

Board of Directors Regular Meeting

Monday, October 12, 2009

MST Conference Room
One Ryan Ranch Road, Monterey

10:00 a.m.

TRANSPORTATION: Ride Line 8 Ryan Ranch-Edgewater 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.*

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<th>2-2.</th>
<th>Adopt Resolution 2010-04 recognizing Frederick Thompson, Coach Operator as Employee of the Month for October 2009. (Robert Weber) (p. 1)</th>
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<td>2-3.</td>
<td>Disposal of property left aboard buses. (Danny Avina) (p. 3)</td>
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<td>Minutes of the regular meeting of September 14, 2009. (Sonia Bannister) (p. 5)</td>
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<td>2-5.</td>
<td>Financial Report – August-September 2009. (Hunter Harvath) (p. 9)</td>
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<td>2-6.</td>
<td>Authorize Chair to appoint Strategic Planning Ad-Hoc Committee. (Carl Sedoryk) (p. 45)</td>
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2-8. Authorize Chair to appoint board members to Salinas Intermodal Transit Center Ad-Hoc Committee. (Carl Sedoryk) (p. 49)

2-9. Authorize the establishment of an Automated Clearing House (ACH) Facility at Rabobank of $500,000. (Hunter Harvath) (p. 51)

End of Consent Agenda

3. SPECIAL PRESENTATIONS

3-1. October Employee of the Month – Frederick Thompson, Coach Operator. (Robert Weber)

3-2. Alma Almanza – Distinguished Service on RAC Committee. (Fernando Armenta)

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. Marketing Committee Minutes – September 14, 2009. (Hunter Harvath) (p. 53)

6. BIDS/PROPOSALS

7. PUBLIC HEARINGS

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9-1. Receive CalTIP presentation on Program 1 vs. Program 2 members. (Benjamin Newman) (p. 55)

9-2. Changes to Bus and Bus Advertising Policy. (Carl Sedoryk) (p. 57)
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 – September 23, 2009. (p. 91)


   10-4. Staff trip reports. (p. 97)

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.*

   13-1. Performance of General Manager/CEO. (No enclosure). D. Laredo

   13-2. Conference with Legal Counsel – Existing Litigation (p. )
   (Gov. Code § 54956.9 (a)) (Enclosure)
   Name of Case: Quy Nguyen v. MST (L. Owens)
   Worker’s Compensation Claim

   13-3. Conference with property negotiators (Parcel # APN 259-011-067, 003-171-024, 002-248-009-010, 002-248-005, 032-171-005, L.2.1, 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1) (Carl Sedoryk) (p. 101)

   (No enclosure) (Carl Sedoryk)

   13-5. Conference with Legal Counsel – Pending Litigation (§54956.9)
   (B. Wyer v MST). Superior Court Case No. M101242 (Lyn Owens) (No enclosure)

14. **RETURN TO OPEN SESSION**

   14-1. Report on Closed Session and possible action.
15. **ADJOURN**

<table>
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<tr>
<th>NEXT MEETING DATE:</th>
<th>November 9, 2009 in MST Conference Room.</th>
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<tbody>
<tr>
<td>NEXT AGENDA DEADLINE:</td>
<td>October 28, 2009</td>
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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, the Employee of the Month is recognized for their positive contribution to MST and to the entire community; and

WHEREAS, Frederick Thompson began his career as a Coach Operator in September 1998. In 2007, he was a recipient of both a 6-year consecutive Safe Driving Award and an Attendance Award; and

WHEREAS, Frederick Thompson has served with distinction as a Line Instructor since 1999 and continues to be a valued asset to MST’s training department and to the agency as a whole; and

WHEREAS, Frederick Thompson assisted with a male passenger who lost control of his scooter and became wedged between the coach’s rear wheels and the curb. After Frederick re-checked his mirrors, he spotted the passenger in distress. Frederick immediately left his coach and safely moved the disabled passenger and his scooter back onto the sidewalk;

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Frederick Thompson as Employee of the Month for October 2009; and

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

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2010-04 this 12th day of October 2009.

_______________________  _____________________
Fernando Armenta        Carl G. Sedoryk
Chairman                 Secretary
To: Board of Directors

From: Danny Avina, Marketing/Customer Service Manager

Subject: Disposal of unclaimed property left on bus

Goodwill

3 pair of sunglasses  1 sweat shirt
4 pair of eyeglasses  2 wallets
1 shirt             1 jacket
2 sweat pants       2 cell phones
2 back packs        2 hats
3 books             1 lunch box
1 pair gloves       1 mini computer

To be disposed

3 sets of keys      2 cell phones
2 pair glasses      1 pair pants
1 shirt             1 coffee cup
1 shoe              1 bag of toiletries
1 baby blanket      1 back pack

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.
BOARD OF DIRECTORS  
REGULAR MEETING  
MONTEREY-SALINAS TRANSIT  
September 14, 2009

1. CALL TO ORDER

Vice-Chair Mancini called the meeting to order at 10:00 a.m. in the MST Conference Room.

