

Measure Q Oversight Committee AGENDA

Group: Measure Q Oversight Committee
Members: Cuda, Dayton, Hughes, Lopez, Wessendorf, Williams (Chair)
Date: March 25, 2019
Time: 2:00pm
Place: 19 Upper Ragsdale Dr., Suite 100, Monterey 93940

1. Call to Order

2. Public Comment on Matters Not on the Agenda

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

3. Announcements

4. Consent Agenda

4-1. Approve and recommend March 26, 2018 minutes to the MST board.
(Jeanette Alegar-Rocha) (Page 3)

4-2. Appointment of Kevin Dayton on the Measure Q Oversight Committee.
(Hunter Harvath) (Page 7)

5. New Business

5-1. Review Final Measure Q funded expenditures from MST's FY 2018 Audited Financial Report. (Enclosure) (Hunter Harvath) (Page 9)

5-2. Review Committee Vacancies. (Hunter Harvath) (Page 15)

6. Staff and Committee Member Comments or Questions

7. Adjourn.

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

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



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**Measure Q Oversight
Committee**
Monterey-Salinas Transit
19 Upper Ragsdale Dr.,
Suite 100

Minutes
March 26, 2018

Present: Cuda, Aimee Mobility Advisory Committee
Hughes, Sharlene Non Urbanized Area
Lopez, Juan Pablo Salinas Urbanized
Mucha, Harry Unincorporated Taxpayer's Association
Wessendorf, Kazuko Mobility Advisory Committee
Williams, Sid Seaside-Marina-Monterey Urbanized

Absent: None

Staff: Hunter Harvath, Asst. GM of Finance & Administration; Dave Laredo, General Counsel; Jeanette Alegar-Rocha, Deputy Secretary, Andrea Williams, Accountant, Carl Sedoryk, General Manager/CEO

Public: None

1. Call to Order

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3. Announcements

4. Consent Agenda

4-1. Approve and recommend August 22, 2017 minutes to the MST board.

Public Comment- None

- 4-2. Appointment Juan Lopez as Vice Chair on the Measure Q Oversight Committee.

Public Comment- None

The committee voted unanimously to elect Member Juan Pablo Lopez for the office of Vice Chairperson, and Member Lopez accepted.

5. New Business

- 5-1. Review Final Measure Q funded expenditures from MST's FY 2017 Audited Financial Report.

The committee voted unanimously to receive MST's FY 2017 Comprehensive Annual Financial Report which contains information regarding Measure Q-funded revenues & expenses and to provide the opinion to the MST Board of Directors that Measure Q funds were appropriately used during FY 2017.

Public Comment- None

- 5-2. Review Committee Appointments and Vacancy

Public Comment- None

Assistant General Manager Hunter Harvath reviewed the current appointments and vacancies with the committee and suggested outreach to the various communities.

- 5-3. Consider recommendation regarding the extension of half-fare discount to spouses and/or personal care attendants of Measure Q-eligible populations.

Public Comment- None


The committee voted unanimously to recommend extension of the half-fare discount to spouse and/or person care attendants of Measure Q-eligible populations to the MST Board of Directors.


6. Staff and Committee Member Comments or Questions

None

7. Adjourn.

There being no further business, Chair Williams adjourned the meeting at 3:05 p.m.

Prepared by: 
Jeanette Alegar-Rocha

Reviewed by: 
Hunter Harvath

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To: Measure Q Oversight Committee
From: Hunter Harvath, Assistant General Manager
Subject: Kevin Dayton Appointment to the Measure Q Oversight Committee

RECOMMENDATION:

Appoint Kevin Dayton to the Measure Q Oversight Committee.

FISCAL IMPACT:


None.

POLICY IMPLICATIONS:

The Monterey-Salinas Transit (MST) Board of Directors appoints members to the Measure Q Oversight Committee (MQC).

