

**Board of Directors Regular Meeting
September 19, 2016**



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

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

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CLOSED SESSION

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

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

- 3-1. Conference with Labor Negotiators Gov. Code § 54957.6.
Monterey-Salinas Transit Employees Union (MSTEA), and MST.
(D. Laredo, K. Halcon)

Advocating and delivering quality public transportation as a leader within our community and industry.

Transit District Members Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey
Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

PH 1-888-MST-BUS1 (1-888-678-2871) • FAX (831) 899-3954 • WEB mst.org

- 3-2. Conference with Real Property Negotiators, Gov. Code § 54956.8: (Parcel # APN 002-481-022-000; 002-481-024-000; 031-112-019-000; 031-112-020-000; 031-101-020-000; 031-101-021-000; 031-101-063-000; 031-101-060-000; 031-101-064-000) Lease terms and signing authority. Negotiating parties (C. Sedoryk, M. Hernandez) (No enclosure)
- 3-3. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)
- 3-4. Public Employee Performance Evaluation, Gov. Code § 54957: General Manager/CEO. (K. Halcon)

4. RETURN TO OPEN SESSION

- 4-1. Report on Closed Session and possible action.

5. CONSENT AGENDA

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

- 5-1. Adopt Resolution 2017-04 recognizing Leticia Trevino, Coach Operator, as Employee of the Month for August 2016. (Robert Weber) (Pg. 7)
- 5-2. Adopt Resolution 2017-05 recognizing Sherman Upshaw, Senior Utility Service Person as Employee of the Month for September 2016. (Michael Hernandez) (Pg. 9)
- 5-3. Minutes of the MST Board Meeting of July 11, 2016. (Deanna Smith) (Pg. 11)
- 5-4. Minutes of the Ad Hoc Nominating Committee July 8, 2016. (Deanna Smith) (Pg. 17)
- 5-5. Minutes of the Measure Q Oversight Committee, August 16, 2016. (Deanna Smith) (Pg. 19)
- 5-6. Minutes of the South County Public Scoping Meetings, August 11 and 13, 2016. (Deanna Smith) (Pg. 21)
- 5-7. Financial Report – June and July 2016. (Angela Dawson) (Pg. 23)
- 5-8. Disposal of Property left aboard buses. (Sonia Bannister) (Pg. 41)
- 5-9. Claim Rejections – Zapata and Rangel. (Benjamin Newman) (Pg. 43)

- 5-10. Approve FY 2016 Performance Incentive Pool for MSTEA and Confidential Unit. (Carl Sedoryk) (Pg. 45)
- 5-11. Renew Legal Services Contract. (Carl Sedoryk) (Pg. 47)
- 5-12. Appoint new members to the Mobility Advisory Committee. (Tom Hicks) (Pg. 49)
- 5-13. Strategic Plan Update and Workshop. (Carl Sedoryk) (Pg. 53)
- 5-14. Appoint member to the Measure Q Oversight Committee. (Carl Sedoryk) (Pg. 55)
- 5-15. Authorize a contract with Public Sector Personnel Consultants to complete Classification and Compensation Study. (Kelly Halcon) (Pg. 57)
- 5-16. Approve Memorandum of Understanding between MST and the Association of Monterey Bay Area Governments. (Lisa Rheinheimer) (Pg. 61)
- 5-17. Adopt Resolution 2017-06 recognizing Ann Armbruster for 30 Years of Safe Driving. (Michael Hernandez) (Pg. 71)
- 5-18. Approve payment of FY 2017 APTA Dues. (Hunter Harvath) (Pg. 73)

End of Consent Agenda

6. RECOGNITION AND SPECIAL PRESENTATIONS

- 6-1. Employee of the Month, August – Leticia Trevino. (Robert Weber)
- 6-2. Employee of the Month, September – Sherman Upshaw (Michael Hernandez)
- 6-3. 30 Years Safe Driving – Ann Armbruster. (Michael Hernandez)
- 6-4. 20 Years of Service – Agustin Ruelas. (Michael Hernandez)
- 6-5. 25 Years of Service – William “Bob” Parks. (Robert Weber)

7. PUBLIC HEARINGS

8. ACTION ITEMS

- 8-1. Approve Electric Bus Purchase. (Michael Hernandez) (Pg. 75)

- 8-2. Authorize Acceptance of RIDES Mini Buses. (Michael Hernandez) (Pg. 77)
- 8-3. Award Construction Contract to BlueScope Construction. (Michael Hernandez) (Pg. 79)
- 8-4. Approve South County Bus Operations and Maintenance Facility site selection goals. (Lisa Rheinheimer) (Pg. 83)
- 8-5. Review Temporary Facility Options and Approve Contract Lease Signing Authority. (Michael Hernandez) (Pg. 101)
- 8-6. Authorize the purchase of OnStreet Real-time Arrival Information Signs from Trapeze Group. (Mark Eccles) (Pg. 103)

9. REPORTS & INFORMATION ITEMS

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

- 9-1. General Manager/CEO Report – June and July 2016 (Pg. 105)
- 9-2. Washington, D.C. Lobby Report – July and August 2016 (Pg. 157)
- 9-3. State Legislative Advocacy Update – July and August 2016 (Pg. 159)
- 9-4. Staff Trip Reports. (Pg. 163)
- 9-5. Correspondence. (Pg. 165)

10. BOARD REPORTS, COMMENTS, AND REFERRALS

- 10-1. Reports on meetings attended by board members at MST expense (AB 1234).
- 10-2. Board member comments and announcements.
- 10-3. Board member referrals for future agendas.

11. ATTACHMENTS

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

12. ADJOURN

NEXT MEETING DATE: October 10, 2016

19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940

NEXT AGENDA DEADLINE: September 27, 2016

**Dates and times are subject to change.*

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

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

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

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**LETICIA TREVINO
AUGUST 2016
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Leticia Trevino began her career as a Coach Operator with Monterey-Salinas Transit District in July of 1989, and in May 2000 took a short break, and returned to driving in July of 2000. A recent recipient of a 25 year Safe Driving Award, she has also received multiple commendations; and

WHEREAS, Leticia Trevino contacted MST Center in April of 2016 concerning a highly intoxicated male's ability to properly care for his two small children. When the individual became unresponsive, Ms. Trevino was able to wake him and immediately contacted the Communication Center asking for assistance from local law enforcement. This resulted in the male passenger's arrest and the children being safely reunited with their mother; and

WHEREAS, Leticia Trevino is an employee who regards the safety of her passengers as a top priority. Leticia's actions ensured the safety and well-being of her passengers and may have prevented a tragic outcome for the children involved; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Leticia Trevino as Employee of the Month for August 2016; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-04 this 19th day of August, 2016.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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**SHERMAN UPSHAW
SEPTEMBER 2016
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Sherman Upshaw began his career with Monterey-Salinas Transit as a Utility Service Worker in 1996 and was promoted to Senior Utility Service Person in 2003; and

WHEREAS, Sherman Upshaw has played a key role all major Facilities projects including, but limited to, the Jazz BRT project; the installation of the CJW security gate; and new shelter installations; and

WHEREAS, Sherman Upshaw provided outstanding support to prepare MST's new administration office for staff relocation, including cleaning up the vacant building; remodeling work areas; and relocating equipment, files, and materials for staff moving into the new building; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Sherman Upshaw as Employee of the Month for September 2016; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-05 this 19th day of September, 2016.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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MST BOARD OF DIRECTORS

Frank J. Lichtanski Administrative Building
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

Minutes
June 11, 2016

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:08 a.m. Roll call was taken and Director Pat Stephens led the Pledge of Allegiance.

Present:	Tony Barrera	City of Salinas
	Robert Bonincontri	City of Gonzales
	Kristin Clark	City of Del Rey Oaks
	Libby Downey	City of Monterey
	Carolyn Hardy	City of Carmel-by-the-Sea
	Mike LeBarre	City of King
	Dan Miller	City of Pacific Grove
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
	Patricia Stephens	City of Soledad

Absent:	Fernando Armenta	County of Monterey
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Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. GM/Finance & Administration
	Michael Hernandez	Asst. GM/COO
	Kelly Halcon	Director of HR & Risk Management
	Lisa Rheinheimer	Director of Planning and Development
	Andrea Williams	General Accounting & Budget Manager
	Mark Eccles	Director of Information Technology
	Tom Hicks	Mobility Services Manager
	Robert Weber	Director of Transportation Services
	Alvin Johnson	Contract Transportation Supervisor
	Michelle Overmeyer	Grants Analyst
	Zoë Shoats	Marketing manager

Dave Laredo
Deanna Smith
Miriam Gutierrez

De Lay & Laredo
Compliance Analyst / Deputy Secretary
Customer Service Representative

Public:	Ken Walker Albert Garcia JR Berke Wayne Downey Tianna Greene Jim Fink	ATU ATU MV Transportation Monterey resident MST Rider MST Rider
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Apology is made for any misspelling of a name.

1-3. Swearing In Ceremony – Carolyn Hardy, City of Carmel-by-the-Sea

Chair Downey administered the Oath of Office for the new representative from the City of Carmel-by-the-Sea.

1-4. Conduct Election of Officers.

Director Stephens reported on the Ad Hoc Nominating Committee's recommendations of Tony Barrera, City of Salinas, to serve as MST Chair; and Mike LeBarre, City of King, to serve as MST Vice-Chair for fiscal years 2017 and 2018. The committee also recommended MST staff to serve on various boards for the two-year term.

Public Comment – none.

Director Pendergrass made a motion to appoint Tony Barrera as MST Chair and Mike LeBarre as MST Vice-Chair for fiscal years 2017 and 2018, and to appoint MST staff to represent MST on various boards. The motion was seconded by Director O'Connell and passed unanimously.

Director Downey passed the gavel to Chair Barrera and congratulated him on his service. She thanked MST staff for the opportunity to serve on the board for over 12 years.

1-5. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Tianna Greene requested assistance for persons with disabilities who will be negatively affected by the upcoming construction at the Holman Highway and Highway 1 interchange. She stated that there are those who do not live or work in the construction impact area, but will still be negatively affected due to vital medical

appointments in and around CHOMP. She requested reduced bus fares for these individuals.

3. CONSENT AGENDA

- 3-1. Adopt Resolution 2017-01 recognizing Michael Gallant, Business Development Transit Planner, as Employee of the Month for July 2016.
- 3-2. Minutes of the regular meeting of June 13, 2016.
- 3-3. Minutes of the Planning/Ops Committee June 13, 2016.
- 3-4. Financial Report – May 2016.
- 3-5. Disposal of property left aboard buses.
- 3-6. Adopt Resolution 2017-02 recognizing Libby Downey for her service as Chair of the Board of Monterey-Salinas Transit.
- 3-7. Adopt Resolution 2017-03 recognizing the Honorable Sam Farr as MST's Transit Champion for 2016.
- 3-8. Authorize a contract with First Alarm Security Services.
- 3-9. Approve revision to Resolution 2016-31.
- 3-10. Adopt Cash Reserves Policy.

Public Comment – none.

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

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. Resolution of Appreciation – Libby Downey, Board Chair.

Carl Sedoryk presented Libby Downey with a resolution of appreciation for her service as MST Board Chair from July 2014 through July 2016.

- 4-2. Employee of the Month – Michael Gallant.

Lisa Rheinheimer recognized Michael Gallant, Business Development Transit Planner, for his excellent service to MST and to the entire community.

- 4-3. 35 Years of Service – Steven Carroll, Intermediate Mechanic.

Steven Carroll was not present.

4-4. Onboard Rider Survey and Community Non-rider Survey.

Zoë Shoats, Marketing Manager, introduced Jim Moore, owner of Moore & Associates consulting firm, who presented the results of the Onboard Rider Survey and Community Non-rider Survey.

4-5. Certificate of Achievement for Excellence in Financial Reporting.

Hunter Harvath presented the Certificate of Achievement for Excellence in Financial Reporting awarded to MST by the Government Officers Finance Administration. MST has received this award for many consecutive years. Mr. Harvath acknowledged Andrea Williams, General Budget and Accounting Manager for her excellent financial oversight.

Public Comment – none.

5. PUBLIC HEARINGS

6. ACTION ITEMS

6-1. Authorize contract for funding of CSUMB Transit Services.

Public Comment

Jim Fink asked if Line 17 was being discontinued.

Close Public Comment

Director Barrera requested that MST staff contact the transportation coordinator for CSUMB to assess student satisfaction with services.

Director Hardy asked why CSUMB has requested such a large reduction in services.

Mr. Harvath stated that funding for CSUMB service is a result of a partnership between MST and CSUMB. The university determines the amount of service it wants to pay for and MST adjusts service levels accordingly. Over the years, funding has fluctuated and the \$485,111 funding for the 2016-2017 academic year represents a mid-range level of funding compared to previous years.

Mr. Harvath confirmed that Line 17 is being discontinued entirely.

Director Downey made a motion to authorize a contract for a total of \$485,111 from CSUMB for transit services for the 2016-2017 academic year and was seconded by Director Stephens. The motion passed unanimously.

6-2. Authorize purchase of MCI Coach.

Mike Hernandez stated that since the agenda was posted, MST confirmed receipt of \$352,000 from a FTA Section 5311 grant and \$310,000 from California's Transportation Bond Program, Prop 1B for the purchase of one heavy-duty suburban coach and equipment from Motor Coach Industries.

Public Comment – none.

Director Clark made a motion to authorize MST to purchase one heavy-duty suburban coach and equipment from Motor Coach Industries and was seconded by Director Pacheco. The motion passed unanimously.

6-3. Approve South County Transit Marketing Services.

Zoë Shoats stated that in spite of great effort to solicit responses, only one vendor responded to the RFQ for marketing services. An Independent Cost Estimate was conducted to ensure the responsive vendor's cost was in line with similar marketing services. Funded by a \$100,000 federal grant awarded through Caltrans, the project will focus on marketing MST's rural bus lines that serve the Salinas Valley.

Public Comment

Jim Fink requested more information on South County service. MST staff will assist him after the meeting.

Close Public Comment

Director Downey made a motion to award a contract to Chidlaw Marketing and TMD Creative to complete the South County Marketing Campaign and was seconded by Director Stephens. The motion passed unanimously.

7. REPORTS & INFORMATION ITEMS

- 7-1. General Manager/CEO Report – May 2016.
- 7-2. Washington, D.C. Lobby Report – June 2016.
- 7-3. State Legislative Advocacy Update – June 2016.
- 7-4. Staff Trip Reports.
- 7-5. Correspondence.
- 7-6. APTA Annual Meeting – Los Angeles, CA. September 11-14.

10. BOARD REPORTS, COMMENTS, AND REFERRALS

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

10-2. Board member comments and announcements.

Director Downey stated that she has received complaints from constituents that the clock at the Monterey Transit Center is unreliable. She has informed the City of Monterey.

Director LeBarre stated that he just received information on the number of Summer Youth Passes sold in King City and he feels they are low. He stated that there is an opportunity to market the passes in South County.

Director Downey stated that she wanted to thank MST General Counsel, Dave Laredo, for his support and excellent counsel during her term as MST Board Chair.

Director Barrera thanked MST staff for their excellent work.

10-3. Board member referrals for future agendas.

11. ATTACHMENTS

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

12. ADJOURN

There being no further business, the meeting was adjourned at 11:04 a.m.

Prepared by:



Deanna Smith, Deputy Secretary

Ad Hoc Nominating Committee

1 Ryan Ranch Rd.
Monterey, CA 93940

Minutes

July 8, 2016

Present: Directors: Stephens (Chair), Miller, O'Connell, Pacheco

Absent: None.

Staff: Carl Sedoryk, General Manager/CEO

Public: None.

1. Call to order.

Director Stephens called the meeting to order at 1:00pm. Directors Stephens, Miller, and O'Connell attended by telephone.

2. Public Comments on matters not on the agenda.

None.

3. Recommended officers for election and staff appointments.

Director Stephens reported that Tony Barrera, City of Salinas, expressed interest in serving as board Chair for the 2017/2018 term; and Mike LeBarre, City of King, expressed interest in serving as Vice Chair. They both represent districts that are eligible for the rotation specified within the MST bylaws.

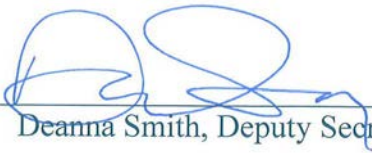
Frank O'Connell made a motion to nominate Tony Barrera as MST Board Chair, and to nominate Mike LeBarre as MST Board Vice Chair. The committee unanimously supported the motion.

Staff presented a list of recommended non-elected officers and appointments to a variety of local boards.

Dan Miller made a motion to recommend approval of staff recommendations and was seconded by Frank O'Connell. The committee unanimously supported the motion.

4. Adjourn.

There being no further business, Director Stephens adjourned the meeting at 1:05pm.

Prepared by: 
Deanna Smith, Deputy Secretary

Measure Q Oversight Committee

Monterey-Salinas Transit
19 Upper Ragsdale Dr., Suite 100

Minutes

August 16, 2016

Present: Juan Pablo Lopez Salinas Urbanized
Sid Williams Seaside-Marina-Monterey Urbanized
Susan Miller Non-urbanized
Kathy Merritt County of Monterey Unincorporated
Harry Mucha Taxpayer's Association
Kazuko Wessendorf Mobility Advisory Committee
Laurie Crosby Mobility Advisory Committee

Absent: None

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance & Administration; Alex Lorca, General Counsel; Deanna Smith, Deputy Secretary

Public: MacGregor Eddy

1. Call to Order

Chairperson Sid Williams called the meeting to order at 4:02 p.m.

2. Public Comment on Matters Not on the Agenda

No public comments.

3. Announcements

Mr. Harvath announced that MST staff member, Beronica Carriedo is staffing the Monterey County Stand Down Event on behalf of MST and the Measure Q Committee in support of our local veterans.

4. Consent Agenda

4-1. Approve and recommend March 11, 2016 minutes to the MST board.

Mr. Lopez made a motion to approve the minutes and was seconded by Ms. Wessendorf. The motion carried unanimously, with Kathy Merritt absent.

5. New Business

5-1. Review committee member terms of office.

Mr. Harvath stated that Laurie Crosby and Kathy Merritt's terms have expired. He requested feedback on their interest to continue serving on the committee. Ms. Crosby stated that she would like to continue to serve. Kathy Merritt as she was absent from the meeting. MST staff will request appointments at the next MST board meeting. All committee member will serve three-year terms after their initial terms have expired.

5-2. Review Measure Q funded expenditures planned as a part of MST's FY 2017 Budget as adopted by MST Board of Directors.

Mr. Harvath presented the FY 2017 RIDES budget and the Measure Q funded portion of the MST fixed route budget and answered committee member questions.

Kathy Merritt arrived at 4:17 p.m.

Ms. Merritt requested information on outreach to South County residents. She suggested that the King City Chamber of Commerce, Senior Center and hospitals are good locations to post information or provide outreach. Mr. Harvath stated that he would provide printed materials promoting MST's services at these locations. He informed the committee of the upcoming South County Marketing program that will specifically target all of the communities in South County.

Committee members appreciated the level of budget detail presented and had no objections to planned expenditures.

Public Comment – none.


6. Staff and Committee Member Comments or Questions

Committee members requested larger font for the budget in the future.

Mr. Harvath asked Ms. Merritt if she was interested in continuing to serve on the Measure Q Oversight Committee and she stated that she would like to continue.

7. Adjourn

There being no further business, Chairperson Williams adjourned the meeting at 4:54 p.m.

Prepared by: 
Deanna Smith, Deputy Secretary

**PUBLIC HEARING
MINUTES**

City of King
King City Recreation Center
401 Division Street, King City, CA 93930

**August 11, 2016
6:00 p.m.**

Staff: Lisa Rheinheimer Director of Planning and Development
Michelle Overmeyer Grants Analyst
Deanna Smith Compliance Analyst
Isamar Velasquez Customer Service Representative
Florentina Garcia Triqui Interpreter

Board: Mike LeBarre City of King Councilmember

Public: None in attendance

**1. PRESENTATION OF PROPOSED SOUTH COUNTY FACILITY PLAN AND
SITE SELECTION CRITERIA.**

There being no members of the public present, MST staff adjourned the meeting at 6:30 p.m.

Prepared by: 
Deanna Smith, Deputy Secretary

PUBLIC HEARING MINUTES

City of King
King City Recreation Center
401 Division Street, King City, CA 93930

**August 13, 2016
11:00 a.m.**

Staff: Lisa Rheinheimer Director of Planning and Development
Michelle Overmeyer Grants Analyst
Deanna Smith Compliance Analyst
Isamar Velasquez Customer Service Representative
Israel De Jesus Triqui Interpreter

Board: Mike LeBarre City of King Councilmember

Public: None in attendance

Apology is made for any misspelling of a name.

2. PRESENTATION OF PROPOSED SOUTH COUNTY FACILITY PLAN AND SITE SELECTION CRITERIA

There being no members of the public present, MST staff waited adjourned the meeting at 11:30 a.m.

Prepared by:


Deanna Smith, Deputy Secretary

To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – June 2016

RECOMMENDATION:

1. Accept report of June 2016 cash flow presented in Attachment #1
2. Approve June 2016 disbursements listed in Attachment #2
3. Accept report of June 2016 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance June 1, 2016	\$10,789,673.94
Revenues	9,988,031.88
Disbursements	<u><3,678,813.78></u>
Ending balance June 30, 2016	<u><u>\$17,098,892.04</u></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.

DISCUSSION:

With the fiscal year completed, revenues overall were 23% ahead of budget and expenses were 12% lower than budget, producing a year-end surplus of \$7,055,844 for both Fixed-Route and RIDES combined. (These numbers are unaudited and may change slightly after the audit is conducted later this fall.) Positive variances for the month are occurring on the revenue side (Special Transit – primarily from higher Local

Transportation Funds, military pass sales and the new Aquarium Direct Trolley, funded by the Aquarium), as well as in several categories of expenses (e.g., historically low fuel costs; labor; benefits). Advertising revenue continues to underperform, with a negative variance for the month of 51%. Staff has met with MST's bus advertising consultant to discuss upcoming contracts that are expected to be in place in the next few months. On the expense side, please note the following negative variances of greater than 5% or with a monetary value greater than \$5,000 for the June Budget vs. Actual reports contained in Attachment #4:

1. **Advertising & Marketing** – MST purchased an ad “buy” during the month to run the MST Mobility commercials on local television. For the year, this category was 66% below budget.
2. **Supplies** – During the month of June, expenses related to supplies exceeded budget by 33.1% as staff made preparations to move into the new administrative offices at 19 Upper Ragsdale Drive. Despite this negative variance for the month, expenses in this category for FY 2016 were 5.1% under budget.
3. **Vehicle Maintenance** – During the month of June, the after effects of numerous unexpected and severe mechanical problems that began in April, possibly due to contaminated fuel, resulted in larger than budgeted maintenance expenses. Staff is currently evaluating samples of the suspect fuel and intends to take steps to recover expenses tied to the towing and repairs of those buses that were affected.
4. **Insurance** – One of MST's quarterly insurance premium payments was due in June, which explains the 107% negative variance. As these payments are budgeted evenly on a monthly basis, for the year expenses in this category were only 1.1% above budget.
5. **Interest Expense** – The interest MST pays on its loans that funded the purchase of 19 Upper Ragsdale Drive is booked in this category. At the time the FY 2016 budget was adopted in June of 2016, staff had not yet identified a location to purchase for the administrative offices. As such, these interested expenses were not included in the FY 2016 budget.
6. **Miscellaneous Expenses** – The primary source of this negative variance is due to fees charged by the state Board of Equalization. When these fees were originally budgeted in May 2015, staff did not have information from the Board of Equalization as to how the fees would be collected. As such, it utilized the same formula that Santa Cruz Metropolitan Transportation District budgets for the fee collected by the state to administer its local transit sales tax. Since MST's first sales tax payment – and the associated collection fee – was received after the FY 16 budget was created and adopted by your Board, new information has been received from the Board of Equalization documenting how its collection fee is assessed for MST's transit sales tax. With the creation of the FY 17 budget,

staff has included the correct formula to better estimate the expenses in this category.

