<b>\$1.13</b>	<b>June 2014:</b>	<b>13,911</b>
<b>FY2014 - Year To Date:</b>	<b>\$1.20</b>	<b>FY2014 - Year to Date:</b>	<b>15,403</b>
<b>FY2013:</b>	<b>\$1.17</b>	<b>FY2013 YTD Comparison:</b>	<b>17,252</b>

### Department Activities/Comments:

During the month of June there were 22 road calls, twenty were categorized as “major mechanical” and two were related to minor or other non-mechanical issues. The highest road calls were for electrical issues.

MST began evaluating a new security camera system for the bus fleet. Over the next several months several on-board camera systems will be evaluated as staff considers a replacement for the existing camera system. A new HVAC system was installed at MV for the MST computer system.

Two Caltrans funded buses were inspected by Caltrans staff. All four International hybrids were out of service for part of the month due to various repair or part supply issues.

  
Michael Hernandez

August 25, 2014

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance Report for July 2014

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

**Fuel Prices:**

<b>FY15 Budget: Diesel: \$3.60 Gas: \$3.90</b>	<b>July Fuel Average</b>	<b>Fuel Average: FY2015</b>
<b>Diesel:</b>	<b>\$3.29</b>	<b>\$3.29</b>
<b>Gasoline:</b>	<b>\$3.52</b>	<b>\$3.52</b>

**Fleet Status:**

<b>Operating Cost Per Mile:</b>		<b>Road Call Rate Goal: 7,000 Miles</b>	<b>Miles Between Road Calls:</b>
<b>July 2014:</b>	<b>\$1.17</b>	<b>July 2014:</b>	<b>14,160</b>
FY2015 - Year To Date:	\$1.17	FY2015 - Year to Date:	14,160
FY2014:	\$1.20	FY2014 - YTD Comparison:	11,266

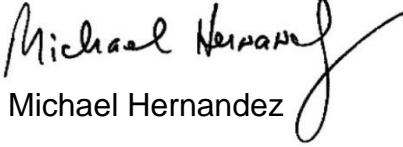
**Department Activities/Comments:**

There were 23 road calls during the month of July, twenty-one were categorized as "major mechanical" and two were related to minor or other non-mechanical issues. The highest road calls were for electrical and cooling related issues.

During the past month a State environmental inspection was conducted at TDA to review waste water and storm water run-off procedures.

The fleet wide cost per mile averaged \$1.17 in July. The higher cost per mile (\$1.43) for the 1701-1712 fleet is attributed to the replacement of two diesel particulate

filters. Maintenance staff began testing an upgrade version of the AssetWorks (EAM) maintenance software system.

  
Michael Hernandez

## ATTACHMENT 4

Date: September 8, 2014

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – June 2014

The following significant events occurred in Administration work groups for the month of June 2014:

### Human Resources

A total employment level for June 2014 is summarized as follows:

<b>Positions</b>	<b>Budget FY14</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	128	133	5
C/O on Long Term Leave *	3	0	-3
Coach Operators Limited Duty	2	1	-1
Operations Staff	26	24	-2
Maintenance & Facilities	43	44	1
Administration (Interns 2 PT)	26	23	-3
<b>Total</b>	<b>228</b>	<b>225</b>	<b>-3</b>

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

<b><i>June Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	\$22,420.16
<i>Other (includes Legal)</i>	\$5,585.24
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	\$13,202.11
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,341.08
<b><i>Total Expenses</i></b>	<b><i>\$53,548.59</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,593,039.76</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$563,898.30)</i></b>
<i># Ending Open Claims</i>	39

