Board of Directors Regular Meeting

Monday, June 9, 2008

MST Conference Room
One Ryan Ranch Road, Monterey

10:00 a.m.

TRANSPORTATION: Ride the Peninsula DART to MST Office

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

2. CONSENT AGENDA

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


   2-3. Disposal of property left aboard buses. (Danny Avina) (p. 3)

   2-4. Minutes of the regular meeting of May 12, 2008. (Sonia Bannister) (p. 5)


   2-6. Liability claim rejection. (Ben Newman) (p. 31)

   2-7. Appointment to MST RIDES Advisory Committee (RAC). (William Morris) (p. 33)

End of Consent Agenda

3. SPECIAL PRESENTATIONS

3-1. June Employee of the Month – Alvin Johnson, Coach Operator.  
(Robert Weber)

4. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

5. COMMITTEE REPORTS

No action required unless specifically noted.

5-1. MST RIDES Advisory Committee Minutes – February 20, 2008.  
(Bill Morris) (p. 43)

6. BIDS/PROPOSALS

6-1. Award $228,000 contract to the State of California Department of General Services for the purchase of four RIDES Medium buses.  
(Michael Hernandez) (p. 47)

6-2. Award contract to lowest responsible bidder for purchase of eight Toyota Prius hybrid vehicles. (Michael Hernandez) (p. 49)

6-3. Authorize MST to enter into a contract with Boyle Engineering for architectural and engineering services for the Frank J. Lichtanski Monterey Bay Operations Center. (Michael Hernandez) (p. 51)

6-4. Award $44,100 contract to LWP Claims Solutions, Inc. for Worker’s Compensation Third Party Administrator. (Lyn Owens) (p. 53)

7. PUBLIC HEARINGS
8. **UNFINISHED BUSINESS**

8-1. Update on FY 2009 budget. (Carl Sedoryk) (p. 55)

8-2. Update on MST RIDES Program. (Carl Sedoryk) (p. 59)

9. **NEW BUSINESS**

10. **REPORTS & INFORMATION ITEMS**

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

   10-1. General Manager/CEO Report. (p. 67)

   10-2. TAMC Highlights – May 28, 2008. (p. 89)


   10-5. Quarterly Performance Results Report – 3rd Qtr FY 2008. (p. 95)

   10-6. Board referrals. (p. 115)

   10-7. Staff trip reports. (p. 117)

11. **COMMENTS BY BOARD MEMBERS**

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

12. **ANNOUNCEMENTS**

13. **CLOSED SESSION**

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

   MST Negotiators: Carl Sedoryk, David C. Laredo
   Negotiating Parties: Chan Associates, LLC, a California Limited Liability Company
   Under negotiation: Price and Term (p. 119)
13-2. Conference with labor negotiators. (No Enclosure)
   Agency designated representatives: H. Quinn, L. Owens
   Employee organization: MST Employee Association (MSTEA)

13-3. Conference with legal counsel. (No Enclosure)
   Pending litigation: Mayrand v. MST

14. RETURN TO OPEN SESSION

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

15. ADJOURN

**NEXT MEETING DATE:** July 14, 2008 in MST Conference Room.

**NEXT AGENDA DEADLINE:** July 2, 2008

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

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to Sonia Bannister, MST, One Ryan Ranch Road, Monterey, CA 93940 or srbannister@mst.org
WHEREAS, each month Monterey-Salinas Transit recognizes an outstanding employee as Employee of the Month; and

WHEREAS, Alvin Johnson began his career with Monterey-Salinas Transit in October 2004 as a Coach Operator; and

WHEREAS, Alvin Johnson is a recent recipient of a 2-Year Safe Driving award and 2007 Attendance Award - he continues to be a valued asset to Monterey-Salinas Transit; and

WHEREAS, Alvin Johnson has distinguished himself as a Line Instructor and most recently completed a 6-month tour as an Interim Operations Supervisor where he has continued to positively contribute to the overall mission of Monterey-Salinas Transit.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Alvin Johnson as Employee of the Month for June 2008; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2008-19 this 9th day of June 2008.

________________________________  __________________________________
Fernando Armenta                      Carl Sedoryk
Chairman                               Secretary
To: Board of Directors

From: Danny Avina, Marketing and Customer Service Manager

Subject: Disposal of unclaimed property left on bus

St. Vincent De Paul (Seaside)

1 calculator  3 toys
1 hair clip  1 hat
1 hood  4 jackets
4 backpacks  1 pants
1 pair of eyeglasses  4 shirts
1 eyeglass case  1 pair of sunglasses
2 pairs of shoes  3 cell phones
1 scarf  5 bikes
2 wallets

To be disposed

6 sets of keys  1 wallet
2 bags of clothes  2 note books
2 credit cards  1 sweater
1 shoe  3 photos
1 jacket  1 documents
3 hats

$19.08 turned in 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: ___________________

Danny Avina  Carl Sedoryk
BOARD OF DIRECTORS
REGULAR MEETING
MONTEREY-SALINAS TRANSIT
May 12, 2008

1. CALL TO ORDER

Chair Armenta called the meeting to order at 10:00 a.m. in the Monterey-Salinas Transit Conference Room.

Present: Karen Sharp City of Carmel-By-The-Sea
Kristin Clark City of Del Rey Oaks
James Ford City of Marina
Libby Downey City of Monterey
Vicki Stilwell City of Pacific Grove
Thomas Mancini City of Seaside
Fernando Armenta County of Monterey
Lisa Senkir City of Gonzales (Ex-Officio)

Absent: Sergio Sanchez City of Salinas

Staff: Carl Sedoryk General Manager/CEO
Lyn Owens Director of Human Resources
Hunter Harvath Director of Administration
Michael Hernandez Chief Operating Officer
Robert Weber Dir. Transportation Services
Sonia Bannister Office Administrator & Marketing/Sales Specialist
Dave Sobotka Controller
Tom Hicks Contract Transportation Services Manager
Michael Gallant Planner
Mark Eccles Director of IT
Angelina Ruiz Human Resource Administrator

Others: Dave Laredo DeLay & Laredo
Janet Madler Fleet Manager
Barsara Flynn Central Coast Alliance for Health
Bill Lewis MV Transportation
Alma Almanza RIDES Advisory Committee member
Heidi Quinn DeLay & Laredo
Jim Fink Salinas resident
Angelique Milhouse Central Coast Alliance for Health
Lance Atencio MV Transportation

Apology is made for any misspelling of a name.
2-2. – 2-8. CONSENT AGENDA

The consent agenda items consisted of the following:


2-3. Disposal of property left aboard buses.

2-4. Minutes of the regular meeting of April 14, 2008.


2-6. Committee schedules.

2-7. Authorize purchase of sweeper/scrubber.

2-8. Pacific Meadows pilot project grant application.

Director Stilwell moved to approve the items on the consent agenda. Director Downey seconded and the motion carried unanimously.

3. SPECIAL PRESENTATIONS

Robert Weber, Director of Transportation Services, introduced Carlos Dominguez, Coach Operator, as MST Employee of the Month for May 2008. On March 5, 2008, Carlos Dominguez was completing a routine trip on the Line 41 with 30 passengers on board when gunfire suddenly erupted between two vehicles that were positioned directly in front of the coach. The driver of one of the vehicles lost control of his vehicle, striking a female pedestrian that was in a nearby crosswalk. The assailants in the other vehicle then fled the area. Carlos Dominguez immediately responded by assuring that all of his passengers remained on board the coach and out of harms way. After notifying the MST Communications Center of the incident to request police and EMS assistance, he reassured his passengers while collecting witness information, which was later submitted to investigating officers.

4. PUBLIC COMMENTS

Jim Fink, Salinas resident, suggested adopting a policy against passenger using bad language on the bus. The Coach Operators should be more proactive and prohibit that type of language. He noted that he has been riding MST for 11 years.

5-1. - 5-2 BOARD COMMITTEE MINUTES

The Board accepted and filed the Planning/Operations Committee Minutes – April 14, 2008, and the Finance Committee Minutes – April 28, 2008.
6-1. RIDES VEHICLES

MST utilizes 23 Type II Minibuses in providing MST RIDES ADA services. These types of vehicles have a life expectancy of at least 5 years and 150,000 miles. Of the 23 vehicles in the fleet, five of the vehicles have mileage ranging between 230,000 to 271,000 miles and six vehicles have mileage ranging between 148,000 and 195,000 miles. Some of the vehicles to be replaced are six and seven years old.

MST will have 15 RIDES vehicles due for replacement in 2009; however, because of the competitive scoring process and maximum allowable project costs, staff expects MST to receive funding for only six or seven vehicles.

Alma Almanza, Central Coast Center for Independent Living, encouraged the Board to ride in the older RIDES vehicles. She supports the purchase of new vehicles. She also encouraged staff to not buy the same vehicles that were purchased during the last procurement.

Director Stilwell moved to: 1) approve the purchase of up to eight (8) minibuses for the RIDES program from Creative Bus Sales; and 2) authorize the retirement and sale/auction of the retired RIDES vehicles. Director Clark seconded and the motion carried with Director Downey opposed.

7. PUBLIC HEARINGS

None.

8-1. FY 2009 BUDGET

The FY 2009 budget is $32,095,209, which is a 17.9 percent decrease from FY 2008. The FY 2009 budget contemplates a reduction in directly operated service of 1.2% and increasing staff levels by 4.5 full time equivalents. This is a balanced budget.

Mr. Fink suggested adding more service on Highway 68 to help alleviate overcrowding on line 20.

Director Mancini moved to: 1) approve the FY 2009 budget; 2) authorize staff to file the appropriate state and local grant applications to execute the budget; 3) approve Resolution 2008-17 authorizing federal grant applications; and 4) approve FY 2009 Strategic Priorities and Action Plan. Director Ford seconded and the motion carried unanimously.