Present:  Karen Sharp  City of Carmel-By-The-Sea  
          Kristin Clark  City of Del Rey Oaks  
          Libby Downey  City of Monterey  
          Vicki Stilwell  City of Pacific Grove  
          Thomas Mancini  City of Seaside  
          James Ford  City of Marina (10:04)  
          Sergio Sanchez  City of Salinas

Absent:  Fernando Armenta  County of Monterey  
          Maria Orozco  City of Gonzales (Ex-Officio)

Staff:  Carl Sedoryk  General Manager/CEO  
        Hunter Harvath  Asst. General Manager/Finance & Administration  
        Robert Weber  Director of Transportation Services  
        Michael Gallant  Planning Manager  
        Sonia Bannister  Office Administrator/Marketing & Sales Specialist  
        Kelly Halcon  Human Resources Manager  
        Mark Eccles  Director of IT  
        Lyn Owens  Director of Human Resources  
        Tom Hicks  CTSA Manager  
        Danny Avina  Marketing/Customer Service Manager  
        Michael Hernandez  Asst. General Manager/CFO  
        Ken Smith  Senior Operations Supervisor

Others:  Dave Laredo  DeLay & Laredo  
         Danny Alvarado  MST  
         Bob Parks  ATU Local 1225  
         Andy Cook  TAMC  
         Jim Cook  Moore & Assoc.  
         Martina Alvarado  DLI-CPAC  
         Steven Colburn  MST

Apology is made for any misspelling of a name.
2-1. – 2-7. CONSENT AGENDA

The consent agenda items consisted of the following:

2-2. Adopt Resolution 2010-03 recognizing Danny Alvarado, Coach Operator, as Employee of the Month for August 2009.

2-3. Disposal of property left aboard buses.


2-6. Claim rejection.

2-7. Board Committee meeting dates.

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

Director Ford arrived at 10:04 a.m.

3. SPECIAL PRESENTATIONS

Robert Weber, Director of Transportation Services, introduced Danny Alvarado, Coach Operator, as Employee of the Month for August 2009. On August 17, 2009 a male passenger suffered a seizure at MST’s Salinas Transit Center where he fell to the ground sustaining a head injury with profuse bleeding. Upon witnessing this event, Danny immediately responded to administer first aid to this passenger and applied direct pressure to the passenger’s wounds to control the bleeding. He remained with the passenger until EMS personnel arrived - ultimately transporting him to Natividad Medical Center. The Operations Supervisor, who responded to this incident, noted in his report that had Danny not acted as he did, the outcome may have been much worse given the amount of blood loss caused by severity of the passenger’s injuries.

The MST Board recognized Kenneth Smith, Senior Operations Supervisor, for 20 years of service; Paul K. Scott, Coach Operator, for 25 years of service; and Steve Colburn, Coach Operator, for 20 years of service.

4. PUBLIC COMMENTS

None.
5. COMMITTEE REPORT

The Board accepted and filed the MST RIDES Advisory Committee Minutes – July 20, 2009 and Marketing Committee Minutes – August 10, 2009.

6. BIDS/PROPOSALS

None.

7. PUBLIC HEARINGS

None.

8. MARINA AREA SERVICE STUDY

The Board received a presentation by Moore & Associates regarding service recommendations resulting from the Marina Area Service Study.

Recommendations arising from the market research activities and analysis of patronage patterns were split into near, mid, and long-term strategies. Near-term recommendations focus on addressing immediate needs, mid-term recommendations are aimed at crafting a comprehensive approach toward service delivery with the Marina service sector, and long-term recommendations address forecast demand for transit service associated with the continued build-out of the former Fort Ord community.

9. NEW BUSINESS

None.

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

The reports consisted of the General Manager/CEO Report; TAMC Highlights – August 26, 2009; Washington DC Lobbyist Report – September 2, 2009; Sacramento Lobbyist Report – September 1, 2009; and staff trip reports.

11. COMMENTS BY BOARD MEMBERS

Director Sanchez asked about the status of issues regarding communication with the Union.

12. ANNOUNCEMENTS

CTA Annual Fall Conference & Expo – October 27-29, 2009, Pasadena, CA.
13. CLOSED SESSION

The Board adjourned to Closed Session to meet with legal counsel regarding potential and existing litigation.

14. RETURN TO OPEN SESSION

Upon returning to open session, General Counsel Laredo reported the following:

13-1 Conference with property negotiators – Following a status report, the Board provided general direction to staff but no reportable action was taken.