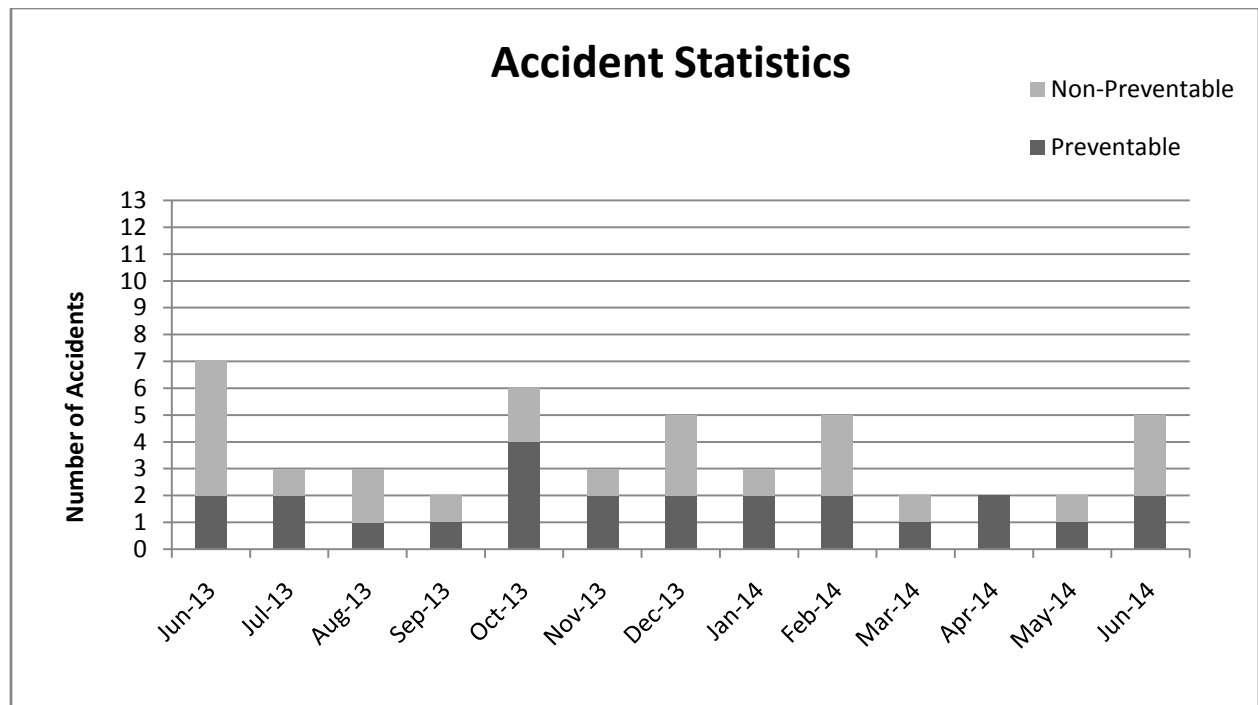
## Training

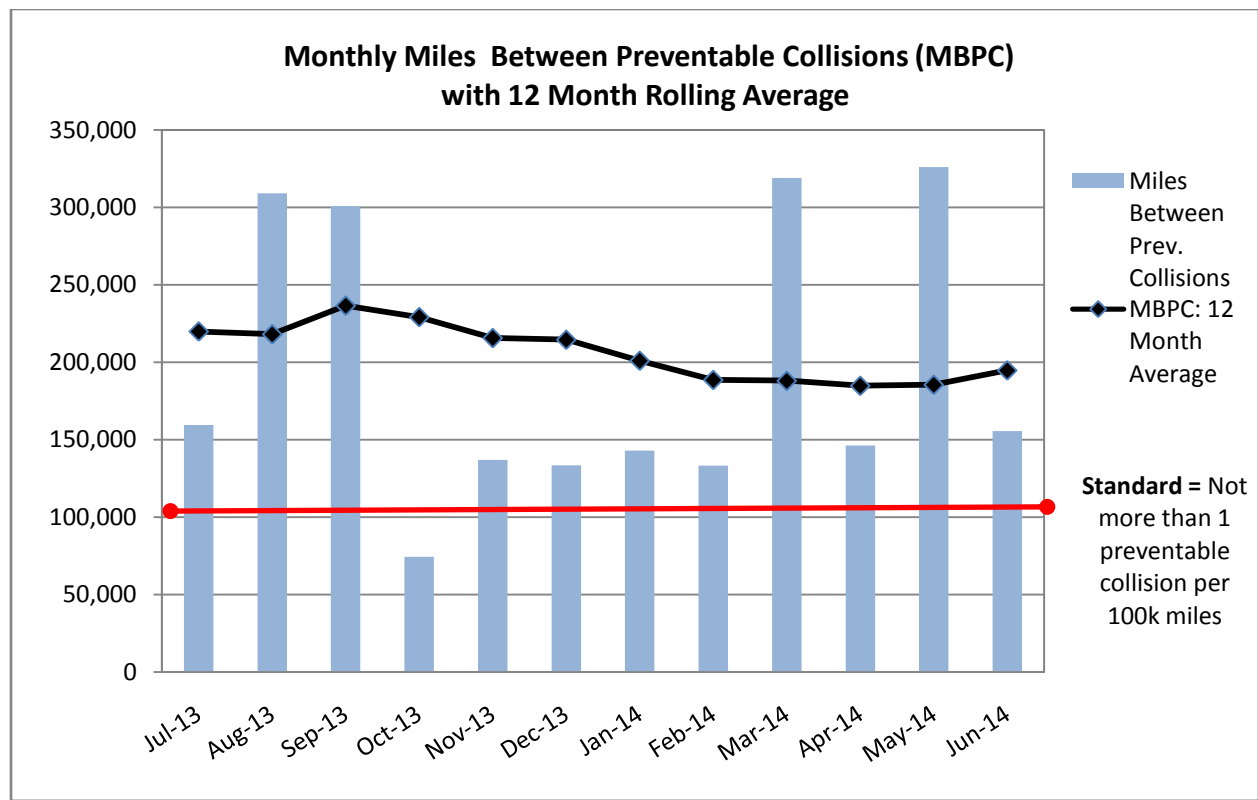
Description	Attendees
Annual VTT Training	0
Line Instructor Training	0

## Risk Management Update

Description	June 2014 Preventable		June 2013 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	3	0	2
Bus hit stationary object	2	0	1	0
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>

During the month of June, there were 2 preventable collisions. Both were determined minor. Both incidents were the right rear tail swing made contact with poles.





**There were no claim recoveries during this period and no claims paid.**

### **Customer Service Update**

<b>Service Report Type</b>	<b>MST</b>	<b>*Other Provider</b>	<b># of valid reports</b>	<b>% of reports received</b>	<b>June '13</b>	<b>% of reports received</b>
Improper Driving	3	3	3	13.3%	4	12.1%
Request To Add Service	0	1		2.2%	2	6.1%
Passed By	1	3	1/1*	8.9%	2	6.1%
Improper Employee Conduct	2	0		4.4%	6	18.2%
Overcrowding	0	1		2.2%	0	0.0%
Late Arrival	2	4		13.3%	1	3.0%
Fare / Transfer Dispute	0	5		11.1%	1	3.0%
No Show	0	3		6.7%	1	3.0%
Taxi	0	1		2.2%	0	0.0%
Service Animal	1	0		2.2%	0	0.0%
Service Other	1	5	2*	13.3%	4	12.1%
Service Schedule	0	0		0.0%	2	6.1%
Request to reduce service	0	0		0.0%	1	3.0%
Early Departure	2	1	2/1*	6.7%	0	0.0%

Passenger Injury	1	1	1*	4.4%	3	9.1%
Off Route	0	1		2.2%	0	0.0%
Title VI Complaint	1	0		2.2%	0	0.0%
Employee Other	2	0		4.4%	6	18.2%
<b>Total Complaints</b>	<b>16</b>	<b>29</b>		<b>100.00%</b>	<b>33</b>	<b>100.00%</b>
Employee Compliment	2	2			0	
Service Compliment	0	0			1	

## Finance Update

### Payroll

Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis. Payroll continued to provide hours and earnings reports upon request to MST departments.