8-2. FRANK J. LICHTANSKI MONTEREY BAY OPERATIONS CENTER

Mr. Hernandez, Chief Operating Officer, gave a brief update on the Frank J. Lichtanski Monterey Bay Operations Center. He reported that San Joaquin Regional Transit District is looking to build a similar site and is willing to do a joint project. Both
agencies can use the same architectural design thereby saving substantial amount of money in construction and design costs.

This was for information only. No action was required on this item.

9-2. TRANSFER OF MEDI-CAL TRIPS TO RIDES

Robert Weber, Director of Transportation Services, reported that in March of 2007, MV Transportation Inc (MVTI) and the Central Coast Alliance for Health (CCAH) entered into a one-year agreement in which MVTI would, for flat a fee, provide non-emergency medical transportation to all eligible MediCal recipients within Monterey County. Under this “capitated” agreement, CCAH was able to offer transportation services to an unlimited number of its clients without increasing the agency’s cost, as volume is not a consideration in these types of arrangements. It is estimated that MVTI provided over 30,000 CCAH trips in 2007 using their privately owned fleet.

On May 1, 2008 the contract between MVTI and CCAH was terminated as the parties were unsuccessful in renegotiating the terms of the agreement. As a result, CCAH has since limited the number of trips that it will subsidize to only those that are required under Title 22. CCAH has indicated that this development will reduce the number of non-emergency medical trips that they are providing by approximately 95%.

Alma Almanza, CCCIL, said in the mid-90’s, the County of Monterey transferred the program to MST. Due to the hard work of MST staff and in working with the new contractor for the RIDES program, the program is working and providing quality service. The RIDES program only has 22 vehicles. If the RIDES program is expected to accommodate the influx of new passengers, the on-time performance will suffer. As a user, she must now make changes to her schedule in order to make it to her work and appointment on time.

This was for information only. No action was required on this item.

9-1. BUS RAPID TRANSIT

Hunter Harvath, Director of Administration, briefly discussed the proposal for Bus Rapid Transit (BRT) in Monterey County for Seaside and the City of Monterey.

The goal of the BRT is to create a seamless transit connection between the local communities for residents, employees, and tourists in the area; improve the level of service for transit through more frequent service, more reliable service, and a higher capacity of service.

The BRT corridor for Seaside and Monterey compliments, not duplicates plans for long-term, major investment fixed guideway projects currently under investigation by TAMC. The guideway services major trip generators and is located along transit-supported, mixed-use land uses. The corridor will improve MST operational issues
caused by high ridership, overcrowded trips, which sometimes results in unreliable service. The BRT will considerably cut down travel times.

This was for information only. No action was required on this item.

10-1. – 10-5. REPORTS & INFORMATION ITEMS

The reports consisted of the General Manager/CEO Report; TAMC Highlights – April 23, 2008; Washington DC Lobbyist Report – April 28, 2008; and Sacramento Lobbyist report – May 1, 2008; and Board referrals.

11. COMMENTS BY BOARD MEMBERS

Director Downey inquired about bathroom facilities at the Monterey Transit Plaza.

12. ANNOUNCEMENTS

California Transit Association and California Association for Coordinated Transit are hosting a joint conference in Monterey at the Portola Hotel & Spa on November 4-7, 2008.

13. ADJOURNMENT

There being no further business, Chair Armenta adjourned the meeting at 11:55 a.m.

Prepared by: ______________________________

Sonia AR Bannister
To: Board of Directors

From: D. Sobotka, Controller


RECOMMENDATION:

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

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance April 26, 2008</td>
<td>$2,156,932.60</td>
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<tr>
<td>Revenues</td>
<td>4,553,774.83</td>
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<tr>
<td>Disbursements</td>
<td>&lt; 2,027,602.72 &gt;</td>
</tr>
<tr>
<td>Ending balance May 23, 2008</td>
<td>$4,683,104.71</td>
</tr>
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</table>

POLICY IMPLICATIONS:

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

Prepared by: ______________________  Reviewed by: ___________________
Dave Sobotka                          Carl Sedoryk
## TREASURY TRANSACTIONS FOR MAY 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Confirm #</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 6</td>
<td>LAIF</td>
<td>1170739</td>
<td>WF</td>
<td>2,500,000</td>
<td></td>
<td>4,386,566</td>
</tr>
<tr>
<td>Apr 7</td>
<td>LAIF</td>
<td>1171134</td>
<td>WF</td>
<td></td>
<td>330,000</td>
<td>4,056,566</td>
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<tr>
<td>Apr 19</td>
<td>LAIF</td>
<td>1172141</td>
<td>WF</td>
<td>260,000</td>
<td></td>
<td>3,796,566</td>
</tr>
<tr>
<td>Apr 22</td>
<td>LAIF</td>
<td>1172689</td>
<td>WF</td>
<td>370,000</td>
<td></td>
<td>3,426,566</td>
</tr>
<tr>
<td>Apr 23</td>
<td>LAIF</td>
<td>1172740</td>
<td>FNB</td>
<td>950,000</td>
<td></td>
<td>4,376,566</td>
</tr>
</tbody>
</table>

Local Agency Investment Fund:
(Earned 3.400% for April 2008) $ 4,376,566

Treasury Balance at 05/23/08: $ 4,376,566
To: Board of Directors

From: Ben Newman, Risk Manager

Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

$25,000.

POLICY IMPLICATIONS:

None.

DISCUSSION:

An MST passenger, Ms. Rosa Espinosa, claims an injury to her neck, back and right knee from an incident that occurred on November 3, 2007 when the bus braked suddenly to avoid a collision.

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

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

PREPARED BY: __________________ APPROVED BY: __________________

Ben Newman                  Carl Sedoryk
THIRD ANNUAL NATIONAL “DUMP THE PUMP DAY” 
IN MONTEREY COUNTY 
ON JUNE 19, 2008

WHEREAS June 19, 2008 marks the Third Annual National Dump the Pump Day as a day that encourages people to ride public transportation to save money, conserve gasoline, and help reduce greenhouse gases;

WHEREAS by “dumping the pump” and taking public transportation instead of driving a car, people can save money, consume less gasoline, and reduce our nation’s overall dependence on foreign oil;

WHEREAS by “dumping the pump” and taking public transportation instead of driving a car, people can make a difference and help improve the environment;

WHEREAS public transportation plays an important role in protecting air quality by reducing smog-producing pollutants and greenhouse gases, and reducing the country’s carbon footprint by 37 million metric tons, the equivalent of 4.9 million households using electricity in a year;

WHEREAS U.S. public transportation use saves 1.4 billion gallons of gasoline per year – the equivalent of 108 million cars filling up in a year;

WHEREAS an individual switching to public transportation can reduce his or her daily carbon emissions by 20lbs, this is more than 4,800 lbs a year.

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit declares that Monterey-Salinas Transit will join with public transportation systems across the country and participate in the Third Annual National Dump the Pump Day on June 19, 2008 by encouraging member of the communities we serve to ride public transportation and thereby improve the environment, conserve gasoline, and save money.

BE IT FURTHER RESOLVED that the Board directs Monterey-Salinas Transit staff to participate in the Third Annual National Dump the Pump Day by promoting the benefits of public transportation and new programs at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT 
PASSED AND ADOPTED RESOLUTION 2008-20 this 9th day of June 2008.

__________________________  ______________________________
Fernando Armenta  Carl Sedoryk
Chairman  Secretary
To: Board of Directors
From: W. Morris, Contract Transportation Manager
Subject: Appointment to MST RIDES Advisory Committee (RAC)

RECOMMENDATION:

Appoint George Redmon to serve as a member of the MST RIDES Advisory Committee.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The MST Board of Directors shall recruit not less than three and not more than seven citizens for the MST RIDES Advisory Committee. (Reference: RAC Charter)

The appointment of Mr. Redmon would provide the committee with six, (6), voting members.

DISCUSSION:

During the meeting of May 19, 2008, the RAC instructed staff to recommend to the MST Board of Directors that George Redmon be appointed to the Committee. Currently, Mr. Redmon is a consumer user of MST RIDES, and it is anticipated, that he will be a welcomed asset to the committee.
To: Board of Directors

From: M. Hernandez, Chief Operating Officer

Subject: Donation of Retired Vehicles for Safety/Emergency Exercises

RECOMMENDATION:

Approve the donation of two retired vehicles to US government agencies for safety, emergency and security training purposes.

FISCAL IMPACT:

Approximately $2,200 - $3,400.

POLICY IMPLICATIONS:

Your Board approves the sale and disposal of assets.

DISCUSSION:

In December 2007 and April 2008 your Board approved the retirement and disposal of MST’s CNG fleet, several medium buses and support fleet. Additionally two medium buses were also approved for donation to Hartnell College’s Diesel Program.

The Presidio of Monterey Fire Department contacted MST requesting a medium sized bus for a multi-jurisdictional fire/extrication exercise. The vehicle will be destroyed as part of this exercise. Additionally, as a part of their new National Security Institute joint research and education program with the Lawrence Livermore National Laboratory and the University of California, Santa Barbara, the Naval Post Graduate School has requested one CNG bus in order to conduct anti-terrorist/security research and exercises.

Based on recent auction results, the value of a medium bus is between $500 and $900 and the value of an Orion CNG bus is between $1,700 and $2,500. These estimates are based on the recent sale of retired medium buses and CNG vehicles. A more detailed update on the results of the auction will be provided at the July Board meeting. Staff recommends approving the donation of these two vehicles for the purposes of conducting safety/emergency exercises by government/local agencies.

PREPARED BY: ____________________ REVIEWED BY: ____________________

Michael Hernandez                             Carl G. Sedoryk
To: Board of Directors

From: L. Owens, Director of Human Resources-Risk Management

Subject: General Manager/CEO Contract Extension

RECOMMENDATION:

Indicate the Board’s willingness to extend the contractual agreement with the General Manager/CEO for an additional three (3) years.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board approves the employment contract (agreement) for the General Manager/CEO.

DISCUSSION:

Under the current agreement, each party must notice its intention to continue or discontinue the agreement and/or the conditions under which they are willing to continue the agreement. In addition, the agreement includes that the GM/CEO shall provide best practices to your board on compensation for General Manager/CEOs in the transit industry. This will be provided to your Human Resources Committee as part of the formal contract extension process.