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

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(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance June 1, 2016		10,789,673.94
Revenues		
Passenger Revenue	1,234,178.55	
DOD Revenue	439,010.00	
LTF / STA / 5307 / Sales Tax	7,824,183.63	
Grants	361,926.00	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	128,733.70	
Total Revenues		9,988,031.88
Disbursements		
Operations (See Attachment #2)	3,198,741.77	
Capital	480,072.01	
Total Disbursements		(3,678,813.78)
Ending balance June 30, 2016		<u>17,098,892.04</u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	989,856.70
Checking(s) - Wells Fargo Bank	17,429.49
Local Agency Investment Fund (LAIF)	42,960.66
Money Market - Homeland Security	553,577.04
Money Market - Rabo MM	6,947,904.07
Money Market - PTMISEA	6,061,653.22
Money Market - LCTOP	592,123.47
Money Market - Rabo Prop. 1 B	1,872,652.71
Bank of America - Escrow	8,984.68
Petty cash fund, STC Coin Machine, and 2 change funds	11,750.00
Total	<u>17,098,892.04</u>

PAYROLL ACCOUNT

May 27 Payroll Taxes	22,650.99	
June 10 Payroll & Related Expenses	518,001.29	
June 24 Payroll & Related Expenses	512,371.49	
Pers & 457	197,956.87	
Garnishments	6,485.23	
Payroll adj	-	
	<hr/>	
	1,257,465.87	1,257,465.87

GENERAL ACCOUNT

Disbursements on Attached Summary	2,283,445.31	
Paydown loan	12,517.95	
Workers Comp. Disbursements	102,950.71	
Interest expense	6,789.60	
Bank Service Charge	15,644.34	
Wire transfers/ACH debits - PTMISEA	-	
Transfer from WFB	-	
	<hr/>	
	2,421,347.91	2,421,347.91

Total Disbursements		<hr/> 3,678,813.78
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Less Capital Disbursements & Transfers		<hr/> (480,072.01)
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Operating Disbursements		<hr/> 3,198,741.77 <hr/>
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR June 1, 2016 - June 30, 2016

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 06/01/16	41592	13,965.82
Accounts Payable 06/03/16	41593 - 41703	857,146.38
Accounts Payable 06/07/16	41704 - 41705	17,416.66
Accounts Payable 06/08/16	41706	350.00
Accounts Payable 06/09/16	41707	5,870.60
Accounts Payable 06/14/16	41708 - 41720	120,355.28
Accounts Payable 06/17/16	41721 - 41848	544,708.21
Accounts Payable 06/21/16	41849 - 41859	97,891.54
Accounts Payable 06/28/16	41860 - 41867	623,586.09
Accounts Payable 06/29/16	41868	2,154.73
TOTAL		<u>2,283,445.31</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
Aecom Technical Services	November 4, 2013	41595	06/03/16	194,636.78
PERS Health	Recurring Expense	41614	06/03/16	313,774.61
City of Monterey	November 4, 2013	41708	06/14/16	119,155.28
Giro, Inc.	December 8, 2014	41775	06/17/16	112,306.80
MV Transportation	Recurring Expense	41867	06/28/16	601,518.27

TREASURY TRANSACTIONS
FOR JUNE 2016

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 06/01/16					42,902.29
Transfer to checking for payroll					-
Local Agency Investment Fund: Quarterly interest earned - .55%			58.37		58.37
					-
LAIF Treasury Balance at 06/30/16					42,960.66

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 06/01/16					1,216,494.45
06/03/16		To A/P		550,000.00	666,494.45
06/10/16		To P/R		460,000.00	206,494.45
06/16/16		Fed 5307	7,090,791.00		7,297,285.45
06/17/16		To A/P		350,000.00	6,947,285.45
06/30/16		Interest @ 0.20%	618.62		6,947,904.07
RABO MM Balance at 06/30/16					6,947,904.07

ATTACHMENT 4 FIXED ROUTE

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001004)

(includes G/L Budget Name: BUDFY16)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-315,976	-368,006	52,030	-4,141,066	-4,416,072	275,006
Special Transit	-559,745	-220,557	-339,188	-4,463,475	-2,646,684	-1,816,791
Cash Revenue	-14,734	-28,548	13,814	-271,190	-342,576	71,386
Cash Grants & Reimbursement	-4,000,184	-2,471,680	-1,528,504	-30,745,765	-29,660,160	-1,085,605
Total Revenue	-4,890,639	-3,088,791	-1,801,848	-39,621,496	-37,065,492	-2,556,004
Expenses						
Labor	1,134,318	1,183,534	-49,216	13,511,876	14,202,408	-690,532
Benefits	-628,151	712,373	-1,340,524	7,104,487	8,548,476	-1,443,989
Advertising & Marketing	33,350	21,667	11,683	89,014	260,004	-170,990
Professional & Technical	49,482	53,854	-4,372	508,376	646,248	-137,872
Outside Services	23,496	21,559	1,937	264,789	258,708	6,081
Outside Labor	73,400	76,322	-2,922	849,478	915,864	-66,386
Fuel & Lubricants	172,384	302,286	-129,902	1,896,516	3,627,432	-1,730,916
Supplies	85,105	63,927	21,178	728,139	767,124	-38,985
Vehicle Maintenance	81,691	67,262	14,429	978,181	807,144	171,037
Marketing Supplies	2,232	5,500	-3,268	10,716	66,000	-55,284
Utilities	33,245	37,376	-4,131	399,492	448,512	-49,020
Insurance	78,555	37,920	40,635	460,114	455,040	5,074
Taxes	17,950	16,725	1,225	142,082	200,700	-58,618
Purchased Transportation	346,206	383,924	-37,718	4,517,746	4,607,088	-89,342
Miscellaneous Expenses	-20,726	32,299	-53,025	389,698	387,588	2,110
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	10,249	2,167	8,082	47,776	26,004	21,772
Leases & Rentals	20,420	16,260	4,160	173,450	195,120	-21,670
Total Operating Expenses	1,513,206	3,034,955	-1,521,749	32,071,929	36,419,460	-4,347,531
Operating (Surplus) Deficit	-3,377,433	-63,836	-3,323,597	-7,549,566	-646,032	-6,903,534

ATTACHMENT 4 RIDES

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY16)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-35,535	-38,909	3,374	-459,966	-466,908	6,942
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-273,688	-273,688		-3,284,256	-3,284,256	
Total Revenue	-309,223	-312,597	3,374	-3,744,222	-3,751,164	6,942
Expenses						
Labor	5,277	4,666	611	53,137	55,992	-2,855
Benefits	2,760	2,997	-237	35,349	35,964	-615
Advertising & Marketing						
Professional & Technical						
Outside Services						
Outside Labor	4,825	5,584	-759	30,157	67,008	-36,851
Fuel & Lubricants	28,420	37,925	-9,505	342,377	455,100	-112,723
Supplies	468	1,960	-1,492	2,661	23,520	-20,859
Vehicle Maintenance				715		715
Marketing Supplies						
Utilities	40		40	40		40
Insurance						
Taxes						
Purchased Transportation	241,955	254,489	-12,534	2,980,373	3,053,868	-73,495
Miscellaneous Expenses	12,241	4,976	7,265	147,103	59,712	87,391
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals				1		1
Total Operating Expenses	295,986	312,597	-16,611	3,591,912	3,751,164	-159,252
Operating (Surplus) Deficit	-13,236		-13,236	-152,310		-152,310

To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – July 2016

RECOMMENDATION:

1. Accept report of July 2016 cash flow presented in Attachment #1
2. Approve July 2016 disbursements listed in Attachment #2
3. Accept report of July 2016 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance July 1, 2016	\$17,098,892.04
Revenues	3,930,993.37
Disbursements	<u><4,564,054.10></u>
Ending balance July 31, 2016	<u><u>\$16,465,831.31</u></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.

DISCUSSION:

With the fiscal year only one month old, revenues overall are exactly on budget and expenses are 8% lower than budget, producing a year-to-date surplus of \$322,380 for both Fixed-Route and RIDES combined. Positive variances for the month are occurring in several categories of expenses (e.g., historically low fuel costs; labor; outside labor; professional services, purchased transportation). On the expense side,

please note the following negative variances of greater than 5% or with a monetary value greater than \$5,000 for the July Budget vs. Actual reports contained in Attachment #4:

1. **Benefits** – With the 2% Cost of Living salary increase for administrative staff as agreed to in the MST Employees Association (MSTEA) contract, the value of “banked” paid time off and holiday time also increases. This accrual results in a one-time charge against benefits for the month of July. Similar negative variances are not anticipated for the remaining 11 months of the year.
2. **Supplies** – During the month of June, expenses related to supplies exceeded budget by 22.6% as staff made preparations to move into the new administrative offices at 19 Upper Ragsdale Drive.

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

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance July 1, 2016		17,098,892.04
Revenues		
Passenger Revenue	352,943.46	
DOD Revenue	408,194.98	
LTF / STA / 5307 / Sales Tax	2,962,593.74	
Grants	170,703.04	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	36,558.15	
Total Revenues		3,930,993.37
Disbursements		
Operations (See Attachment #2)	3,876,618.78	
Capital	213,585.44	
Property Acquisition – King City	473,849.88	
Total Disbursements		(4,564,054.10)
Ending balance July 31, 2016		16,465,831.31

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	323,691.48
Checking(s) - Wells Fargo Bank	20,987.05
Local Agency Investment Fund (LAIF)	4,542,960.66
Money Market - Homeland Security	535,508.69
Money Market - Rabo MM	3,253,339.90
Money Market - PTMISEA	5,855,765.36
Money Market - LCTOP	592,147.00
Money Market - Rabo Prop. 1 B	1,318,696.49
Bank of America - Escrow	8,984.68
Petty cash fund, STC Coin Machine, and 2 change funds	13,750.00
Total	16,465,831.31

PAYROLL ACCOUNT

July 8 Payroll & Related Expenses	511,394.25	
July 22 Payroll & Related Expenses	541,539.98	
Pers & 457	200,413.35	
Garnishments	5,777.18	
Payroll adj	-	
	<hr/>	
	1,259,124.76	1,259,124.76

GENERAL ACCOUNT

Disbursements on Attached Summary	2,767,293.62	
Paydown loan	12,782.14	
Workers Comp. Disbursements	29,326.42	
Interest expense	6,525.41	
Bank Service Charge	15,151.87	
Wire transfers/ACH debits - PTMISEA	-	
Transfer from WFB	-	
	<hr/>	
	2,831,079.46	2,831,079.46

Total Disbursements		<hr/>	4,090,204.22
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Less Capital Disbursements & Transfers			<hr/>	(213,585.44)
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Operating Disbursements			<hr/>	3,876,618.78
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR July 1, 2016 - July 31, 2016

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 07/01/16	41869 - 41978	599,363.49
Accounts Payable 07/05/16	41979 - 41980	690.00
Accounts Payable 07/12/16	41981	2,329.14
Accounts Payable 07/13/16	41982 - 42002	1,330.03
Accounts Payable 07/15/16	42003 - 42075	526,905.47
Accounts Payable 07/21/16	42076 - 42078	8,156.24
Accounts Payable 07/22/16	42079 - 42081	18,287.30
Accounts Payable 07/25/16	42082	2,000.00
Accounts Payable 07/26/16	42083 - 42091	44,496.64
Accounts Payable 07/27/16	42092	5,254.00
Accounts Payable 07/29/16	42093 - 42248	1,558,481.31
TOTAL		<u>2,767,293.62</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS Health	Recurring Expense	41884	07/01/16	321,404.44
CalTip	Recurring Expense	42011	07/15/16	111,641.94
CSAC	Recurring Expense	42017	07/15/16	119,155.28
Aecom	November 4, 2013	42095	07/29/16	207,277.19
PERS Health	Recurring Expense	42114	07/29/16	313,391.69
MV Transportation	Recurring Expense	42184	07/29/16	558,108.00

TREASURY TRANSACTIONS
FOR JULY 2016

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 07/01/16					42,960.66
Deposit			4,500,000.00		4,500,000.00
Local Agency Investment Fund:					
Quarterly interest earned -			-		-
LAIF Treasury Balance at 07/31/16					4,542,960.66

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 07/01/16					6,947,904.07
07/05/16		LTF	1,384,040.60		8,331,944.67
07/08/16		To P/R		180,000.00	8,151,944.67
07/13/16		To LAIF		4,500,000.00	3,651,944.67
07/18/16		To A/P		550,000.00	3,101,944.67
07/29/16		To A/P		900,000.00	2,201,944.67
07/29/16		LTF	1,050,553.14		3,252,497.81
07/31/16		Interest @ 0.20%	842.09		3,253,339.90
RABO MM Balance at 07/31/16					3,253,339.90

ATTACHMENT 4 FIXED ROUTE

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from July 1, 2016 to July 31, 2016

(Amounts are in USD)

(Includes Fund: 001004)

(Includes G/L Budget Name: BUDEFY17)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-323,749	-331,205	7,456	-323,749	-331,205	7,456
Special Transit	-479,562	-489,987	10,425	-479,562	-489,987	10,425
Cash Revenue	-42,606	-23,199	-19,407	-42,606	-23,199	-19,407
Cash Grants & Reimbursement	-2,441,543	-2,447,710	6,167	-2,441,543	-2,447,710	6,167
Total Revenue	-3,287,460	-3,292,101	4,641	-3,287,460	-3,292,101	4,641
Expenses						
Labor	1,159,016	1,233,488	-74,472	1,159,016	1,233,488	-74,472
Benefits	844,473	762,962	81,511	844,473	762,962	81,511
Advertising & Marketing	10,105	14,294	-4,189	10,105	14,294	-4,189
Professional & Technical	24,608	65,993	-41,385	24,608	65,993	-41,385
Outside Services	26,310	26,321	-11	26,310	26,321	-11
Outside Labor	46,562	95,409	-48,847	46,562	95,409	-48,847
Fuel & Lubricants	148,004	305,144	-157,140	148,004	305,144	-157,140
Supplies	85,973	70,129	15,844	85,973	70,129	15,844
Vehicle Maintenance	84,937	83,544	1,393	84,937	83,544	1,393
Marketing Supplies		4,376	-4,376		4,376	-4,376
Utilities	35,845	38,598	-2,753	35,845	38,598	-2,753
Insurance	44,872	54,253	-9,381	44,872	54,253	-9,381
Taxes	8,726	17,309	-8,583	8,726	17,309	-8,583
Purchased Transportation	387,420	403,028	-15,608	387,420	403,028	-15,608
Miscellaneous Expenses	49,531	60,509	-10,978	49,531	60,509	-10,978
Interfund transfers						
Pass Thru/Benefit of Others		6,167	-6,167		6,167	-6,167
Interest Expense	9,972	10,583	-611	9,972	10,583	-611
Leases & Rentals	18,662	24,212	-5,550	18,662	24,212	-5,550
Total Operating Expenses	2,985,013	3,276,319	-291,306	2,985,013	3,276,319	-291,306
Operating (Surplus) Deficit	-302,447	-15,782	-286,665	-302,447	-15,782	-286,665

ATTACHMENT 4 RIDES

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from July 1, 2016 to July 31, 2016

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY17)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-38,868	-38,909	41	-38,868	-38,909	41
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-299,098	-299,098		-299,098	-299,098	
Total Revenue	-337,966	-338,007	41	-337,966	-338,007	41
Expenses						
Labor	5,218	4,770	448	5,218	4,770	448
Benefits	3,660	3,029	631	3,660	3,029	631
Advertising & Marketing						
Professional & Technical		417	-417		417	-417
Outside Services						
Outside Labor	1,814	6,584	-4,770	1,814	6,584	-4,770
Fuel & Lubricants	27,340	39,577	-12,237	27,340	39,577	-12,237
Supplies	1,037	1,919	-882	1,037	1,919	-882
Vehicle Maintenance						
Marketing Supplies						
Utilities	40		40	40		40
Insurance						
Taxes						
Purchased Transportation	249,615	268,018	-18,403	249,615	268,018	-18,403
Miscellaneous Expenses	13,526	13,693	-167	13,526	13,693	-167
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	302,251	338,007	-35,756	302,251	338,007	-35,756
Operating (Surplus) Deficit	-35,715		-35,715	-35,715		-35,715

To: Board of Directors
From: Sonia Bannister, Customer Service Supervisor
Subject: Disposal of unclaimed property left on bus – June 2016

Goodwill

2 books	1 baby bib
9 pairs of eyeglasses	1 tablet
2 eyeglass cases	1 set of earplugs
2 pairs of gloves	1 computer plug
1 purse	1 necklace
6 pairs of sunglasses	6 cell phones
2 vests	1 radio

To be disposed

1 pocket knife	1 cell phone
1 pair of sunglasses	1 pepper spray
1 bottle of wine	1 notebook
1 EBT card	2 wallets
3 ID's	1 cell phone case
1 hat	1 lunch bag
2 credit cards	1 apron
1 water bottle	

To be retained

\$8.55 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.

PREPARED BY:  REVIEWED BY: 
Sonia Bannister Carl Sedoryk

To: Board of Directors

From: Sonia Bannister, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus – July 2016

St. Vincent De Paul (P.G.)

1 back pack	1 shirt
4 books	1 vest
1 duffel bag	3 wallets
8 cell phones	1 DVD
1 eyeglass case	1 pack of razors
5 jackets	1 tool
2 purses	1 radio
1 scarf	1 tablet
8 pairs of sunglasses	1 ear plugs
1 phone charger	10 pairs of prescription eyeglasses
9 bikes	

To be disposed

1 notebook	1 cell phone case	1 cell phone
4 books	1 pepper spray	3 coin purses
1 glove	5 ID's	
1 pair of sunglasses	6 credit cards	
1 diabetic meter	1 coffee mug	
4 wallets	2 water bottles	
1 cell phone	1 cloth bag	
1 back pack	1 lunch box	
1 sweatshirt	7 keys	
1 apron	1 jacket	

To be retained

\$ 8.28 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.

PREPARED BY:  REVIEWED BY: 
Sonia Bannister Carl Sedoryk

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

Recommendation:

Ratify staff's rejection of claims.

FISCAL IMPACT:

Zapata: \$100,000 – Unlimited
Rangel: \$25,000

POLICY IMPLICATIONS:

None.

DISCUSSION:

On July 14, 2016 a claim was received from the law offices of Neustadt & Berriz regarding an alleged accident that occurred on April 26, 2016. Their client Mirna Concepcion Zapata allegedly received injuries to her back, neck, leg and arms. Ms. Zapata was a passenger on the bus.

On July 25, 2016 a claim was received from the law offices of Alan M. Laskin regarding an alleged accident that occurred on April 26, 2016. Their client Marcela Rangel allegedly received injuries to her neck, ribs and lower back. Ms. Rangel was a passenger on the bus.

After conducting a preliminary investigation into these matters, it is determined that Monterey-Salinas Transit has no liability in these claims and has rejected the claims in their entirety.

MST rejected claims by the claimants above due to the timely action required (within 45 days) from the date the claim was received. The claims are currently under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY:  APPROVED BY: 
Ben Newman Carl Sedoryk

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Approve Performance Incentive Pool for MSTEA and Confidential Unit

RECOMMENDATION:

Accept recommendation from General Manager/CEO to implement FY 2016 performance incentive program for Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit employees.

FISCAL IMPACT:

Approximately \$89,831 to \$134,747 in annual performance incentive payments for 54 eligible MSTEA and MST Confidential Unit employees (excluding the General Manager/CEO). This amount is available in the approved FY 2016 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 two (2) to three (3) percent of total base pay of the approximately 54 MSTEA and Confidential Unit Members.

DISCUSSION:

The current agreement with the MSTEA requires that an incentive pay pool equal to two (2) to three (3) percent of the total base pay of approximately 54 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 FY 2016.

Prepared by: Carl G. Sedoryk
Carl G. Sedoryk

To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: Renew Legal Services Contract

RECOMMENDATION:

Renew contract with De Lay & Laredo, Attorneys at Law, for a term of one year.

FISCAL IMPACT:

\$119,700 is included in the board approved FY 2017 Operating Budget for general legal and labor negotiation expenses.

POLICY IMPLICATIONS:

Your Board authorizes contracts over 25,000.

DISCUSSION:

At your September 14, 2015 meeting your board awarded a contract to provide legal services to De Lay & Laredo, Attorneys at Law. The award authorized your board to extend the contract for up to nine additional one-year periods. Your board requested to receive a general counsel performance appraisal each year and to have the contract renewal request placed on Consent Agenda for consideration.

General Counsel performance evaluation forms were provided to all board members and senior MST staff who work with De Lay and Laredo on a regular basis. Both board members and staff rated the performance of DeLay and Laredo as consistently meeting and exceeding expectations. Specific comments made in the evaluations have been shared with DeLay and Laredo staff.

Based on the performance reviews staff seeks authorization to extend the agreement for an additional year starting October 1, 2016.

Submitted by 
Carl Sedoryk, General Manager/CEO

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To: Board of Directors
From: Tom Hicks, Mobility Services Manager
Subject: Appoint Mobility Advisory Committee Members

RECOMMENDATION:

Appoint new members Diana Trapani and Kathleen Murry-Phillips 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 three vacancies on the MAC, and its current members recommend the appointment of Diana Trapani to fill one of those vacancies. Diana is the Executive Director of the Blind and Visually Impaired Center for Monterey County (BVIC) and desires to fill the position vacated by her predecessor at BVIC. Pursuant to the MAC by-laws (3.4: Vacancies/Removal), the MAC submits for your approval the nomination of Diana Trapani.

The MAC also recommends the appointment of Kathleen Murry-Phillips. Kathleen has represented the Monterey County Department of Social Services, Area Agency on Aging Branch, as an alternate for Sam Travino. Mr. Travino recently retired from the County and the MAC. The MAC submits for your approval the nomination of Kathleen Murry-Phillips to fill his vacancy.

Attachment: Current MAC Roster

PREPARED BY:  Tom Hicks
REVIEWED BY:  Carl G. Sedoryk

ATTACHMENT 1

MST Mobility Advisory Committee				
N	MEMBER	ALTERNATE	ORGANIZATION	ADVOCACY
1	Kate Spacher	Kasuko Wessendorf	Interim, Inc.	Adult Mental Health Services
2	Kathleen Murry-Phillips (Candidate)		Area Agency on Aging	Seniors
3	Diana Trapani (Candidate)	Jacque Johnson	Blind and Visually Impaired Center	Blind and Visually Impaired
4	Ronn Rigg		United Way – 211 Program	I & R – Emergency Services
5	Teresa Sullivan		Alliance on Aging	Seniors
6	Maureen McEachen		Visiting Nurses Association	Nonprofit Health Care Provider
7	Melissa McKenzie		Carmel Foundation	Senior Services
8	Aimee Cuda		Independent Transportation Network	Nonprofit Senior Transportation Provider
9	Laurie Crosby		Consumer	People with Disabilities
10	Todd Muck	Virginia Murillo	TAMC	Transportation Authority
11	George Dixon		Monterey County Military and Veterans Officer	Military and Veterans
12	William Bare	Edwin Marticorena	Veterans Transition Center	Veterans
13	Maria Magana		Central Coast Center for Independent Living	People With Disabilities
14	Vacant			
15	Vacant			

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To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Strategic Plan Update and Workshop

RECOMMENDATION:

Receive update on MST Strategic Planning Process for Fiscal Years 2017-2020.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board adopts a strategic plan every 3 years and receives an annual update on staff's progress in achieving stated goals. Your Board provides direction to staff regarding the allocation of resources towards achievement of strategic goals and objectives.

DISCUSSION:

The current 3-year Strategic Plan was adopted by your board in June of 2013. In past years, the MST Board Chair has appointed an ad hoc committee to assist staff in planning a facilitated workshop to review MST's mission and to develop strategic goals and an action plan for the next three fiscal years. This committee would help provide input and direction to staff on selecting a workshop facilitator and help in the development of workshop planning materials.

Staff recommends that the Chair appoint a committee of three to five board members to serve on this committee. Staff would propose conducting a strategic planning workshop at a January 9, 2016 meeting in lieu of a regular MST Board meeting.

PREPARED BY: 
Carl G. Sedoryk

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To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Appoint member to the Measure Q Oversight Committee

RECOMMENDATION:

Appoint Kathy Merritt to the Measure Q Oversight Committee.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

Your Board appoints members to the Measure Q Oversight Committee (MQC). The composition of the MQC is defined within Ordinance 2015-01 to include:

One (1) member from the Salinas Urbanized Area, to include a representative from the City of Salinas;

One (1) member from the Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel-by-the-Sea, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;

One (1) member from the Non-Urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City;

One (1) member from the County of Monterey, to include a representative from an unincorporated area of Monterey County;

One (1) member from a bona fide non-profit organization that represents the interest of taxpayers in the county; and

Two (2) members of the MST Mobility Advisory Committee (MAC).

DISCUSSION:

At the July 6, 2015 meeting of the Measure Q Oversight Committee, officers were elected and terms of office were established. The seven committee members were assigned staggered one-year, two-year, and three-year initial terms to ensure that no more than three members' terms would expire in any given year. All continuing and new members will serve three-year terms upon the expiration of initial terms of office. Laurie Crosby and Kathy Merritt's terms of office expired on April 13, 2016. At the August 16, 2016 meeting of the committee, MST staff solicited their interest in continuing to serve on the committee. Kathy Merritt expressed her interest in continuing to serve on the

committee; however, Laurie Crosby is no longer available to serve. Committee members requested that your Board consider appointing Kathy Merritt to serve another three-year term, and Tom Hicks, Mobility Services Manager will request interest from members of the Mobility Advisory Committee to fill the vacancy left by the resignation of Laurie Crosby.

At this time, MST staff requests your Board's appointment of Kathy Merritt to serve another three-year term on the MQC.

Submitted by 
Carl Sedoryk, General Manager/CEO

To: Board of Directors

From: Kelly Halcon, Director of Human Resources & Risk

Subject: Authorize a contract with Public Sector Personnel Consultants to complete Classification and Compensation Study

RECOMMENDATION:

Authorize the General Manager/CEO to execute a contract with Public Sector Personnel Consultants to complete a Classification and Compensation Study for Monterey-Salinas Transit Employee Association (MSTEА) and Confidential Unit (CU) employees.

FISCAL IMPACT:

MST estimates the project's total cost, including all fees for professional services and reimbursement for out-of-pocket expenses, *will not exceed* \$36,000.

POLICY IMPLICATIONS:

Your Board approves transactions greater than \$25,000.

DISCUSSION:

It is MST's policy to pay competitively based on the market conditions. In order to meet this challenge, MST has to conduct periodic salary surveys. The last comprehensive salary study was completed and approved by the Board in 2011. On January 1, 2013, the Public Employee Pension Reform Act (PEPRA) went into effect.

On July 1, 2014 MST and MSTEА agreed to a 7 percent wage swap in response to pension expense restrictions placed on MST by PEPRA. In the agreement MSTEА agreed to pay 7 percent of the employee's portion of the normal contribution of their CalPERS retirement pension. In exchange MST agreed to increase wages by 7 percent in addition to moving the maximum of the salary range by 7 percent. This agreement allowed staff wages not to exceed the maximum of the salary range schedule. However, by agreeing to this swap, the salary range schedule may have become invalidated as the increase was driven by compliance with the newly adopted state law and not by market rates.

Staff believes that based on the need to address the validity of the salary range schedule and our position within the current market conditions, it is time to complete an

overall compensation and classification study. MST staff published a scope of work for the project and sent out request for quotes to qualified vendors.

MST received three quotes from vendors who have provided services to other public agencies as well as transit agencies in the past. Two of the vendors, Public Sector Personnel Consultants and Bryce Consulting have worked with MST in the past. The other vendor is a subcontractor to a vendor that provided services to MST on its Equal Employment Opportunity Program update. Below is chart with a listing of the services each would provide and the cost for the services.