### Grants

During the month of June, staff submitted grant applications to the Monterey Bay Unified Air Pollution Control District for AB2766 funds, coordinated with Caltrans staff for a bus inspection of two grant-funded buses, and continued to prepare reimbursement requests from Caltrans. Staff also gave a Title VI presentation to the new coach operator training class and coordinated a meeting with U.S. Senator Barbara Boxer's staff, which took place at MST headquarters on June 3<sup>rd</sup>.

### Purchasing

During the month of June, staff worked on variety of projects principally organizing the electrical fasteners and terminals area. Staff continued its efforts to reduce lead time, parts costs, and increase parts availability while meeting inventory targets.

### Accounting

During the month of June, staff continued to prepare for MST's June 30<sup>th</sup> fiscal year-end close and interim portion of the audit to begin the week of July 14th. Year-end timelines and cutoffs were discussed to ensure proper recording of expenditures and accruals into the appropriate fiscal year.

## IT Update

Staff configured the current Trapeze Group TransitMaster system software and hardware. Staff monitored the Trapeze Enterprise Asset Management (EAM) maintenance system. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff configured biweekly data for the GIRO DDAM timekeeping system. Staff continued with updating and replacing workstations to



operate on Windows 7 Operating System. Staff monitored the functionality of the Customer Service database.

Staff liaised with the County of Monterey Information Technology department regarding the new radio hardware to be installed in Santa Cruz County to extend Data/Radio coverage to include San Jose, Paso Robles and other outlying areas of service. Staff continued working on the configuration of the virtual computer system. Staff configured and monitored the Exchange email server usage.

Staff worked with Maintenance Department installing AVL equipment into the replacement contractor vehicles. Staff liaised with MV Transportation for installation and configuration of the IVR telephone system to organize the RIDES vehicle arrival system. 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: "MST readies sales-tax measure, Presidio service cuts" (Monterey Herald, 6/5/14); "Monterey-Salinas Transit Agency wants tax on Nov. ballot" (KSBW.com, 6/5/14); "Free transit rides for some Central Coast students this summer" (KCBX.org, 6/9/14); "Cities to decide on new sales tax measure for voters" (KIONrightnow.com, 6/13/14); "Monterey-Salinas Transit board of directors elect new chair, vice chair" (KIONrightnow.com, 6/18/2014); "Monterey-Salinas Transit System campaign for local tax measure" (KIONrightnow.com, 6/19/2014); "Business Digest – MST Board" (Monterey Herald, 6/19/14).

Press releases sent include: "MST Board Elects New Officers" (6/17/14); "MST Bus Service on Independence Day" (6/30/14).

Marketing activities: Continued working on preparations for special events, including the Monterey County Hospitality Association's Employee Appreciation Day (MST sponsorship); continued collaborating with staff on the outreach and education efforts for the proposed sales tax; worked with Redshift on formatting the MST website for smartphones; managed MST website content, Facebook page and Twitter account.

### **Planning**

During the month of June staff continued planning for summer service reductions to routes serving the Presidio of Monterey. These reductions, which took effect July 19<sup>th</sup>, were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. In addition, staff continued working closely with CSUMB to discuss new route and schedule concepts for the fall 2014 semester, as well as with representatives of Fort Hunter Liggett to improve the logistics of MST's partnership with that military installation. Staff also continued planning efforts for a new bus route connecting the rural communities of Paso Robles, San Ardo, San Lucas, and King City.

Other work with military partners during the month involved installing and maintaining transit pass vending machines on post as well as interaction with staff at the San Jose International Airport and its USO Club to ensure proper access for MST's Line 81 buses. Staff met with representatives of the city of Monterey to discuss issues related to the bus stop located at Camino Aguajito and Del Monte Avenue and met with a representative of PG&E to discuss MST's upcoming electric trolley program. In addition, discussions with Greyhound Bus Lines were concluded after calculating that it was not financially viable for MST staff to sell the inter-city bus company's tickets and process freight packages at the new Salinas Intermodal Center, scheduled for opening later this year. Staff also met with counterparts at Santa Cruz Metropolitan Transit District to exchange information, ideas and best practices about our respective agencies.

Staff traveled to Sacramento to participate on the Finance & Management Committee of the California Transit Association. In addition, staff continued participation with the Fort Ord Multimodal Corridor planning team and the Salinas Downtown Vibrancy planning process as well in meetings with various local agencies, including the Fort Ord Reuse Authority, Monterey County Business Council, Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey Symphony Education Committee, and the Monterey County Hospitality Association.

Date: September 8, 2014

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – July 2014

The following significant events occurred in Administration work groups for the month of July 2014:

### Human Resources

A total employment level for July 2014 is summarized as follows:

<b>Positions</b>	<b>Budget FY15</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	133	132	-1
C/O on Long Term Leave *	3	0	-3
Coach Operators Limited Duty	1	1	0
Operations Staff	28	29	1
Maintenance & Facilities	44	43	-1
Administration (Interns 2 PT)	25	25	0
<b>Total</b>	<b>234</b>	<b>230</b>	<b>-4</b>

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

<b><i>July Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	<b>\$14,723.42</b>
<i>Other (includes Legal)</i>	<b>\$25,651.47</b>
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	<b>\$11,458.03</b>
<i>TPA Administration Fee</i>	<b>\$5,000.00</b>
<i>Excess Insurance</i>	<b>\$7,449.00</b>
<b><i>Total Expenses</i></b>	<b><i>\$64,281.92</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,547,188.40</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$548,249.63)</i></b>
<i># Ending Open Claims</i>	<b>40</b>