Your approval of this item indicates your desire to extend the contract of the GM/CEO for an additional three (3) years.

PREPARED BY: __________________ APPROVED BY: _______________________
Lyn Owens                                Carl G. Sedoryk
To: Board of Directors

From: L. Owens, Director of Human Resources & Risk Management

Subject: Liability & Physical Damage Insurance Coverage Renewal through California Insurance Transit Pool (CalTIP).

RECOMMENDATIONS:

Receive report on insurance coverage.

FISCAL IMPACT:

$283,847.00 included in the FY 08/09 Budgets.

POLICY IMPLICATIONS:

None. Information only.

DISCUSSION:

CalTIP's history reflects the cooperative efforts of public transit operators acting collectively to meet their insurance needs. In the mid 1980's, public transit operators faced an insurance crisis of increasing premiums, decreasing coverage and increasing deductibles. In 1987, CalTIP began providing insurance services to its 12 initial members. MST has maintained its physical and liability insurance with CalTIP since its inception. The coverage through CalTIP is with GEM Insurance Company of the State of Pennsylvania and Lexington Insurance. MST's net loss coverage for Liability is $10,000,000 with a Self-Insured Retention (SIR) of $250,000.

MST’s coverage for Physical Damage includes a limit of liability for actual cash value of covered vehicles. CalTIP pays for direct physical loss to covered vehicles that occur during the coverage period. The Liability coverage limit is the actual cash value of the covered vehicle with a $500 deductible for each loss.

<table>
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<tr>
<th></th>
<th>FY2008</th>
<th>FY 2009</th>
<th>%Diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Damage</td>
<td>$80,757</td>
<td>$84,910</td>
<td>+5%</td>
</tr>
<tr>
<td>Liability</td>
<td>$207,809</td>
<td>$198,937</td>
<td>-4.3%</td>
</tr>
<tr>
<td>x-mod</td>
<td>0.81</td>
<td>0.626</td>
<td>-23.0%</td>
</tr>
</tbody>
</table>

PREPARED BY: Lyn Owens
APPROVED BY: Carl G. Sedoryk
MST RIDES Advisory Committee
February 20, 2008
Minutes

Present:  Chair: Diana Seay: Consumer Representative
          Alma Almanza: CCCIL: Consumer Representative
          Margie Rossi: REAP
          Brandy Abend: Salinas Valley Dialysis: Via teleconference
          MST Staff: William Morris: Contract Transportation Manager
          MST Staff: Cristy Sugabo: ADA Paratransit Eligibility Specialist
          MV Transportation Staff: Lance Atencio: General Manager

Absent:  Kerry Bishop: Consumer Representative

1. Call to order

   Committee Chair Diana Seay called the meeting to order at 1:02 p.m.

2. Introductions

   Attendees introduced themselves and explained their affiliations. Also in
   attendance were Kathy Spake, Carmel Foundation and Bill Lewis, MV Transportation.

3. Approval of the Minutes

   The minutes were approved as published.

4. Public Comment

   Kathy Spake, Carmel Foundation, stated that they have their third transportation
   vehicle back in service, however, it is not wheelchair lift equipped. She has been
   helping some of her wheelchair clients get approved for the MST RIDES program. She
   also relayed that one of her clients told her that they liked the MST RIDES service much
   better since the new management (Lance Atencio and Brent Boardman) had taken
   over.

5. Committee Member Reports

   None.
6. New Business

The committee nominated MV Employee Rebecca Villa to receive an employee recognition award. She was nominated for her ability to perform several tasks, and doing a good job in the early mornings when very busy answering phones and dispatching. There were no prospective RAC members present to interview. Diana Seay, Committee Chairperson gave staff a name of an interested MST RIDES client, and staff will send them a RAC interest form.

The committee held its’ annual election of officers, and selected Alma Almanza as Committee Chair, and Diana Seay as Vice-Chair.

7. Comments by Committee Members

Committee member Alma Almanza stated that the MST RIDES program seemed to be operating smoothly for the most part. On time performance and reliability is better, and she has been able to fax her pick up requests successfully.

8. Unfinished Business

The committee discussed the possibility of changing monthly meetings to a bi-monthly basis. It was suggested to just eliminate one or two summer months due to vacations, as well as the month of December, rather than to schedule strictly bi-monthly dates. The committee decided the next meeting dates of April 21, May 19, and July 21. At the April meeting, the committee will determine meeting dates for the rest of the year.

9. Staff Reports and Information Items

Lance Atencio gave an MV Transportation staffing update. He said that they had hired a new dispatcher and a new road supervisor, and briefly explained their duties. He stated that there was now better supervisory coverage on the weekends.

William Morris, MST Staff, relayed that ridership was still increasing and was up 23% in January over January of 2007. He also stated that Lance Atencio would be striving to reduce the no-show rate from 6% to 4% of total scheduled trips. Lowering the no-show rate helps improve on time performance as well as passengers transported per hour percentages.

Mr. Morris also informed the committee that MST would be applying for 8-11 replacement vehicles on an FTA Section 5310 grant application due June 2, 2008. Any vehicles awarded however, would probably not be in service until April or May of 2009.
10. Announcements:

None.

11. Adjourn

The Committee adjourned at 2:00 p.m.

SUBMITTED BY: _____________________________

William Morris
To: Board of Directors
From: M. Hernandez, Chief Operating Officer
Subject: Authorize the Purchase of RIDES Medium Buses

RECOMMENDATION:

Approve the purchase of up to four (4) medium buses through the State of California Department of General Services, contingent on the approval of MST’s Section 5317 grant application.

FISCAL IMPACT:

$57,000 per vehicle; $228,000 for four vehicles. This grant covers 80% of each vehicle; MST’s pays the remaining 20% vehicle cost.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

Last month your Board authorized MST to purchase up to 8 medium buses for Rides fleet replacement. This request is to expand the RIDES fleet by four medium buses and is not linked to the earlier request for replacement vehicles.

MST utilizes 23 vehicles to provide MST RIDES ADA services. Since March of 2008, RIDES daily passenger trips have increased by up to 25% after the contract between Central Coast Alliance for Heath (CCAH) and MV Transportation was terminated. The current age and mileage of the RIDES fleet, compounded by the dramatic passenger increase has resulted in a critical vehicle shortage. Based on the number of passengers enrolling in RIDES, four new expansion vehicles are required.

This Section 5317 New Freedom grant provides capital and operating expenses to support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA). Transit properties are eligible for these funds through a competitive process. MST submitted a grant application in late May and our eligibility determination will be made by the end of June. Should MST be awarded the grant, this pre-approval process by your Board will help staff to expedite the order. This grant provides Medium Bus (Type II) vehicles through the State Department of General Services contract at a price of $57,000 each. This grant does not allow for the purchase of hybrid medium buses. Staff contacted a sales representative and inquired about the Azure Dynamics, Citibus, which currently has a base price of about $180,000, without necessary upgrades.

PREPARED BY: ____________________ REVIEWED BY: ___________________
Michael Hernandez Carl G. Sedoryk
To: Board of Directors

From: M. Hernandez, Chief Operating Officer

Subject: Award Contract to Purchase Hybrid Vehicles – REVISED

RECOMMENDATION:

1. Award a contract to Sunnyvale Toyota for the purchase of eight (8) Toyota Prius hybrid vehicles.

2. Authorize the retirement and sale of the retired vans.

FISCAL IMPACT:

$25,824.22 per vehicle, for a total of $217,264.30. The total price includes a 100,000 mile extended warranty, rubber floor mats, and additional keys with re-keyed door locks. Funding is available in the FY2008 capital budget. This total price is $2,779.92 less than Toyota's suggested retail price for these eight vehicles.

POLICY IMPLICATIONS:

Your Board approves the sale and disposal of assets.

DISCUSSION:

MST has a total of eighteen vans, model years 1999 – 2004, used at both divisions by the Operations, Maintenance and Administration departments. The vans are primarily used by coach operators to drive between operating divisions and in-service buses (relief units), and by supervisory and admin support staff and facilities staff to service bus stops. Seven vans were due for replacement in FY2006 and one in FY2007. MST’s policy is to operate these vehicles for at least seven years and/or 125,000 miles. These vehicles have accumulated between 123,252 and 136,700 miles.

These vans average 10.6 miles per gallon and travel approximately 15,000 miles annually. Using a fuel price of $3.71 per gallon, which is the average cost of fuel between March and May 2008, it is estimated that these eight Prius’ will reduce MST’s fuel consumption by more than 8,000 gallons annually. This translates into an annual fuel savings ranging between $30,000, at $3.71 per gallon, and $34,400 at our current June 2nd fuel price. This savings is also based on a conservative 40 miles per gallon fuel economy for the Prius. Electronic and hardcopy requests for bids were sent to the dealerships listed on the following page.
Bidders list for the Toyota Prius:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunnyvale Toyota</td>
<td>Sunnyvale, CA</td>
<td>$217,264.30</td>
</tr>
<tr>
<td>Cardinale Way Toyota</td>
<td>Sacramento, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Capital Toyota</td>
<td>San Jose, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Fremont Toyota</td>
<td>Fremont, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Gilroy Toyota</td>
<td>Gilroy, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Oakland Toyota</td>
<td>Oakland, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Piercey Toyota</td>
<td>San Jose, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Salinas Toyota Scion</td>
<td>Salinas, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Stevens Creek Toyota</td>
<td>San Jose, CA</td>
<td>No Response</td>
</tr>
<tr>
<td>Victory Toyota</td>
<td>Seaside, CA</td>
<td>No Response</td>
</tr>
</tbody>
</table>

Dodge vans that will be replaced:

<table>
<thead>
<tr>
<th>440</th>
<th>1999 Dodge</th>
<th>B2500 Ram Van</th>
</tr>
</thead>
<tbody>
<tr>
<td>441</td>
<td>1999 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
<tr>
<td>442*</td>
<td>1999 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
<tr>
<td>443</td>
<td>1999 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
<tr>
<td>444</td>
<td>1999 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
<tr>
<td>445</td>
<td>1999 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
<tr>
<td>446</td>
<td>1999 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
<tr>
<td>449</td>
<td>2000 Dodge</td>
<td>B2500 Ram Van</td>
</tr>
</tbody>
</table>

* Previously retired
To: Board of Directors  
From: M. Hernandez, Chief Operating Officer  
Subject: Award a Contract for Architectural and Engineering Services

**RECOMMENDATION:**

Authorize MST to enter into a contract with Boyle Engineering for Architectural and Engineering Services for the Frank J. Lichtanski, Monterey Bay Operations Center.

