



**Board of Directors Emergency Meeting**  
**March 19, 2020**  
**11:00 a.m. (Pacific)**

**BOARD MEMBERS VIA TELECONFERENCE**

Toll Free Dial in Number: (877) 336-1829

Participant Code: 933342

**MEMBERS OF THE PUBLIC VIA TELECONFERENCE**

Toll Free Dial in Number: (888) 251-2909

Participant Code: 980861

Frank J. Lichtanski Administrative Building  
Board Room, First Floor  
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

**1. CALL TO ORDER**

1-1. Roll Call.

1-2. Pledge of Allegiance.

**2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

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

**3. ACTION ITEM**

3-1. Declaration of Fiscal Emergency due to COVID-19 Pandemic.  
(Lisa Rheinheimer) (Page 3)

i. Hold Public Hearing regarding the declaration of a fiscal emergency, and

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

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

PH 1-888-MST-BUS1 (1-888-678-2871) • FAX (831) 899-3954 • WEB [mst.org](http://mst.org)

- ii. Adopt Resolution 2020-18 declaring a fiscal emergency for the agency, enabling the implementation of emergency service reductions, delegating to the General Manager/CEO and/or his designates authority to take action to commit District resources and expenditures, and provide purchasing authority to the General Manager/CEO and/or his designee up to \$250,000 to respond to the COVID-19 pandemic.

3-2. Receive update on MST Pandemic Incident Action Plan. (Carl Sedoryk)

#### 4. 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](mailto:clerk@mst.org).*



1 (888) 678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito  
/ Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: Declaration of Fiscal Emergency due to COVID-19 Pandemic

**RECOMMENDATION:**

1. Hold Public Hearing regarding the declaration of a fiscal emergency, and
2. Adopt Resolution 2020-18 declaring a fiscal emergency for the agency, enabling the implementation of emergency service reductions, delegating to the General Manager/CEO and/or his designates authority to take action to commit District resources and expenditures, and provide purchasing authority to the General Manager/CEO and/or his designee up to \$250,000 to respond to the COVID-19 pandemic.

**FISCAL IMPACT:**

It is unknown at this time what may be the fiscal impact of the COVID-19 pandemic. Immediately, MST will see a reduction in fare revenue from the loss of ridership.

However, many directly related expenses may be reimbursable from the Federal Transit Administration or FEMA during this state of emergency. MST has begun tracking expenditures and staff time responding to this public health crisis so that the agency is eligible for reimbursement.

It is unknown how long this fiscal emergency will be effect for MST. Because there is up to a 9 month lag time in receipt of state and federal revenues, MST will likely feel the fiscal impact for the next 9 months or beyond.

**POLICY IMPLICATIONS:**

Adopting the resolution by your Board is needed to begin implementing service reductions (expected to be implemented as conditions warrant) and accompanying reductions in force due to illness, illness of a family member, or to care for children under 13 from school closures.

Additionally, the resolution authorizes the General Manager/CEO and/or his designee (should the General Manager/CEO fall ill) up to \$250,000 (the current purchasing authority is \$100,000) to respond to the COVID-19 pandemic and to take

other actions that go beyond existing authority in accordance with the Board adopted Continuity of Operations Plan for Disasters or Other Emergencies.

## **DISCUSSION:**

Local, state and national leaders have declared a state of emergency regarding the COVID-19 global pandemic. The Monterey County Board of Supervisors has further directed residents to shelter at their place and eliminate non-essential travel. Public transportation is considered an essential service and will continue to provide service to our residents with available resources.

MST leadership and employees are diligently working on actions and plans that will allow MST to meet community needs for transportation to jobs, health care facilities, and to visit loved ones in a manner that limits exposure to COVID-19 to our employees and customers.

The General Manager/CEO formed an MST COVID-19 response team to plan for and address multiple outcome scenarios. The COVID-19 team will plan for communications with local public safety and health officials so that MST can coordinate services and support the communities we serve. We are in regular contact with ATU leadership to keep them informed on any decisions that may affect working conditions. We are following the Centers for Disease Control and World Health Organization best practices to implement safety and service protocols and MST staff can expect to see new operating practices and procedures go into place over the coming days and weeks as we learn more about the local impacts of the pandemic.