DISCUSSION:

Ordinance 2015-01 stipulates that an oversight committee be formed to oversee the expenditure of Measure Q funds in accordance with the Measure Q Expenditure Plan. On January 29, 2019, Kevin Dayton submitted an application (Attachment) to serve on the Measure Q Oversight Committee. On March 11, 2019, the MST Board of Directors unanimously approved the appointment of Mr. Kevin Dayton to the committee to represent a local taxpayer organization as required by Measure Q. This seat was vacant as the previous taxpayer organization representative recently passed away.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

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To: Measure Q Oversight Committee
From: Hunter Harvath, Assistant General Manager
Subject: Receive FY 2018 Comprehensive Annual Financial Report (CAFR)

RECOMMENDATION:

1. Receive the agency's FY 2018 Comprehensive Annual Financial Report (Enclosure), which contains information regarding Measure Q funded revenues & expenses.
2. Provide an opinion to the MST Board of Directors that Measure Q funds were spent on eligible expenses during FY 2018.

FISCAL IMPACT:

For FY 2018, a total of \$8,990,950 in Measure Q sales tax revenues were received. Of that amount, \$4,568,637 was used for the MST RIDES paratransit program for persons with disabilities and \$4,422,313 was spent on other MST programs for Measure Q eligible populations (seniors, veterans and persons with disabilities).

POLICY IMPLICATIONS:

As a part of the Measure Q ballot measure, an oversight committee was established to review those expenditures that have been funded through this sales tax. This committee is charged with reporting to the MST Board of Directors that these funds have been expended on programs and services that benefit seniors, veterans and persons with disabilities. A Comprehensive Annual Financial Report (Enclosure) is prepared each year in association with the agency's audit process, posted on the MST website, and submitted to the State of California as well as to the Government Finance Officers Association of the United States and Canada for review and evaluation. This document identifies audited sales tax revenue figures to assist your committee in its review of Measure Q expenditures.

DISCUSSION:

To provide transparency for the general public and local, state, and federal stakeholders, MST each year prepares and posts on its website a CAFR, which can be easily downloaded and printed. A primary component of this document is the annual audit, which is conducted by an outside accounting firm to attest to the state of the agency's finances. This fiscal year's audit contains documentation of a full year of receipt of sales tax revenues generated by Measure Q. After Measure Q was approved by voters in November 2014, these funds began to be collected on April 1, 2015. FY

2018 (July 1, 2017 through June 30, 2018) represents the third full year that Measure Q funds have been received by the agency and audited by an outside accounting firm.

For FY 2018, MST received \$8,990,950 in Measure Q sales tax revenues. In that regard, for FY 2018 Measure Q funds were spent on the following major expenditure categories:

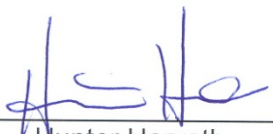
\$ 4,374,054	MST RIDES Paratransit Program Activities (less fare revenue)
\$ 895,651	Senior Shuttles
\$ 327,966	Senior/RIDES Client Taxi Vouchers
\$ 399,970	State Board of Equalization Fees to Collect Measure Q sales taxes
\$ 402,584	Salaries & Benefits – Mobility Management Staff
\$ 75,904	Building Rents (Mobility Management Center, Bus Stop Shop, Alliance on Aging – Salinas) and other miscellaneous
\$ 20,726	Professional & Technical Services (e.g., Measure Q Implementation Study Consultant)
\$ 123,980	Materials & Supplies (including fuel for senior shuttles, printing, etc)
\$ 6,620,835	Subtotal Major Expenditures – 100% Measure Q-eligible

After these expenditures, the remaining \$2,370,115 in Measure Q revenues were eligible to be allocated to MST's fixed-route operations to support bus services that partially benefit seniors, veterans and persons with disabilities. In MST's most recent fixed-route passenger survey, which was conducted May 18 – 21, 2018, 12.9% of respondents stated that they were seniors (65 and older). As such, 12.9% of MST's expenses on traditional fixed-route transit services can be attributed to serving seniors and are, thus, eligible for Measure Q funds

Using this methodology, up to \$4,993,493 in Measure Q funds could have been utilized across the many line items of expenditures (see Attachment) that are not 100% eligible for Measure Q funds. However, only \$2,623,378 in Measure Q funds were available after allocating funds to 100% Measure Q-eligible expenses (e.g., RIDES paratransit, senior shuttles, taxi vouchers, etc.)