**FISCAL IMPACT:**

The fee proposal from Boyle Engineering was not available at the time of this mailing and, if complete, will be mailed on June 5 prior to the June 9 Board meeting. This project is fully funded through State of California Proposition 1B funds.

**POLICY IMPLICATIONS:**

Your Board approves contracts and expenditures over $25,000.

**DISCUSSION:**

At the April 14 meeting your Board authorized staff to begin negotiating with Boyle Engineering for architectural and engineering (A&E) services for MST’s new operating facility. The authorization was based on the assumption that MST can save approximately 40% in A&E services by using a facility designed for Orange County Transportation Authority (OCTA) in Santa Ana, California. The value of the 40% savings for MST is estimated to range between $700,000 and $890,000 based on previous proposals received from two other architectural firms.

MST and San Joaquin Regional Transit District (RTD) held a joint meeting with Boyle Engineering on May 9 to discuss the preliminary project details. An update from the May 9 meeting was also provided to your Board on May 14. On June 5, Boyle Engineering will provide MST a scope of work and a full project fee proposal. This memo was prepared in advance of the Boyle proposal with the goal to keep the project moving and avoid a month delay in the project.

The Boyle fee proposal will be mailed to your Board on June 5, if complete. MST’s receipt of $3.5 million in Proposition 1B funding will fully cover the cost of design, engineering, site work design and other requirements necessary to bid out the construction portion of the project.
If Boyle Engineering provides a fee proposal with substantial savings by using the OCTA design, staff recommends authorizing a contract for architectural and engineering services. Should the anticipated savings not materialize a new RFP for this project will be issued. Attached below is an abbreviated and significantly condensed scope of work from Boyle Engineering. Services include, but are not limited to, the following major tasks:

**BOYLE ENGINEERING: SCOPE OF WORK**

Space Program Verification

Environmental Clearances
- EIR/NEPA determination and documents
- Draft, publish and final EIR/EA documents

Preliminary Investigations

Geotechnical Services
- Geotechnical review, exploration, testing, evaluation and reporting

Schematic Design
- Develop conceptual site and operations building layout alternatives.
- Develop a site civil and utility design of improvements, limited to the site and street improvements immediately adjacent to the project site.

Design Development and Construction Documents
- Develop the design and prepare final construction plans, specifications, and estimates for the project.
- Coordinate the project with impacted approving agencies/utility companies.

Sustainable Building Design
- Calculations for LEED compliance
- Third-Party Approval/Permitting

Constructability Reviews and Meetings

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PREPARED BY: ____________________ REVIEWED BY: ____________________

Michael Hernandez Carl G. Sedoryk
To: Board of Directors

From: L. Owens, Director of Human Resources-Risk Management

Subject: Award Separate Contracts for Worker’s Compensation TPA

RECOMMENDATIONS:

1. Award a (5) five-year contract to LWP Claims Solutions, Inc, to provide Third Party Claims Administration services for Worker’s Compensation.

2. Authorize staff to extend the contract for up to five (5) additional one-year extensions under the same terms, conditions and prices provided the supplier has provided satisfactory service.

FISCAL IMPACT:

$44,100 for the initial year. Funding is available in the FY 2009 operating budget. Subsequent four years, 4% average increase for each contract. One-time fee of $3,000 for file conversion.

POLICY IMPLICATIONS:

Your Board approves all contracts greater than $25,000.

DISCUSSION:

MST has chosen to award separate contracts for each service as a means of reducing some of the costs for this service (unbundling services). LWP was selected for claims administration based on recorded and verified performance and cost.

MST utilizes the services of third-party administrators to manage and control costs of Worker’s Compensation claims. Staff recently solicited proposals for worker’s compensation services that include claims administration, bill review, and utilization review and managed care services. The results of the proposal are as follows:
<table>
<thead>
<tr>
<th>Respondents</th>
<th>Claims Admin</th>
<th>Bill Review</th>
<th>Utilization Review/Managed Care</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWP</td>
<td>$ 44,100</td>
<td>$1.35/line, 25%-30% savings</td>
<td>$65 - $250/hr</td>
<td></td>
</tr>
<tr>
<td>JT²</td>
<td>$ 60,978</td>
<td>$35,000/yr</td>
<td>$84 - $125/hr</td>
<td></td>
</tr>
<tr>
<td>GB Bragg</td>
<td>$ 63,172</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simon Companies</td>
<td>$ 67,617</td>
<td>9% Fee Schedule Savings</td>
<td>$80 - $300/hr</td>
<td></td>
</tr>
<tr>
<td>Cost Containment</td>
<td></td>
<td>$10,000/yr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Integrated</td>
<td></td>
<td></td>
<td>$65 - $200/hr</td>
<td>Incumbent - competitive pricing</td>
</tr>
<tr>
<td>SCRMMA</td>
<td>$108,192</td>
<td>$6 per bill; 10% of net savings</td>
<td>5% of net medical charges</td>
<td></td>
</tr>
<tr>
<td>Athens Administrators</td>
<td>$ 85,421</td>
<td>12% Savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claims Management</td>
<td>Rescinded Bid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corvell</td>
<td>$ 66,000</td>
<td>18% Total Savings</td>
<td>$98 - $102/hour</td>
<td>Many additional costs for each service.</td>
</tr>
</tbody>
</table>

Based upon the submissions of all potential costs of a claim, favorable client reference checks, and meeting the RFP specifications, staff recommends awarding the contract for Claims Administration to LWP Claims Solutions, Inc.

With approval of this action staff intends to award separate contracts to Monitor Integrated Healthcare for utilization review and managed care services ($65-$200/hour), and Cost Containment Solutions for bill review ($10,000/year). Your approval will also provide staff authority to extend the contracts for up to five (5) additional one-year periods based on satisfactory performance.

Prepared by: ______________________  Reviewed by: ___________________
Lyn Owens                                      Carl Sedoryk
To: Board of Directors
From: C. Sedoryk, General Manager / CEO
Subject: FY 2009 Budget Update

RECOMMENDATION:

Receive an update on FY 2009 MST Operating and Capital Budgets.

FISCAL IMPACT:

$2,900,000 of anticipated loss of State Transit Assistance Capital funds;
$430,000 anticipated increase in MST RIDES operating expenses;
$246,000 increase in MST RIDES capital needs for new buses;
$196,000 increase in 5317 New Freedom funds for new buses;
$683,000 increase in transit funds allocated from South County cities.

POLICY IMPLICATIONS:

None at this time.

DISCUSSION:

On May 12th, your Board adopted balanced budgets for the MST BUS and MST RIDES 2009 fiscal year. One of the assumptions used in calculating this budget was that $4.9M of State Transit Assistance Funds (STA) would be made available to MST. This number was based on the Governor’s January budget estimates and was thought by staff to be reliable as it already included a 50% diversion of Public Transit Account “spillover dollars” to support General fund programs as implemented in the current year’s State budget.

With the release of the Governor’s May 14th “Revised Budget”, the Governor has proposed shifting an additional $437M from the State Transit Assistance Fund to other General Fund programs resulting in a $2.9M loss of expected revenue to MST. Of the original $4.9M of anticipated STA funds in the adopted FY 2009 budgets, staff contemplated using $1.8M for operations of the MST RIDES program, with the remainder going to a wide variety of capital projects including the replacement of 14 obsolete MST RIDES buses, replacement of obsolete vans with hybrid-electric sedans, maintenance and office equipment upgrades, facilities improvements, and additional passenger shelters. The resulting loss of STA funds proposed by the Governor leaves
only $1.8M for MST RIDES operating expenses, and another $200,000 for other capital equipment.

After developing the draft MST budget, MST staff observed a sudden spike in the MST RIDES passenger trips. Staff investigation revealed that changes in local Medi-Cal coverage policies (See Agenda Item 8-2) were creating a surge in dialysis related trips on the MST RIDES service. In order to provide the additional capacity to meet the demand of these new passengers, and to maintain an acceptable quality of service, staff estimates that a $430,000 increase in MST RIDES operating expenses, and an additional $246,000 for four new MST RIDES buses will be required.

Since learning of the Governor’s proposal to reduce the State Transit Assistance Funds MST staff has worked to identify potential new sources of funds, areas of cost savings, and potential to reprogram funds from less mission critical projects to more mission critical projects. In addition we have researched alternatives to debt-finance MST RIDES minibus procurements.

To date we have identified $683,000 of State Transit Assistance Funds from previous years that had been allocated to South County cities that are being reallocated to MST due to State of California, and TAMC requirements. Some portion of these funds may be used towards providing the local match for MST RIDES vehicles purchased through the federal 5310 Elderly and Disabled program. Additionally, staff was able to successfully complete an application for $196,000 of Federal 5317 New Freedoms funds that may be used towards the purchase of vehicles required to transport dialysis patients to their medical appointments. Also, staff is currently poring through the approved capital budgets and has identified up to $500,000 that may be reprogrammed from less mission critical projects to more critical projects. Finally, by suspending the filling of new positions approved in the FY 2009 budget staff may save an additional $190,000 of operating dollars. Staff is developing a proposal to seek funds from the Central Coast Alliance For Health to reimburse MST for some portion of its increased operating and capital costs due to the sudden requirement of MST to provide dialysis related trips to Alliance clients.