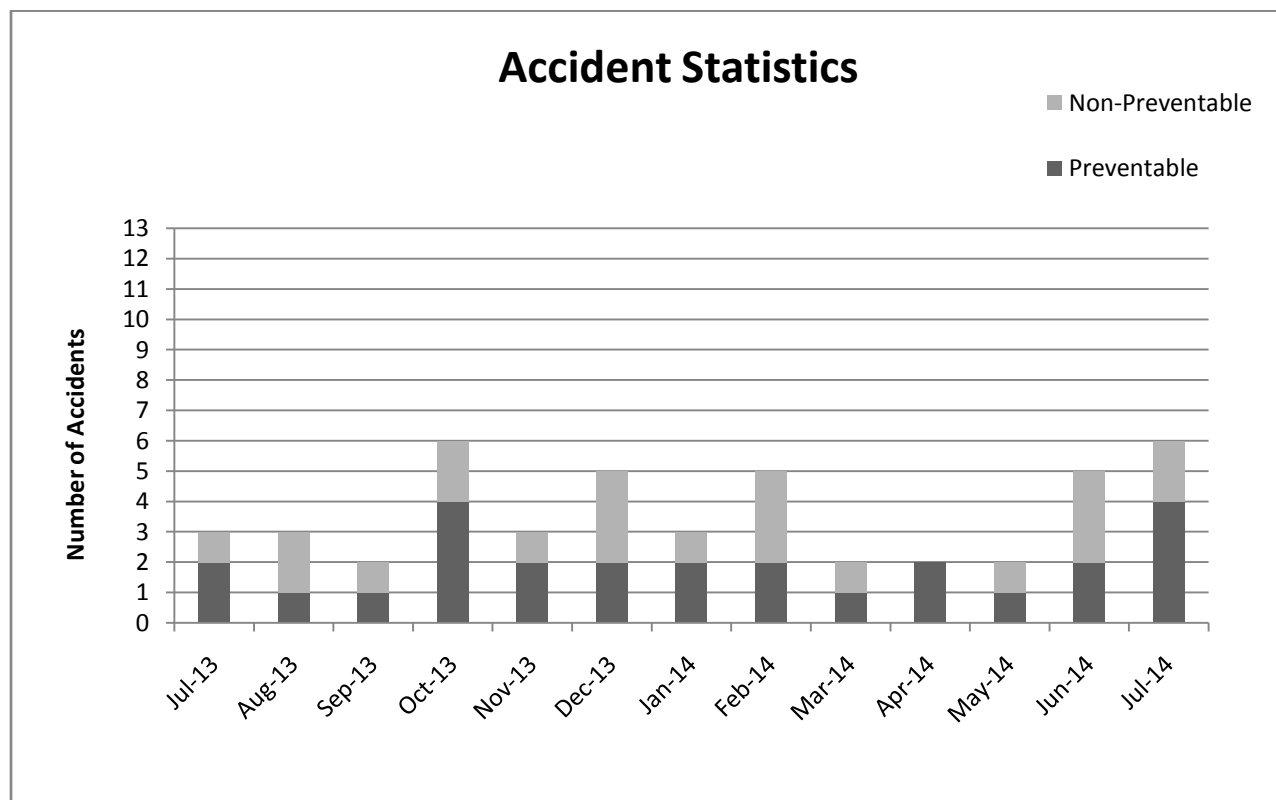
## Training

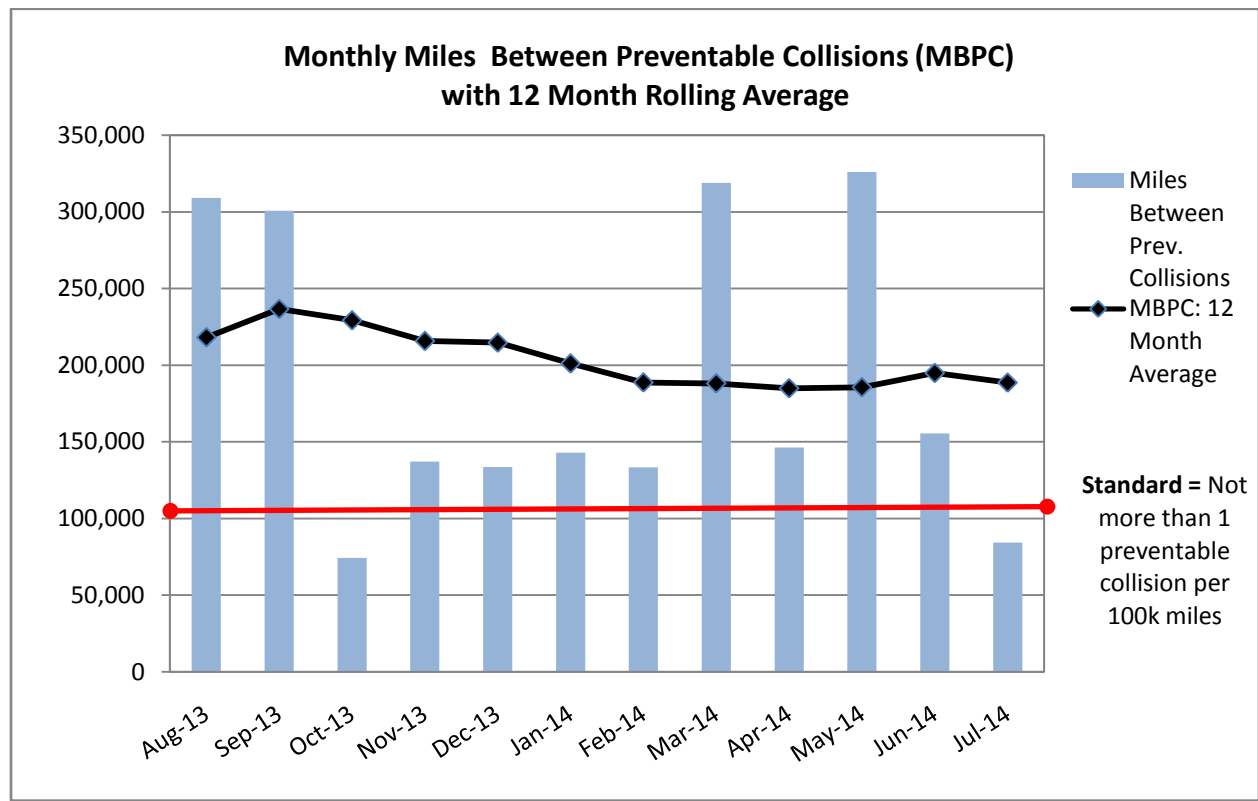
Description	Attendees
Annual VTT Training	8
Line Instructor Training	0

