1. CALL TO ORDER

Chairman Armenta called the meeting to order at 10:00 a.m. in the MST Conference Room.

Present: Karen Sharp City of Carmel-By-The-Sea
Kristin Clark City of Del Rey Oaks
Maria Orozco City of Gonzales
John Huerta, Jr. City of Greenfield
Susan Kleber City of King
James Ford City of Marina
Libby Downey City of Monterey
Alan Cohen City of Pacific Grove
Sergio Sanchez City of Salinas
David Pendergrass City of Sand City
Patricia Stephens City of Soledad
Thomas Mancini City of Seaside
Fernando Armenta County of Monterey

Absent: None

Staff: Carl Sedoryk General Manager/CEO
Hunter Harvath Asst. General Manager/Finance & Administration
Sonia Bannister Office Administrator/Marketing & Sales Specialist
Lyn Owens Director of Human Resources
Michael Hernandez Asst. General Manager/COO
Robert Weber Director of Transportation Services
Mark Eccles Director of IT
Kelly Halcon Human Resource Manager
Tom Hicks CTSA Manager
Mike Gallant Planner
Kathy Williams General Accounting Manager
Ken Smith Senior Operations Supervisor
Benjamin Newman Risk/Security Manager

Others: Dave Laredo De Lay & Laredo
Heidi Quinn De Lay & Laredo
Bob Parks ATU, Local 1225
Doug Wallace ATU, Local 1225
Lance Atencio MV Transportation
Jim Fink Customer
Apology is made for any misspelling of a name.

2-1. – 2-7. CHANGE OF GOVERNANCE

The change of Governance items consisted of the following:

2-1. Swearing in ceremony

2-2. Adopt By-laws. 
Director Ford moved to adopt the Monterey-Salinas Transit District By-Laws. Director Clark seconded and the motion carried unanimously.

Director Downey moved to approve the election of officers and non-elected officers and appointments for the District. Director Ford seconded and the motion carried unanimously.

Director Pendergrass moved to adopt the FY 2011 – 2013 Strategic Plan. Director Mancini seconded and the motion carried unanimously.

2-5. Adopt FY 2011 budget. 
Director Clark moved to: 1) approve the FY 2011 budget; 2) approve FY 2011 staffing levels; and 3) approve Resolution 2010-20 authorizing federal grant applications. Director Sharp seconded and the motion carried unanimously.

2-6. Adopt master resolution approving existing policies. 
Director Ford moved to adopt Resolution 2011-03 approving existing policies, guidelines, contracts, agreements, and memoranda of understanding. Director Huerta, Jr. seconded and the motion carried unanimously.

2-7. Appoint Board committee assignments.

Director Sharp made a correction to the Human Resources Committee members. Director Ford should be listed instead of Director Sharp. Legal Counsel Laredo also noted that each committee can have up to six members.
Director Downey moved to: 1) adopt existing committee structure; and 2) direct Chair to appoint new board committee members for approval at the August 9, 2010 Board meeting. Director Ford seconded and the motion carried unanimously.

3-1. – 3-11. CONSENT AGENDA

The consent agenda items consisted of the following:

3-2. Adopt Resolution 2011-01 Assembly member Anna Caballero appreciation for transit advocacy.

3-3. Adopt Resolution 2011-02 recognizing Elizabeth Torres, Coach Operator, as Employee of the Month for July 2010.

3-4. Disposal of property left aboard buses.

3-5. Minutes of the regular meeting of June 14, 2010.


3-7. APTA dues.


3-11. Assetworks maintenance contract.

Director Clark moved to approve the items on the consent agenda. Director Sharp seconded and the motion carried unanimously.

4. SPECIAL PRESENTATIONS

Robert Weber, Director of Transportation Services, presented Elizabeth Torres, Coach Operator, as the July Employee of the Month. Elizabeth was the key factor in recognizing and reporting the diesel fuel spill that occurred on June 4, 2010. She had the presence of mind to accurately assess the situation and report the spillage in a timely manner to the Communication Center thereby preventing the situation from becoming far worse that had it remained undetected.
5. PUBLIC COMMENT

Jim Fink, has been a satisfied customer for 13 years. He spoke about the timetable on Line 55. The bus is always arriving early in Morgan Hill and ends up having to wait. He proposed that the running time to Morgan Hill is too long. The timetable is too loose and needs to be tightened.

6-1. – 6-3. COMMITTEE MINUTES

The Board accepted and filed the Transition Committee Minutes – June 10, 2010; Human Resources Committee Minutes – June 14, 2010; and Legislative Committee Minutes – June 21, 2010.