Staff remains concerned about the recent dramatic surge in fuel prices and the impact it will have on our FY 2009 operating budget. However, given the assumption used in the budget, and potential for up to $1.00 per gallon of bio-diesel credits, at this time staff is less concerned about the impact of this item versus the others discussed previously.

While staff continues to advocate for additional State Transit Assistance Funds with our state association and recommends the following series of actions:

1. Suspend hiring of new positions contemplated in budget w/ few exceptions;

2. Suspend spending on less essential capital items and reprogram funds as necessary;
3. Conclude negotiations with Central Coast Alliance For Health;

4. Consider raising MST RIDES fares to make comparable to Santa Cruz METRO;

5. Determine final impact of State Budget on MST;

6. Determine impact of final Federal transit appropriation and earmarks/grants;

7. Provide a mid-year budget proposal that contemplates bus fare increases, service cuts, and staffing and operating expense reductions as needed.

PREPARED BY: Carl G. Sedoryk
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: April 2008 Monthly Report

Attached are the most recent monthly statistics and the reports from the Administration and Operations/Maintenance Departments.

During April, I attended a meeting of the California Transit Insurance Pool (CalTIP) in Sacramento, and was elected Vice-Chair of the insurance pool. The purpose of this meeting was to set the annual insurance rates for pool members. While MST has had two significant claims in the past year, our overall safety record when compared to other CalTIP pool members is very favorable.

I also visited Lane Transit District in Eugene, OR with MST staff members Michael Hernandez, Hunter Harvath, and Robert Weber. The purpose of this visit was to view the LTD Bus Rapid Transit project, the EmX. The visit was extremely informative and provided staff with necessary on-the-ground information that will assist in the development of the proposed Monterey-Salinas Transit BRT project.

Attachment #1 – Fixed Route Bus – Monthly Boardings
Attachment #2 – Fixed Route Bus – Comparative Statistics
Attachment #3 – MST RIDES Monthly Boardings
Attachment #4 – MST RIDES Comparative Statistics
Attachment #5 – Operations Department Report April 2008
Attachment #6 – Facilities & Maintenance Department Report April 2008
Attachment #7 – Administration Department Report April 2008

PREPARED BY: ____________________________

Carl G. Sedoryk
May 30, 2008

To: M. Hernandez, Chief Operating Officer
From: R. Weber, Director of Transportation Services
Subject: Transportation Department Monthly Report – April 2008

FIXED ROUTE BUS OPERATIONS:

System Wide Service: (Fixed Route & DART Services)

Preliminary boarding statistics indicate that ridership increased by 5.04% in April 2008, (383,041), as compared to April 2007, (364,677). Fiscal year-to-date, system wide passenger boardings are down by 5.91% from last fiscal year.

April 2008 productivity remained steady at 21.2 passengers per hour, which was the same in April of 2007.

Seasonal Service:

None

Supplemental Service:

None

System Wide Statistics:

- Ridership: 383,041
- Vehicle Revenue Hours: 18,095
- Vehicle Revenue Miles: 284,751
- System Productivity: 21.2 Passengers Per Vehicle Revenue Hour
- Scheduled One-Way Trips: 25,857

On-Time Compliance: Of 96,780 total time-point crossings sampled for the month of April, the TransitMaster™ system recorded 13,498 delayed arrivals to MST’s published time-points system-wide. This denotes that 86.05% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2008.)

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

Trips With 10 or More Standees: There were 80 reported trips with 10 or more standees for the month of April. (See Operations Summary report for further information)

Cancelled Trips: There were a total of 4 cancelled trips for the month of April for both directly operated and contracted services representing less then one tenth of one percent of all scheduled trips for the month.
Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that may occur 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 April 2007 and 2008:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>April-07</th>
<th>April-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident: Coach Involved</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Object Thrown @ Coach</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Occurrences</strong></td>
<td><strong>15</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

CONTRACTED SERVICES:

MST RIDES ADA Paratransit Program:

MST RIDES Program:

- Preliminary boarding statistics for the MST RIDES program reflect that for the month of April there were 8,432 passenger boardings. This represents a 45.93% increase in passenger trips from April of 2007. Fiscal year-to-date, passenger boardings for this program have increased by 21.74% over last fiscal year.

- For the month of April, 88.57% of all scheduled trips for the MST RIDES Program arrived on time, increasing from 87.43% in April of 2007.

- Productivity increased from 1.83 passengers per hour in 2007, to 1.97 passengers per hour for April of 2008.

- For the month of April, 137 applications were reviewed, resulting in 134 approvals and 3 denials. Of the approvals, 94 were new clients, and 40 were recertifications.

- 32 clients were deactivated in April.

- There are 2,891 total active clients as of May 27, 2008.

- For the month of April, 621 MST RIDES potential passenger boardings were diverted to fixed-route service, at a net savings of approximately $11,799.00

Other:

- April 26, 2008, MV was involved in one preventable accident, resulting in minor damage and no injuries.
COMMUNICATIONS CENTER:

In April, the Communications Department summoned public safety agencies on eight (8) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident</td>
<td>4</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Medical Emergency</td>
<td>3</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Trash Can Fire</td>
<td>1</td>
</tr>
</tbody>
</table>

Robert Weber

## MST FIXED ROUTE
### ON-TIME COMPLIANCE FY 2008

<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY07 ON-TIME PERFORMANCE</th>
<th>FY07 TIME POINT COUNT</th>
<th>FY08 DELAYED ARRIVALS 5+ MINUTES</th>
<th>FY08 ON-TIME PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>84.56%</td>
<td>96,770</td>
<td>16,779</td>
<td>82.66%</td>
</tr>
<tr>
<td>August</td>
<td>81.12%</td>
<td>100,678</td>
<td>18,982</td>
<td>81.15%</td>
</tr>
<tr>
<td>September</td>
<td>81.20%</td>
<td>86,598</td>
<td>15,803</td>
<td>81.75%</td>
</tr>
<tr>
<td>October</td>
<td>84.22%</td>
<td>94,293</td>
<td>14,844</td>
<td>84.26%</td>
</tr>
<tr>
<td>November</td>
<td>83.76%</td>
<td>89,268</td>
<td>14,020</td>
<td>84.29%</td>
</tr>
<tr>
<td>December</td>
<td>86.91%</td>
<td>87,703</td>
<td>12,621</td>
<td>85.61%</td>
</tr>
<tr>
<td>January</td>
<td>86.40%</td>
<td>91,318</td>
<td>9,947</td>
<td>89.11%</td>
</tr>
<tr>
<td>February</td>
<td>83.81%</td>
<td>89,071</td>
<td>12,078</td>
<td>86.44%</td>
</tr>
<tr>
<td>March</td>
<td>83.10%</td>
<td>97,350</td>
<td>13,008</td>
<td>86.64%</td>
</tr>
<tr>
<td>April</td>
<td>83.40%</td>
<td>96,780</td>
<td>13,498</td>
<td>86.05%</td>
</tr>
<tr>
<td>May</td>
<td>82.67%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>82.63%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>N/A</td>
<td>929,829</td>
<td>141,580</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Monthly Average</strong></td>
<td>83.85%</td>
<td>92,983</td>
<td>14,158</td>
<td>84.80%</td>
</tr>
</tbody>
</table>

### On-Time Compliance

- **Goal 87%**

![On-Time Compliance Chart](chart.png)

On-time compliance FY08
Operations Summary Report

Fixed Route and DART Service

July 2007 - April 2008
Fixed Route & DART Monthly Operations Summary Report
April 2008

<table>
<thead>
<tr>
<th>Service Delivered</th>
<th>Service Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridership 383,041</td>
<td>On-time Time Points 83,282</td>
</tr>
<tr>
<td>Passengers / Vehicle Revenue Hour 21.17</td>
<td>Delayed Time Points 13,498</td>
</tr>
<tr>
<td>One-way Trips Scheduled 25,484</td>
<td>Schedule Adherence 86.05%</td>
</tr>
<tr>
<td>Cancelled Trips 4</td>
<td>Overcrowded Trips 80</td>
</tr>
</tbody>
</table>

**Systemwide Service:**
Despite the downward trend we have been experiencing, ridership for April 2008 increased 5% compared to April 2007, with revenue hours operated increasing by 5.1%. The net result is that productivity (measured in passenger boardings per revenue hour) remained steady, showing only a slight decrease of 0.06%.

Some of the ridership increase can be explained by the variance in service types operated over the thirty days of April. April 2008 included 22 days of weekday service, whereas April 2007 had only 21 days of weekday service, thus ridership would tend to be greater this year. A comparison of an average week of service shows only a 3% increase in ridership, with Saturday ridership increasing by 4.6%, Sunday ridership increasing 9.0% and weekday ridership increasing 2.2%.

Ridership from July - April of this fiscal year continues to be down compared to the same timeframe of last fiscal year. Currently it is 5.6% lower than last year.

**Seasonal Service:**
None.

**Supplemental Service:**
None.

- **Systemwide Ridership**
- **Time Point Adherence - FY 2007-08**

No supplemental service was operated this month.
Fixed Route & DART Monthly Operations Summary Report
April 2008

Overcrowded Trip Reports by Line - FY 08 YTD
- Line 42 - 33 trips (4%)
- Line 9 - 67 trips (8%)
- Line 10 - 156 trips (19%)
- Line 11 - 109 trips (13%)
- Line 20 - 294 trips (36%)
- Line 23 - 43 trips (5%)
- Line 41 - 104 trips (12%)

Routes accounting for less than 2% of all overcrowding are consolidated as "other".

Cancelled Trips by Month - FY 08 YTD
- July: 28 trips
- August: 17 trips
- September: 15 trips
- October: 12 trips
- November: 15 trips
- December: 5 trips
- January: 27 trips
- February: 23 trips
- March: 10 trips
- April: 4 trips

Both months includes 10 trips each which were cancelled due to severe weather conditions.