## Risk Management Update

Description	July 2014 Preventable		July 2013 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	2	0	1
Bus hit stationary object	4	0	2	0
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>

There were 4 preventable collisions in the month of July. Two of the collisions involved with the same tree branch causing damage to right side mirrors. The third collision involved a right mirror and a fixed object causing damage to the mirror, and the fourth incident involved a coach coming into contact with a rear bumper of a stationary car. All collisions would be categorized as minor.





**There were no claim recoveries during this period and no claims paid.**

### **Customer Service Update**

<b>Service Report Type</b>	<b>MST</b>	<b>*Other Provider</b>	<b># of valid reports</b>	<b>% of reports received</b>	<b>July '13</b>	<b>% of reports received</b>
Improper Driving	6	0	2	12.8%	12	19.4%
Request To Add Service	1	1		4.3%	2	3.2%
Passed By	2	2	2	8.5%	5	8.1%
Improper Employee Conduct	3	1	2/1*	8.5%	3	4.8%
Bus Stop Amenities	2	0		4.3%	0	0.0%
Late Arrival	2	1		6.4%	3	4.8%
Fare / Transfer Dispute	1	1	1*	4.3%	0	0.0%
No Show	0	1		2.1%	4	6.5%
Inaccurate Public Information	0	1		2.1%	1	1.6%
Off Route	0	0		0.0%	2	3.2%
Service Other	4	5	4*	19.1%	13	21.0%
Passenger Conduct	0	0		0.0%	1	1.6%

Early Departure	1	2	1/1*	6.4%	5	8.1%
Passenger Injury	0	1	1*	2.1%	1	1.6%
Routing	1	1		4.3%	0	0.0%
Unsafe Conditions	0	1		2.1%	1	1.6%
Agency Policy	0	0		0.0%	2	3.2%
Carried By	0	0		0.0%	1	1.6%
Taxi	0	1		2.1%	1	1.6%
Discriminatory behavior by employee	0	0		0.0%	2	3.2%
Employee Other	2	0	1	4.3%	3	4.8%
Service Schedule	2	0		4.3%		
Vehicle Maintenance	0	1		2.1%		
<b>Total Complaints</b>	<b>27</b>	<b>20</b>		<b>100.0%</b>	<b>62</b>	<b>100.0%</b>
Employee Compliment	4	2			5	
Service Compliment	1	0			1	

## Finance Update

### Payroll

Second quarter tax returns were 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. Updated payroll schedules and rosters for new CO sign-up effective July 19<sup>th</sup>.

### Grants

During the month of July, staff submitted the requested Prop 1B allocation to State of California, assisted the financial auditors for MST's interim audit, and continued to prepare reimbursement requests from Caltrans. Quarterly reports were submitted on time to FTA and Caltrans.

### Purchasing

During the month of July, staff worked on calculating the DBE goal for federal FY15-17. Goal setting was based on research from Cal Trans and the Census website of available DBE's and the amount of contract opportunities available in MST's budget. Staff used a two-step process to develop a base figure and adjusted that base figure with regard to market intelligence. A goal of 1.5% is suggested and will be final, once public comment period is concluded and the MST BOD consents to the suggested goal. Regular purchasing activities also continued.

### Accounting

During the month of July, staff provided Vavrinek, Trine, Day & Co., LLP (the CPA firm conducting our annual audit) with the information necessary to complete the

interim portion of the FY14 audit, which occurred during the week of July 14<sup>th</sup>. They will be returning to complete the audit during the week of November 10<sup>th</sup>. Accounting is now in FY15 and will simultaneously continue to reconcile and analyze general ledger accounts for both years.

### **IT Update**

Staff configured the current Trapeze Group TransitMaster system software and hardware. Staff liaised with Trapeze Group staff for the upcoming TransitMaster software and hardware upgrade. Staff monitored the Trapeze Enterprise Asset Management (EAM) maintenance system and created a test site for the upcoming system upgrade. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff configured biweekly data for the GIRO DDAM timekeeping system. Staff continued with updating workstations to Windows 7 Operating System. Staff monitored the functionality of the Customer Service database.

Staff liaised with the County of Monterey Information Technology department regarding the new radio hardware to be installed in Santa Cruz County to extend data/radio coverage to include San Jose, Paso Robles, and other outlying areas of service. Staff continued working on the configuration of the virtual computer system. Staff configured and monitored the Exchange email server usage.

Staff worked with Maintenance Department and MV Transportation installing AVL equipment into replacement contractor vehicles. Staff liaised with MV Transportation for installation and configuration of the IVR telephone system to organize the RIDES vehicle arrival system. 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: "MST board puts sales tax measure on fall ballot" (Monterey Herald, 7/15/14); "Letters: New ordinance helpful to downtown merchants" (Monterey Herald, 7/17/14); "MST service changes go into effect Saturday" (KIONrightnow.com, 7/17/14); "Cal Am could take over Chualar sewer system" (Monterey Herald, 7/22/14); "Carmel named one of America's '10 best small towns'" (SFGate.com, 7/24/14).

Pres releases sent include: "Free Bus Service to Superbike World Championship for Ticket Holders" (7/9/14); "MST Board of Directors Approves Resolution Ordering an Election for 1/8-Cent Sales Tax Dedicated to Transit Services for Seniors, Veterans and People with Disabilities" (7/14/14); "MST Service Changes Go into Effect Saturday, July 19" (7/17/14); "MST 1/8-cent Sales Tax Documents" (7/29/14).