Firm	Services	References	Cost
Public Sector Personnel Consultants	<ul style="list-style-type: none"> • Position Classification and Job Titling/Including Briefings and FLSA Review. • On-Site Desk Audits or Interviews. • Updated Job Descriptions • Total Compensation Survey. • Compensation Plan, Draft Reviews, and Final Presentations. • Software program to keep up to date with compensation program. • 1 Year warranty with Compensation Program. • Can get the project done within 90-120 days. 	Monterey-Salinas Transit (2006) City of Seaside Active Projects in 2016 with: City of Monterey City of Salinas City of Watsonville	Not to exceed \$36,000
Bryce Consulting	<ul style="list-style-type: none"> • Conduct interviews with Department Heads. • Conduct employee orientations. • Study participants complete Position Inventory Questionnaire. • Conduct Employee Interviews. • Develop Classification/Compensation Plan Structure. • Review materials with District. • Prepare Draft and review preliminary draft with district. • Conduct Employee review process. • Finalize Classification/Compensation Plan. • Complete project within 126 days. 	Monterey-Salinas Transit District (2011). No additional references were provided.	Not to exceed \$34,980.
American Society of Employers	<ul style="list-style-type: none"> • Referred by Biddle and Associates (EEO plan vendor). • Planning and Announcement and Department Head Overview. • Development of Compensation Philosophy and Strategy. 	Ann Arbor Transportation Authority Municipal Employee's	Not to exceed \$38,220. MST would be required

	<ul style="list-style-type: none"> • Evaluation Criteria Development. • Employee Overview Meetings and Data Collection. • Job Evaluation and Benchmark Job Comparison. • Competitive Salary Market Analysis. • Development of Salary Structure(s). • Structure Impact and Adjustment Recommendations. • Development of Compensation Policies • Communication of New Compensation Program. • Present Final Report. 	Retirement System of Michigan. Bay Area Transportation Authority Cadillac Products	to pay 50% deposit of the quoted amount to commence the project. The balance of the project is payable prior to the completion of the final phase.
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While Public Sector Personnel Consultants did not come in with the lowest cost quote, they are providing MST with a finished structure and plan and providing additional resources to assist with on-going compliance with the compensation structure put in place. They will also provide MST with an additional year's worth of expertise if needed for follow up questions and assistance with the program. As of today, MST is still using the compensation strategy put in place by this vendor in 2006. Public Sector Personnel Consultants already have clients and on-going work with local public agencies in the county, which will provide MST with an additional cost savings for our project. As a result, staff believes that their quote for services provides the greatest overall value to MST.

Approval of this item will allow staff to contract with Public Sector Personnel Consultants for development, completion and implementation of an updated Classification/Compensation Study and Plan.

PREPARED BY: 
Kelly Halcon

REVIEWED BY: 
Carl G. Sedoryk

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To: MST Board of Directors

From: Lisa Rheinheimer, Director of Planning & Marketing

Subject: Memorandum of Understanding between MST and the Association of Monterey Bay Area Governments

RECOMMENDATION:

Approve Memorandum of Understanding between MST and the Association of Monterey Bay Area Governments (AMBAG) for the implementation of applicable State and Federal requirements related to transportation planning and programming.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The MST Board of Directors may enter into memoranda of understanding with partner agencies for the purpose of stating common intent. This Memorandum of Understanding was developed as a result of a finding from the consultant who conducted MST's Federal Transit Administration (FTA) Triennial Review.

DISCUSSION:

A previous five-party agreement between AMBAG, the Transportation Agency for Monterey County (TAMC), MST, Santa Cruz METRO, and the Santa Cruz County Regional Transportation Commission (RTC) expired in 2013. Afterward, AMBAG and the other 4 agencies reconsidered the need to extend the previous agreement. The agencies concluded that the planning process could be handled through a Continuing Cooperative Agreement between AMBAG and the Regional Transportation Agencies – TAMC and Santa Cruz RTC. This approach was supported by Caltrans and the San Francisco local office of the Federal Transit Administration.

However, earlier this year, as a part of MST's FTA Triennial Review, the federal consultant found that this approach did not meet FTA requirements for transportation planning and programming purposes. Planning and programming purposes include collaboration between AMBAG and MST on the development of the Metropolitan Transportation Plan and the Metropolitan Transportation Improvement Program.

To remedy this discrepancy, AMBAG and MST developed a Memorandum of Understanding (MOU) which was reviewed and approved by the FTA auditor.

The term of this MOU is ever-green and can be terminated at any time with notice to either party.

Attachment: AMBAG / MST Memorandum or Understanding

Prepared by:  Approved by: 

ATTACHMENT 1

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by the Association of Monterey Bay Area Governments (AMBAG), hereinafter referred to as the Metropolitan Planning Organization (**MPO**) and Monterey-Salinas Transit (**MST**), hereinafter referred to as **MST** which are recognized under the following provisions:

- (a) Metropolitan Planning Organization (**MPO**) as recognized under Section 134 of the Fixing America's Surface Transportation Act (FAST), Title 23 of the United States Code (23 USC 134), and Section 450.110 of the Code of Federal Regulations (23 CFR 450.104);
- (b) **MST** as recognized under Section 450.312(a) of the Code of Federal Regulations (FHWA 23 CFR 450 and FTA 49 CFR 613).

It is the purpose of this agreement to identify and define the process by which the **MPO** and **MST** intend to implement the following requirements of State and Federal law.

This MOU supersedes the previous MOU and is intended to serve as a statement of the transportation planning and programming relationship among the undersigned parties.

This document establishes no obligation, nor contractual duty, on any party, nor does it contain any exchange of promises.

Chapter 1.

Basis for Organization and Boundaries

1.1 Basis for Organization:

The Association of Monterey Bay Area Governments (AMBAG), acting as the Metropolitan Planning Organization (MPO) for Monterey, San Benito, and Santa Cruz Counties, is a Joint Powers Agency pursuant to Title I, Division 7, Chapter 5 of the California Government Code, Section 6500 et. seq.

Pursuant to the MST Act (California AB 644 (2009)) commencing with Part 17 Section 106000 to Division 10 of the California Public Utilities Code, Monterey-Salinas Transit (MST) is a Special District. This designated agency's responsibility is to provide public transportation in Monterey County.

1.2 Ability to Contract and Receive Grants:

Under the terms of its Joint Powers Agreement, **MPO** is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations and other monies to

carry out its purposes and functions set forth in Article I, Section 2 of its Joint Powers Agreement.

MST is authorized under California AB 644 to make and enter into contracts in their own name and to accept grants, gifts, donations and other monies to carry out their purpose and functions.

1.3 Federal Metropolitan Planning Area Boundaries:

By agreement between the Governor and **MPO**, the Metropolitan Planning Area boundaries for purposes of 23 U.S.C. Section 134 is three counties (Monterey, San Benito and Santa Cruz).

Chapter 2. Planning

2.1 State and Federal Long Range Transportation Plan:

To comply with 23 U.S.C. 134, 23 CFR 450.322, **MPO** will prepare a Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), pursuant to federal regulations and the California Transportation Commission's (CTC) Regional Transportation Plan Guidelines. The MTP/SCS coordinates land use patterns and transportation investments with the objective of developing an integrated, multimodal transportation system. The MTP/SCS will be developed with the full cooperation and participation of all affected or interested agencies, including Caltrans, public transportation service providers, air quality agencies, the public and the private sector. The MTP/SCS must be financially constrained, have a minimum of a 20-year planning horizon, a required schedule to update and in a nonattainment or maintenance area, the MTP/SCS must conform to the State Implementation Plan (SIP) for Air Quality. **MPO** will submit its MTP/SCS to the Federal Highway Administration and Federal Transit Administration for review and approval of its conformity finding.

2.2 Short-Range Transit Plan:

In accordance with Federal Transit Administration (FTA) guidance, **MST** may prepare a five (5) year short-range transit plan to support financial and operational decision making in transit planning and/or programming. In the development of SRTPs, **MST** will provide a draft list of projects for FTA funding. The list shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing and increased transit demands. These projects and services are to include American with Disabilities Act (ADA) and Transportation Control Measures (TCMs) projects with sufficient detail (design, concept and scope) to permit air quality conformity analyses to be performed by **MPO**.

- b) Provide qualitative and/or quantitative analyses illustrating how the project addresses transit needs.
- c) Identify the amount and type of federal and non-federal funds required supporting the projects for each year represented in the plan. In addition, the list shall identify anticipated discretionary funding estimates for the Metropolitan Transportation Improvement Program (MTIP).

2.3 Unified Planning Work Program/Overall Work Program:

MPO will prepare an annual or biennial Unified Planning Work Program/Overall Work Program, hereinafter referred to as the OWP. **MST** will fully participate in the development and implementation of the OWP, including plans, programs, corridor studies and planning studies. The OWP and the process of its development will be in accordance with the program directions established by Caltrans. The purpose of the OWP is to serve as a work plan to guide and manage the work of MPO and MST, identify transportation planning activities and products occurring in the region and to act as the general agreement by which Federal and State planning funds will be transferred to MPO and MST to fund activities and products. The OWP will also include all planning and research activities funded with various federal and state funds.

Chapter 3. Programming

3.1 Metropolitan Transportation Improvement Program:

Section 134 (MAP-21), Title 23 of the United States Code (23 USC 134) and the Federal Transit Act of 1991, as amended, (49 USC 1607), require that the **MPO**, in cooperation with **Caltrans and MST** develop a Metropolitan Transportation Improvement Program (TIP) for the area. The MST project lists will be supported by requisite Programs of Projects (POPs), certified by the **MPO**, for pertinent fund sources. For proposed transit projects, the proposed selection criteria used for the programming of FTA funds within the **MPO's** TIP are as follows: a) project purpose and need; b) anticipated benefits, including safety; c) degree to which project will improve transit availability; d) degree to which a project will improve level of service performance standards; e) air quality benefits; and f) overall cost effectiveness, to include the ability of leveraging other fund sources.

The TIP must include, at a minimum, four prioritized years of programming. Once adopted, the program is required to be updated at least once every two years. The program must be prepared in consultation with all interest groups and will include reasonable opportunity for public comment. In an air quality nonattainment or maintenance area, the program is required to meet Federal Air Quality conformity requirements and to be found conforming to the State Implementation Plan (SIP) for Air Quality.

In implementation of these requirements, **MPO** will submit its TIP and amendments to **Caltrans** on behalf of the Governor for approval. **Caltrans** will prepare a Federal State Transportation Improvement Program (FSTIP) and incorporate into it by reference, approved and conforming MPO TIPs, in nonattainment and maintenance areas.

Chapter 4.

Air Quality and Conformity

4.1 Conformity:

In accordance with Title 42, Section 176(c)(4)(c) of the Clean Air Act and the final rule on Transportation Conformity (Code of Federal Regulations, Parts 51 and 93, hereafter "the Final Rule"), **MPO**, in cooperation with the air district (Monterey Bay Air Resources District), has developed, adopted, and will maintain the appropriate State Implementation Program (SIP) Transportation Conformity Procedures. The parties will fully participate and carry out their responsibilities as defined in the SIP Transportation Conformity Procedures. **MPO** shall be responsible for making conformity findings and obtaining federal approval of the findings in a timely manner in order to prevent the potential for interruption in project delivery.

MTP/MTIP project lists need to contain at a minimum: a) project location; b) information identifying project concept and scope such that a determination can be made regarding its status as a capacity expansion and/or regional significance; c) fiscal constraint; and d) project timing.

Chapter 5.

Public Participation/Environmental Justice

5.1 Formal Public Participation:

MPO and **MST** agree to implement a public participation program as required by 23 USC 134 and 23 CFR 450.316(b)(1) and 450.212.

Per federal regulations, a public involvement process in the AMBAG region has been formalized in the 2015 *Public Participation Plan*, which is updated, as needed, by the **MPO**.

MPO and **MST** agree to work cooperatively to implement **MPO**'s public participation process for programming funds in the TIP and the MTP for federally funded and/or regionally significant projects.

MST will rely on its own public participation efforts for specific **MST** projects including but not limited to service planning and project development.

5.2 Environmental Justice

In addition to outreach efforts to include low income and minority stakeholders in the planning, programming and project development process, as guided by the MPO Public Participation Plan as mentioned in Section 5.1 above, **MPO** and **MST** will meet as necessary to discuss environmental justice and its consistent application in the transportation planning and programming process in the region.

5.3 Title VI

Pursuant Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, **MPO** assures that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or otherwise subjected to discrimination under any agency-sponsored program or activity; nor shall sex, age, or disability stand in the way of fair treatment and respect for all individuals. In addition, **MPO** assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether or not those programs and activities are federally funded.

A Title VI Plan and Title VI compliance are conditions all MPOs in California must adhere to as recipients of federal funds from the United States Department of Transportation (DOT). As a recipient of such funds from DOT, **MPO** staff is authorized to ensure compliance with provisions of this policy and with the law, and acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by of Title 23 Code of Federal Regulation (CFR) 200 and Title 49 CFR 21. As a recipient of federal funds, **MST** is required by the Federal Transit Administration to comply with Title VI and maintains its own Title VI Program.

Chapter 6. **Partnership/Coordination**

6.1 MPO and MST Role and Responsibilities:

MPO, in cooperation with **MST**, will be responsible for carrying out the Metropolitan Transportation Planning process. **MPO** will cooperatively develop plans and programs in accordance with the requirements specified in 23 USC 134, 135; 23 CFR 450.100 through 600; and the Clean Air Act 176(c). **MPO** will prepare special studies as approved by its Board.

Chapter 7.

Fund Administration

This chapter covers the administration of various planning funds from Federal and State sources to the **MPO** and **MST**. These funds include FHWA PL, FTA and other federal funds.

7.1 Certification Requirement:

It is the intent of all parties to resolve issues related to certification under 23 CFR 450 Subpart C as they arise. At the time the final OWP is submitted to Caltrans, **MPO** must certify that the planning process, addressing the major issues facing the area, is being conducted in accordance with all applicable requirements. **Caltrans** will verify the certification and transmit its recommendation to FHWA and FTA. For purposes of certification, **MPO** will establish a process, which includes the following elements:

- (a) Discussion, as part of the prospectus section of the OWP, addressing each of the elements listed in 23 CFR 450.316 and stating how compliance is being carried out; and
- (b) a resolution of the **MPO** Board of Directors making a finding concerning certification to be based upon review of the staff report and recommendation by the Executive Director of **MPO** at the time of adoption of the final OWP.

For purpose of certification, **Caltrans** will:

- (c) work closely with **MPO** to gather documentation throughout the year to support the certification; and
- (d) make a written certification determination that **MPO's** transportation planning process is in conformance with Section 134 of Title 23 U.S.C., Section 8 of the Federal Transit Act (49 U.S.C. app. 1607), Sections 174 and 176(c) and (d) of the Clean Air Act, Title VI of the Civil Rights Act executed under 23 U.S.C. 324 and 29 U.S.C. 794, Section 1003(b) of ISTEA regarding the involvement of disadvantaged business enterprises and the provisions of the Americans with Disabilities Act of 1990; and
- (e) submit its determination to FHWA and FTA at time of OWP approval; and
- (f) keep on file copies of documents as a basis for determination of certification factors.

Chapter 8. **General Provisions**

8.1 Amendment:

This Memorandum constitutes an understanding, expression of desire for, and a means of accomplishing, the general requirements for a comprehensive transportation planning process in **MPO's** area. Any changes to one or more of the terms and conditions of this MOU shall not be valid unless made in writing and agreed to by all original executed signatory parties prior to change implementation.

8.2 Termination:

The parties understand that the purpose of this MOU is to establish, on the part of all parties, a single transportation planning process to serve the interests of all governmental agencies with Federal and State transportation planning responsibilities in the region per CFR Part 450.310. Any executed signatory party may terminate this understanding upon notice of the others by providing notice at least sixty (60) days prior to the effective date of termination and specifying the effective date of termination.

8.3 Review:

Any party may review this MOU for the purposes of assuring its continuing effectiveness. Results of such review, together with any proposed amendments, shall be submitted in writing for the consideration of the parties hereto.

8.4 Remedies:

Actions inconsistent with the MOU terms or conditions shall be grounds for termination of the MOU by the other original executed signatory parties upon serving appropriate notice to that effect.

IN WITNESS WHEREOF, the parties hereto have caused this 2016 Transportation Planning MOU to be executed by their respective officers, duly authorized:

APPROVED:

President
Association of Monterey Bay
Area Governments

Date:

Chair
Monterey-Salinas Transit

Date:

**ANN ARMBRUSTER
30 YEARS SAFE DRIVING**

WHEREAS, Monterey-Salinas Transit recognizes that safety is our number one priority; and

WHEREAS, MST employees are recognized annually for their safety records; and

WHEREAS, Ann Armbruster began her career with Monterey-Salinas Transit as a Coach Operator in April 1979; and

WHEREAS, Ann Armbruster is recognized for her dedication to supporting MST's mission to deliver quality transportation to our community and customers; and

WHEREAS, Ann Armbruster has accumulated approximately 950,000 miles driving MST's buses during her career at Monterey-Salinas Transit; and

WHEREAS, Ann Armbruster has accumulated a record of 30 years of safe driving as a Coach Operator at MST; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Ann Armbruster for her record of 30 years of safe driving; and

BE IT FURTHER RESOLVED that Ann Armbruster is to be congratulated for her excellent safety record at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-06 this 19th day of September, 2016.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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To: Board of Directors

From: H. Harvath, Assistant General Manager for Finance and Administration

Subject: FY 2017 APTA Dues

RECOMMENDATION:

Approve the expenditure of \$35,029 for American Public Transit Association (APTA) dues for Fiscal Year 2017.

FISCAL IMPACT:

\$35,029 in funds identified for APTA dues as a part of MST's FY 2017 Budget.

POLICY IMPLICATIONS:

Your Board approves expenditures exceeding \$25,000.

DISCUSSION:

The American Public Transportation Association is the national advocacy group for public transit. APTA represents MST's interests on a national level through lobbying and testifying before Congress on transit-related issues, as well as through its transit research programs, publications, industry standards and overall industry image building on behalf of transit. MST staff and members of your Board attend various APTA meetings, functions and conferences throughout the year. APTA dues are based on annual operating expenses for the most recent completed year. For FY 2017, MST's operating budget falls within the \$30 million to \$50 million dues category of \$35,029, resulting in a payment that is the same as last year.

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To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Approve Electric Bus Purchase

RECOMMENDATION:

Authorize MST to purchase up to two electric buses from BYD Motors Inc., including special equipment.

FISCAL IMPACT:

Up to \$1,160,000 for two buses. The funding sources for this procurement are listed below.

Purchase of the second bus is contingent upon award of the Monterey Bay Air Resources District AB 2766 grant in the amount of \$400,000.

The Bus Voucher Incentive in the amount of \$101,000 per bus requires renewal through the State Legislature, if it is not renewed this amount will be funded through Prop 1B funds.

Bus 1	Bus 2	Funding Source:
\$0	\$400,000	Monterey Bay Air Resources District - AB2766 grant (if awarded)
\$296,890	\$0	FY16 Low Carbon Transit Operations Program (LCTOP)
\$101,000	\$101,000	CA Hybrid & Zero-Emission Truck & Bus Voucher Incentive Project (HVIP)
\$182,110	\$79,000	PTMISEA (Prop 1B)
\$580,000	\$580,000	Total

POLICY IMPLICATIONS:

Your Board approves purchase over \$25,000.

The California Air Resources Board (ARB) is considering increasingly cleaner emission standards for transit fleets and may require a percentage of zero emission bus purchases beginning in 2018, with zero emissions required on all new transit bus purchases by 2040.

DISCUSSION:

MST has a fleet of 79 heavy-duty buses, 49 percent of which are considered obsolete and exceed FTA useful life guidelines of 12 years and/or 500,000 miles. These new electric buses will replace older Gillig buses and will be placed into service in the Salinas service area. These buses will also provide MST with additional experience with operating and testing electric bus technology as the ARB requires California transit operators to increase the purchase of zero emission buses.

The electric bus industry has in the past several years made incremental progress in electric battery technology and vehicle range, a key requirement for transit operators to fully adopt electric bus technology.

This purchase from BYD Motors Inc. is considered a sole source purchase as there are currently no other 30' electric bus manufacturers in the U.S. These vehicles will be purchased from the BYD Motors Inc. bus factory located in Lancaster, California. This purchase also includes special equipment like security cameras, fareboxes and special mobile communications equipment, some of which will be purchased directly from existing MST equipment vendors.

Approval of this item authorizes the purchase of up to two electric buses at up to \$580,000 each from BYD Motors Inc., including special components/equipment required for these vehicles from MST equipment vendors. Purchase of the second bus is contingent upon an award of \$400,000 from the ARB2766 grant.

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

To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Authorize Acceptance of Six Buses for the MST RIDES Program

RECOMMENDATION:

Authorize the acceptance of six medium-sized buses purchased by Caltrans for the MST RIDES program.

FISCAL IMPACT:

There is no cost to MST. These four vehicles cost \$66,358 each, for a total of \$398,149 and are 100% funded through the Federal Transit Administration's (FTA) Section 5310 program and Toll Credits administered by Caltrans.

POLICY IMPLICATIONS:

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

DISCUSSION:

The FTA Section 5310 program was established to meet the transportation needs of the elderly and persons with disabilities in areas where public mass transportation services are otherwise unavailable, insufficient, or inappropriate for the passenger. This program funds accessible vans and buses for eligible applicants through a competitive process based on a scoring system.

MST's Rides program provides service to the elderly and individuals with disabilities who cannot ride fixed route service. The RIDES program serves approximately 115,000 passengers annually and is operated by MV Transportation using twenty-nine MST vehicles. The medium-sized buses used in the RIDES program have a life expectancy of at least 5 years or 150,000 miles. Of the 29 vehicles, 28 percent of the fleet exceeds the 150,000 mile life expectancy.

MST was awarded a total of 6 vehicles, which will replace obsolete buses. Caltrans is completing the entire procurement through Creative Bus Sales. Approval of this item authorizes staff to accept six medium sized buses procured by Caltrans and fully funded.

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

To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Award Construction Contract to BlueScope Construction

RECOMMENDATION:

Authorize MST to award a contract to BlueScope Construction for the remodel and expansion of MST's maintenance and operations facility located at Ryan Ranch Road.

FISCAL IMPACT:

\$21,892,617 which includes an 8 percent project contingency of \$1,621,675.

This project is fully funded as follows: \$10M from the Transit and Intercity Rail Capital Program (TIRCP); \$4M from the State of California Proposition 1B funds and \$7,892,617 from MST's Capital Budget.

POLICY IMPLICATIONS:

Your Board approves expenditures over \$25,000.

A construction contract is required to be in place by November 2016 in order for MST to be eligible for \$10M in TIRCP funds.

DISCUSSION:

In June 2014 MST contracted with AECOM for architectural/engineering services to expand and remodel the Thomas D. Albert (TDA) facility, which includes expanded bus fueling capability and a new bus washer. In April 2016 your Board also authorized AECOM to coordinate design efforts with BlueScope Construction for the remaining design and engineering work in the effort to help reduce overall construction costs by incorporating pre-engineered design elements into the project.

National Joint Powers Alliance (NJPA) is a service cooperative formed under law to provide services to member government entities which are more efficiently delivered cooperatively than by an entity individually. NJPA members also include government, education and non-profit agencies nationwide and in Canada. MST is a member of the NJPA and is utilizing the purchasing cooperative in an effort to reduce construction costs and the overall construction project timeline. The MST Procurement policy adopted by your Board allows MST to participate in cooperative purchase agreements.

BlueScope Construction is the lowest cost bidder in an exclusive contract with NJPA and its members, providing cost-competitive pre-engineered building construction services for construction projects. BlueScope Construction has completed hundreds of projects ranging from large maintenance facilities to office buildings through the NJPA cooperative.

On June 1st MST received the 95 percent construction documents and submitted preliminary plans and project cost information to the City of Monterey. The City of Monterey has concluded an initial review of the documents and is expected to issue a building permit prior to the September 19th Board meeting.

The BlueScope Construction's Quote is as follows:

\$15,048,377	Building/Site Construction
\$4,823,311	Equipment
\$399,254	Security Equipment
\$20,270,942	
\$1,621,675	8% Project Contingency
\$21,892,617	Total

As a business model, BlueScope Construction utilizes local contractors and has partnerships with contractors in Monterey County that will be used on MST's project. As compared to standard "brick & mortar" construction techniques, incorporating pre-engineered building elements into MST's project will cut construction costs by about 9 percent or \$1,597,637 and reduce the construction project timeline by approximately four months. The key features of this construction project include the following:

- The facility is dedicated to Operations & Maintenance functions
- Increases building size for operations and maintenance from approx: 20,000 sq. ft. to 33,000 sq. ft.; including a 2nd story for the MST Communications Center
- Bus parking increases from 50 buses to approximately 80 buses
- Expands the maintenance shop from 3 to 9 bus bays/work areas
- Provides larger inventory and parts room
- Expands MST fleet fueling capacity from 1 to 2 buses at a time
- Includes dedicated charging locations for electric buses and support vehicles
- Provides new efficient modernized bus washer
- Adds an emergency access/exit for MST's fleet from the bus yard
- Includes heavy-duty equipment and facility/building security system in total price

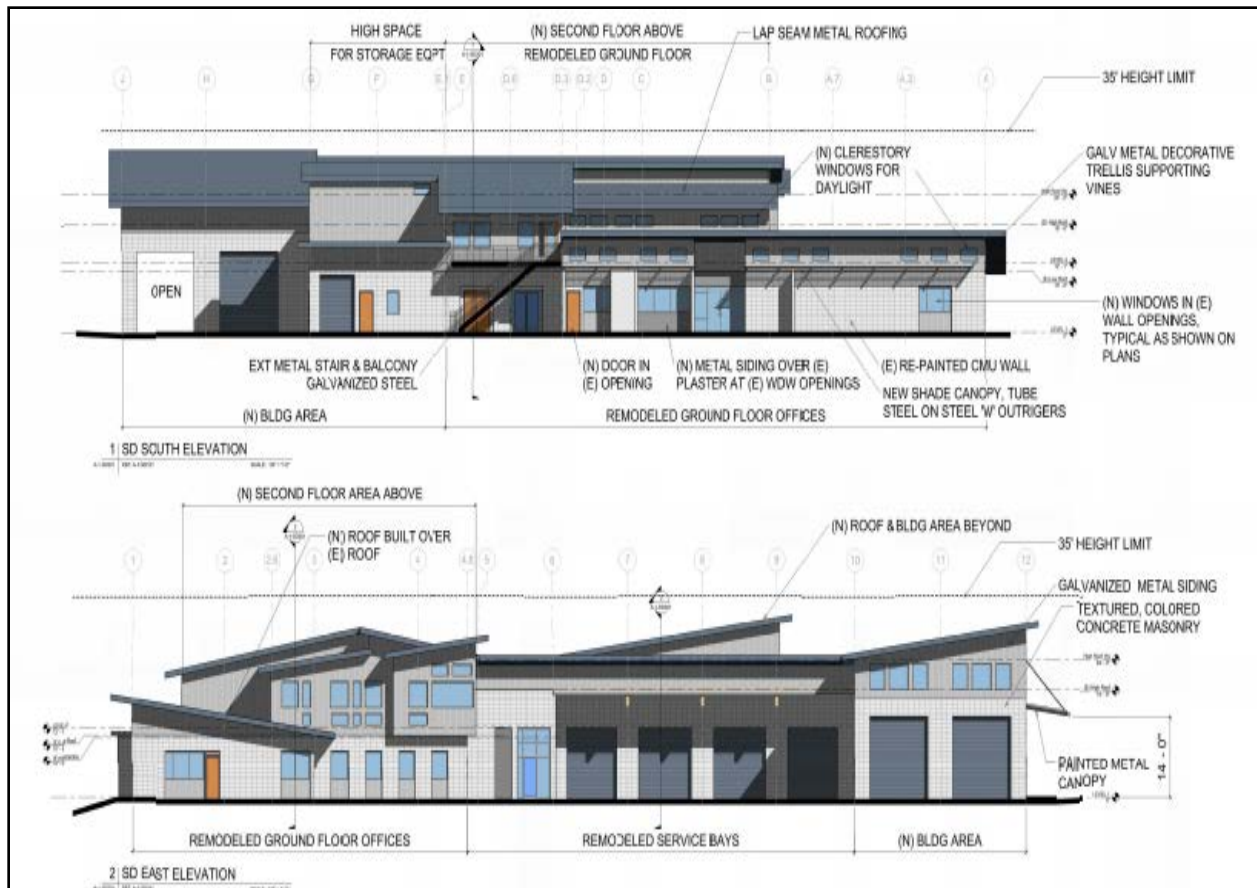
Approval of this project at your the September 19th Board meeting allows MST to execute a contract in advance of the November 2016 deadline to receive the \$10M in TIRCP funds required to fund this project.