7-1. STATE LEGISLATIVE SERVICES CONTRACT

Mr. Harvath, Assistant General Manager for Finance and Administration reported that this procurement was issued in an effort to secure a state legislative consultant who is familiar with public government representation and experienced with various state policy and fiscal matters.

Director Sanchez commented that the consultants need to be held accountable and that they need to be evaluated yearly.

Director Sanchez moved to: 1) award a $108,000 three-year contract to JEA & Associates, Inc. for state legislative consulting services; and 2) authorize staff to extend the contract for up to two additional one-year periods. Director Orozco seconded and the motion carried unanimously.

7-2. SECURITY FOOT PATROL SERVICES

Mr. Benjamin Newman, Risk/Security Manager, reported that MST has a continuing need for security services. The security service includes on-site security in a cost effective, efficient and professional manner, which properly safeguards and protects personnel and property of MST, thereby creating a safe and secure environment for MST staff and the riding public.

Mr. Fink commented that people with Type 3 diabetes needs to use the restroom facilities more frequently. He asked if the hours for the security foot patrol services could be adjusted to allow the public restrooms to be kept open for longer periods. He also requested that the MST Facilities Committee look at this problem and to check the possibility to allow Marina Public Safety to augment coverage during the times the restrooms would be kept open.

Director Mancini moved to: 1) award a three-year contract to First Alarm Security & Patrol, Inc. of Aptos, CA in the amount of $102,310 for the first year of security foot patrol services; and 2) authorize staff to extend the contract for up
to two additional one-year periods, for an amount not to exceed $209,330. Director Cohen seconded and the motion carried unanimously.

7-3. FINANCIAL AUDIT SERVICES CONTRACT

Ms. Kathy Williams, General Accounting Manager, reported that Federal and State laws require financial audit services be performed each year by a certified public accountant. The audit covers the general purpose financial statements for the year, compliance with laws and regulations related to federal financial assistance, and a Schedule of Federal Financial Assistance. In addition, the auditor provides information and support in the preparation of the California State Controller’s Report and the Federal Transportation Administration’s National Transit Data Base Report and PTMISEA compliance.

Director Mancini moved to award a three-year contract to Vavrinek, Trine, Day, & Co, LLP for annual financial audit services in the amount of $90,000 for the fiscal year ending June 30, 2010 through 2012. Director Clark seconded and the motion carried unanimously.

8. PUBLIC HEARINGS

None.

9. NEW BUSINESS

None.

10-1. OPERATING LINE OF CREDIT

Mr. Hunter Harvath, Assistant General Manager for Finance & Administration, stated that given the uncertainties and delays that have occurred at the local, state and federal levels with regards to transit funding, there are times – usually near the end or beginning of the fiscal year – when short-term cash flow becomes problematic. This line of credit would cover operating expenses on a short-term basis.

Director Clark moved to approve a line of credit in the amount of $500,000 for operating expenditures to address short-term cash-flow difficulties. Director Ford seconded and the motion carried unanimously.

11-1. – 11-5. REPORTS & INFORMATION ITEMS

12. COMMENTS BY BOARD MEMBERS

None.

13. ANNOUNCEMENTS

None.

14. CLOSED SESSION

The Board adjourned to Closed Session to meet with legal counsel regarding conference with property negotiators, and anticipated litigation.

15. RETURN TO OPEN SESSION

Upon returning to open session, General Counsel Laredo reported that with regard to labor negotiations, a status report was provided and no reportable action was taken.

Regarding the potential litigation, Mr. Laredo reported that this matter was pulled. No discussion or action occurred.

16. ADJOURNMENT

There being no further business, Chairman Armenta adjourned the meeting at 12:00 p.m.

Prepared by: ______________________________

Sonia Bannister
## Monterey-Salinas Transit
### Board of Directors Meetings
#### 2010 Attendance Report

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3-4. Disposal of property left aboard buses.

3-5. Minutes of the regular meeting of June 14, 2010.


3-7. APTA dues.


3-11. Assetworks maintenance contract.

Director Clark moved to approve the items on the consent agenda. Director Sharp seconded and the motion carried unanimously.