Cancelled Trips by Reason - FY 08 YTD
- Non-MST Accident: 12 trips (8%)
- MST Accident: 22 trips (14%)
- Traffic: 51 trips (32%)
- Employee Error: 9 trips (6%)
- Mechanical Failure: 30 trips (19%)
- Other: 29 trips (19%)
- Passenger Boarding: 3 trips (2%)

Overcrowded Trip Reports by Line - FY 08 YTD
- Line 42 - 33 trips (4%)
- Line 9 - 67 trips (8%)
- Line 10 - 156 trips (19%)
- Line 11 - 109 trips (13%)
- Line 20 - 294 trips (36%)
- Line 23 - 43 trips (5%)
- Line 41 - 104 trips (12%)

Routes accounting for less than 2% of all overcrowding are consolidated as "other".
Schedule Adherence by Line - April 2008
Percent On-time Timepoints

- 44-Northridge: 95.4%
- 20-Monterey-Salinas: 91.5%
- 1-Monterey-Pacific Grove: 91.4%
- 7-Monterey-Carmel: 91.1%
- 9-Fremont-Hilby: 90.7%
- 41-East Alisal - Northridge: 90.6%
- 4-Carmel-Carmel Rancho: 90.3%
- 10-Fremont-Ord Grove: 89.5%
- 28-Watsonville-Salinas: 89.2%
- 27-Watsonville-Marina: 89.1%
- 42-East Alisal - Westridge: 88.8%
- 11-Edgewater-Carmel: 88.7%
- 24-Carmel Valley-Grapevine Express: 84.9%
- 2-Monterey-Pacific Grove: 84.4%
- 23-Salinas-King City: 83.4%
- 29-Watsonville-Salinas: 83.3%
- 56-Monterey-Memorial Hospital: 81.6%
- 16-Monterey-Marina: 80.9%
- 46-Natividad: 80.6%
- 5-Monterey-Carmel: 78.4%
- 49-Northridge: 78.3%
- 55-Monterey-San Jose Express: 75.5%
- 43-Memorial Hospital: 75.0%
- 6-Edgewater - Ryan Ranch: 73.7%
- 48-East Salinas - Airport Business Center: 72.6%
- 21-Monterey-Salinas: 70.9%
- 45-East Market-Creekbridge: 65.3%
- 22-Big Sur: 55.9%

87% adherence standard
### Primary Routes

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>VRHrs</th>
<th>VRMi</th>
<th>Pax/Hr</th>
<th>% Riders</th>
<th>% Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Monterey-Pacific Grove</td>
<td>14,150</td>
<td>720:50</td>
<td>7,222.4</td>
<td>19.63</td>
<td>3.7%</td>
<td>4.0%</td>
</tr>
<tr>
<td>9-Fremont-Hilby</td>
<td>31,267</td>
<td>966:54</td>
<td>9,858.4</td>
<td>32.34</td>
<td>8.2%</td>
<td>5.3%</td>
</tr>
<tr>
<td>10-Fremont-Ord Grove</td>
<td>39,878</td>
<td>1106:54</td>
<td>11,987.2</td>
<td>36.05</td>
<td>10.4%</td>
<td>6.1%</td>
</tr>
<tr>
<td>41-East Alisal - Northridge</td>
<td>52,577</td>
<td>1621:34</td>
<td>17,712.0</td>
<td>32.42</td>
<td>13.7%</td>
<td>9.0%</td>
</tr>
<tr>
<td>42-East Alisal - Westridge</td>
<td>34,398</td>
<td>1312:42</td>
<td>14,067.0</td>
<td>26.20</td>
<td>9.0%</td>
<td>7.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>172,270</strong></td>
<td><strong>5728:20</strong></td>
<td><strong>60,847.0</strong></td>
<td><strong>30.07</strong></td>
<td><strong>45.0%</strong></td>
<td><strong>31.7%</strong></td>
</tr>
</tbody>
</table>

### Local Routes

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>VRHrs</th>
<th>VRMi</th>
<th>Pax/Hr</th>
<th>% Riders</th>
<th>% Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Monterey-Pacific Grove</td>
<td>13,020</td>
<td>680:10</td>
<td>7,662.2</td>
<td>19.14</td>
<td>3.4%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Monterey Peninsula DART</td>
<td>2,600</td>
<td>826:54</td>
<td>9,077.0</td>
<td>3.14</td>
<td>0.7%</td>
<td>4.6%</td>
</tr>
<tr>
<td>4-Carmel-Carmel Rancho</td>
<td>2,300</td>
<td>382:22</td>
<td>3,894.8</td>
<td>6.02</td>
<td>0.6%</td>
<td>2.1%</td>
</tr>
<tr>
<td>5-Monterey-Carmel</td>
<td>6,974</td>
<td>348:48</td>
<td>4,164.0</td>
<td>19.99</td>
<td>1.8%</td>
<td>1.9%</td>
</tr>
<tr>
<td>6-Edgewater - Ryan Ranch</td>
<td>434</td>
<td>55:00</td>
<td>1,159.4</td>
<td>7.89</td>
<td>0.1%</td>
<td>0.3%</td>
</tr>
<tr>
<td>7-Monterey-Carmel</td>
<td>2,390</td>
<td>176:00</td>
<td>2,006.4</td>
<td>13.58</td>
<td>0.6%</td>
<td>1.0%</td>
</tr>
<tr>
<td>MST OnCall</td>
<td>1,360</td>
<td>389:00</td>
<td>4,093.0</td>
<td>3.50</td>
<td>0.4%</td>
<td>2.1%</td>
</tr>
<tr>
<td>11-Edgewater-Carmel</td>
<td>13,889</td>
<td>607:42</td>
<td>9,412.6</td>
<td>22.86</td>
<td>3.6%</td>
<td>3.4%</td>
</tr>
<tr>
<td>16-Monterey-Marina</td>
<td>11,668</td>
<td>942:50</td>
<td>17,172.4</td>
<td>12.38</td>
<td>3.0%</td>
<td>5.2%</td>
</tr>
<tr>
<td>43-Memorial Hospital</td>
<td>12,775</td>
<td>311:10</td>
<td>3,760.8</td>
<td>14.94</td>
<td>3.3%</td>
<td>1.7%</td>
</tr>
<tr>
<td>44-Northridge</td>
<td>5,844</td>
<td>342:06</td>
<td>4,051.4</td>
<td>17.08</td>
<td>1.5%</td>
<td>1.9%</td>
</tr>
<tr>
<td>45-East Market-Creekbridge</td>
<td>5,558</td>
<td>422:00</td>
<td>6,267.8</td>
<td>13.17</td>
<td>1.5%</td>
<td>2.3%</td>
</tr>
<tr>
<td>46-Natividad</td>
<td>7,554</td>
<td>177:48</td>
<td>1,866.6</td>
<td>42.49</td>
<td>2.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>48-East Salinas - Airport Business Center</td>
<td>2,115</td>
<td>252:16</td>
<td>4,787.2</td>
<td>8.38</td>
<td>0.6%</td>
<td>1.4%</td>
</tr>
<tr>
<td>49-Northridge</td>
<td>10,277</td>
<td>429:52</td>
<td>3,030.8</td>
<td>23.91</td>
<td>2.7%</td>
<td>2.4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98,758</strong></td>
<td><strong>6343:58</strong></td>
<td><strong>82,406</strong></td>
<td><strong>15.57</strong></td>
<td><strong>25.8%</strong></td>
<td><strong>35.1%</strong></td>
</tr>
</tbody>
</table>

### Regional Routes

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>VRHrs</th>
<th>VRMi</th>
<th>Pax/Hr</th>
<th>% Riders</th>
<th>% Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Monterey-Salinas</td>
<td>52,760</td>
<td>1798:22</td>
<td>35,672.2</td>
<td>29.34</td>
<td>13.8%</td>
<td>9.9%</td>
</tr>
<tr>
<td>21-Monterey-Salinas</td>
<td>4,905</td>
<td>136:02</td>
<td>2,668.6</td>
<td>36.06</td>
<td>1.3%</td>
<td>0.8%</td>
</tr>
<tr>
<td>23-Salinas-King City</td>
<td>12,916</td>
<td>864:30</td>
<td>26,744.4</td>
<td>14.94</td>
<td>3.4%</td>
<td>4.8%</td>
</tr>
<tr>
<td>24-Carmel Valley-Grapevine Express</td>
<td>7,675</td>
<td>716:56</td>
<td>14,701.8</td>
<td>10.71</td>
<td>2.0%</td>
<td>4.0%</td>
</tr>
<tr>
<td>27-Watsonville-Marina</td>
<td>1,550</td>
<td>307:38</td>
<td>8,162.0</td>
<td>5.04</td>
<td>0.4%</td>
<td>1.7%</td>
</tr>
<tr>
<td>28-Watsonville-Salinas</td>
<td>7,633</td>
<td>717:18</td>
<td>20,046.4</td>
<td>10.64</td>
<td>2.0%</td>
<td>4.0%</td>
</tr>
<tr>
<td>29-Watsonville-Salinas</td>
<td>22,029</td>
<td>929:10</td>
<td>15,925.8</td>
<td>23.71</td>
<td>5.8%</td>
<td>5.1%</td>
</tr>
<tr>
<td>55-Monterey-San Jose Express</td>
<td>1,888</td>
<td>459:12</td>
<td>14,553.0</td>
<td>4.11</td>
<td>0.5%</td>
<td>2.5%</td>
</tr>
<tr>
<td>56-Monterey-Memorial Hospital</td>
<td>414</td>
<td>49:08</td>
<td>1,854.6</td>
<td>8.43</td>
<td>0.1%</td>
<td>0.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>111,770</strong></td>
<td><strong>5978:16</strong></td>
<td><strong>140,328.8</strong></td>
<td><strong>18.70</strong></td>
<td><strong>29.2%</strong></td>
<td><strong>33.0%</strong></td>
</tr>
</tbody>
</table>