Marketing activities: Continued working on preparations for special events, including the upcoming West End Celebration, the Monterey Jazz Festival, and Salinas Ciclovía; ordered MST-logo school supplies for the 6<sup>th</sup> grade students in the Alisal Union School District; continued collaborating with staff on the outreach and education efforts for the proposed sales tax; worked with Redshift on formatting the MST website for smartphones; managed MST website content, Facebook page and Twitter account.

## **Planning**

During the month of July staff continued planning for summer service reductions to routes serving the Presidio of Monterey. These reductions, which took effect July 19<sup>th</sup>, were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. In addition to the service reductions for the Presidio, service expansions were implemented on the former Fort Ord to better serve the Monterey County Integrated Health Clinic as well as affordable housing units and the shopping center in the Dunes redevelopment area. Of particular note was the extension of one AM and one PM trip on Line 23 to the San Lucas community, providing its residents with their first-ever fixed-route transit access to King City, Greenfield, Soledad, Gonzales, Chualar, and Salinas, including a one-seat ride to Natividad Hospital. Staff also continued outreach and planning efforts for a new bus line that would connect the Salinas Valley cities with San Lucas, San Ardo, San Miguel and Paso Robles, with an estimated 3 round trips per day to be funded by a federal grant for rural communities. Concurrent with the efforts involved with the July 19<sup>th</sup> service change, staff was simultaneously planning for an August 23<sup>rd</sup> service change, which would introduce new route and schedule concepts for CSUMB for the fall 2014 semester, as well as a variety of other minor adjustments to other MST bus lines.

Other activities with military partners during the month included installing and maintaining transit pass vending machines on post as well as participation in a strategic planning process for future infrastructure needs at the Presidio of Monterey. Staff worked with representatives of King City to assess the feasibility of adding a bus stop on First Avenue by a veterinarian clinic. In addition, staff participated in a kick-off meeting with representatives of AECOM for the planning, design and engineering of the TDA renovation project as well as in a product demonstration with representatives of Parkeon for a new pass vending machine model equipped with a GPS-based bus information display. Staff met with a representative of Greyhound Bus Lines to explore the feasibility of an interline agreement that would enable passengers to transfer seamlessly between the two transportation operators. Staff also met with counterparts at Santa Cruz Metropolitan Transit District to exchange information, ideas and best practices about our respective agencies.

Staff was invited to participate in the planning meetings for this year's Ciclovía event in Salinas. In addition, staff continued participation with the Fort Ord Multimodal Corridor planning team and the Salinas Downtown Vibrancy planning process as well in meetings with various local agencies, including the Fort Ord Reuse Authority, Monterey County Business Council, Transportation Agency for Monterey County, Monterey County Workforce Investment Board Youth Council, Association of Monterey Bay Area Governments, and the Monterey County Hospitality Association.



**Monterey-Salinas Transit**  
*Washington, D.C. Office*

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August 1, 2014

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

**July Advocacy Meetings**

We arranged and attended meetings for you in Washington, DC, on July 16 and 17, in order to weigh in on key pending issues, including the Highway Trust Fund rescue and MAP-21 extension legislation.

Legislative activity has been chaotic as Congress headed into the typical July sprint to the August recess. The limited time and the difficulty in achieving closure on key legislative issues made July a strategically important time for you to be in Washington, DC, to press MST's case on pending legislation, including H.R. 5021, the *Highway and Transportation Funding Act of 2014*, the final version of which was being negotiated by the House and the Senate while you were here.

Obtaining a long-term extension of MAP-21 at least through March 1 was a central focus for your meetings. This is because FTA does not apportion funds for less than 5/12s of a fiscal year. So even if Congress adopts a short-term CR through the end of the calendar year, MST will not receive federal funds until an appropriation for a period at least through the end of February is completed.

We arranged and attended the following meetings for you: We met with staff from Congressman Farr's office and Senators' Feinstein and Boxer to brief them on the impact of the HTF short-fall on MST and to also request their assistance on MAP-21 issues and legislation to extend the Commuter Fringe Benefit tax provision. We met with the House Transportation and Infrastructure, Senate Environment and Public Works, and Senate Banking Committees to urge them to extend the HTF and MAP-21 at least until March. We also met with FTA Associate Administrator Buchanan-Smith to discuss ways that FTA could assist MST with its cash flow if short-term extensions of the law harm MST. We also briefed Beth Day, FTA's Director of Project Planning, and her staff, on MST's interest in funding through the Small Starts Program. Finally, we briefed Congressman Gingrey's Legislative Staff on the impact of Department of Labor regulations on transit in California. Congressman Gingrey has a long-standing interest in the subject because of the way DOL regulations have impacted transit in Georgia.

These meetings supplemented our ongoing efforts in Washington, DC, to weigh in on behalf of MST on tax, transportation and budget issues through our direct contacts with Congress and the Administration.

### **Highway Trust Fund**

The solvency of the Highway Trust Fund moved to center stage when the Congressional Budget Office reported on June 27 that an additional \$8 billion was needed to meet the obligations to highway and transit programs through the end of the year. The Highway Trust Fund is essentially insolvent because the revenues that are being deposited into the Account from motor fuels taxes are not sufficient to cover the spending on highway and transit programs. This has required transfers from the General Fund into the Trust Fund in order to cover the spending authorized by MAP-21.

The House passed H.R. 5021, the *Highway and Transportation Funding Act of 2014*, on July 15 to provide a \$10.8 billion infusion to the Trust Fund to support programs through May. The Senate passed its version of H.R. 5021 on July 29 after amending it to reduce the size of the bailout to \$8 billion. Highlighting the different approaches taken by the House and the Senate, the Senate also adopted amendments to H.R. 5021 that eliminated controversial budget offsets that were included by the House and shortened the duration of the bill to December 19, in order to force additional action on surface transportation legislation in the expected post-election, lame duck session of Congress. As stated above, our message to legislators has been that any extension of the HTF and MAP-21 must go through at least March 1 in order to allow MST to receive apportionments from FTA. Just before leaving for the August recess, the Senate voted to send the original House bill to the President for his signature, thus providing 10.8 billion for rescuing the Trust Fund and extending MAP-21 through May 31, 2015.