Enclosure: MST FY 2018 Comprehensive Annual Financial Report

Attachment: MST FY 2018 Expenditure Detail

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

Monterey - Salinas Transit

Measure Q
FY2018

12.9%

	FY2018 TOTAL ACTUAL	FY2018 TOTAL YEAR ALLOCATION	FY2018 TOTAL YEAR MEASURE Q-FR
REVENUE			
CASH REVENUE			
SALES TAX REVENUE	(4,422,313)	-	(4,422,313)
TOTAL REVENUE	(4,422,313)	-	(4,422,313)
EXPENSES			
LABOR			
COACH OPERATORS WAGES	-	816,630	816,630
COACH OPERATOR OVERTIME	-	228,275	228,275
OTHER WAGES	282,412	872,550	1,134,962
OTHER OVERTIME	267	44,886	45,152
TOTAL LABOR	282,679	1,962,341	2,226,019
BENEFITS			
PERS	19,694	457,911	477,605
INSURANCE	53,434	452,021	505,455
IN LIEU INSURANCE	4,400	20,330	24,730
PAYROLL TAXES	5,485	40,512	45,996
WORKERS COMPENSATION EXPENSE	16,990	96,666	113,656
HOLIDAYS	13,415	92,646	106,061
PERSONAL LEAVE	23,638	214,215	237,853
UNIFORMS	2,377	8,604	10,981
AUTO ALLOWANCE	-	3,518	3,518
TUITION REIMBURSEMENT	-	808	808
SAFETY AWARD & EE RECOGNITION	472	6,396	6,868
TOTAL BENEFITS	139,905	1,393,627	1,533,531
ADVERTISING & MARKETING			
MARKETING SERVICES	5,404	12,638	18,042
TROLLEY MARKETING	-	-	-
TOTAL ADVERTISING & MARKETING	5,404	12,638	18,042
PROFESSIONAL & TECHNICAL			
PHYSICAL EXAMS	-	1,321	1,321
BANK SERVICES	-	28,498	28,498
AUDITORS	-	3,870	3,870
ARMORED CAR	-	8,634	8,634
LEGAL SERVICES	623	8,736	9,360
CONTRACT NEGOTIATION	-	2,161	2,161
DIRECTORS FEES	-	1,664	1,664
BROCHURE DELIVERY	-	146	146
GRANT FUNDED CONSULTING	-	19,736	19,736