As of March 13, MST has taken the following actions to address local impacts of the pandemic:

Communications: Press Release, Internal Communications, Interior bus ads, Social media posting, CDC posters at Customer Service Locations

Health and Safety: Supplied additional hand sanitizer, gloves, and masks for MST employees and posted hand washing reminders and CDC information

COVID-19 Response Team: Formed a response team and assigned areas of responsibility, activated the Incident Command Structure

As part of this pandemic emergency, MST will need to be prepared for service reductions which match staffing levels to those who are healthy and able to work. Staff recommends a declaration of fiscal emergency from your Board.

As a public transit district under the Public Utilities Code, MST is exempted from California Environmental Quality Act (CEQA) regulations regarding projects that would have a significant effect on the environment under fiscal emergencies. As part of the exemption procedure as approved by the legislature and governor in 1996 (SB 1899

Alquist), your Board must adopt by resolution a declaration of fiscal emergency which has been caused by the failure of agency revenues to adequately fund agency programs.

This resolution signals that MST is planning for local impacts from the global COVID-19 pandemic and that there is a fiscal emergency. After the fiscal emergency public hearing, your Board will have 30 days in which to respond to suggestions made by the public at the hearing. Beyond this process, there is no additional CEQA documentation required of a public transit agency in its declaration of a fiscal emergency and the resulting reductions in service.

**ATTACHMENTS:**

Attachment 1: Declaration of Fiscal Emergency Response to COVID-19 Pandemic

PREPARED BY:  REVIEWED BY:   
Lisa Rheinheimer Carl G. Sedoryk

Resolution 2020-18  
March 19, 2020

**DECLARATION OF FISCAL EMERGENCY RESPONSE TO COVID-19 PANDEMIC**

**WHEREAS**, a novel coronavirus (COVID-19) was first detected in Wuhan City, Hubei Province, China, in December 2019 and has spread throughout the world and the United States at alarming rates; and

**WHEREAS**, the World Health Organization has declared the spread of the novel coronavirus a pandemic; and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) considers the virus to be a very serious public health threat, based on current information; and

**WHEREAS**, an emergency has been declared by the President of the United States, Governor of California, and the Monterey County Office of Emergency Services;

**WHEREAS**, the Monterey County Board of Supervisors has issued a shelter in place order effective March 18<sup>th</sup> at midnight through April 8<sup>th</sup> at midnight;

**WHEREAS**, as authorized by the MST Board Chair, the General Manager/CEO has activated the Continuity of Operations Plan for Disasters or Other Emergencies which was adopted by the Board of Directors on May 12, 2014;

**WHEREAS**, rapidly changing conditions may necessitate reductions in public transportation services due to illness among MST and/or MV Coach Operators and Mechanics;

**WHEREAS**, due to staff and operational constraints, the ability to timely respond to requests under the California Public Records Act (CPRA) may be compromised. Such a response, while important, is not an essential service that affects public health or safety. For this reason, strict compliance with time limits to respond to a CPRA will be extended to enable MST to provide essential services, but responses shall be made as available resources allow, and as soon after resolution of this emergency as possible; and

**WHEREAS**, these conditions require greater flexibility to respond in terms of purchasing authority of the General Manager/CEO and/or his designee.

**THEREFORE BE IT RESOLVED** that the Board of Directors of Monterey-Salinas Transit authorizes the Manager/CEO and/or his designee to take actions necessary to protect MST employees and the public from this health emergency;

**BE IT FURTHER RESOLVED** that the Board of Directors of Monterey-Salinas Transit declares a Fiscal Emergency effective March 19, 2020, and authorizes the

Manager/CEO and/or his designee to begin emergency bus service reductions as may be necessary;

**BE IT FURTHER RESOLVED** that the Board of Directors of Monterey-Salinas Transit authorizes emergency purchases of up to \$250,000 by the authority of the General Manager/CEO and/or his designee to respond to the COVID-19 pandemic; and

**BE IT FURTHER RESOLVED** that the Board of Directors of Monterey-Salinas Transit will respond to suggestions made by the public at the meeting of April 13, 2020 within 30 days of a regularly scheduled public meeting, Fiscal Emergency Response to COVID-19 Pandemic Service Reduction public hearing in accordance with SB 1899 Alquist.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2020-18 this 19<sup>th</sup> day of March, 2020.

**Blank Page**