### **Surface Transportation Legislation Reauthorization**

The Moving Ahead for Progress in the 21st Century (MAP-21) Act expires on September 30, and it became clear over the summer that Congress would miss that deadline for reauthorization. Although there are many difficult programmatic and policy decisions to be made in the reauthorization debate, the main obstacle has been the need to identify additional revenue sources to fund Federal highway, transit and highway safety programs at least at the current levels.

Although the Senate Environment and Public Works Committee marked up a draft reauthorization bill on May 15, none of the other House and Senate Committees with jurisdiction have acted to move legislation forward, which has necessitated a short-term extension of MAP-21. The recent legislation to provide stop-gap funding for the Highway Trust Fund also included legislative authority for highway and transit programs through May 31, 2015. Senate Environment and Public Works Committee Chair Boxer recently stated her intention to continue to press for a multi-year MAP-21 reauthorization when Congress returns in the fall.

### **FY 2015 Budget**

In the current environment, it is unlikely that any of the twelve appropriations bills that are needed to fund the Federal government will be enacted by the start of the new fiscal year on

October 1. This is contrary to the expectation earlier in the year that passage of the *Bipartisan Budget Act of 2013* and completion of the *FY 2014 Consolidated Appropriations Act* in January would help to make the FY 2015 appropriations process flow more smoothly. But, while the House has made significant progress, Senate floor action on appropriations bills has become mired in a procedural standoff over a variety of proposed amendments geared towards impacting individual races in the November elections.

The full House did pass its version of the FY 2015 THUD Appropriations Act on June 10. And despite the gridlock at the leadership level in the Senate, the Senate Appropriations Committee is continuing to draft and approve FY 2015 spending measures, with its version of the FY 2015 THUD bill reported on June 5. Both bills would continue the FTA formula programs at \$8.595 billion, the same level as last year. The Senate bill would provide \$2.163 billion for FTA's Capital Investment Program, which is \$472 million more than the House. However, Senate Majority Leader Reid (D-NV) and Ranking Minority Member McConnell (R-KY) remain at loggerheads on how to proceed, and some sort of interim funding through a Continuing Appropriations Resolution is now considered a near certainty.

TPW:dwg

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To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: State Legislative Update – July and August 2014

MST staff is participating on the California Transit Association's Subcommittee on Cap and Trade. The committee has met to continue the discussion on how best to influence the Cap and Trade program as it begins to take shape. The Strategic Growth Council, California State Transportation Agency (CalSTA), Caltrans, Air Resources Board, and California Environmental Protection Agency have all begun the process of developing program guidelines through a series of public workshops that began last week and continue through the beginning of September.

Governor Brown signed two bills supported by both Monterey-Salinas Transit and the California Transit Association. The first, AB 1720 (Bloom), extends for one more year – until January 1, 2016 – existing provisions in law that allow public transit systems to procure buses of the same (or lesser) weight than those they are replacing, and/or buses that fulfill a need based on findings approved by the governing board. The second bill, SB 1236 (Monning), allows transit agencies statewide to designate employees, or contracted security officers, to enforce specific prohibited acts, as defined in state law, when these violations occur on transit properties.

Staff continues to monitor the progress of the following state bills and provides the following recommendations as they are consistent with Board adopted legislative program.

**SB 556 (Padilla)** requires public agencies, including transit systems, to label vehicles of contracted employees providing public health or safety services. SB 556 would have a significant negative impact on those public transit systems which rely on independent, outside contractors to provide security services at transit facilities.

**Recommended Position:** Oppose

**Status/Location as of August 27, 2014:** Assembly floor

**SB 785 (Wolk)** consolidates and conforms existing design-build authority for the Department of General Services and the Department of Correction and Rehabilitation, as well as for local agencies (defined to mean cities and counties), certain special districts, and transit operators. Additionally, this bill would extend to 2025 the sunset date on specified design-build authorizations, establish a \$1 million threshold for projects to utilize design-build, and continue existing labor compliance and

apprenticeship programs. This bill would not repeal the sections of the Public Contract Code related to transit design-build.

**Recommended Position:** Support

**Status/Location as of August 27, 2014:** Assembly floor

**AB 1783 (Jones-Sawyer)** will be amended to extend the provisions in AB 1222 (Bloom and Dickinson) [Chapter 527, Statutes of 2013] temporarily exempting employees covered by 13(c) of the Federal Transit Act from PEPRA.

**Recommended Position:** Support

**Status/Location:** Senate Public Employment & Retirement Committee

**AB 2707 (Chau)** would authorize 40-foot transit buses to be equipped with a front-mounted three-position bicycle rack that extends up to 40 inches from the front body of the bus when fully deployed, rather than the 36 inches allowed under current law.

**Recommended Position:** Support

**Status/Location:** Assembly floor

Prepared by: 



August 27, 2014

To: Carl Sedoryk

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

**Subject: TRIP REPORT – June 2014**

From June 26<sup>th</sup> to 27<sup>th</sup>, I traveled to Sacramento to participate on the Finance & Management Committee of the California Transit Association. This committee provides oversight and input on the annual budget and work plan of the Association and makes recommendations to the Executive Committee. The Finance & Management committee generally meets twice a year – once in the early summer and a second time in the fall before the Annual CTA Conference.