Approval of this item authorizes staff to execute a contract with Blue Scope Construction for a total project value of \$21,892,617 for the remodel and expansion of MST's operating and maintenance facility on Ryan Ranch Road.

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

Monterey Bay Maintenance and Operations Facility





To: MST Board of Directors

From: Lisa Rheinheimer, Director of Planning and Development

Subject: Site Selection Goals for South County Bus Facility

RECOMMENDATION:

Approve draft site selection goals for the proposed South County bus maintenance and operations facility to fulfill FTA Title VI requirements.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board is required to approve the draft site selection goals for the proposed South County bus maintenance and operations facility.

DISCUSSION:

In May of 2002, MST introduced bus service to Salinas Valley communities as far south as King City. What began as approximately 5 roundtrips per day on Line 23 between Salinas and King City has grown significantly over the last 14 years, to nearly hourly service today. During this same period, MST expanded its bus service even further south of King City, augmenting Line 23 trips with the following routes:

- Line 82 Fort Hunter Liggett – Salinas Express
- Line 84 Soledad – Paso Robles
- Line 85 Fort Hunter Liggett – Templeton
- Line 86 King City – San Jose Express

In addition to these fixed-route bus lines, MST now operates local general public dial-a-ride service (South County OnCall) in each of the four cities in southern Monterey County – Gonzales, Soledad, Greenfield and King City. With this expansion of service, along with the anticipated population, housing and employment growth forecast for this part of the county, staff has been contemplating the need for an additional bus maintenance and operations facility in the area.

Many of the buses that serve these southern Monterey County routes are based at MST's bus facilities in Monterey and Salinas. Both labor and fuel cost savings could be realized by servicing, maintaining, inspecting, and storing many of these vehicles at

a facility located in southern Monterey County. Based on current service levels, staff has estimated combined labor, fuel and maintenance expense savings of approximately \$170,000 per year by deploying buses out of a garage in southern Monterey County. MST would also benefit from reduced capital replacement costs given that fewer miles would be put on the buses if they did not have to travel empty from Monterey and Salinas to their starting points in southern Monterey County.

Under your Board's direction, MST staff has kept your Board informed of its efforts over the past year to identify vacant properties in southern Monterey County as potential sites for a bus operations and maintenance facility. As a recipient of federal transit funding, MST is required to comply with Title VI guidelines during all stages of planning, purchasing, designing and building transit facilities that are funded with federal dollars. Title 49 CFR Section 21.9(b) (3) states:

“In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin...”

FTA Title VI Circular 4702.1B further requires that, “The recipient shall complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin.”

To comply with FTA Title VI equity analysis regulations, MST has developed the following draft site selection goals with which to evaluate potential vacant properties in southern Monterey County:

Draft Site Selection Goals	
1.	Accommodate Bus Operations
2.	Reduce Deadhead Costs
3.	Keep Development Costs Low
4.	Ensure Minority Residents and Businesses are not Disproportionately Affected

MST will also review potential locations in Soledad, Greenfield, and King City as a part of an alternatives analysis required under the California Environmental Quality Act (CEQA).



The King City property which your board authorized for purchase for \$470,500 with State of California Proposition 1B Bond funds will be a part of the CEQA alternatives analysis as well as the FTA Title VI equity analysis.

As required for the FTA Title VI equity analysis, staff held two public scoping meetings on August 11 and August 13 at the King City Recreation Center to inform the public of the proposed south county facility and the site selection goals, and to seek input on the project and its potential location. The public presentation materials and public notices are attached. Minutes of these meetings are included under agenda item # 5-6.

At this time, per FTA guidelines, MST staff is recommending the adoption by your Board of the draft site selection goals. Upon adoption of these goals, staff will continue to identify and secure funding for the remainder of this project.

Attachment 1: PowerPoint presentation for public scoping meeting

Attachment 2: Proof of Public Notice advertising scoping meetings

Prepared by:  Approved by: 

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Public Scoping Meeting
Junta de Observación del Publico
King City Recreation Center
401 Division Street, King City, CA 93930

Thursday, August 11, 2016, 6pm
Saturday, August 13, 2016, 11am

Jueves, 11 de Agosto, 2016, 6pm
Sábado, 13 de Agosto, 2016, 11am

MST
MONTEREY SALINAS TRANSIT

Purpose of Meeting

The purpose of the public scoping meeting is to collect public input on site selection goals for a bus maintenance facility in southern Monterey County.

Federal Transit Administration Circular 4701.2B states:

“The recipient (of federal funds) shall complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Recipients shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.”

MST
MONTEREY SALINAS TRANSIT

El Proposito de esta Junta

El propósito de esta junta de observación es para pedir la opinión del público para seleccionar las metas de la nueva instalación de mantenimiento en el sur del Condado de Monterey .

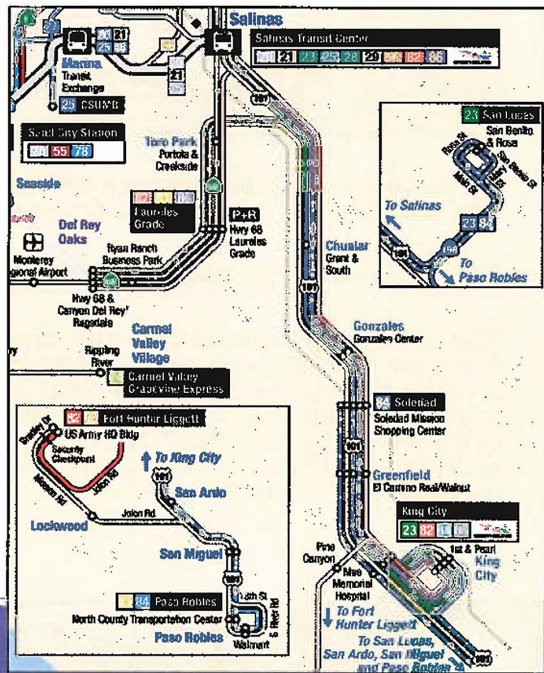
Circular de Administración Federal de Transito 4701.2B dice:

“El Destinatario (de los fondos federales) debe de completar un análisis equitativo del Título VI durante la fase de planeación respecto a donde será instalado el proyecto para asegurarse que será escogido sin importar a la raza, color, u origen. Destinatarios deben de contactar a personas que potencialmente pudieran ser afectadas por la existencia de esta instalación. Análisis equitativo del Título VI debe comparar los impactos por igual en distintas alternativas de ubicación, y el análisis debe de ocurrir antes de seleccionar el sitio recomendado.”

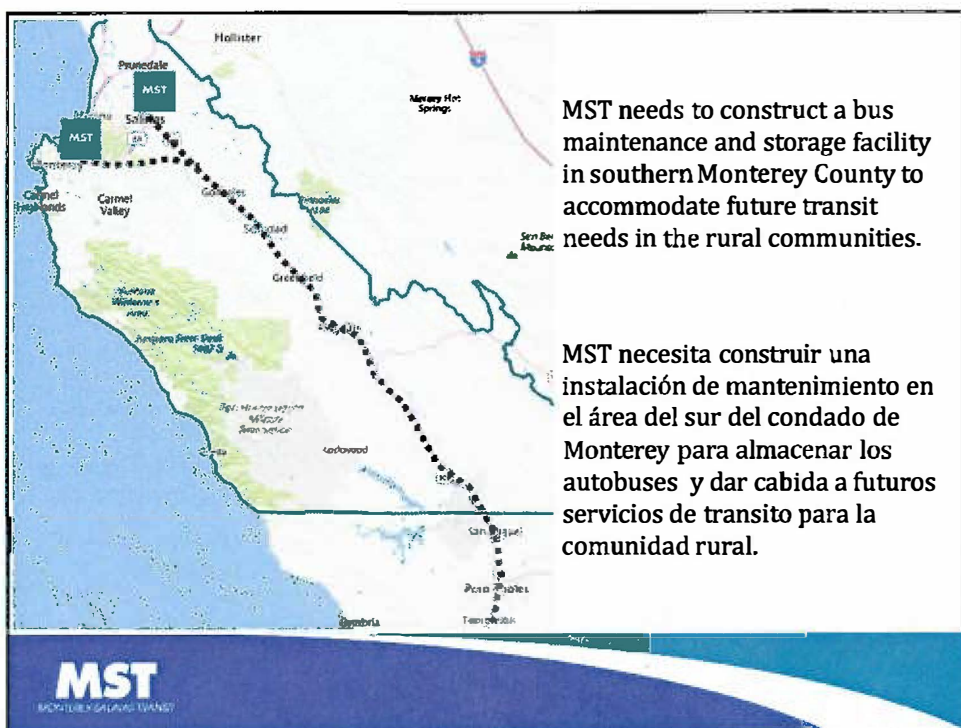
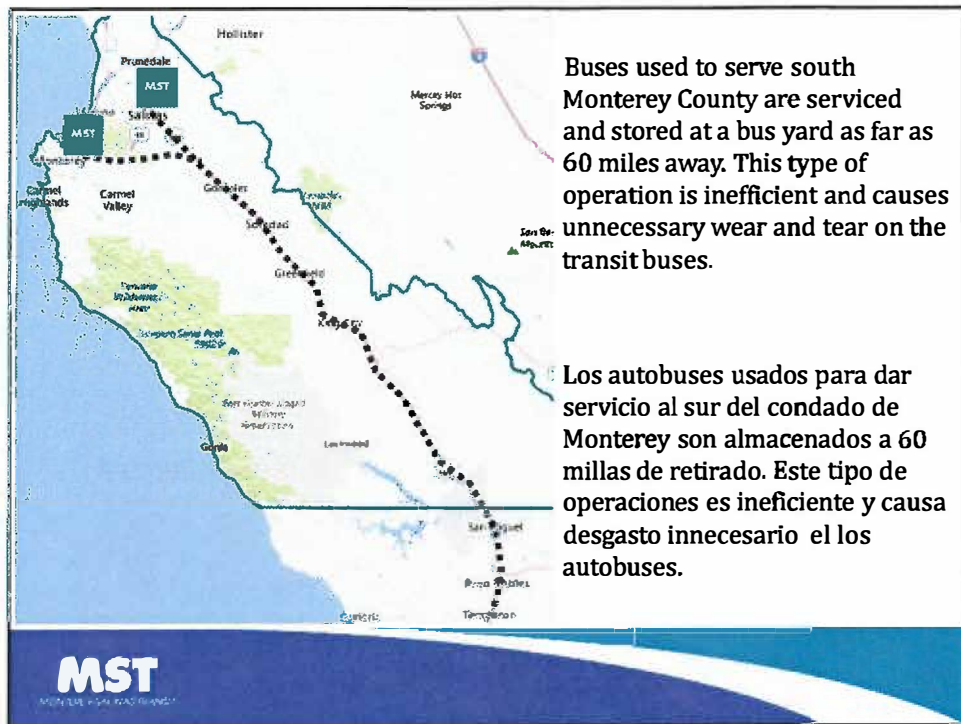
MST
MONTEREY-SALINAS TRANSIT

Map of South
County Lines

Mapa de La
Lineas del
Condado Sur



MST
MONTEREY-SALINAS TRANSIT



Draft Goals

Goals of a New Facility:

1. Accommodate Bus Operations
2. Reduce Deadhead Costs
3. Keep Development Costs Low
4. Ensure Minority Residents and Businesses are not Disproportionately Affected

MST
MOVIERE-SALWAS TRANSIT

Objetivos del Proyecto

Objetivos de la Nueva Instalación:

1. Mejorar El Servicio de Autobús
2. Reducir el Costo del Viaje
3. Mantener el Desarrollo a Bajo Costo
4. Asegurar que los Residentes de Minorías y Negocios no Sean Afectados Desproporcionadamente

MST
MOVIERE-SALWAS TRANSIT

Locations Under Consideration Lugares Bajo Consideracion

- Soledad
- Greenfield
- King City



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MONTEREY SALINAS TRANSIT

Timeline

Fall 2016	MST board adopts site selection goals
Fall 2016	Project funding notification
Early 2017	Environmental analysis begins
Early 2018	Environmental and fixed facility analyses completed
2018	Construction begins
2019	South county facility opens for service

MST
MONTEREY SALINAS TRANSIT

Cronología de Tiempo

Otoño 2016	Directores de MST aprueban las metas del proyecto
Otoño 2016	Notificación de fondos del proyecto
Principio 2017	Comienza el análisis del medio ambiente
Principio 2018	Termina análisis la instalación y medio ambiente
2018	Comienza la construcción
2019	La instalación del condado sur comienza su servicio

MST
MONTEBELLAZ TRANG

Questions & Comments

Preguntas y Comentarios

MST
MONTEBELLAZ TRANG

Contact / Datos

1. 888-678-2871
2. (TTY/TDD 831-393-8911)
3. clerk@mst.org
4. 19 Upper Ragsdale Suite 200, Monterey, CA 93940

If information is needed in another language, contact 888-678-2871

Si necesita información en otro idioma, llame al 888-678-2871



MST
MONTE SERA AGAS TRANSIT

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The Salinas Californian

ATTACHMENT 2

Order Confirmation for Ad #: 0001441573

PO number: Public Scope Mtg

Customer: MONTEREY SALINAS TRANSIT
Address: 1 RYAN RANCH RD
MONTEREY CA 93940 USA
Acct. #: SNA-601400
Phone: 8313938114

MONTEREY SALINAS TRANSIT

Ordered By: Deanna Smith

OrderStart Date: 07/29/2016

Order End Date: 07/29/2016

<u>Tear Sheets</u>	<u>Affidavits</u>	<u>Blind Box</u>	<u>Promo Type</u>	<u>Materials</u>	<u>Special Pricing</u>	<u>Size</u>
0	0					2 X 3.94

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Method</u>	<u>Payment Amount</u>	<u>Amount Due</u>
\$238.94	\$0.00	\$238.94	Invoice	\$0.00	\$238.94

Ad Order Notes: emailed order conf to Deanna 7/18am

Sales Rep: cdclark

Order Taker: cdclark

Order Created 07/18/2016

Product	# Ins	Start Date	End Date
SNA-The Salinas Californian	1	07/29/2016	07/29/2016
SNA-TheCalifornian.com	1	07/29/2016	07/29/2016

* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION

Text of Ad:

MST

MONTEREY-SALINAS TRANSIT

PUBLIC SCOPING MEETING

Monterey-Salinas Transit (MST) will hold two public scoping meetings to develop site selection goals for a future bus maintenance and operations facility to serve south Monterey County.

The public is invited to attend either or both meetings and provide input. The scoping meetings will be held at the following locations:

Thursday, August 11, 2016
6:00 p.m.
King City Recreation Center
401 Division Street, King City, CA 93930

Saturday, August 13, 2016
11:00 a.m.
King City Recreation Center
401 Division Street, King City, CA 93930

Interested businesses or persons wishing to comment but who are unable to attend the public scoping meetings may submit written comments to:

Monterey-Salinas Transit
Attn: Carl Sedoryk, General Manager / CEO
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940.

Fax to 831-899-3954 or email: clerk@mst.org
July 29, 2016 (1441573)

The Salinas Californian

Order Confirmation for Ad #: 0001441643

PO number: Spanish Public Scoping Mtg

Customer: MONTEREY SALINAS TRANSIT
Address: 1 RYAN RANCH RD
 MONTEREY CA 93940 USA
Acct. #: SNA-601400
Phone: 8313938114

MONTEREY SALINAS TRANSIT

Ordered By: Deanna Smith

OrderStart Date: 07/29/2016

Order End Date: 07/29/2016

Tear Sheets	Affidavits	Blind Box	Promo Type	Materials	Special Pricing	Size
0	0					2 X 4.03

Net Amount	Tax Amount	Total Amount	Payment Method	Payment Amount	Amount Due
\$244.00	\$0.00	\$244.00	Invoice	\$0.00	\$244.00

Ad Order Notes: emailed order conf t Deanna 7/18am

Sales Rep: cdcclark

Order Taker: cdcclark

Order Created 07/18/2016

Product	# Ins	Start Date	End Date
SNA-The Salinas Californian	1	07/29/2016	07/29/2016
SNA-TheCalifornian.com	1	07/29/2016	07/29/2016

* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION

Text of Ad:

MST

MONTEREY-SALINAS TRANSIT

JUNTA DE OBSERVACION DEL PUBLICO

Monterey-Salinas Transit (MST) tendrá dos juntas de observación para desenvolver metas para como servir con su futura instalación el área del sur del condado de Monterey.

El público está invitado para asistir a las dos juntas y dar su opinión. La junta de observación se dará a cavo en las siguientes localidades:

Jueves, 11 de agosto de 2016
6:00 p.m.

King City Recreation Center
401 Division Street, King City, CA 93930

Sábado, 13 de agosto de 2016
11:00 a.m.

King City Recreation Center
401 Division Street, King City, CA 93930

Personas o negocios interesados que deseen dar sus comentarios pero que no pueden asistir a la junta de observación del público pueden mandar sus comentarios por escrito a:

Monterey-Salinas Transit
Attn: Carl Sedoryk, General Manager / CEO
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940.

Fax to 831-899-3954 o email: clerk@mst.org
July 29, 2016 (1441643)

The Salinas Californian

Order Confirmation for Ad #: 0001441614

PO number: Spanish Public Scoping Mtg

Customer: MONTEREY SALINAS TRANSIT
Address: 1 RYAN RANCH RD
 MONTEREY CA 93940 USA
Acct. #: SNA-601400
Phone: 8313938114

MONTEREY SALINAS TRANSIT

Ordered By: Deanna Smith

Order Start Date: 07/30/2016

Order End Date: 07/30/2016

Tear Sheets	Affidavits	Blind Box	Promo Type	Materials	Special Pricing	Size
0	0					2 X 4.03

Net Amount	Tax Amount	Total Amount	Payment Method	Payment Amount	Amount Due
\$244.00	\$0.00	\$244.00	Invoice	\$0.00	\$244.00

Ad Order Notes: emailed order conf t Deanna 7/18am

Sales Rep: cdclark

Order Taker: cdclark

Order Created 07/18/2016

Product	# Ins	Start Date	End Date
SNA-EI Sol	1	07/30/2016	07/30/2016
SNA-TheCalifornian.com	1	07/30/2016	07/30/2016

* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION

Text of Ad:

MST

MONTEREY-SALINAS TRANSIT

JUNTA DE OBSERVACION DEL PUBLICO

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Jueves, 11 de agosto de 2016

6:00 p.m.

King City Recreation Center

401 Division Street, King City, CA 93930

Sábado, 13 de agosto de 2016

11:00 a.m.

King City Recreation Center

401 Division Street, King City, CA 93930

Personas o negocios interesados que deseen dar sus comentarios pero que no pueden asistir a la junta de observación del público pueden mandar sus comentarios por escrito a:

Monterey-Salinas Transit

Attn: Carl Sedoryk, General Manager / CEO

19 Upper Ragsdale Drive, Suite 200

Monterey, CA 93940.

Fax to 831-899-3954 o email: clerk@mst.org
 July 30, 2016 (1441614)



Published by The Monterey Herald
P.O. Box 271 • Monterey, California 93942
(831) 726.4382

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

Legal No. 0005777227
Junta De Observacion Del Publico
Total Cost: \$152.11
Ordered by:

PROOF OF PUBLICATION

STATE OF CALIFORNIA
County of Monterey

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

07/29/16

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

Executed on 07/29/2016 at Monterey, California.

Danille Handaker

Signature

This space is reserved for the County Clerk's Filing Stamp

MST JUNTA DE OBSERVACION DEL PUBLICO

Monterey-Salinas Transit (MST) tendrá dos juntas de observación para desenvolver metas para como servir con su futura instalación el área del sur del condado de Monterey.

El público está invitado para asistir a las dos juntas y dar su opinión. La junta de observación se dará a cavo en las siguientes localidades:

Juventus, 11 de agosto de 2016
6:00 p.m.
King City Recreation Center
401 Division Street,
King City, CA 93930

Sábado, 13 de agosto de 2016
11:00 a.m.
King City Recreation Center
401 Division Street,
King City, CA 93930

Personas o negocios interesados que deseen dar sus comentarios pero que no pueden asistir a la junta de observación del público pueden mandar sus comentarios por escrito a:

Monterey-Salinas Transit
Attn: Carl Sedoryk,
General Manager / CEO
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940.
Fax to 831-899-3954
o email:
clerk@mst.org

Publicado: July 29, 2016

MST PUBLIC SCOPING MEETING

Monterey-Salinas Transit (MST) will hold two public scoping meetings to develop site selection goals for a future bus maintenance and operations facility to serve south Monterey County.

The public is invited to attend either or both meetings and provide input. The scoping meetings will be held at the following locations:

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6:00 p.m.
King City Recreation Center
401 Division Street,
King City, CA 93930

Saturday, August 13, 2016
11:00 a.m.
King City Recreation Center
401 Division Street,
King City, CA 93930

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Monterey-Salinas Transit
Attn: Carl Sedoryk,
General Manager / CEO
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940.
Fax to 831-899-3954
or email: clerk@mst.org

Publish: July 29, 2016

EXPLANATION OF THE NATURE OF THE PROCEEDING (Indicate whether you are proceeding in forma pauperis, and whether you are proceeding as a party in interest.)

[illegible]

1

STEVEN ADAMS, CITY CLERK
 Date: Thursday, July 21, 2016
ST AGENDA / SEPTEMBER 19, 2016 / 99

#6 Publish: 7/27/

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To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Review Temporary Facility Options and Approve Contract Lease Signing Authority

RECOMMENDATION:

Authorize MST's GM/CEO authority to execute a contract for the short-term lease of property to be used of an operating base during the construction and remodel of MST's maintenance and operations facility located at 1 Ryan Ranch Road in Monterey.

FISCAL IMPACT:

A facility lease is estimated to cost between \$20,000 to \$29,500 per month, or \$240,000 to \$354,000 annually, depending upon the property size and facilities or amenities located on the property.

POLICY IMPLICATIONS:

Your Board approves expenditures over \$25,000.

DISCUSSION:

Contingent upon your Board's approval of a contract with Blue Scope Construction, demolition at the 1 Ryan Ranch Road facility may commence in early December, requiring the operating facility to be vacated shortly thereafter. Attempting to operate daily transit operations in an active construction zone is impractical from a safety and logistics standpoint.

A temporary site to perform daily transit operations during construction of the facility in Monterey is strongly recommended for 60 percent of MST's heavy duty fleet, which includes 50 transit buses/trolleys, 15 support vehicles, storage for parts and materials, portable hoists, tire changing machines, portable fuel/fluid tanks and other assorted equipment. Additionally, 85 MST staff members would report to this location, including bus drivers, mechanics, supervisors and other staff. The location would be in use for approximately 12 months and requires an area of approximately 3(+/-) acres to support bus parking, maintenance activities and an office/reporting location for drivers and staff.

MST staff has been searching for a suitable temporary facility for several months with minimal success. The search for a temporary operating base on the Peninsula, the former Fort Ord, Marina, and Salinas has determined there are no "move-in ready" sites available with adequate space and facilities. Most locations considered are not available or have space constraints or zoning restrictions or cannot accommodate a fleet of approximately 50 transit buses and equipment.

MST is currently considering three locations, one in Salinas and two on the eastern edge of the developed area of the Former Fort Ord, which appear to be workable options. These three locations are already developed and have current or recent commercial/industrial types of activities occurring at the locations.

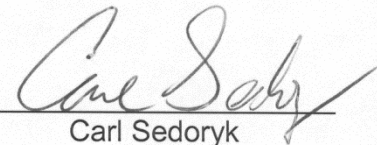
Based on the discussions with property owners it may be necessary to authorize MST's GM/CEO to execute a contract prior to a Board meeting. Staff will report back to your Board should a contract be required prior to a Board meeting.

Approval of this item authorizes MST's GM/CEO to execute a lease agreement required for the relocation of the MST fleet and operations during the construction at 1 Ryan Ranch Road for an amount not to exceed \$354,000.

PREPARED BY:


Michael Hernandez

REVIEWED BY:


Carl Sedoryk

To: MST Board of Directors

From: M. Eccles, Director of Information Technology

Subject: OnStreet Real-time Arrival Information Signs

RECOMMENDATION:

Authorize \$230,000 for the purchase of up to 45 solar power capable Transit Master (TM) OnStreet Real-time bus arrival/departure signs from Trapeze Group.

FISCAL IMPACT:

Funding for this project is included the FY 2017 Capital budget.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$25,000. This purchase helps supports the board-adopted strategic goal to implement new technologies and practices that enhance the overall customer experience and supports the board-adopted strategic goal to implement practices that encourage environmental sustainability.

DISCUSSION:

Your board has long encouraged investment in new technologies to meet and exceed the expectations of our customers. To that end, MST installed a Global Positioning System/ Automatic Vehicle Location (GPS/AVL) system in September 2001. This provided MST with data and radio coverage to track and communicate with MST's bus fleet from Gilroy to King City as well as most of the Monterey Peninsula up to Santa Cruz. The County of Monterey has housed the necessary data and radio equipment at their Mount Toro and Huckleberry Hill locations. This system provides the necessary next bus arrival information to many MST bus stops and transit centers.