12.9%

	FY2018 TOTAL ACTUAL	FY2018 TOTAL YEAR ALLOCATION	FY2018 TOTAL YEAR MEASURE Q-FR
CONSULTING	12,375	25,343	37,718
RECRUITING SERVICES	170	566	736
INSPECTION	-	-	-
DRUG TESTING	-	833	833
OTHER PROFESSIONAL	-	888	888
ADMIN COST RECOVERY	-	(1,209)	(1,209)
TOTAL PROFESSIONAL & TECHNICAL	13,168	101,186	114,355
OUTSIDE LABOR			
CUSTODIAL SERVICES	-	27,509	27,509
SECURITY SERVICES	-	21,139	21,139
BUS PAINTING	-	1,307	1,307
HAZARDOUS WASTE DISPOSAL	-	7,514	7,514
LAUNDRY	-	13,465	13,465
SHOP EQUIPMENT REPAIR	-	671	671
SUPPORT VEHICLES REPAIR	-	4,066	4,066
TOWING	-	1,551	1,551
BUS WASHER MAINTENANCE	-	121	121
ELECTRICAL, PLUMBING , ROOFING	-	3,149	3,149
COPIER & OFFICE EQUIP REPAIR	-	(12)	(12)
COMPUTER MAINTENANCE	-	47,898	47,898
SEAT REPAIRS	-	48	48
BUILDING AND EQUIPMENT MAINT	-	20,283	20,283
TELEPHONE EQUIPMENT REPAIR	-	43	43
PARTS CLEANING	-	680	680
RADIO REPAIRS	-	(1,222)	(1,222)
OTHER OUTSIDE LABOR	2,154	30,435	32,589
MAINTENANCE SHOP	-	775	775
GROUND MAINTENANCE	-	6,433	6,433
PEST CONTROL	-	297	297
TEST UNDERGROUND TANKS	-	-	-
FIRE EXTINGUISHER SERVICE	-	760	760
TOTAL OUTSIDE LABOR	2,154	186,912	189,066
FUEL, GAS AND TIRES			
DIESEL - REVENUE	106,390	234,056	340,446
LUBRICANTS - REVENUE	-	23,023	23,023
GAS	-	11,533	11,533
FUEL PURCHASES - MV	-	54,980	54,980
TIRES & TUBES	-	31,362	31,362
TOTAL FUEL & LUBRICANTS	106,390	354,954	461,344
MATERIALS AND SUPPLIES			
MARKETING SUPPLIES	-	3,262	3,262
BUS ADVERTISING EXPENSE	-	-	-
PRINTING	5,573	5,355	10,928
RIDERS GUIDES	-	2,140	2,140

12.9%

	FY2018 TOTAL ACTUAL	FY2018 TOTAL YEAR ALLOCATION	FY2018 TOTAL YEAR MEASURE Q-FR
MAPS	-	639	639
TICKETS	-	834	834
PASSES	-	4,548	4,548
BROCHURES	2,717	633	3,350
TRANSFERS	-	-	-
MISC MARKETING	2,186	3,609	5,795
HAZARDOUS MATERIAL CONTAINMENT	-	1,208	1,208
COMPUTER SUPPLIES	722	4,028	4,750
SAFETY & PROTECTIVE SUPPLIES	-	2,786	2,786
TROLLEY SUPPLIES	-	3	3
BUILDING CLEANING SUPPLIES	-	7,824	7,824
TRANSIT CENTER/PLAZA SUPPLIES	-	104	104
SHELTER & BUS STOP SUPPLIES	-	12,808	12,808
OTHER SUPPLIES	-	1,724	1,724
SHOP SUPPLIES	-	14,553	14,553
OFFICE SUPPLIES	-	9,587	9,587
POSTAGE & EXPRESS SERVICE	-	2,024	2,024
COPY MACHINE PAPER	-	-	-
REVENUE VEHICLE PARTS	4,912	118,414	123,326
SUPPORT VEHICLE PARTS	-	1,378	1,378
FAREBOX PARTS	-	2,043	2,043
BUS WASHER SUPPLIES	-	2,387	2,387
WARRANTY LABOR & PARTS	-	1,984	1,984
FUEL IS./DISPENSER PARTS	-	-	-
TOTAL MATERIALS AND SUPPLIES	16,111	203,876	219,987
UTILITIES			
WATER & FIRE PROTECTION	-	3,819	3,819
TELEPHONE LINE SERVICE	200	16,314	16,514
PG&E	-	21,530	21,530
ALARM SERVICE	-	1,095	1,095
DISPOSAL & SEWER	200	4,246	4,446
CELLULAR PHONES/PAGERS	1,080	7,880	8,960
TOTAL UTILITIES	1,480	64,884	66,364
INSURANCE			
PHYSICAL DAMAGE EXPENSE	-	8,858	8,858
RECOVERIES PHYSICAL DAMAGES	-	(110)	(110)
LIABILITY EXPENSE	-	74,677	74,677
OTHER INSURANCE PREMIUMS	-	7,430	7,430
TOTAL INSURANCE	-	90,855	90,855
TAXES			
PROPERTY TAX	-	875	875
VEHICLE LICENSE & REGISTRATION	-	38	38
DIESEL SALES TAX	-	19,662	19,662
DIESEL FUEL USE TAX	-	788	788