Hunter Harvath

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## Plenty of tax measures ready for November election

By Larry Parsons

[lp Parsons@montereyherald.com](mailto:lp Parsons@montereyherald.com) (<mailto:lp Parsons@montereyherald.com>) @LPParsons69 on Twitter

POSTED: 08/12/2014 04:51:13 PM PDT | UPDATED: 6 DAYS AGO

0 COMMENTS

*Correction: A sales tax measure in the city of Monterey on the November ballot needs a two-thirds majority for passage. An earlier version of this article was incorrect.*

**SALINAS >>** The November election could well serve as a big gut check on Monterey County voters' willingness to raise their taxes.

Various cities and the countywide Monterey-Salinas Transit Agency have 11 tax measures going on Nov. 4 ballots — from tiny Sand City to the largest city of Salinas.

"We need an increase in sales tax for operating expenses," said Sand City Administrator Kelly Morgan. "If we don't have new revenue, we'll be \$400,000 in the hole."

Similar sales pitches likely will be heard by voters in other communities in the run-up to the November election. And voters in six school districts will be asked to pass bond measures, ranging from a \$128 million measure in the Salinas Union High School District for a new high school and repairs at other schools to an \$18 million measure in the Pacific Grove Unified School District to keep pace in classrooms with computer, software and other technological advances.

Here's a rundown of the tax and bond measures in the November election. The Elections Department won't assign letter names for the measures until later this week:

- Monterey — A 1 percent sales tax for four years to raise money to fix streets, storm drains and improve access for handicapped persons. A two-thirds majority for passage.
- Sand City — Increasing the sales tax from 0.5 percent to 1 percent to help pay for general city operations. A simple majority for passage.
- Marina — Extending the expiration date for a 1 percent sales tax for general services from March 2016 to March 2026. A simple majority for passage.
- Marina — Making permanent a hotel room tax rate of 12 percent. The rate was increased from 10 percent with voter approval in 2010. A simple majority for passage. Both Marina tax measures would be for general city operations.
- Salinas — A 1 percent sales tax to enhance and improve city services. A simple majority for passage. The City Council voted to place the general tax measure before voters, but some residents are pushing to qualify a public safety tax measure, which would take a two-thirds majority to pass.
- Salinas — Changing the city's utility users tax to include wireless and other technologies and making other amendments. A simple majority for passage.
- Monterey-Salinas Transit — A 0.125 (one-eighth of a cent per dollar) sales tax to support services for seniors, veterans and handicapped persons. Two-thirds majority for passage.
- Soledad — A 1 percent sales tax for five years to help pay for essential services. A simple majority for passage.
- Gonzales — A 0.5 percent sales tax for 10 years to protect essential services. A simple majority for passage.

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Value claim: Toyota has the best overall value of any full-line manufacturer, 2014 IntelliChoice. [www.IntelliChoice.com](http://www.IntelliChoice.com). Popular Brand. Based on 2014 model year study.

### Happening Around Monterey

News & Business



**Los Angeles Times**  
@latimes



Woman, 63, shoots her own hand during an argument with relative over a Xbox console, officials say [lat.ms/1pb7chr](http://lat.ms/1pb7chr) (<http://t.co/8YypMGgTY2>)

6m

(<http://twitter.com/latimes/status/5018398708062085>)

Crowdnews



## Transit California



### Member News Library

The following items are excerpted from news releases issued by California Transit Association members. If you are a member of the Association and would like to submit an item to be considered for inclusion in the Member News Library, please e-mail your press releases to Communications Director Jeff Wagner ([jeff@caltransit.org](mailto:jeff@caltransit.org)) AND to Managing Editor Stephanie Jordan ([sjordan@freelancecomm.com](mailto:sjordan@freelancecomm.com)). Photos and cutline information with your news release submissions, when possible, are encouraged.

### INDUSTRY NEWS

#### VTA Moves Over 5,000 4th of July Spectators

**Santa Clara Valley Transportation Authority (VTA)** demonstrated its ability to move a large crowd quickly and safely on the 4th of July, when it took 36 minutes to get 5,400 people on their way home following a Rotary Centennial Fireworks show in downtown San José. That's 150 people per minute. Through a coordinated effort VTA staff – with the cooperation of the Santa Clara County Sheriff's Office and security contractor AlliedBarton – kept people safe around its system during the fireworks show, and then moved transit riders on board and on their way directly following the event.

Tens of thousands of fireworks enthusiasts converged on Discovery Meadow in downtown San José for the first fireworks festival at that location since 2008. A large portion of those rode transit to avoid the hassle of parking and traffic. While attendees showed up at the park over the course of a few hours, when the show ended, they all wanted to leave at once.



**VTA was ready to help transport 5,400 people on their way home following a 4th of July Fireworks show in downtown San José.**

VTA, having provided transit services to the festival in the past, knew what to expect. Operators, ambassadors, and others were ready, trains and buses were on standby, queuing lanes to help direct people to the correct platform and bus service were in place, and signs helped people know where to line up to board.

To help customers prepare, VTA sent out notices to passengers in advance about changes in service and posted information to its website. The agency also encouraged passengers to buy their return tickets ahead of time, as fare inspectors would check for tickets before riders reached the platform.

#### NCTD Achieves Record Ridership

More passengers than ever before are choosing public transit in North San Diego County. **North County Transit District (NCTD)** set an all-time high for passenger trips in fiscal year (FY) 2014, which concluded on June 30. During FY 2014, a total of 12,583,961 million customer trips were taken on NCTD's public transit services, exceeding the previous record that was set in FY 2000 by 14,628 trips.

The record ridership reflects a culmination of recent system improvements made by NCTD, including the successful implementation of NCTD's Mobility Plan.

This multi-phase plan, which NCTD initiated in 2011 and finished implementing earlier in 2014, included the lowering of fares on BREEZE, LIFT, and COASTER, realignment and rescheduling of bus and train routes to better meet customers' needs. Other proactive innovations, including offering online and mobile phone ticketing, complimentary Wi-Fi on the SPRINTER and COASTER, and additional COASTER trips through the Amtrak Rail2Rail program, also served to boost ridership on NCTD's transit modes.