Since this time, MST has expanded its operations to include service to San Jose and Paso Robles. As a large part of this additional service is in rural areas with no other electrical source available at the sites, TM OnStreet solar-powered signs are required to provide passengers with Real-time bus arrival information. Also, within heavily-used transit locations in the current MST service area, many bus stops with existing electronic signs have multiple bus routes using the stops. This has led to issues with

being able to display all information about all routes arriving at these stops on a timely basis.

Staff recently became aware of surplus signs from an order from the City of Santa Monica Transit (Big Blue Bus) that our vendor is anxious to relieve from its inventory. The newer signs have solar power capabilities and have four lines that display real-time arrival information about multiple routes, giving the customers more frequent information. Due to the vendor's desire to relieve its surplus inventory, MST staff have negotiated a very favorable price for the signs that is 72 percent below current market rates for comparable signs.

This will be a sole source purchase as the current vendor is the supplier of all of the Real-time OnStreet signs due to the compatibility with the current MST GPS/AVL system..

Approval of this item will authorize the purchase and configuration of up to 45 Transit Master OnStreet Real-time signs from Trapeze Group, not to exceed \$230,000.

PREPARED BY:  REVIEWED BY: 
Mark Eccles Carl Sedoryk

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – June 2016

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for June 2016 (Attachments 1-6). The status of MST's achievement of performance goals for the fiscal year ending June 30, 2015, is included in Attachment 5. The enclosed reports show that MST completed a third consecutive year of increased ridership due to both the improving local economy and innovative partnerships with our stakeholders. For the fiscal year end, MST improved performance in all of its relevant performance area indicators: safety, service, reliability, and finance, and stayed within acceptable performance parameters.

On June 18th I attended meetings of the APTA Executive Committee and Board of Directors in Phoenix AZ, which were held in conjunction with the APTA Rail Conference.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – June 2015

Attachment #3 – Facilities & Maintenance Dept. Report – June 2015

Attachment #4 – Administration Dept. Report – June 2015

Attachment #5 – Status Update on FY 2015 Action Plan

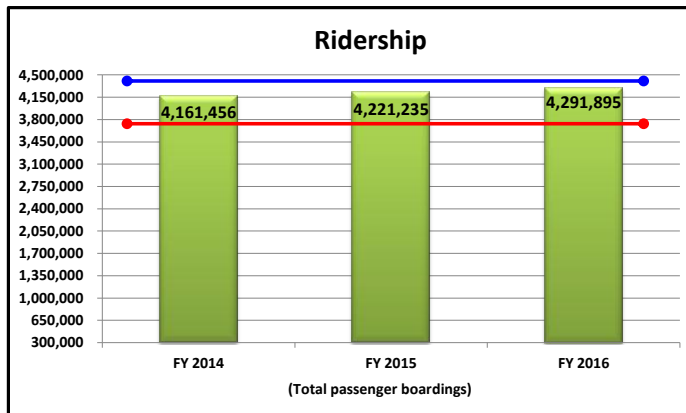
Attachment #6 – 2015 Performance Goals Progress

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:  _____

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MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - June
Fiscal Years 2014-2016

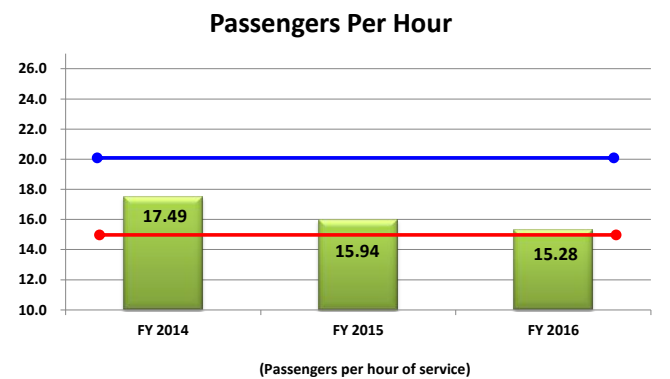


Goal = 4,305,660 passengers

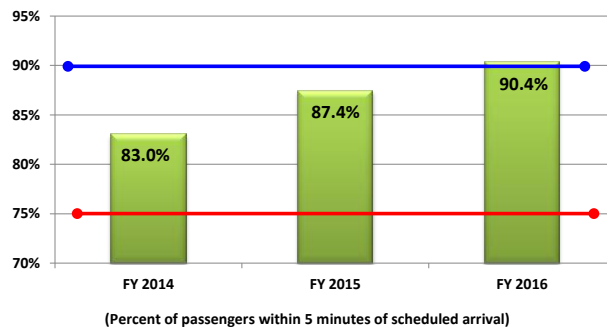
Minimum = 3,799,112 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

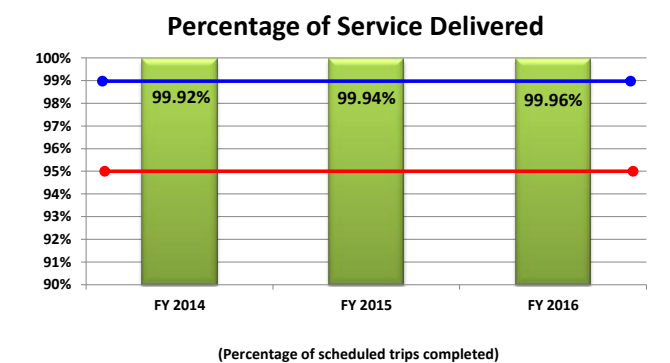


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

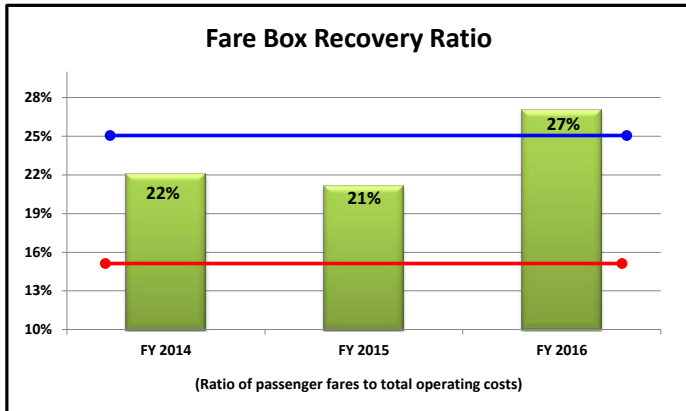


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - June

Fiscal Years 2014-2016

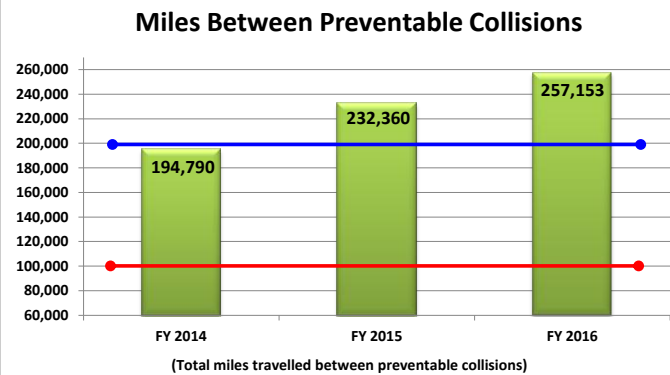
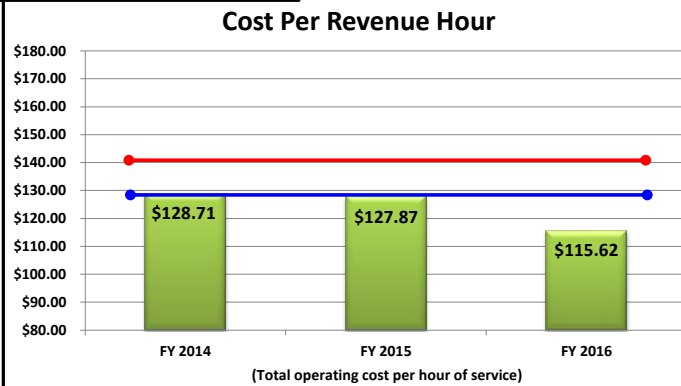


Goal = 25%

Minimum = 15%

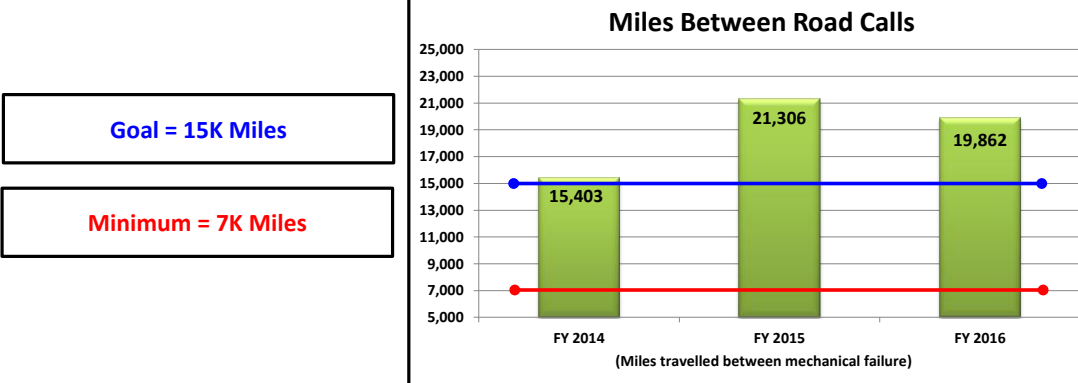
Maximum = \$145.00 per RH

Goal = \$131.67 per RH



Goal = 200K Miles

Minimum = 100K Miles



Goal = 15K Miles

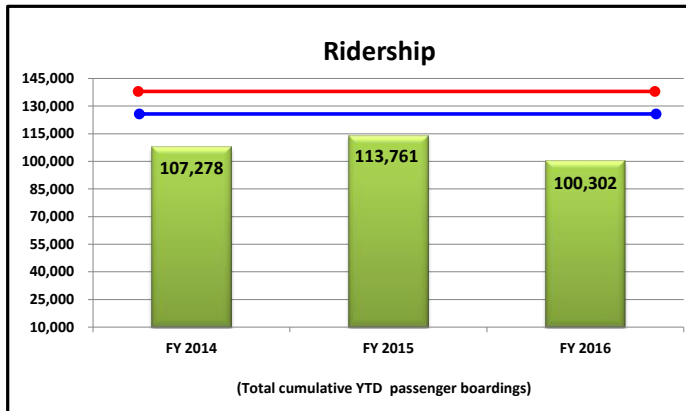
Minimum = 7K Miles

MST RIDES

YTD Dashboard Performance Comparative Statistics

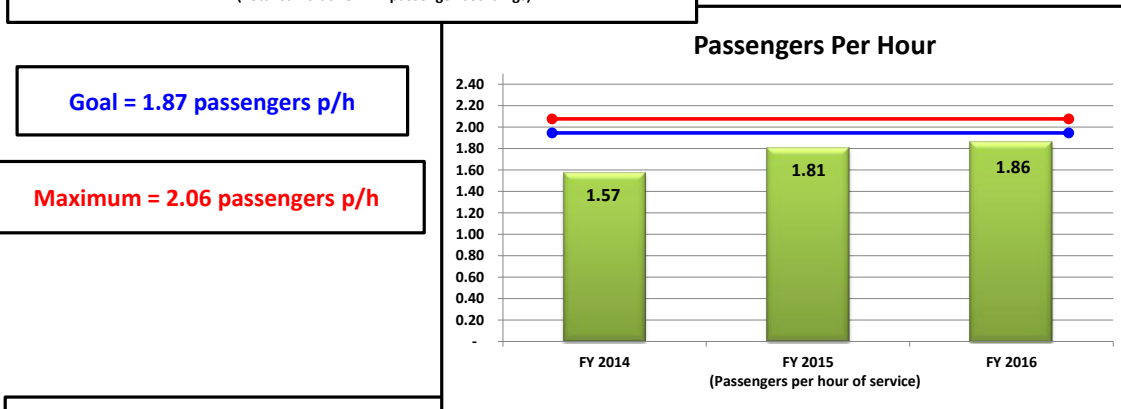
Months of July - June

Fiscal Years 2014-2016



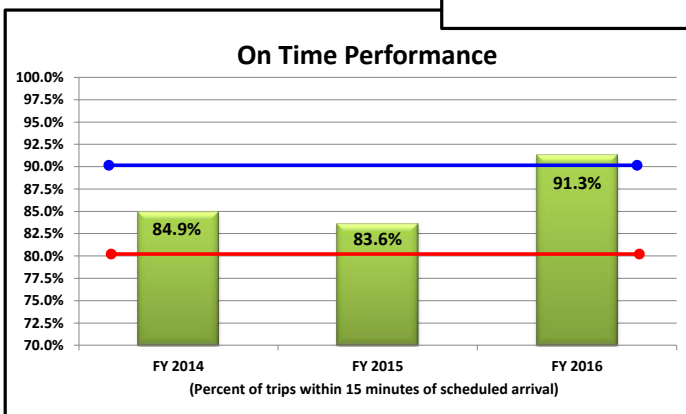
Goal = 127,831 passengers

Maximum = 140,614 passengers



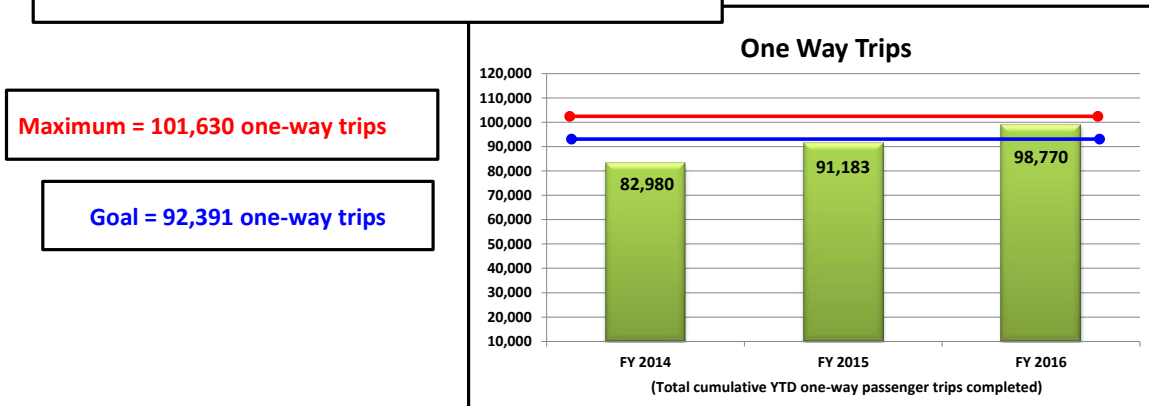
Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



Goal = 90% on time

Minimum = 80% on time



Maximum = 101,630 one-way trips

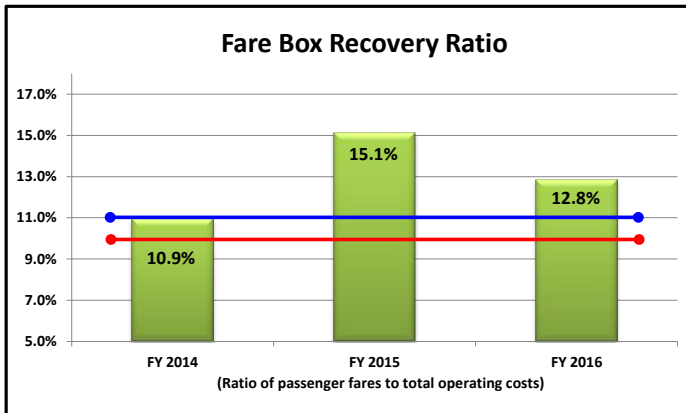
Goal = 92,391 one-way trips

MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - June

Fiscal Years 2014-2016

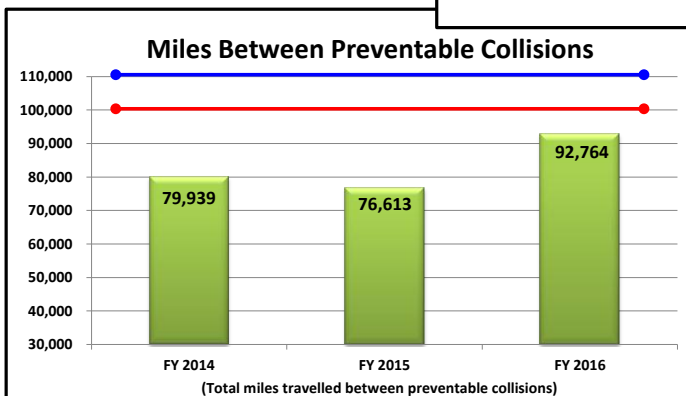
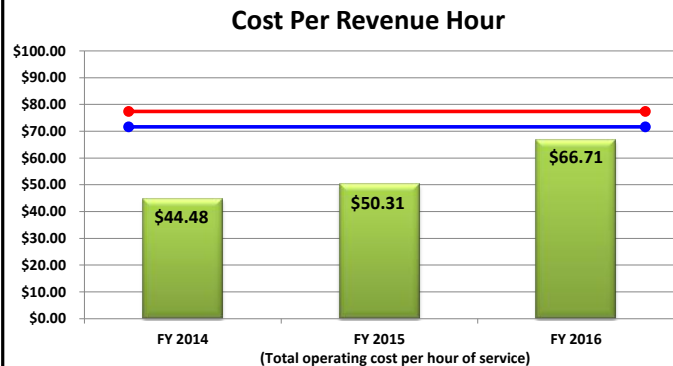


Goal = 11%

Minimum = 10%

Goal = \$70.86

Maximum = \$77.95

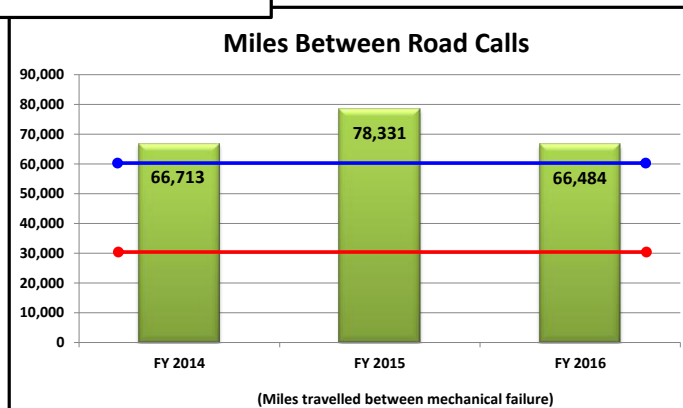


Goal = 110K Miles

Minimum = 100K Miles

Goal = 60,000 miles

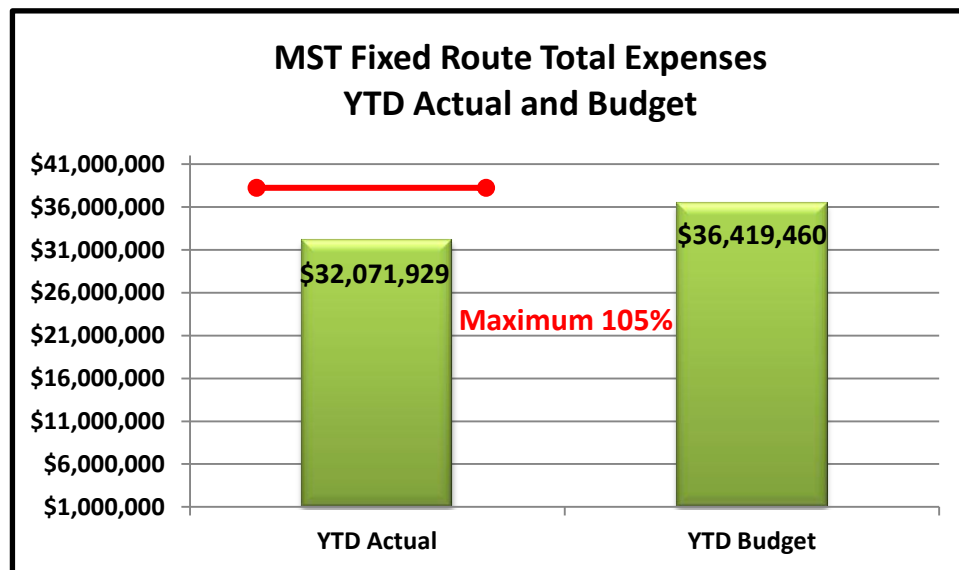
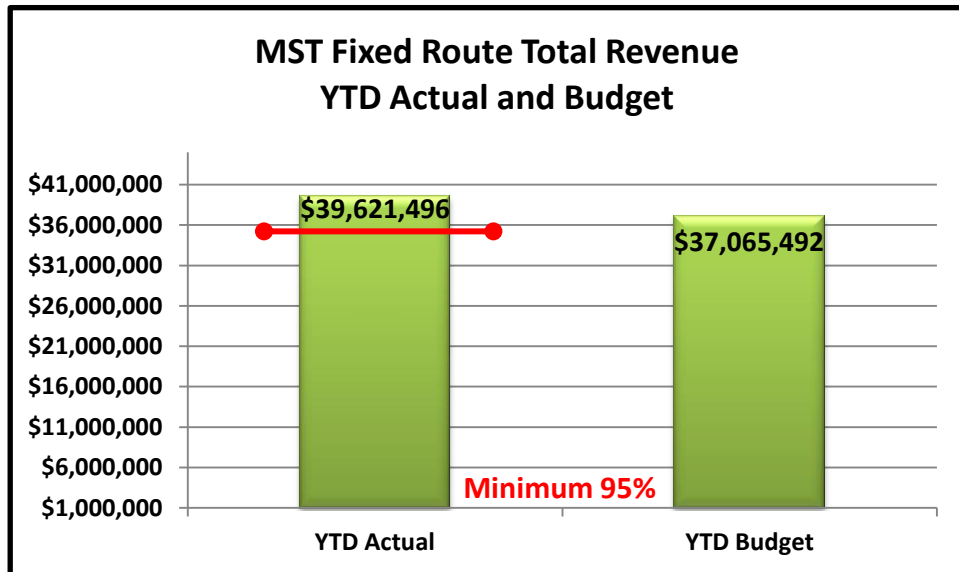
Minimum = 30,000 miles



MST Fixed Route

Financial Performance Comparative Statistics

July - June
Fiscal Year 2016

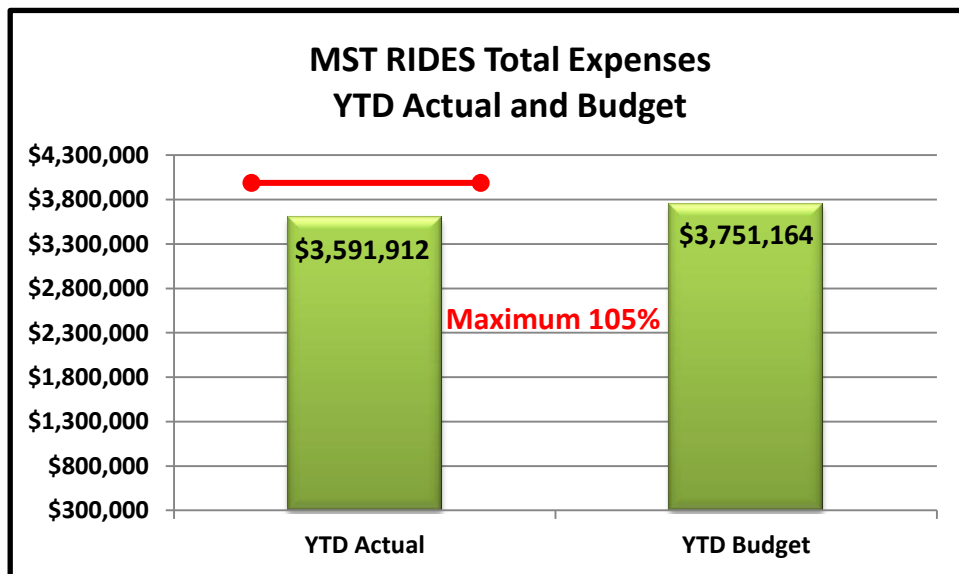
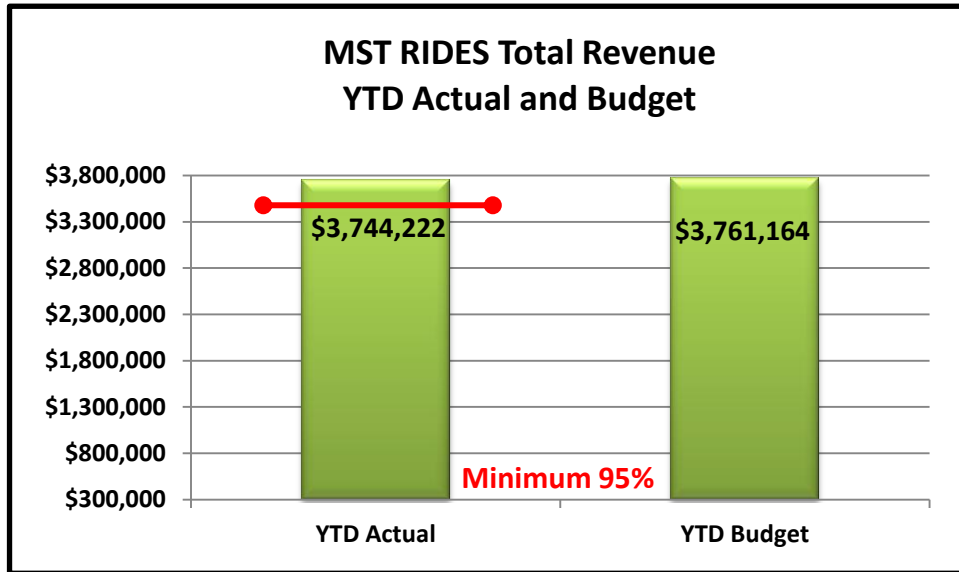


MST RIDES

Financial Performance Comparative Statistics

July - June

Fiscal Year 2016



ATTACHMENT 2

August 1, 2016

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 2016**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 2.54% in June 2016, (363,721), as compared to June 2015, (354,703). Fiscal year to date – passenger boardings have increased by 1.67% as compared to the same period last year.

Productivity decreased slightly from June of last year (15.9) - to 15.7 passengers per hour for June of this year.