12.9%

	FY2018 TOTAL ACTUAL	FY2018 TOTAL YEAR ALLOCATION	FY2018 TOTAL YEAR MEASURE Q-FR
GASOLINE TAX	-	600	600
OTHER TAXES	-	2,153	2,153
TOTAL TAXES	-	24,116	24,116
PURCHASED TRANSPORTATION			
PURCHASED TRANSPORTATION	895,651	488,409	1,384,060
TAXI VOUCHERS	327,966	-	327,966
TOTAL PURCHASED TRANSPORTATION	1,223,616	488,409	1,712,026
MISCELLANEOUS EXPENSES			
SUBSCRIPTIONS	50	2,461	2,511
APTA DUES	-	4,519	4,519
CTA DUES	-	1,855	1,855
CHAMBER AND OTHER DUES	-	3,911	3,911
CAL ACT DUES	478	62	539
STAFF TRAVEL	1,578	17,835	19,414
STAFF TRAINING	447	5,393	5,840
BOARD TRAVEL	-	3,147	3,147
AD & PROMOTION MEDIA	-	6,081	6,081
LEGAL ANNOUNCEMENTS	-	1,060	1,060
AD MEDIA RECRUITING	-	224	224
PERMITS	-	2,255	2,255
SALES TAX REVENUE EXPENSE	205,387	-	205,387
OTHER MISC. EXPENSE	1,404	1,387	2,790
INTERFUND TRANSFERS	-	-	-
TOTAL MISCELLANEOUS EXPENSES	209,343	50,190	259,533
OTHER AGENCY EXPENSES			
PASS THROUGH/BEHALF OF OTHERS	-	-	-
TOTAL OTHER AGENCY EXPENSES	-	-	-
INTEREST EXPENSE			
INTEREST EXPENSE	-	17,291	17,291
TOTAL INTEREST EXPENSE	-	17,291	17,291
LEASES & RENTALS			
ANTENNA/ SATELLITE RENTAL	-	2,185	2,185
RESTROOM - MONTEREY	-	16,578	16,578
EQUIPMENT RENTALS	-	4,791	4,791
POSTAGE METER RENTAL	-	845	845
BUILDING RENT	71,947	27,814	99,761
TOTAL LEASES & RENTALS	71,947	52,213	124,160
TOTAL OPERATING EXPENSES	2,052,197	4,993,493	7,045,689
OPERATING (SURPLUS) DEFICIT	(2,370,117)	4,993,493	2,623,376

To: Measure Q Oversight Committee
From: Hunter Harvath, Assistant General Manager
Subject: Review Committee Appointments and Vacancy.

RECOMMENDATION:

Seek a nomination for the County of Monterey Unincorporated vacancy on the Measure Q Oversight Committee and recommend to the MST Board.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Ordinance 2015-01 requires the board to approve all nominations to the Measure Q Oversight Committee.

DISCUSSION:

According to Ordinance 2015-01 and Resolution 2015-31, the membership of the committee shall consist, at a minimum, of a representative of each of the following:

- The Salinas urbanized area, to include a representative from the City of Salinas;
- The Seaside-Marina-Monterey urbanized area, to include a representative from among the cities of Carmel-by-the-Sea, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;
- The Non-Urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City;
- The County of Monterey, to include a representative from an unincorporated area of Monterey County;
- A bona fide non-profit organization that represents the interest of taxpayers in the county; and
- The District's existing mobility advisory committee, to include two members of the mobility advisory committee.

The following individuals currently serve on the Measure Q Oversight Committee:

Salinas Urbanized Area:	Juan Pablo López
Seaside-Marina-Monterey Urbanized Area:	Sid Williams
Non-urbanized Area:	Sharlene Hughes
County of Monterey Unincorporated:	(Vacant)
Taxpayer's Association:	Kevin Dayton
Mobility Advisory Committee:	Kasuko Wessendorf
Mobility Advisory Committee:	Aimee Cuda

Prepared by _____