4. SPECIAL PRESENTATIONS

Robert Weber, Director of Transportation Services, presented Elizabeth Torres, Coach Operator, as the July Employee of the Month. Elizabeth was the key factor in recognizing and reporting the diesel fuel spill that occurred on June 4, 2010. She had the presence of mind to accurately assess the situation and report the spillage in a timely manner to the Communication Center thereby preventing the situation from becoming far worse that had it remained undetected.
5. PUBLIC COMMENT

Jim Fink, has been a satisfied customer for 13 years. He spoke about the timetable on Line 55. The bus is always arriving early in Morgan Hill and ends up having to wait. He proposed that the running time to Morgan Hill is too long. The timetable is too loose and needs to be tightened.

6-1. – 6-3. COMMITTEE MINUTES

The Board accepted and filed the Transition Committee Minutes – June 10, 2010; Human Resources Committee Minutes – June 14, 2010; and Legislative Committee Minutes – June 21, 2010.

7-1. STATE LEGISLATIVE SERVICES CONTRACT

Mr. Harvath, Assistant General Manager for Finance and Administration reported that this procurement was issued in an effort to secure a state legislative consultant who is familiar with public government representation and experienced with various state policy and fiscal matters.

Director Sanchez commented that the consultants need to be held accountable and that they need to be evaluated yearly.

Director Sanchez moved to: 1) award a $108,000 three-year contract to JEA & Associates, Inc. for state legislative consulting services; and 2) authorize staff to extend the contract for up to two additional one-year periods. Director Orozco seconded and the motion carried unanimously.

7-2. SECURITY FOOT PATROL SERVICES

Mr. Benjamin Newman, Risk/Security Manager, reported that MST has a continuing need for security services. The security service includes on-site security in a cost effective, efficient and professional manner, which properly safeguards and protects personnel and property of MST, thereby creating a safe and secure environment for MST staff and the riding public.

Mr. Fink commented that people with Type 3 diabetes needs to use the restroom facilities more frequently. He asked if the hours for the security foot patrol services could be adjusted to allow the public restrooms to be kept open for longer periods. He also requested that the MST Facilities Committee look at this problem and to check the possibility to allow Marina Public Safety to augment coverage during the times the restrooms would be kept open.

Director Mancini moved to: 1) award a three-year contract to First Alarm Security & Patrol, Inc. of Aptos, CA in the amount of $102,310 for the first year of security foot patrol services; and 2) authorize staff to extend the contract for up
to two additional one-year periods, for an amount not to exceed $209,330. Director Cohen seconded and the motion carried unanimously.

7-3. FINANCIAL AUDIT SERVICES CONTRACT

Ms. Kathy Williams, General Accounting Manager, reported that Federal and State laws require financial audit services be performed each year by a certified public accountant. The audit covers the general purpose financial statements for the year, compliance with laws and regulations related to federal financial assistance, and a Schedule of Federal Financial Assistance. In addition, the auditor provides information and support in the preparation of the California State Controller’s Report and the Federal Transportation Administration’s National Transit Data Base Report and PTMISEA compliance.

Director Mancini moved to award a three-year contract to Vavrinek, Trine, Day, & Co, LLP for annual financial audit services in the amount of $90,000 for the fiscal year ending June 30, 2010 through 2012. Director Clark seconded and the motion carried unanimously.

8. PUBLIC HEARINGS

None.

9. NEW BUSINESS

None.

10-1. OPERATING LINE OF CREDIT

Mr. Hunter Harvath, Assistant General Manager for Finance & Administration, stated that given the uncertainties and delays that have occurred at the local, state and federal levels with regards to transit funding, there are times – usually near the end or beginning of the fiscal year – when short-term cash flow becomes problematic. This line of credit would cover operating expenses on a short-term basis.

Director Clark moved to approve a line of credit in the amount of $500,000 for operating expenditures to address short-term cash-flow difficulties. Director Ford seconded and the motion carried unanimously.

11-1 – 11-5. REPORTS & INFORMATION ITEMS

12. COMMENTS BY BOARD MEMBERS

None.

13. ANNOUNCEMENTS

None.

14. CLOSED SESSION

The Board adjourned to Closed Session to meet with legal counsel regarding conference with property negotiators, and anticipated litigation.

15. RETURN TO OPEN SESSION

Upon returning to open session, General Counsel Laredo reported that with regard to labor negotiations, a status report was provided and no reportable action was taken.

Regarding the potential litigation, Mr. Laredo reported that this matter was pulled. No discussion or action occurred.

16. ADJOURNMENT

There being no further business, Chairman Armenta adjourned the meeting at 12:00 p.m.

Prepared by: ______________________________

Sonia Bannister
# Monterey-Salinas Transit
## Board of Directors Meetings
### 2010 Attendance Report

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