Supplemental / Special Services:

June 4: MST provided special shuttle service transporting military personnel to the annual U.S. Army Ball held on the Presidio of Monterey. The service transported 31 passengers during the event.

System Wide Statistics:

- Ridership: 363,721
- Vehicle Revenue Hours: 23,127
- Vehicle Revenue Miles: 374,269
- System Productivity: 15.7 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,670

Time Point Adherence: Of 123,669 total time-point crossings sampled for the month of June, the TransitMaster™ system recorded 15,597 delayed arrivals to MST's published time-points system-wide. This denotes that **87.39%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2016.*)

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

Cancelled Trips: As listed below, there were a total of six (6) cancelled trips for the month of June for both directly operated and contracted services:

Total Trips Provided: 32,670			
Category	MST	MV	%
Mechanical	2	1	50%
Other	2	1	50%
Totals	4	2	100%

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 2015 and 2016:

Occurrence Type	June-15	June-16
Collision: MST Involved	6	4
Employee Injury	0	1
Medical Emergency	2	3
Object Hits Coach	2	3
Passenger Conflict	5	10
Passenger Fall	2	7
Passenger Injury	1	0
Other	7	3
Near Miss	0	0
Fuel / fluid Spill	1	0
Unreported Damage	1	0
Totals	27	31

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of June there were 9,644 passenger boardings. This denotes an 8.38% increase in passenger boardings from June of 2015, (8,898). Fiscal year to date – passenger boardings have increased by 0.94% as compared to the same period last year.

- Productivity for June of this year was at 1.85 passengers per hour decreasing slightly from June of 2015, (1.87).
- For the month of June, 91.99 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 90.97 % in June of 2015.

COMMUNICATIONS CENTER:

In June, MST's Communications Center summoned public safety agencies on *thirteen* (13) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	7
EMS	Passenger Illness / Injury	6

Robert Weber

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ATTACHMENT 3

August 1, 2016

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for June 2016

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

FY16 Fuel Budget:	Average Fuel Price June 2016:	Average Fuel Price: FY2016
Diesel: \$3.25	\$1.96	\$1.75
Gasoline: \$3.35	\$2.36	\$2.30

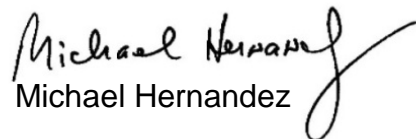
Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
June 2016:	\$.92	45,276
FY2016	\$.93	19,862 YTD
FY2015:	\$1.01	21,306 <u>YTD</u> Comparison
FY2014	\$1.20	15,403

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

Department Activities/Comments:

During the month of June the miles between road calls for major mechanical issues increased to 45,276 miles. There were a total of 16 road calls during the month with 7 categorized as "major mechanical" and nine for non-mechanical reasons.

Remodel efforts continued on MST's new administration office at 19 Upper Ragsdale during June with the final efforts to complete the downstairs offices and the Board room. Staff also inspected a site in Salinas that is under consideration for a temporary operating facility during the construction of TDA on Ryan Ranch Road.


Michael Hernandez

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ATTACHMENT 4

Date: September 19, 2016

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – June 2016

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

Human Resources

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

Positions	Budget FY16	Actual	Difference
Coach Operators F/T	137	136	-1
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	5	0	-5
Operations Staff	30	28	-2
Maintenance & Facilities	46	44	-2
Administrative (Interns 2 PT)	26	26	0
Total	244	234	-10

*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.

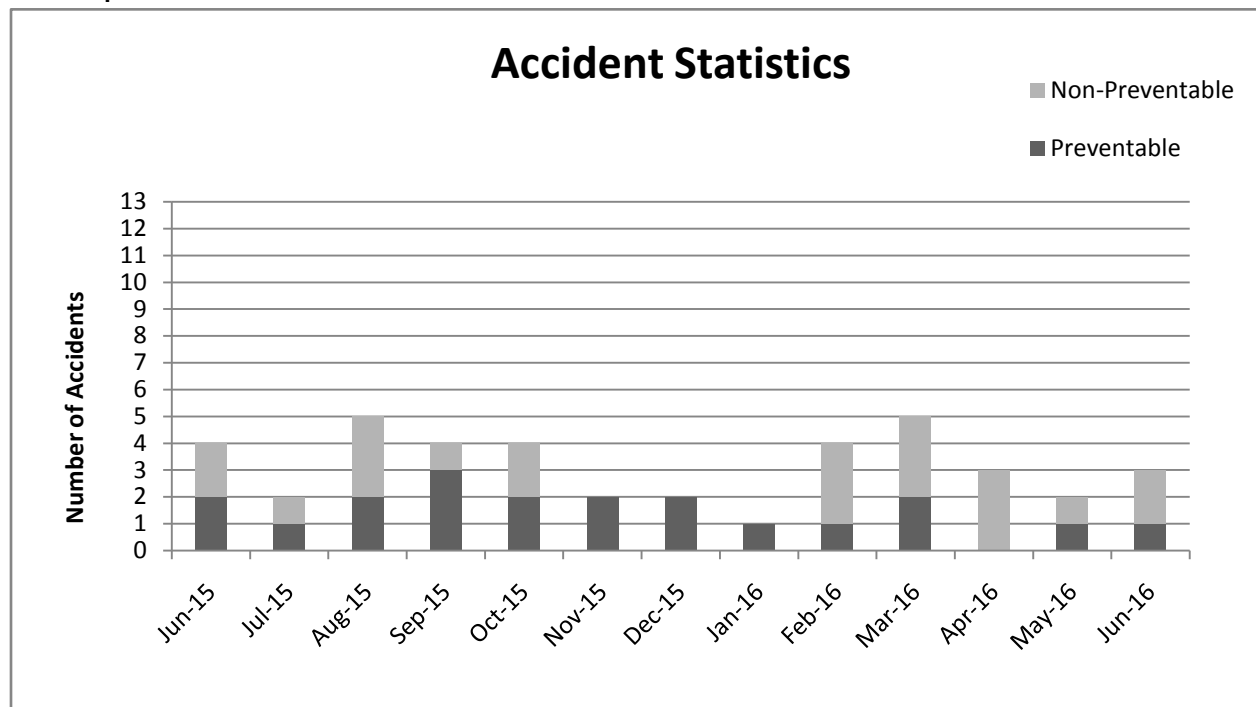
<i>June Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$75,028.42
<i>Other (includes Legal)</i>	\$20,295.26
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$7,627.03
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,775.33
<i>Total Expenses</i>	<i>\$115,726.04</i>
<i>Reserves</i>	<i>\$1,310,533.26</i>
<i>Excess Reserved</i>	<i>(\$465,987.60)</i>
<i># Ending Open Claims</i>	34

Training

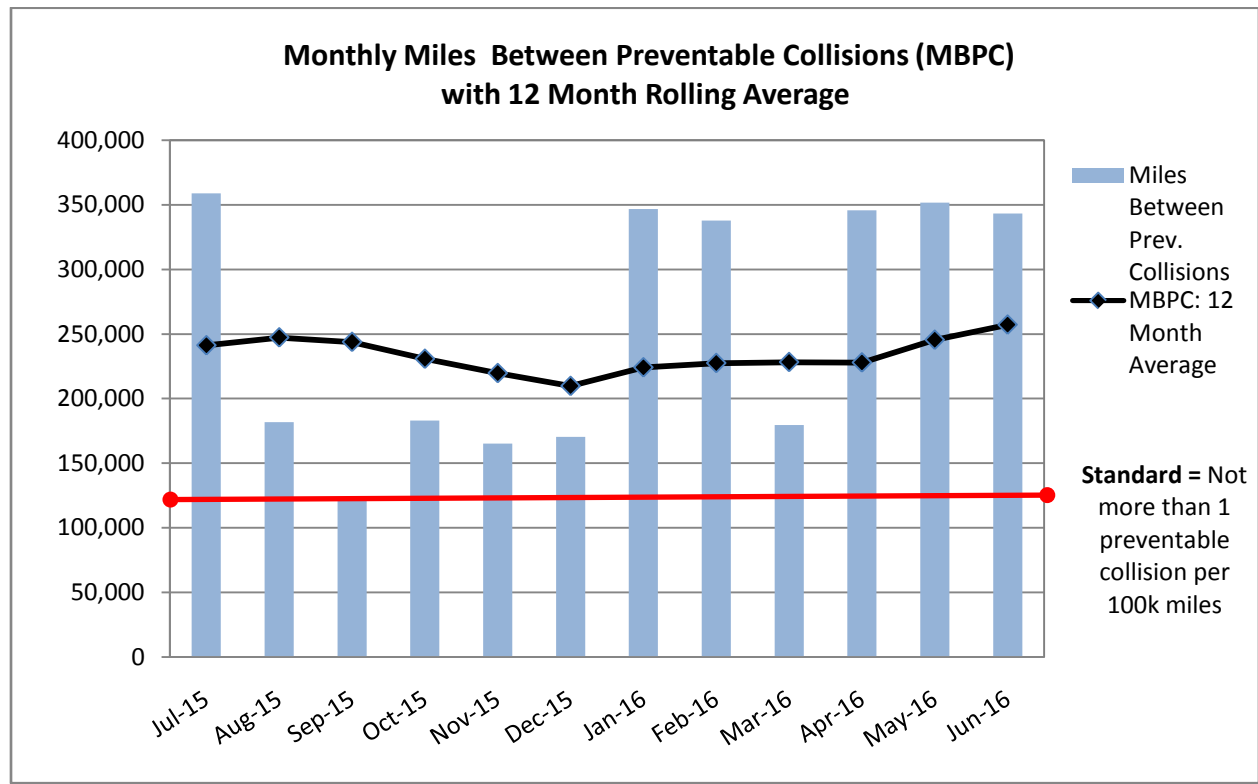
Description	Attendees
New Vehicle Familiarization Training (Vehicle 994)	7
Annual Coach Operator Verification Transit Training (VTT)	5
Maintenance Safety Training	13
In service training-ADA Reasonable Accommodations	5
Operations Staff Annual Verification of Transit Training (VTT)	22
Ethics AB1234 Training	1
Post-Accident/Incident Re-training	2

Risk Management

Description	June 2016 Preventable		June 2015 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	2	0	2
MST bus hit vehicle	1	0	2	0
TOTAL	1	2	2	2



During the month of June there was 1 preventable collision, no injuries. Bus clipped mirror of parked vehicle on Lighthouse Ave in Monterey.



There were \$6,629.79 claim recoveries during this period and no claims paid.

Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	June '15	% of reports received
Improper Driving	8	2	1/2*	20.9%	8	18.2%
ADA Compliance					1	2.3%
Passed By		3	2*	6.3%	4	9.1%
Improper Employee Conduct					2	4.5%
Bus Stop Amenities	1			2.1%	1	2.3%
Late Arrival	1			2.1%	1	2.3%
No Show	2		1	4.2%	4	9.1%
Fare / Transfer Dispute	1	2	2*	6.3%	1	2.3%
Off Route		1	1*	2.1%	1	2.3%
Service Other	1	4	1*	10.5%	8	18.2%
Title VI Complaint					0	0.0%
Early Departure	2	1	1/1*	6.3%	1	2.3%
Service Animal	1			2.1%	0	0.0%
Taxi					0	0.0%

Employee Other	6	3	1/2*	18.8%	9	20.5%
Overcrowding					0	0.0%
Passenger Injury	2		1	4.2%	1	2.3%
Routing					2	4.5%
Request to Add Service					0	0.0%
Agency Policy	1			2.1%		
Inaccurate Public Information	1			2.1%		
Passenger Conduct	2	1	2	6.3%		
Service Schedule		1		2.1%		
Vehicle Maintenance	1			2.1%		
Total Complaints	30	18		100.0%	44	100.0%
Employee Compliment	2	2			2	
Service Compliment					1	

Finance Update

General Accounting/Accounts Payable

During the month of June, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analyses. Throughout the month, staff gathered and compiled information in preparation of MST's June 30th fiscal year-end close and annual interim portion of the Audit performed by Vavrinek, Trine, Day & Co., LLP scheduled for July 11-13, 2016.

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 worked internally to address necessary corrective actions for the FTA Triennial Review. Staff worked with CHISPA to compile all information and documents needed to submit an application to the Strategic Growth Council for funding under the Affordable Housing and Sustainable Communities Program. Staff also submitted grant applications to the Monterey Bay Unified Air Pollution Control District for AB2766 funds.

Purchasing

During the month of June, parts staff was busy with managing inventory levels and ensuring continued supplies. Inventory levels remain under \$200K, and with new buses added to the fleet, parts staff is seeing a decline in the expenditure of costly component replacements. Several large procurements were underway, including an RFP for South County Marketing Services, and an RFQ for Taxi Vouchers.

Information Technology Update

Staff liaised with the County of Monterey Information Technology Department regarding the radio hardware to be installed to extend data/radio/cell coverage to include San Jose, Paso Robles, and other outlying areas of service. Staff monitored the virtual computer systems. Staff worked with the telephone company to include the new administration building in the transition to a Voice Over IP (VOIP) telephone system as well as a fiber data connection between Ragsdale Road and Ryan Ranch Road. Staff planned for the move into the 19 Upper Ragsdale Drive location.

Staff monitored the hardware and software for the Trapeze Group TransitMaster (TM) Automatic Vehicle Location system. Staff liaised with MST maintenance department electronics technician colleagues regarding the installation of the TM system hardware on contractor operated revenue vehicles. Staff monitored the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system after the recent EAM system upgrade. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database.

And, staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT needs.

Marketing and Sales Update

Published news stories include: "Caltrans awards funds to buy MST electric buses" (The Californian, 6/1/16); "Local groups team up to address summer traffic concerns" (Monterey County Herald, 6/3/16); "Handicap parking scofflaws, beware" (The Californian, 6/9/16); "Good Week/Bad Week" (Monterey County Weekly, 6/9/16); "Plenty of room for youth, savvy riders on buses" (The Californian, 6/16/16); "MST Trolley starts direct service to the Aquarium" (Monterey County Convention & Visitors Bureau Driving Business MCCVB Member Update, 6/20/16); "Leave your car behind on vacation" (The Californian, 6/30/16).

Press releases sent include: "MST bus service on Independence Day" (6/29/16).

Marketing activities: Mapped out new phone tree with AT&T; conducted photo shoot for new Monterey Bay Aquarium Direct Trolley; discussed moving coordination with staff; ordered plaque for Sam Farr's 2016 Transit Champion Award; sponsored Highway 68 Roundabout "play mat" press event at My Museum with MST bus banks as giveaways; sent digital copy of updated Trolley brochure to City of Monterey and MCCVB for distribution amongst their online channels; reviewed online customer service report/complaint process; revised staff email signatures for move; submitted copy for Frank's memorial plaque to sign maker; attended Carmel Chamber of Commerce Annual Luncheon; sponsored and attended Monterey County Hospitality Association's Employee Appreciation Day; sponsored Carmel Valley's Art & Wine Celebration with bag giveaway; ordered Monterey Bay Aquarium Direct Trolley bus stop flags; reviewed onboard rider and community non-rider survey results with staff; conducted inventory of wall space for artwork at Lichtanski Administration Building;

dropped off brochures at Monterey Public Library; assisted in board member nameplate order; ordered “SEE Something SAY Something” car cards for buses to increase public’s awareness of possible threats; planned ribbon cutting ceremony for Lichtanski Administration Building; ordered Wi-Fi decals for buses; reviewed database progress for Holman Highway 68 Roundabout reduced bus pass pricing; updated MST stationary designs to include business cards, letterhead, envelopes, labels, and certificate paper; continued work on design of real-time transit signage at bus stops; continued work on identification and wayfinding signage for 19 Upper Ragsdale office; attended Holman Highway 68 community and business workshops; attended HWY 68 Roundabout Construction Project communications working group meetings; managed MST website content, Facebook page, and Twitter account.

Planning Update

During the month of June, staff continued to monitor the revenues and expenses for the military partnerships. With Congress restoring the federal transit benefit to be equivalent with that of the parking benefit at the end of 2015, revenues received from the MST’s military partnerships have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. In addition, the Presidio, with assistance of MST Business Development Transit Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to secure and grow revenues for MST to continue operating the military-funded routes.

Staff continued planning efforts with Camp Roberts in southern Monterey County with the goal of providing transit service with funding assistance from an FTA Section 5311(f) grant. The new route will provide military service members and the public with a bus route from Templeton to Fort Hunter Liggett with stops in Paso Robles and Camp Roberts.

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

Staff attended a California State Parks stakeholder workshop for the draft Carmel Area Master Plan.

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

ATTACHMENT 5

FY 2016 Action Plan **Fiscal Year end update June 30 2016**

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

1. Develop and implement service levels appropriate to funding availability. Ongoing

Status: Service changes went in to effect December 8th reflecting current MST financial resources.

2. Develop succession planning strategy for key positions that will be vacant due to pending retirements. January 2016

Status: Executive Leadership Team members continue to discuss potential changes to organizational structure; a proposed organizational structure was shared with the Board HR Committee at their April meeting.

3. Develop and implement Measure Q service plan to serve veterans, seniors and persons with disabilities. January 2016

Status: Completed with final plan adopted in February 2016.

4. Implement upgrade of telecommunications and intelligent transportation systems. June 2016

Status: Completed installation of new telephone system and upgrades to dispatching software. Work continues on implement intelligent voice recording systems for MST RIDES and MST fixed route systems and real time information deployed to personal mobile devices.

5. Continue review of alternative sites and strategies for financing and construction of MST operating, maintenance, administrative and customer facilities. Ongoing

Status: Rehabilitation of Monterey operating and maintenance facility is on track and construction will start in the winter. Purchase of administrative facilities in Ryan Ranch and South County site for maintenance facility are complete.

6. Provide administrative support in service to Monterey County RTA. Ongoing

Status: The RTA has adopted a budget that repays MST start-up fees and begins repayment of RTA member jurisdiction start-up fees. City of Marina has joined the RTA.

7. Maintain adequate staffing and organizational structure for MST and RTA. Ongoing

Status: For the first time in two years, MST is fully staffed with coach operators and fleet maintenance staff.

8. Implement email and document retention policy. March 2016

Status: This item is postponed until FY2017/18 as an unanticipated loss of key staff delayed this project.

9. Complete high/medium priority facility repair projects as funding allows. Ongoing

Status: To date major facility projects have included installation of bus shelters in rural communities of San Ardo, San Lucas, and Chualar. New bus stops have also been installed in Salinas, Seaside, and Marina. Major plumbing repairs were made at the Salinas Transit Center. Staff completed renovations to improvements to 19 Upper Ragsdale Administrative Offices.

10. Adopt and execute federal and state legislative programs. Ongoing

Status: Staff continues remain actively involved with state and national trade associations and continues to collaborate with local jurisdictions and other stakeholders on key legislative initiatives. Federal transportation 5-year authorization and annual appropriation bills passed in December 2015.

11. Procure replacement buses and expand MST fleet of electric buses as funding allows. Ongoing

Status: We have received eight new MST RIDES buses and one new medium-sized bus for south county service. Staff continues to apply for funds through a variety of federal, state and local sources as available. 61 buses or 40% of MST fleet are eligible for replacement due to mileage or age.

12. Develop a financing plan for Monterey Bay Operations and Maintenance Facility. September 2015

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

13. Identify a location and financing plan for south county maintenance facility. March 2016

Status: Staff has completed the purchase of King City maintenance facility . Finalization of innovative financing through the US Department of Agriculture community facilities program is ongoing pending the outcome of federal grant applications.

14. Prepare a short range transit plan. June 2016

Status: Staff has discontinued moving this project forward until FY 2018 due to other conflicting priorities.

15. Actively participate in state and national trade associations to resolve issues related to Department of Labor dispute, California bus axle weights, and next federal transportation authorization funding bill.

Status: Staff is actively involved in a variety of interest groups and trade associations addressing these issues. Bus axle weight legislation was signed by Governor Brown and a long term federal transportation authorization bill was passed in December 2015. Disputes between the state of California and US Department of Labor remain unresolved in federal court.

16. Develop additional employee training and development opportunities through partnerships with local colleges, universities, and vendors. Ongoing

Status: Staff is actively participating with Southern California Regional Transit Training Consortium to identify training opportunities and funding. Staff has also identified training opportunities with Cal State, Monterey Bay.

17. Develop policies and training programs to ensure compliance with new federal American with Disabilities Reasonable Modifications rules. July 2015

Status: Completed.

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

Status: Final design completed and submitted to the City of Monterey and Water Management District for permits. No issues of concern noted with permits anticipated to be delivered late summer 2016

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

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

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

Status: Staff has successfully applied for current federal operating grants and did not receive objections from the DOL objections and MST grant funds are anticipated to be received without delay.

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

Status: Complete. Your Board adopted a cash balance reserve policy in May 2016.

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ATTACHMENT 6

Status of Achievement of Board adopted Goals Updated June 30, 2016

Goal 1: Develop Adequate and Stable Long Term Revenues.

Pursue public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as a means to generate the revenue required to construct needed capital facilities, purchase vehicles and sustain current and future transit services

Through education and advocacy, encourage policy makers and the general public to enact legislation at local, state and federal levels to provide sustained revenue sources that will support the future growth of Monterey County's public transportation system.

Status: *Local sales tax Measure Q has passed providing a 15-year dedicated local source of funding. MST is receiving annual formula-driven state Cap and Trade funds to start new services in the Alisal corridor of Salinas (\$250k - \$400k) and has received \$10M to rehabilitate and expand its Monterey maintenance facility. Five-year federal funding authorization providing increased transit operating and capital funds was signed into law December 2015. The permanent restoration of the federal transit benefit in the FY 2016 appropriations bill will generate up to \$2M annually to support military-related services. With the adoption and implementation of cash reserve policies, MST is in the strongest financial position ever.*

Goal 2: Provide Quality Transit and Mobility Management Services.

Develop and implement services, infrastructure and technologies to meet and exceed the expectations of customers, reduce subsidies and improve the value of MST in the community. Continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, motivate employees and improve the value of MST in the community

Status: *MST continues to meet and exceed nearly all performance standards for providing safe, affordable, on time, and dependable services as described in the Detailed Performance Dashboard. Recent surveys indicate both customer and employee satisfaction rates remain high. MST implemented a mobile version of the MST Online website that is optimized for cell phone and other mobile devices. Real time bus arrival information will be available to the general public before December 2016.*

Goal 3: Implement board protocols and best practices to achieve effective and efficient board operations and board meeting management.

Implement training and orientation for Board members and provide concise oral and written reports that result in a well informed, well satisfied, participatory policy governance Board.

Status: *Staff continues to work with the Board, focusing on the continuous improvement of interactions between board members, staff, and community members. Recent examples include ongoing reviews and updates of board policies and bylaws, implementation of dashboard reports, publication of a monthly newsletter, and construction of a new board room.*

Goal 4: Educate the public on MST services through promotion, communication and advocacy.

Attract new riders and improve community support for MST by utilizing effective marketing, promotion and communication techniques and by applying greater focus in meeting individual community and stakeholder needs.

Status: *This past year MST embarked on a television, print, and radio campaign to raise awareness of MST services and how they improve the quality of life for veterans, seniors, and persons with disabilities. The campaign was very well received and reflected the very positive opinions held by the community as reported in our community survey. MST provided partnerships with a number of local community events including the Artichoke Festival, Sand City West End Celebration, Monterey Jazz Festival, Monterey County Fair, California International Airshow, Cicolvia Salinas, Viva La Familia, Salinas Holiday Parade of Lights, First Night Monterey, and Pacific Grove Good Old Days.*

Goal 5: Actively promote organizational values to maintain high quality relationships with MST employees, contractors, vendors, board members and community stakeholders.

Act in manner in all we do to promote individual and organizational safety, efficiency, effectiveness and enhance the satisfaction of our customers, employees, partners, board members and other key stakeholders

Status: *Per the results of employee surveys, MST has increased communication with employees, board members and the community through the monthly newsletter publication "MST Onboard." A special multi-disciplinary committee of MST staff was convened to make specific recommendations regarding the move to our new administrative*

headquarters in Ryan Ranch. Relationships with our labor unions, employee associations, and stakeholders remain positive. Attitude and opinion surveys of non-MST customers reveal that we enjoy a very good reputation within the community as a whole.

Goal 6: Research, implement and promote policies and practices that encourage environmental sustainability and resource conservation.

Implement economically sound and environmentally-friendly resource conservation policies that reduce dependence on scarce natural resources and the potential for negative impacts on our environment.

Status: MST continues to implement environmentally friendly technologies, including 16 hybrid electric service vehicles, three all electric service vehicles, four hybrid-electric buses, one all electric trolley, and solar powered customer information systems at shelters in South County locations and an additional 40 locations throughout the MST service area.

Goal 7: To attain industry leadership for like-sized agencies within California and the United States.

Develop and implement programs and practices that distinguish Monterey-Salinas Transit as a leader with the public transit industry.

Status: MST continues to be recognized as a leader in the industry, and our mobility management programs including senior shuttles, reduced fare taxi vouchers for seniors and persons with disabilities, and travel training programs are recognized for their innovation. MST staff maintain leadership roles with major trade associations, including the California Association for Coordinated Transportation, California Transit Association, and American Public Transit Association. The General Manager/CEO is a member of the APTA Executive Committee and will become chair of the California Transit Association in 2017. Members of the executive leadership team sit on key committees and hold leadership positions within a variety of local, state, and national trade associations.