### Seasonal / Supplemental Service

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>VRHrs</th>
<th>VRMi</th>
<th>Pax/Hr</th>
<th>% Riders</th>
<th>% Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Big Sur</td>
<td>243</td>
<td>45:20</td>
<td>1,169.6</td>
<td>5.36</td>
<td>0.1%</td>
<td>0.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>243</strong></td>
<td><strong>45:20</strong></td>
<td><strong>1,169.6</strong></td>
<td><strong>5.36</strong></td>
<td><strong>0.1%</strong></td>
<td><strong>0.3%</strong></td>
</tr>
</tbody>
</table>
Date: April 30, 2008

To: C. Sedoryk, General Manager/CEO

From: Lyn Owens, Director Human Resources; Hunter Harvath, Director of Administration; Mark Eccles, Director Information Technology

Subject: Administration Department Monthly Report April 2008

The following significant events occurred in Administration work groups for the month of April 2008:

Human Resources

Employment activity for the month of April 2008 is summarized as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Transaction</th>
<th>Hire Date</th>
<th>Term Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Planning Manager</td>
<td>New Hire</td>
<td>4/07/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Coach operator</td>
<td>New Hire</td>
<td>4/08/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Coach operator</td>
<td>New Hire</td>
<td>4/08/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Coach operator</td>
<td>New Hire</td>
<td>4/08/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Coach operator</td>
<td>New Hire</td>
<td>4/08/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Coach operator</td>
<td>New Hire</td>
<td>4/08/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Coach operator</td>
<td>New Hire</td>
<td>4/08/08</td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Limited Coach Operator</td>
<td>New Hire</td>
<td>4/09/08</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Utility Service Person</td>
<td>Resigned</td>
<td>4/18/08</td>
<td></td>
</tr>
</tbody>
</table>

Total employment levels for April 2008 is summarized as follows:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators / Trainees</td>
<td>123</td>
<td>127</td>
<td>4</td>
</tr>
<tr>
<td>C/O on Long Term Leave</td>
<td>10</td>
<td>3</td>
<td>-7</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>22</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>43</td>
<td>40</td>
<td>-3</td>
</tr>
<tr>
<td>Administration (Interns 2 PT)</td>
<td>21.5</td>
<td>22.5</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>220.5</strong></td>
<td><strong>215.5</strong></td>
<td><strong>-5</strong></td>
</tr>
</tbody>
</table>

March Worker’s Compensation Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$83,455.80</td>
</tr>
<tr>
<td>Legal</td>
<td>$8,453.90</td>
</tr>
<tr>
<td>Medical (included Medical Case Mgmt)</td>
<td>$41,939.43</td>
</tr>
<tr>
<td>Other (includes bill review)</td>
<td>$3,244.57</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$3,899.50</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$4,412.58</td>
</tr>
<tr>
<td><strong>Total Expenses April 2008</strong></td>
<td><strong>$148,944.97</strong></td>
</tr>
</tbody>
</table>
March Worker’s Compensation Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Reserves</th>
<th>$1,024,936.32</th>
</tr>
</thead>
<tbody>
<tr>
<td># Ending Open Claims</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td># Ending Closed Claims</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td># New Claims</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td># Reopened Claims</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Secretary Training</td>
<td>2</td>
</tr>
<tr>
<td>Business Response Plan</td>
<td>33</td>
</tr>
<tr>
<td>Management Excellence Series</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management Update

<table>
<thead>
<tr>
<th>Description</th>
<th>April 2008</th>
<th>April 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preventable</td>
<td>Preventable</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Passenger fall</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Passenger injury</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bus hits object</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Car hits bus</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Liability Claims Paid/Recovered – Property and Personal Injury

There were no claims paid. Recoveries total $9,074.38 for the month of April.

Customer Services Update

Customer Service received 53 customer comments during the month as follows:

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>Apr ‘08</th>
<th>Apr ‘07</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Compliment</td>
<td>4</td>
<td>3</td>
<td>7.5%</td>
<td>5.3%</td>
</tr>
<tr>
<td>Service Compliment</td>
<td>0</td>
<td>1</td>
<td>0.0%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>11</td>
<td>6</td>
<td>20.8%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>10</td>
<td>14</td>
<td>18.9%</td>
<td>24.6%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>3</td>
<td>7</td>
<td>5.7%</td>
<td>12.3%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>3</td>
<td>5</td>
<td>5.7%</td>
<td>8.8%</td>
</tr>
</tbody>
</table>
## Service Report Type

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>Apr '08</th>
<th>%</th>
<th>Apr '07</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed By</td>
<td>3</td>
<td>5.7%</td>
<td>2</td>
<td>3.5%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>2</td>
<td>3.8%</td>
<td>4</td>
<td>7.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>2</td>
<td>3.8%</td>
<td>3</td>
<td>5.3%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>2</td>
<td>3.8%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>2</td>
<td>3.8%</td>
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<td>1</td>
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| Total                              | 53      | 100.0% | 57      | 100.0% |

“Improper Driving” reports decreased to the lowest number (3) and percentage (5.7%) since October 2007 (3 / 4.8%). Although “Improper Employee Conduct” reports (10) decreased from April '07 (14) and from the previous month (15), these varied complaints represent a substantial percentage of overall reports. One report involved a fixed route contractor.

“Request To Add Service” reports continue an above average percentage (20%) of overall service reports. A review of these reports showed a wide variety of service requests.

### Marketing and Sales Update

Press releases sent include: “Monterey-Salinas Transit Announces Public Workshops For Proposed Bus Rapid Transit Service” (4/17/08); “Bus Service During Big Sur International Marathon Saturday & Sunday, April 26 & 27” (4/25/07)

Published news stories included: “TAMC given nod to purchase sales tax” (Salinas Californian, 4/2/08); “Street Talk” (Monterey County Weekly, 4/10/08); “MST proposes new service” (Monterey County Business Council Friday Fax, 4/18/08); “Three day Monterey Music Summit grows into new digs, new time” (Monterey County Herald, 4/28/08); “MST announces rapid transit service” (Fox 35, 4/21/08); “MST seeks funds for express bus” (Monterey County Herald, 4/24/08); “Traffic restrictions in place for marathon” (Monterey County Herald, 4/26/08); “MST offers free service for music fest” (Monterey County Herald, 4/26/08); “Federal funds sought for bus rapid transit service”
(Monterey County Herald, 4/24/08); “MST Summit attendees get free MST rides” (Monterey County Herald, 4/29/08)

Marketing activities: Completed Rider’s Guide revisions for the May 24, 2008 service change; designed and printed car card promoting the purchase of monthly passes and ticket books online; attended APTA’s Transportation and University Communities conference in Reno, NV April 5-8, 2008 to get ideas for possible MST partnership with CSUMB; worked on planning event service to Monterey Music Summit; completed and submitted nomination of Frank J. Litchanski into the APTA Hall of Fame; worked on designing direct mail postcard for Line 23x campaign; worked on use permit application with the County of Monterey for Biofuel partner sign; directed photo shoot of passengers and another of an MST bus in various locations throughout the county for marketing materials; participated in HeartSave training; coordinated MST’s presence at NPS Leisure Fun Fair April 23, 2008; staked out size and location of TDA entrance and monument signs; finished construction of biofuel partner sign; worked on partnering with Monterey County Fair to provide event service; began design of Line 55 San Jose Express brochure; coordinated and attended Monterey Peninsula Chamber of Commerce’s Monterey Sustainable Business Showcase to promote MST’s sustainable biofuel project

Planning Update

During the month of April, staff made a presentation to the King City Rotary Club about MST and its services. Staff attended a meeting in New Monterey about traffic calming along David and Prescott Streets and a meeting at Monte Del Lago mobile home park to discuss transit access to the neighborhood. Staff continued planning efforts for the May service change. Staff attended meetings of TAMC, MCHA, AMBAG, Carmel Chamber of Commerce, the Monterey County Business Council and the Hartnell Alternative Transportation Committee. Staff also participated in a planning meeting for the new Frank J. Lichtanski Monterey Bay Operating Center.

Staff traveled to Eugene, Oregon, to conduct a site visit with Lane Transit District and its new Bus Rapid Transit Program. Planning efforts continued on MST’s Fremont/Lighthouse BRT project, with three evening community meetings being held during April, and staff participated in a BRT webinar to learn more about BRT projects from around the country. Staff met with representatives of the City of Salinas to discuss safe pedestrian access to the Salinas Transit Center and kicked off planning efforts for the downtown Trolley, set for implementation in September. Staff also met with representatives of Carmel-by-the-Sea to discuss the feasibility of a trolley in that community. Staff appeared on the “Tomorrow Matters” radio program to discuss the environmental benefits of public transit and appeared on the “Your Town” public access TV program to highlight MST’s role in the community.
Information Technology Update

Staff continued working on outstanding warranty claims with the Continental Transitmaster system as well as implementing additional functionality. Staff continued to configure software and hardware for the Maximus Maintenance system. Staff continued to configure software for the ongoing implementation of the FAMIS Payroll system. Staff were developing timelines for the implementation of the FAMIS Human Resources Module. Staff continued to configure software for the ongoing implementation of the GIRO DDAM Timekeeping system. Staff updated software components of MST workstations. Staff continued developing functionality of the Payroll and Customer Service databases. Staff kept the MST web page updated and made the appropriate changes as required. Staff worked with the vendor configuring the WiFi hardware and software on the 1800 bus fleet. Staff continued to support MST staff as needed, proactively ensuring MST staff were supported fully with their IT needs.
CITIES APPROVE TRANSPORTATION INVESTMENT PLAN

All 12 Monterey County cities and the County Board of Supervisors showed their support for countywide transportation improvements by approving The Transportation Investment Plan, a 25-year, ½% sales tax slated for the November 2008 ballot. This plan will guide the expenditure of more than $980 million dollars, and when combined with the developer fees and state and federal funds, will fund a $1.8 billion program of safety, maintenance, congestion relief and alternative transportation projects in Monterey County. The development impact fee program has also received strong support with 9 cities currently approving the program; the Transportation Agency will seek approval by the remaining 3 cities in the next few weeks. Transportation Agency Board adoption of the Sales Tax Investment Plan is scheduled for June 25, 2008.