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To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – July 2016

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

Attachment #1 – Dashboard Performance Statistics


Attachment #2 – Operations Dept. Report – July 2015

Attachment #3 – Facilities & Maintenance Dept. Report – July 2015

Attachment #4 – Administration Dept. Report – July 2015

Attachment #5 – Summary of Republican and Democratic Party Platforms

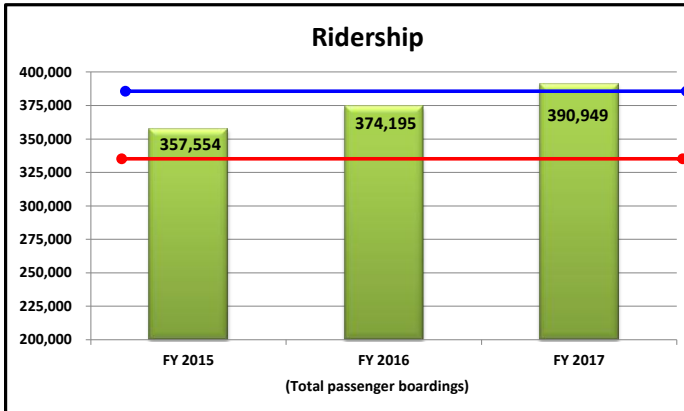
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

Prepared by: 

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MST Fixed Route YTD Dashboard Performance Comparative Statistics Month of July Fiscal Years 2015-2017

ATTACHMENT 1

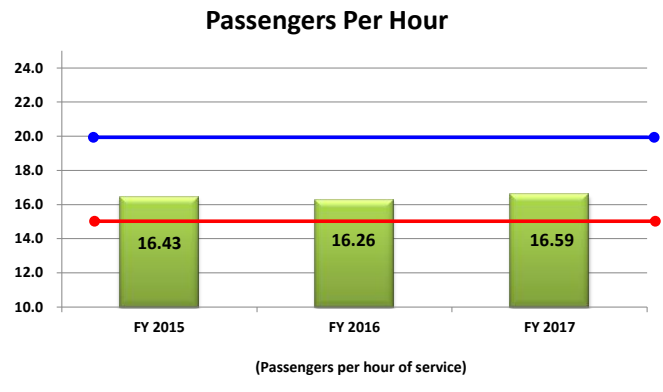


Goal = 381,679 passengers

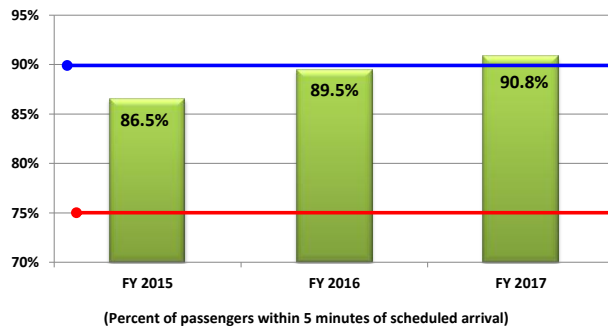
Minimum = 336,776 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

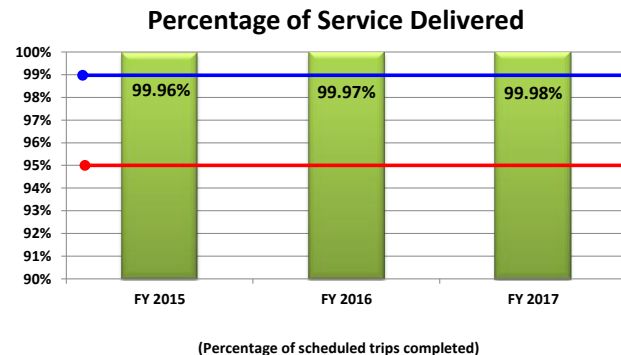


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

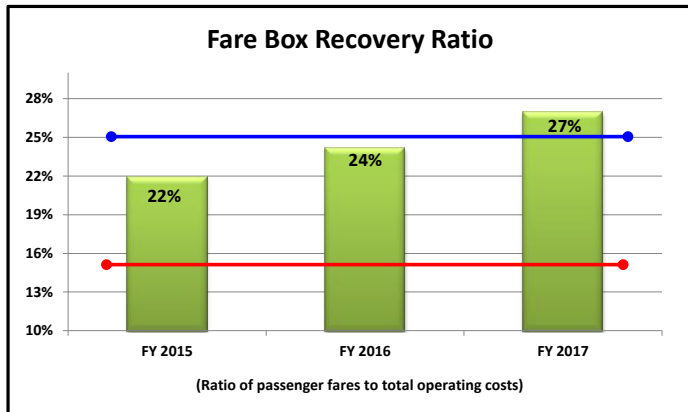


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Month of July

Fiscal Years 2015-2017

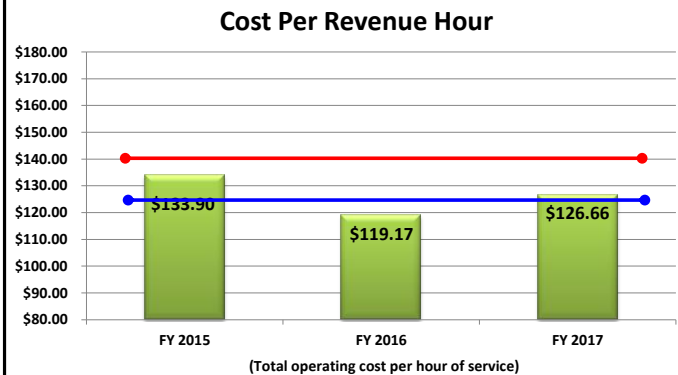


Goal = 25%

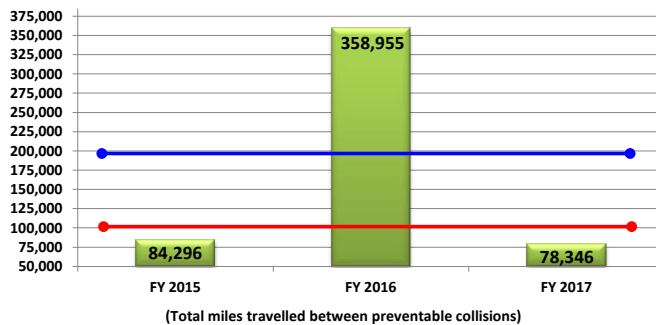
Minimum = 15%

Maximum = \$141.93 per RH

Goal = \$129.03 per RH



Miles Between Preventable Collisions

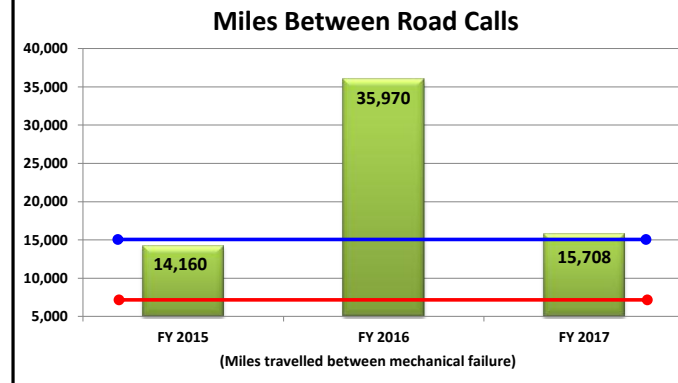


Goal = 200K Miles

Minimum = 100K Miles

Goal = 15K Miles

Minimum = 7K Miles

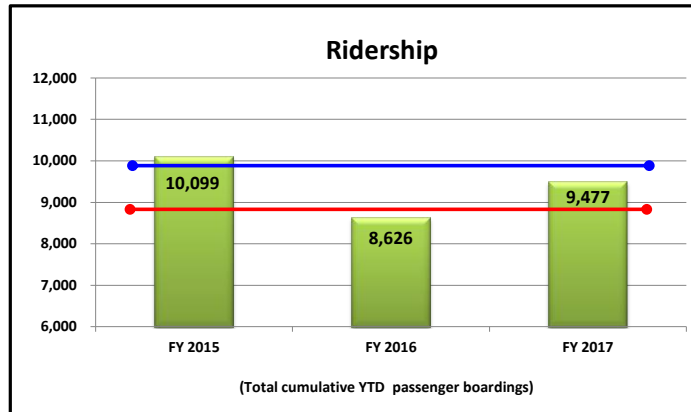


MST RIDES

YTD Dashboard Performance Comparative Statistics

Month of July

Fiscal Years 2015-2017

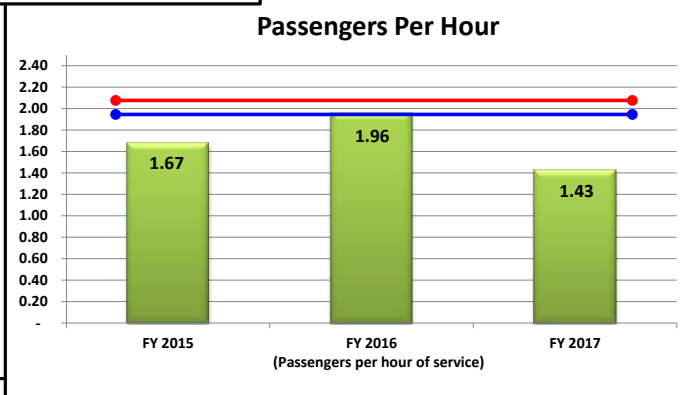


Goal = 9,765 passengers

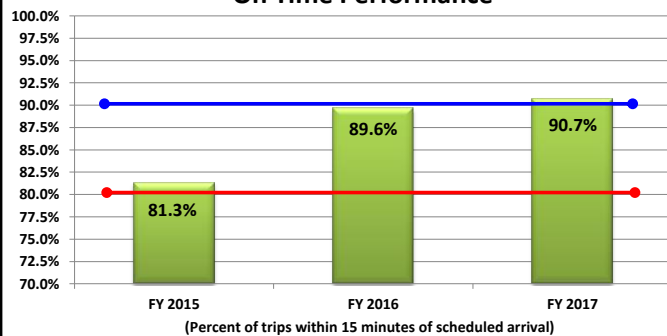
Maximum = 8,885 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



On Time Performance

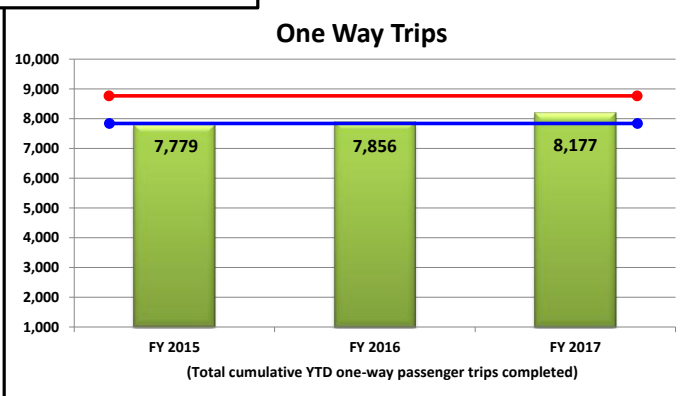


Goal = 90% on time

Minimum = 80% on time

Maximum = 8,723 one-way trips

Goal = 7,930 one-way trips

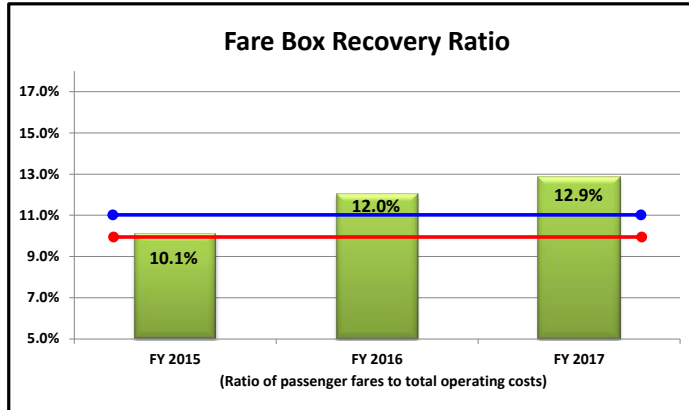


MST RIDES

YTD Dashboard Performance Comparative Statistics

Month of July

Fiscal Years 2015-2017

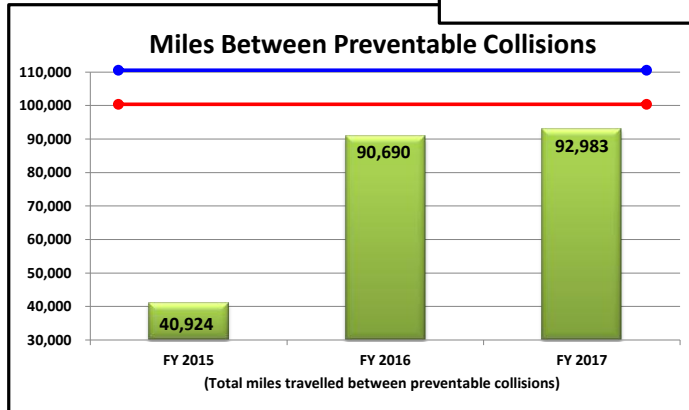
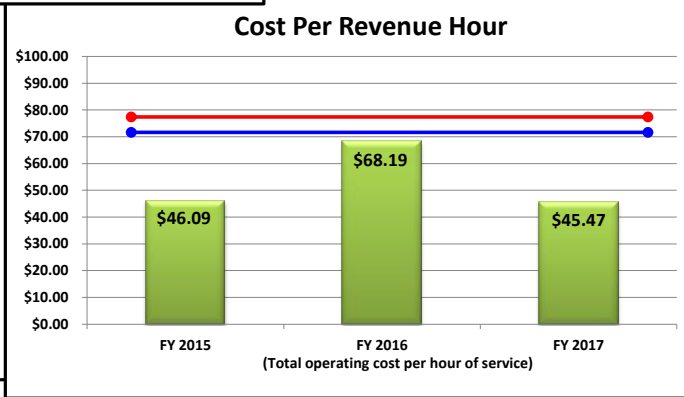


Goal = 11%

Minimum = 10%

Goal = \$70.86

Maximum = \$77.95

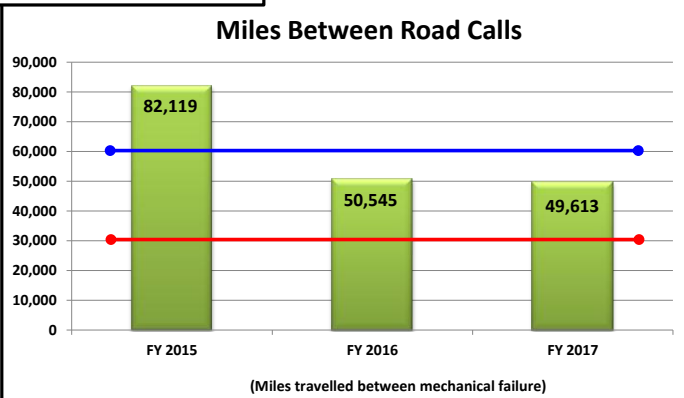


Goal = 110K Miles

Minimum = 100K Miles

Goal = 60,000 miles

Minimum = 30,000 miles

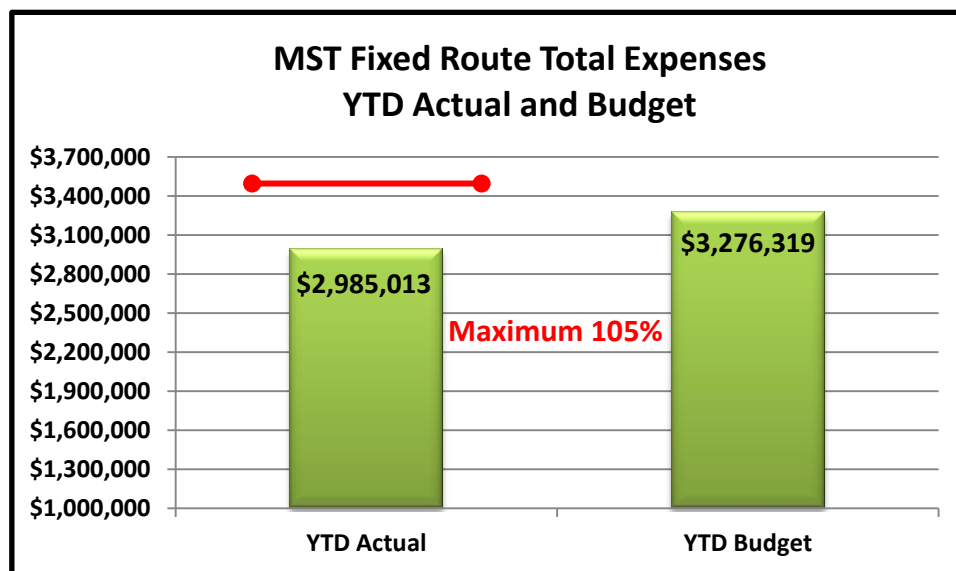
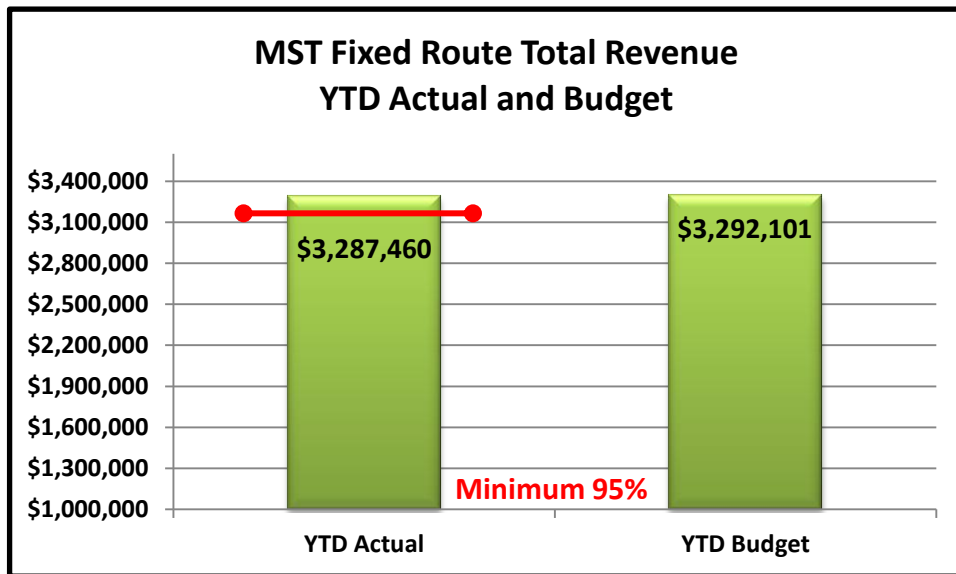


MST Fixed Route

Financial Performance Comparative Statistics

July

Fiscal Year 2017

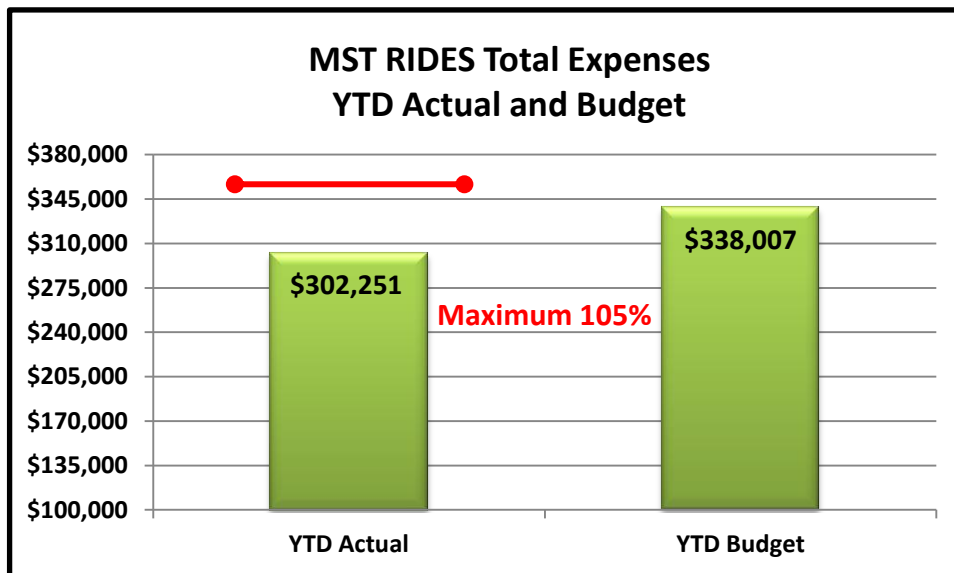
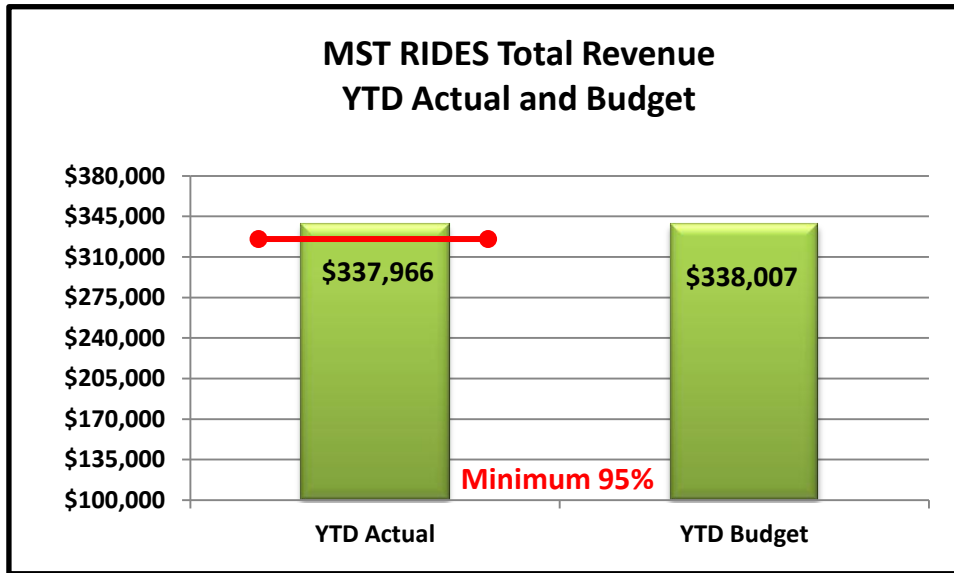


MST RIDES

Financial Performance Comparative Statistics

July

Fiscal Year 2017



ATTACHMENT 2

September 2, 2016

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 2016**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 4.48% in July 2016, (390,949), as compared to July 2015, (374,195). Fiscal year to date – passenger boardings have increased by 4.48% as compared to the same period last year.

Productivity decreased slightly from July of last year (16.2) - to 16.5 passengers per hour for July of this year.

Supplemental / Special Services:

None

System Wide Statistics:

- Ridership: 390,949
- Vehicle Revenue Hours: 23,567
- Vehicle Revenue Miles: 377,671
- System Productivity: 16.5 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 33,090

Time Point Adherence: Of 123,213 total time-point crossings sampled for the month of July, the TransitMaster™ system recorded 17,026 delayed arrivals to MST's published time-points system-wide. This denotes that **86.18%** of all scheduled arrivals at published time-points were on time. (*See MST Fixed-Route Bus ~ On Time Compliance Chart **FY 2016.***)

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

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

Total Trips Provided: 33,090			
Category	MST	MV	%
Driver Shortage	1	0	14.29%
Equipment Shortage	1	0	14.29%
Mechanical	3	0	42.86%
Traffic	2	0	28.57%
Totals	7	0	100.00%

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 2015 and 2016:

Occurrence Type	July-15	July-16
Collision: MST Involved	5	7
Employee Injury	1	0
Medical Emergency	1	0
Object Hits Coach	1	0
Passenger Conflict	3	10
Passenger Fall	9	3
Passenger Injury	0	0
Other	3	3
Near Miss	0	0
Fuel / fluid Spill	3	2
Unreported Damage	2	1
Totals	28	26

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of July there were 9,477 passenger boardings. This denotes a 0.01% increase in passenger boardings from July of 2015, (9,476). Fiscal year to date – passenger boardings have increased by 0.01% as compared to the same period last year.

- Productivity for July of this year was at 1.83 passengers per hour decreasing from July of 2015, (1.96).
- For the month of July, 90.68 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 89.61 % in July of 2015.

COMMUNICATIONS CENTER:

In July, MST's Communications Center summoned public safety agencies on *ten (10)* separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	7
EMS	Passenger Illness / Injury	3

Robert Weber

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ATTACHMENT 3

August 30, 2016

To: Carl G. Sedoryk, General Manager/CEO
From: Michael Hernandez, Assistant General Manager/COO
Subject: Monthly Maintenance/Facilities Report for July 2016

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

FY17 Fuel Budget:	Average Fuel Price July 2016:	Average Fuel Price: FY2017
Diesel: \$3.10	\$1.81	\$1.81
Gasoline: \$3.20	\$2.29	\$2.29

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
July 2016	\$1.00	15,708
FY2017	\$1.00	15,708 YTD
FY2016:	\$.93	35,970 <u>YTD</u> Comparison
FY2015	\$1.01	21,306 Fiscal Year

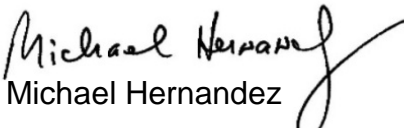
***Minimum:** 7,000 Miles; **Goal:** 15,000 Miles

Department Activities/Comments:

The July miles between road calls was at 15,708 with 18 major mechanical issues and four road calls for non-mechanical reasons.

MST admin staff began the move in process into 19 Upper Ragsdale in late June and early July. The majority of the remodel items were completed with a few details, including installation of the Board room partition and a minor roof repair, still needing completion.

Staff continued efforts to identify a temporary location required during the remodel of the Ryan Ranch facility. The protective cover/tent for historic Bus 80 was replaced this past month. MST's EAM (Enterprise Asset Management) system did not fully update mileage during the month resulting in a slightly underreported overall fleet mileage. It is expected that mileage will be corrected in the subsequent month.


Michael Hernandez

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ATTACHMENT 4

Date: September 19, 2016

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – July 2016

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

Human Resources

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

Positions	Budget FY17	Actual	Difference
Coach Operators F/T	139	136	-3
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	31	30	-1
Maintenance & Facilities	49	44	-5
Administrative (Interns 1 PT)	30	25	-5
Total	250	235	-15

*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.

<i>July Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$14,312.26
<i>Other (includes Legal)</i>	\$2,531.27
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$12,482.87
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,512.08
<i>Total Expenses</i>	<i>\$41,838.48</i>
<i>Reserves</i>	<i>\$1,318,890.34</i>
<i>Excess Reserved</i>	<i>(\$459,651.30)</i>
<i># Ending Open Claims</i>	<i>36</i>

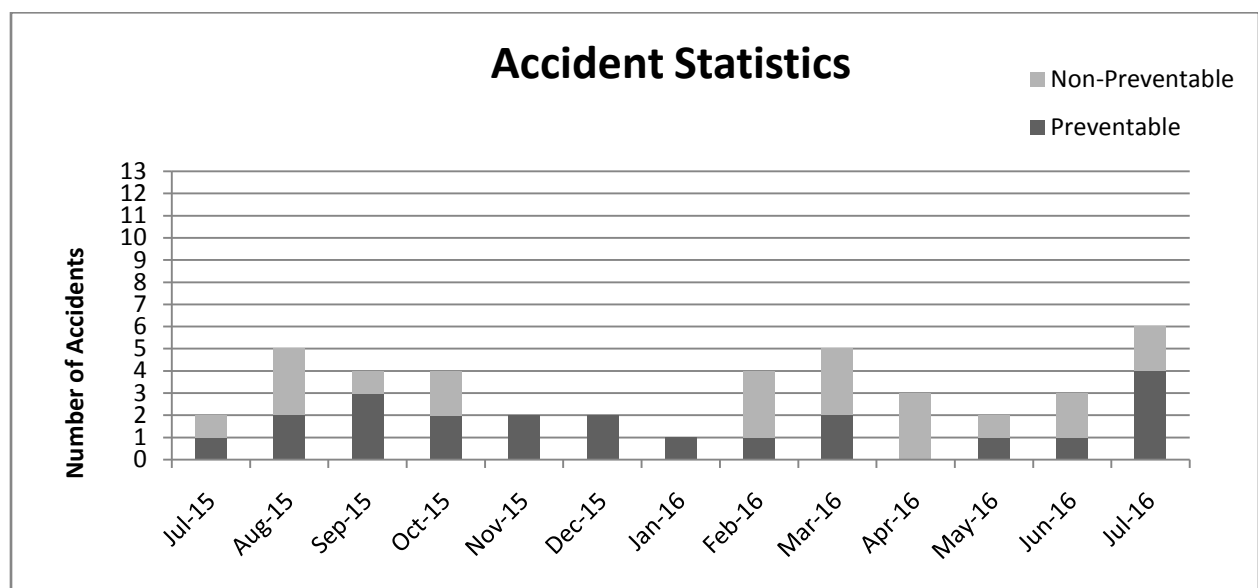
Training

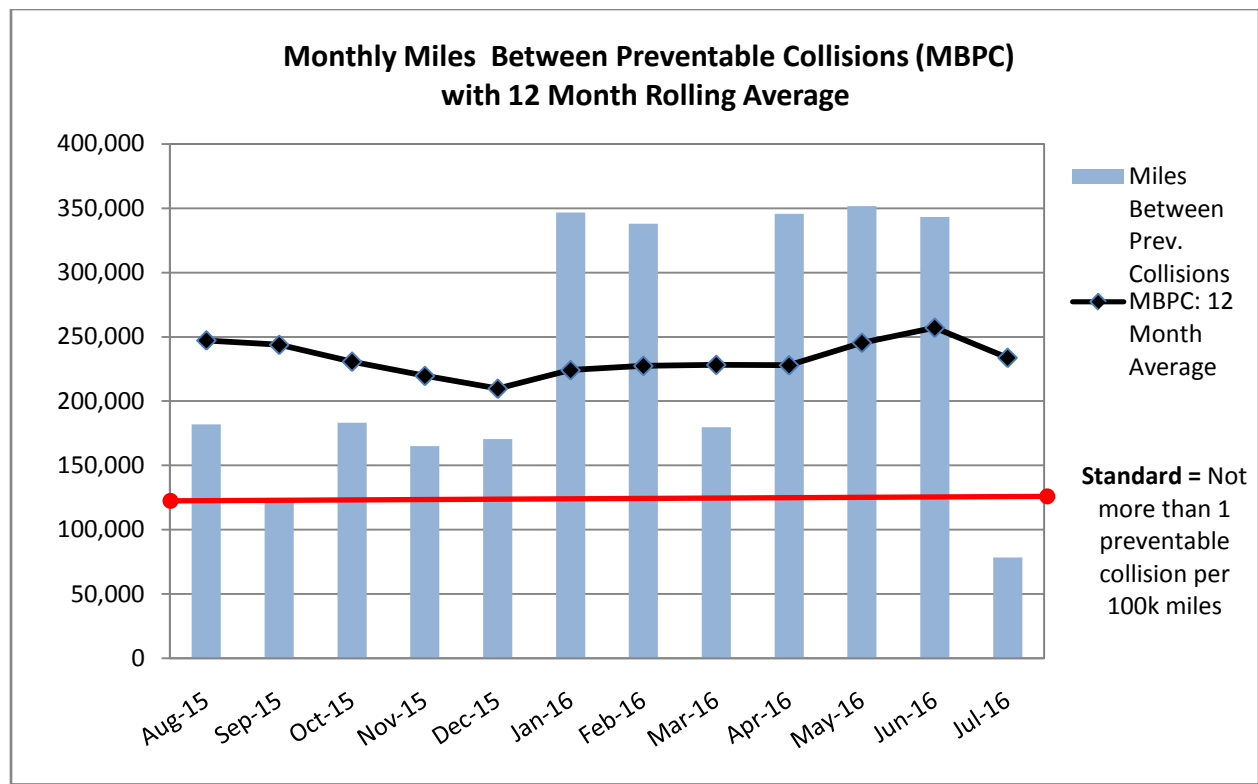
Description	Attendees
New Vehicle Familiarization Training (Vehicle 994)	3
Annual Coach Operator Verification Transit Training (VTT)	8
Maintenance Safety Training	18
In service training-ADA Reasonable Accommodations	9
Return to Work Re-Training	2
TSI DOT Instructor's Course for Transit Trainers	1
Post-Accident/Incident Re-training	2
Alliance Excel Level 2 Course	1
SamTran's Core 8- Diesel Engine Electronic Control Systems	1
TSI FTA Course in Fundamentals of Bus Collision Investigation	1
Harassment Prevention for Transit Employees	7

Risk Management

Description	July 2016 Preventable		July 2015 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	2	0	1
MST bus hit stationary object	4	0	1	0
TOTAL	4	2	1	1

During the month of July there were 4 preventable non-b injury collisions. The collisions were minor consisting of two mirror contact incidents with stationary objects in addition to two other minor incidents with stationary objects during tight turning maneuvers.





There were \$6,629.79 claim recoveries during this period and no claims paid.

Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	July '15	% of reports received
Improper Driving	7	3	4/2*	17.9%	8	19.0%
Late Departure	1	1	1	3.6%	1	2.4%
Passed By	4	1	3/1*	9.0%	2	4.8%
Improper Employee Conduct	2	3	1*	9.0%	2	4.8%
Bus Stop Amenities	1	0		1.8%	2	4.8%
Late Arrival	0	1		1.8%	2	4.8%
No Show	1	1	1/1*	3.6%	3	7.1%
Fare / Transfer Dispute	1	2	1	5.4%	2	4.8%
Service Schedule	1	0		1.8%	2	4.8%
Service Other	1	2	1*	5.4%	3	7.1%
Unsafe Conditions	0	0		0.0%	1	2.4%
Early Departure	3	1	1/1*	7.2%	0	0.0%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Taxi	0	0		0.0%	0	0.0%
Employee Other	8	2	4/2*	17.9%	8	19.0%

Vehicle Maintenance	0	0		0.0%	0	0.0%
Passenger Injury	0	0		0.0%	1	2.4%
Off Route	0	1		1.8%	0	0.0%
Passenger Conduct	2	1	2	5.4%	0	0.0%
Routing	0	0		0.0%	3	7.1%
Request to Add Service	2	0		3.6%	2	4.8%
Vehicle Maintenance	3	0		5.4%	0	0.0%
Total Complaints	37	19		100.0%	42	100.0%
Employee Compliment	0	0			3	
Service Compliment	2	0			0	

Finance Update

General Accounting/Accounts Payable

During the month of July, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analyses. Accounting is now in FY17 and will simultaneously continue to reconcile and analyze general ledger accounts for both FY 16 and 17.

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 FY16 Financial Audit. The interim audit occurred during the week beginning July 11. The remainder of the audit will be completed during the week beginning September 26th.

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.

Grants

During the month of July staff assisted the financial auditors for MST's interim audit and continued to prepare reimbursement requests from Caltrans. Staff continued to address necessary corrective actions for the FTA Triennial Review issues. Quarterly reports were submitted on time to FTA and Caltrans.

Purchasing

During the month of July, Parts Staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels were around the \$200K mark and with the new buses added to the fleet, Parts staff is seeing a decline in the expenditure of costly replacement components. Staff was also busy with the RFP for South County

Marketing Study and the disposition of the taxi fleet that MST had leased to local service providers.

Information Technology Update

Staff monitored the hardware and software for the Trapeze Group TransitMaster (TM) Automatic Vehicle Location system. Staff monitored the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database.

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

Staff worked with AT&T in continuing the transition to a Voice Over IP (VOIP) telephone system as well as a fiber data connection between Ragsdale Drive and Ryan Ranch Road.

Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT needs.

Marketing and Sales Update

Published news stories include: "Stanford is a hop, skip, train ride away" (The Californian, 7/7/16); "New location for MST board meetings" (Monterey County Business Council's Friday Facts, 7/7/16); "Holman Highway roundabout construction to start after Classic Car Week" (Monterey County Herald, 7/8/16); "T&A shows Spreckels Crossing employee housing" (The Californian, 7/13/16); "Salinas voice on MST board just got louder" (The Californian, 7/14/16); "Winning Ways: Monterey-Salinas Transit Board elects new officers" (The Californian, 7/15/16); "Monterey-Salinas Transit board elects new officers" (Monterey County Business Council's Friday Facts, 7/22/16); "Cerdeira brings voice to table on local land-use" (The Californian, 7/28/16).

Press releases sent include: "Monterey-Salinas Transit's board meetings move to new location" (7/5/16); "Monterey-Salinas Transit board elects new officers" (7/12/16).

Marketing activities: Posted catalog of enterprise business systems to website per SB-272; acquired competitive bids for printing of Sept. 3 Rider's Guide; moved to new administrative offices; received and reviewed proposals grant-funded for South County marketing campaign; installed monument (exterior building) signage, dedication plaques for Frank J. Lichtanski, glass door etching signage, and temporary lobby signage at new administrative offices; updated MST stationary designs to include business cards, letterhead, envelopes, labels, and certificate paper to include coordinating updated stationary paper stock; received plaque for Sam Farr's 2016 Transit Champion Award; coordinated ribbon cutting ceremony for Lichtanski Administration Building and distribution of event photo to transit association (APTA,

CTA, and CalACT) channels for publication; mocked-up press release format on new letterhead stationary; added a civil rights page on MST's website to include information and forms for filing a Title VI or ADA complaint; coordinated board portrait for Carmel City Councilwoman, Carolyn Hardy; held South County Marketing Campaign kickoff meeting; met with owner of SignWorks to discuss moving forward with signage project for administrative building; reviewed database progress for Holman Highway 68 Roundabout reduced bus pass pricing; attended HWY 68 Roundabout Construction Project communications and interagency task force meetings; managed MST website content, Facebook page, and Twitter account.

Planning Update

During the month of July, staff continued to monitor the revenues and expenses for the military partnerships after implementation of the July 2014 Presidio reductions that were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. During the month the Presidio, with assistance of MST Business Development Transit Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to stabilize and grow revenues for MST to continue operating the military-funded routes. Fortunately, Congress voted in December to raise the transit benefit again on a permanent basis. The benefit was raised for the Presidio participants on March 10, 2016. As such, staff will be meeting with the Presidio to re-evaluate the program with some expansions possible for the future.

Staff continued planning efforts with Camp Roberts in southern Monterey County with the goal of providing transit service with a new federal Section 5311(f) grant which was awarded in late June. The new route would provide military service members and the public with a bus route from Templeton to Fort Hunter Liggett with stops in Paso Robles and Camp Roberts.

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

Staff met with the Fort Ord Reuse Authority and the Transportation Agency for Monterey County to review the status of plans for the properties near the 8th Street Bridge.

Throughout the month, staff continued participating in meetings with various local agencies, including Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Hospitality Association, Monterey County Business Council, and the Fort Ord Reuse Authority.

Summary of Democratic and Republican Party Platforms

Source: American Public Transit Association

The 2016 Democratic and Republican Party Platforms reflect dramatically different views for the future of public transportation. The Democratic Platform broadly supports public transit investment, while the Republican Platform brings back proposals to phase out the federal transit program that were soundly defeated in 2012. On July 19, APTA opposed the anti-transit positions in the GOP platform with a strongly worded statement.

Democratic Platform

- Broadly supportive of public transportation, though short on specifics.
- Calls for “the most ambitious investment in [all types of] American infrastructure since President Eisenhower created the interstate highway system.”
- Increased investment is justified by environmental concerns and expanding the middle class, including supporting domestic manufacturing and American-made steel.
- The platform also calls for an infrastructure bank and continued federal support for local bonding.
- Does not specifically identify a funding source for increased investment.

Republican Platform

- Ends dedicated revenues for transit from the Highway Trust Fund.
- Calls for phasing out the federal transit program entirely.
- Asserts that only six cities primarily benefit from the federal transit program.
- Suggests ending federal support for high-speed and intercity rail.
- Opposes any increase in the gas tax.

Party Platform Direct Quotes

Democratic Platform

“If we are serious about reversing the decline of the middle class, we need major federal investments to rebuild our crumbling infrastructure and put millions of Americans back to work in decent paying jobs in both the public and private sectors. **The climate emergency and the need to expand the middle class demand that we make the most ambitious investment in American infrastructure since President Eisenhower created the interstate highway system.**

We will put Americans to work updating and expanding our roads, bridges, public transit, airports, and passenger and freight rail lines. We will build 21st century energy and water systems, modernize our schools, and continue to support the expansion of high-speed broadband networks. **We will protect communities from the impact of climate change and help them to mitigate its effects by investing in green and resilient infrastructure.** We will address the backlog of deferred maintenance in our four key public land management agencies. And we will protect public health and safety by modernizing drinking and wastewater systems. These investments will create secure, good-paying middle-class jobs today and will substantially increase demand for American-made steel and other products manufactured in the United States. And by boosting economic growth in a fair and equitable way, and strengthening our long-term competitiveness, these investments will create many more jobs in the years to come.

Democrats will also create an independent, national infrastructure bank that will support critical infrastructure improvements. This bank will provide loans and other financial assistance for investments in energy, water, broadband, transportation, and multi-modal infrastructure projects. Democrats will continue to support the interest tax exemption on municipal bonds and will work to establish a permanent version of Build America Bonds as an additional tool to encourage infrastructure investment by state and local governments.

Furthermore, Democrats will fight to ensure resources and programs are adequately targeted to provide economic development, job training, and critical infrastructure investment in areas of the greatest need.”

Republican Platform

“More than a quarter of the Fund’s spending is diverted from its original purpose. One fifth of its funds are spent on mass transit, an inherently local affair that serves only a small portion of the population, concentrated in six big cities.

Additional funds are used for bikeshare programs, sidewalks, recreational trails, landscaping, and historical renovations. Other beneficiaries of highway money are ferry boats, the federal lands access program, scenic byways, and education initiatives. These worthwhile enterprises should be funded through other sources.

We propose to phase out the federal transit program and reform provisions of the National Environmental Policy Act which can delay and drive up costs for transportation projects. We renew our call for repeal of the Davis-Bacon law, which limits employment and drives up construction and maintenance costs for the benefit of unions.

Recognizing that, over time, additional revenue will be needed to expand the carrying capacity of roads and bridges, we will remove legal roadblocks to public-private partnership agreements that can save the taxpayers’ money and bring outside investment to meet a community’s needs. **With most of the states increasing their own funding for transportation, we oppose a further increase in the federal gas tax.**

Although unionization has never been permitted in any government agency concerned with national security, the current Administration has reversed that policy for the Transportation Security Administration. We will correct that mistake. Americans understand that, with the threat of terrorism, their travel may encounter delays, but unacceptably long lines at security checks can have the same impact as a collapsed bridge or washed out highway. TSA employees should always be seen as guardians of the public’s safety, not as just another part of the federal workforce. **Amtrak is an extremely expensive railroad for the American taxpayers, who must subsidize every ticket. The federal government should allow private ventures to provide passenger service in the northeast corridor. The same holds true with regard to high-speed and intercity rail across the country. We reaffirm our intention to end federal support for boondoggles like California’s high-speed train to nowhere.”**

Summary of Presidential Candidates' Infrastructure Plans

It should be noted that the party platforms do not necessarily reflect the views of party leadership or even the candidates themselves. Both Clinton and Trump have expressed support for large increases in infrastructure investment. The Republican Platform in particular appears to have been drafted by party delegates without a great deal of input from the Trump campaign. It is also inconsistent with the FAST Act itself which maintains and increases Highway Trust Fund spending for transit and was supported by roughly 75% of House and Senate Republicans. Separate from the party platforms, the campaigns have made the following proposals:

Clinton Plan

- \$250 billion, five-year direct investment plan to update roads, bridges, transit, railways, ports, airports, broadband, energy, water, and other infrastructure.
- \$25 billion for a national infrastructure bank to focus on projects of regional and national significance and authorize enhanced Build America Bonds.
- Does not identify what percentage would go to transit.
- Proposes to pay for investment with revenues from business tax reform.

Trump Plan

- Overall, he has consistently emphasized that America needs to catch up with other countries in the quality of our public transportation infrastructure.
- In a recent interview, he suggested a plan in excess of \$550 billion (saying he'll "at least double" Clinton's plan).
- While not explicit, it appears that Trump supports a large infrastructure bank.
- Would finance new spending by selling government debt.

Monterey-Salinas Transit
Washington, D.C. Office

August 26, 2016

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

Budget Process and Outlook

Both the House and Senate Appropriations Committees succeeded in moving all 12 of the individual annual appropriations bills for FY 2017 out of committee in the first part of this year. Since then, however, none of the bills has been enacted yet and the process has essentially broken down over partisan differences over spending and policy issues. In addition, after spending much time putting together a proposed emergency funding bill to combat the Zika virus, that legislation stalled as well when the two sides could not agree on budget offsets and policy language.

When lawmakers get back to town after Labor Day, they will have about a month to reach agreement on funding before the start of the new fiscal year on October 1. A short-term fiscal 2017 stopgap spending bill or an omnibus package of the bills that are currently under development are both options being discussed. So far, Republican conservatives seem to be pushing for a six-month extension of current funding, while members of the Appropriations Committees are still seeking to put together some sort of package of individual bills to pass as an omnibus.

FY 2017 Transportation Appropriations

As the Appropriations Committees have drafted FY 2017 transportation funding legislation, we have continued to advocate for the funding increases obtained in last year's enactment of the FAST Act and urged for completion of the budget to avoid any interruption that results from short-term funding bills.

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

\$2.5 billion, compared to \$2.177 billion last year, and TIGER Infrastructure Grants would be funded at \$450 million, \$50 million less than last year.

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

When the Senate passed the Transportation Funding bill, it was packaged with several other spending proposals, including emergency funding to fight the Zika virus. House Leaders opposed this approach, and the transportation funding sections were removed so that the House could debate them separately in the fall.

Tax Reform

We are working in coordination with APTA to closely monitor tax reform proposals for any impacts on MST. House Speaker Ryan (R-WI), Ways and Means Chairman Brady (R-TX), and other senior Republicans released a proposed framework for tax reform on June 24. Although this proposed tax reform is not likely to be enacted this year, it is intended to set a framework for action on tax laws if Republicans win the White House in this year's Presidential election. The House Republican tax plan is focused on corporate tax changes, the estate tax, the alternative minimum tax, and expensing for business investment, but any serious effort to re-write tax laws will attract numerous other provisions. This could include increases or changes to the motor fuels taxes that go into the Highway Trust Fund or the elimination of tax deductions such as the transit commuter benefit or renewable fuels tax credits. Any revenue-neutral tax overhaul bill in 2017 would require the elimination of at least some tax breaks to pay for lower overall tax rates, so we will continue to look for opportunities to lobby Congress and work with other stakeholders on these tax provisions.

Lobbying Strategies & Opportunities

During the recent APTA meetings in Washington, DC, we arranged and attended a meeting with you to brief the local House Delegation staff on the status of the MST Federal Agenda, including discussions with FTA on your Federal formula apportionments. Although a post-election Lame Duck Session of Congress still appears likely, the House and the Senate will try to wrap up as much legislative business as possible during the month of September. Accordingly, we are recommending advocacy meetings for you and MST staff to coincide with the California Transit Association Washington, DC, meetings next month so that you can advocate on additional issues that are specific to the MST Federal Agenda.

TPW:dwg

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update – July and August 2016

On June 15, the Legislature sent the Governor the FY 2016-17 Budget Bill for consideration. The Governor signed the Budget Act on June 27, the first Act in 34 years in which there was not a single line-item veto. A significant decrease in the State Transit Assistance (STA) program in FY 2016-17 due to the continued downward trend in the price of oil and diesel fuel will result in an anticipated loss of approximately \$300,000 to MST for the coming year.

The Legislature and Governor could not reach an agreement on how to spend approximately \$1.4B in unappropriated Cap and Trade funds accumulated since the program's inception in FY 2012-13, nor could the parties find agreement on how much to estimate for the program in FY 2016-17. The last auction of FY 2015-16, held in May, came in \$600M below the previous auction totals.

A new calculation and allocation methodology recently went into effect during the last year changing the distribution of State Transit Assistance. These changes were made by the State Controller's Office without the benefit of industry-wide consultation and have resulted in some agencies' STA shares being dramatically diminished. In addition, some entities have been added that do not at first glance appear to be true operators of public transportation service. As of this writing, a short-term fix has been included in two budget trailer bills – SB 838 (Committee on Budget and Fiscal Review) and AB 1610 (Committee on Budget) – and both are awaiting action by the Legislature. Ultimately, one of the two bills will be sent to the Governor for consideration.

Senator Jim Beall (D-San Jose), Chair of the Senate Transportation and Housing Committee, recently amended SBX1 1 to provide approximately \$6.5 billion to improving California's highways, streets and roads, public transit, and 27 commuter/intercity rail. The amended version of the bill incorporates key elements of transit-supporting bills introduced in the Extraordinary Session on Transportation Infrastructure, namely ABX1 7 (Nazarian) & SBX1 8 (Hill) and ABX1 8 (Chiu and Bloom) and SBX1 7 (Allen). Additionally, there are three other transportation funding proposals circulating which contain new funding for transit.

In August, Senator Beall and Assembly Member Jim Frazier jointly unveiled a transportation funding proposal designed to repair and maintain our state highways and local roads, improve our trade corridors, and support public transit and active transportation. The \$7.4B a year transportation funding proposal includes a combination of new revenues; additional investments of Cap and Trade auction proceeds; accelerated loan repayments; Caltrans efficiencies; and streamlined project delivery, accountability measures, and constitutional protections.

More specifically, the proposal would:

- Eliminate the Board of Equalization's annual adjustment of the gas excise tax, increase the gas excise tax by 17 cents and index it to the Consumer Price Index (generating \$3.6 billion annually)
- Increase the diesel excise tax by 30 cents and index it to the Consumer Price Index (generating \$900 million annually)
- Increase the incremental diesel sales tax to 5.25% and index the increment to the Consumer Price Index (generating \$216 million annually)
- Increase the vehicle registration fee by \$38 and index it to the Consumer Price Index (generating \$1.3 billion annually)
- Introduce an annual zero-emission vehicle fee of \$165 per vehicle and index it to the Consumer Price Index (generating \$16 million annually)
- Redirect vehicle weight fees that are currently allocated to transportation debt service to transportation purposes (repurposing \$1 billion over five years)
- Allocate additional Cap and Trade auction proceeds as follows:
 - +10% to the Transit and Intercity Rail Capital Program (netting \$200 million annually)
 - +5% to the Low Carbon Transit Operations Program (netting \$100 million annually)
- Identify miscellaneous transportation revenues (netting \$149 million annually)
- Require repayment of outstanding transportation loans over two years (freeing \$746 million in one-time revenue)

The proposal would set aside \$200M of annual revenues to counties that adopt local sales tax measures and \$80M of annual revenues to the California Transportation Commission for the Active Transportation Program, and otherwise directs revenue on a

50-50 split between state and local agencies for transportation maintenance and rehabilitation needs.

The bill would benefit public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, trebling the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%) to be used for specific project types (e.g. capital maintenance and rehab, vehicle acquisition).

To access revenue from the increase in the incremental diesel sales tax, transit agencies would be required to submit a list of projects proposed to be funded to Caltrans, and report to Caltrans after expending funds on a project, including the amount of funds spent and the estimated useful life of the improvement. Additionally, funding in the Road Maintenance and Rehabilitation Account may be used on complete streets, active transportation, and transit projects constructed in conjunction with road or highway projects.

Finally, the bill would put into place constitutional protections that would prohibit the Legislature from borrowing or redirecting new revenues for purposes other than those specifically outlined in Article 19 of the State Constitution; create the Office of the Inspector General; and put into place efficiency measures, such as CEQA streamlining and advanced mitigation designed to expedite project delivery and reduce overall project costs.

The regular session of the 2015-2016 Legislature adjourns on August 31, 2016. The Special Session could run until November 30, 2016.

Submitted by 

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August 1, 2016

To: Carl Sedoryk

From: Deanna Smith, Compliance Analyst

Subject: TRIP REPORT

On March 18-21, I attended the Equal Employment Opportunity Commission's (EEOC) annual Excel Conference in San Francisco, CA.

The three days of sessions covered the latest developments in LGBT rights in the workplace, social media guidelines for employers, and updates on model anti-harassment programs. I also attended sessions that discussed the importance on "creating a culture of civility and professionalism" in the workplace and the impact this effort can have on all employees when practiced at the top levels of an organization.

Other sessions provided refresher training on employee engagement and mediation techniques. The Excel conferences are always well organized and the sessions are delivered by experts with years of experience. Keynote speakers included civil rights leaders and representatives from several organizations that work to impact social justice and prepare female, minority, and at-risk teens to enter professional fields that are typically under-represented by these groups. The conference provided excellent tools and information to help enhance MST's EEO program.

Deanna Smith

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U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
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Agenda # **9-5**

AUG 16 2016

Mr. Carl Sedoryk
General Manager
Monterey-Salinas Transit
One Ryan Ranch Road
Sacramento, CA 95812-2110

Re: Rescission of FTA's May 2, 2016
Letter to MST

Dear Mr.  Sedoryk:

The Federal Transit Administration (FTA) hereby rescinds its May 2, 2016, letter regarding the obligation of federal funds to Monterey-Salinas Transit (MST) in federal fiscal years 2007 and 2008, under the FTA Section 5307 and 5340 Programs. This action is consistent with the California Department of Transportation's revision of its allocation of the Governor's apportionment to MST for those years.

If you have any questions or comments regarding this request, please contact Lucinda Eagle, Community Planner, at (415)734-9457 or Lucinda.Eagle@dot.gov.

Sincerely,


Leslie T. Rogers
Regional Administrator

cc: Mark Codey, Caltrans