Surveys show that Monterey County voters agree that transportation improvements are needed. At least 63% of those surveyed either lean toward or would vote “yes” on a sales tax for transportation improvements, while 8% are currently undecided. These results show that while approval is possible, a strong educational campaign will be needed in order to reach the required 2/3 voter support at the polls in November.

MONTEREY-SALINAS TRANSIT RECEIVES STATE TRANSPORATION FUNDS

The Transportation Agency endorsed Monterey-Salinas Transit’s application for $402,362 in funding from the infrastructure bond fund approved by the state voters in 2006. The funds allocated will be used to enhance security of MST transit facilities through the installation of security gates and closed-circuit television cameras.

NATIONAL DUMP THE PUMP DAY

Join the Transportation Agency in supporting the “Third Annual National Dump the Pump Day” in Monterey County on June 19, 2008. Leave your cars at home and ride public transportation or other form of transportation. Benefits of using public transportation:

- Energy Conservation: Each year, public transportation use in the US saves 1.4 billion gallons of gasoline. This represents almost 4 million gallons of gasoline per day.
- Save Money: Each year public transportation households save over $1,399 worth of gas.
• Reduce Greenhouse Gases and Improve Air Quality: Public transportation produces 95 percent less carbon monoxide (CO), 90 percent less in volatile organic compounds (VOCs), and about half as much carbon dioxide (CO2) and nitrogen oxide (NOx), per passenger mile, as private vehicles. Energy-related carbon dioxide emissions represent 82 percent of total US human-made greenhouse emissions.

UNMET TRANSIT NEEDS FOUND IN GONZALES AND SOLEDAD

The Transportation Agency approved the unmet transit needs finding for 2008-09 stating that new dial-a-ride transit service in the City of Gonzales is an unmet transit need that is reasonable to meet. The City of Gonzales has expressed its desire that Monterey-Salinas Transit (MST) be responsible for implementing this service, which would require approximately $162,000 in its first year to establish, including vehicle purchase, with ongoing annual operations cost of between $65,000-$75,000/year according to the Salinas Valley Short Range Transit Plan prepared by the Association of Monterey Bay Area Governments. Ridership is estimated to start at 11,000-passenger trips a year and grow. Another unmet transit need that the Agency determined to be reasonable to meet is additional service for the Soledad Taxi. This service would add additional hours to allow service to coordinate with the MST Line 23 schedule, which operates until approximately 8:30pm during weekdays. The extra service will cost an additional amount of approximately $30,000 to operate.

NEW SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEMBER

The Transportation Agency approved Theresa Sullivan as the newest member of the Social Services Transportation Advisory Council representing the Monterey County Alliance on Aging and social services providers ages 60 and over. Ms. Sullivan is the Director of the Monterey County Alliance on Aging.
TO: Carl Sedoryk

FROM: Thomas P. Walters

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

- Provided drafting assistance for letters in support of protecting the Mass Transit Account and future investment in public transportation.

- Contacted Senators Feinstein and Boxer, in coordination with APTA, to encourage support for the Rockefeller Amendment to strengthen the Highway Trust Fund and protect public transportation.

- Contacted House Committee on Transportation and Infrastructure staff to discuss SAFETEA-LU reauthorization and project funding for MST buses and facilities.

- Consulted with MST on 2008 Federal agenda and advised on lobbying strategies.

- Provided updates on legislation, including annual appropriations bills and prospects for future consideration by Congress.

- Represented MST at APTA Washington Area Transit Industry Representatives Task Force meeting.

TPW:dwg
MEMO

DATE: June 1, 2008

TO: Carl Sedoryk, General Manager/CEO
Monterey-Salinas Transit

FROM: John E. Arriaga, President

SUBJ: May 2008 Activity Report

Week of May 5, 2008
- Monitored Legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Prepared weekly update of MST Legislative Matrix and reported on legislation of interest
- Monitored gubernatorial appointments

Week of May 12, 2008
- Prepared special report on Governor’s May Revision and impacts to transit & transportation
- Monitored/attended legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Prepared weekly update of MST Legislative Matrix and reported on legislation of interest
- Monitored gubernatorial appointments.

Week of May 19, 2008
- Monitored/attended legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Attended California Transit Association Legislative Conference at Sheraton Hotel in Sacramento
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Prepared weekly update of MST Legislative Matrix and reported on legislation of interest
- Monitored gubernatorial appointments.

Week of May 26, 2008
- Attended California Transportation Commission meeting in San Diego to monitor and report action on transportation/transit issues
- Monitored actions taken the Assembly Budget Subcommittee # 5 where Assembly provided $306 million in additional funding for the STA account.
- Monitored/attended legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Prepared weekly update of MST Legislative Matrix and reported on legislation of interest
- Monitored gubernatorial appointments

Please feel free to contact me at (916) 669-1340 with any questions or concerns you may have regarding information contained in this report.
To: Board of Directors  
From: D. Sobotka, Controller  
Subject: Quarterly Performance Results Report – 3rd Qtr FY 2008  

RECOMMENDATION:  
Receive quarterly performance results.

FISCAL IMPACT:  
None.

POLICY IMPLICATIONS:  
None. Information only.

DISCUSSION:  

This report is for the 3rd Quarter ending March 31, 2008. The Quarterly Report is divided into four sections: FY 2008 Objectives, Key Business Driver Performance Results, Budget Control Results and Capital Projects Status.

FY 2008 Objectives (Attachment 1). Annual objectives are adopted by the Board prior to the start of the fiscal year. MST staff is current with the objectives for FY 2008.

Key Business Driver Performance Results (Attachment 2). Key Business Drivers are derived from MST’s Mission Statement. The drivers listed below are reported in Attachment 2.

Key Business Driver #1 - Operate safely, efficiently and effectively
Key Business Driver #2 - Increase customer satisfaction

Key Business Drivers #3 and #4 are reported annually and not included in this quarter’s results. They are:

Key Business Driver #3 – Strengthen employee development and satisfaction.
Key Business Driver #4 – Enhance support by MST members and other stakeholders.
Budget Control Results (Attachment 3 and 4). This section has four parts, described below.

*Revenues and Expenditures.* Actual revenues and expenditures are compared to the budget in Attachment 3. We are ahead of budget.

*Insurance Reserve Funds.* Actual reserves are compared to actuary targets in Attachment 4. Results show that reserves are at acceptable balances and are in line with the reserve levels determined by our actuary.

**Major Capital Projects Status (Attachment 5).** MST has several Major Capital Projects for Fixed-Route Bus, which staff monitors for spending against funding sources over multiple years. These projects are included in Attachment 5.

Prepared by: ______________________  Reviewed by: ______________________

Dave Sobotka  Carl Sedoryk

Attachments: 1. FY 2008 Objectives
2. Key Business Driver Performance Results
3. Revenues and Expenditures
4. Insurance Funds
5. Major Capital Projects Status
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<td>1</td>
<td>12/10/07</td>
<td>Downey</td>
<td>Transit access to Presidio of Monterey</td>
<td>This item was discussed at the Board meeting on January 14, 2008. City of Monterey to schedule meeting with DLI. MST staff met with City of Monterey and DLI staff. Meeting scheduled for June 12th with Bob Guidy from the Presidio.</td>
<td>Ongoing</td>
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<td>2</td>
<td>2/11/08</td>
<td>Ford</td>
<td>Marina Library</td>
<td>Director Ford asked to add a fixed route bus stop to serve the Marina Public Library. MST currently offers MST On-Call demand response service to the library as well as Line 16 Monterey-Marina service on Reservation Road adjacent to the library. While the turnaround circle on Seaside Court may accommodate a bus, low hanging branches from the tree in the center of the circle may prevent full sized buses from accessing this location. Further analysis is being conducted as to how to best serve this location. In the meantime, residents can take MST On-call to the library.</td>
<td>Ongoing</td>
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## Monterey Salinas Transit Board of Directors

**MEETING:** June 9, 2008  
**SUBJECT:** Receive Board Referrals Update  
**Agenda No.: 10-6**

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*As of 11/9/2011*
May 30, 2008

To: Carl Sedoryk
From: H. Harvath, Director of Administration

Subject: TRIP REPORTS

On March 19-20, 2008, I traveled to Los Angeles, California, to attend the Financial Management Oversight seminar sponsored by the Federal Transit Administration. The objectives of the seminar were to learn how to establish and maintain financial management systems that meet the requirements of the Common Rule (49 Code of Federal Regulations, Part 18), gain an understanding of Financial Capacity requirements and Financial Capacity Assessments, and to be trained in FTA’s roles and responsibilities in monitoring transit agencies who are recipients of federal funds. Topics of study included:

- Financial Management Systems Review Process
- Regulatory Environment, including FTA Circulars, Office of Management and Budget Circulars, the Code of Federal Regulations, the U.S. Code and Public Laws.
- Common Rule financial management standards
- Federal grants administration and requirements
- Allowable costs
- Internal controls
- Federal cost principles
- Cost allocation plans
- Financial capacity

Participants in the seminar were given course books and CD-ROMs with supporting documents, instructions and training components.

On April 10-11, I traveled to Eugene, Oregon, to visit Lane Transit District. The subject of our visit was their new Bus Rapid Transit project. LTD’s Bus Rapid Transit project manager took us on a tour of the entire BRT corridor and conducted a in-office discussion session which highlighted the development process of the facility. Dubbed the Emx, this BRT system is extremely popular and has exceeded ridership projections in its first year of operation. As both MST and TAMC are planning Bus Rapid Transit systems in the near future, seeing LTD’s Emx line in operation was extremely valuable as we prepare the first BRT application for submittal to FTA this spring.

On April 28-29, I traveled to Anaheim, California, to make a presentation at the annual conference of the California Association for Local Economic Development.
The subjects of the presentation were MST’s mustard seed biofuel program, MST’s successful Carmel Valley Grapevine Express, and the environmental benefits of public transit. Other presenters at this session, entitled “The Greening of Economic Development” included representatives from the Stockton Chamber of Commerce and Anaheim’s Economic Development Manager.

Hunter Harvath