13-2 Conference with property negotiators – Following a status report, the Board provided general direction to staff, but no reportable action was taken.

13-3 Existing litigation – Following a status report, the Board authorized the balance of $120,000 to be offered in settlement less advances.

13-4 Litigation update – Staff provided a status report. No action was taken on this matter.

15. ADJOURNMENT

There being no further business, Vice-Chair Mancini adjourned the meeting at 12:09 p.m.

Prepared by: ______________________________

Sonia Bannister
To: Board of Directors

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

Subject: Financial Reports– August - September 2009

RECOMMENDATION:

1. Accept report of August - September cash flow presented in Attachment #1

2. Approve August - September disbursements listed in Attachment #2

3. Accept report of August - September treasury transactions listed in Attachment #3

FISCAL IMPACT:

The cash flow for August - September is summarized below and is detailed in Attachment #1.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Beginning balance July 25, 2009</td>
<td>$ 7,999,477.88</td>
</tr>
<tr>
<td>Revenues</td>
<td>9,258,509.00</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt; 6,070,608.57 &gt;</td>
</tr>
<tr>
<td>Ending balance September 18, 2009</td>
<td>$ 11,187,378.31</td>
</tr>
</tbody>
</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.
LAIF TREASURY TRANSACTIONS
FOR JULY - SEPTEMBER 2009

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Balance Forward at 7/24/09</td>
</tr>
<tr>
<td>July 28</td>
<td>LAIF</td>
<td>WF</td>
<td>230,000</td>
<td></td>
<td></td>
<td>864,219</td>
</tr>
<tr>
<td>July 30</td>
<td>LAIF</td>
<td>WF</td>
<td>226,000</td>
<td></td>
<td></td>
<td>638,219</td>
</tr>
<tr>
<td>August 7</td>
<td>LAIF</td>
<td>WF</td>
<td>252,000</td>
<td></td>
<td></td>
<td>386,219</td>
</tr>
</tbody>
</table>

Local Agency Investment Fund:
(Earned 0.925% for August 2009)  $ 386,219

LAIF Treasury Balance at 9/18/09:  $ 386,219
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Strategic Planning Workshop Ad-Hoc Committee

RECOMMENDATION:

Authorize Chair to appoint board members to Strategic Planning Workshop Ad-Hoc Committee.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board approves appointments of its members to Ad-Hoc Committees.

DISCUSSION:

Every three years, the MST Board adopts strategic goals and priorities to guide staff in their activities and decision making process in achievement of our agency mission of leading advocating and delivering quality public transportation. In January 2010, staff intends to conduct a facilitated workshop to review and update our strategic goals for the period beginning July 1, 2010 through June 30, 2013.

Staff anticipates conducting this workshop on Monday January 11th, 2010, in lieu of our regularly scheduled Board meeting. As the new strategic planning period will coincides with the start of the newly formed Monterey-Salinas Transit District, staff recommends inviting representatives from cities of Gonzales, Soledad, Greenfield, King City, and Sand City to participate in the strategic planning workshop.

Staff has identified Steven Alexander as a consultant to assist with the facilitation of this strategic planning process. Mr. Alexander has conducted a wide variety of strategic planning services for local public jurisdictions and entities. The consultant has requested to meet with a sub committee of the MST Board to discuss workshop expectations and to develop survey materials for the Board.
Staff recommends your Board to authorize the chair to appoint an ad hoc committee workshop of MST Board members and two representatives of South County cities to work with our consultant on the planning of the workshop. Gonzales Mayor and MST ex-officio Board member Maria Orozco and City of Greenfield Mayor John Huerta have expressed an interest in participating on this committee.

PREPARED BY:  
Carl G. Sedoryk
ALMA ALMANZA
DISTINGUISHED SERVICE

WHEREAS, Alma Almanza began serving on the MST RIDES Task Force, (Now the MST RIDES Advisory Committee), in May of 1999; and

WHEREAS, Alma Almanza has continually volunteered to serve on the MST RIDES Advisory Committee for over ten years; and

WHEREAS, Alma Almanza’s contributions and support have improved the transportation services provided to the elderly and disabled communities within Monterey County; and

WHEREAS, Alma Almanza has been a committed and effective advocate for the use of public transportation at the local, State, and Federal levels; and

WHEREAS, after over a decade of service to MST and its stakeholders, Alma Almanza has retired as the Chair of the Rides Advisory Committee in September of 2009.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Alma Almanza for her outstanding service to MST and the communities it serves; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Alma Almanza and wishes her continued success in all of her future endeavors.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION this 12th day of October 2009.

_______________________  __________________
Fernando Armenta         Carl G. Sedoryk
Chairman                 Secretary
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Salinas Intermodal Transit Center Ad-Hoc Committee

RECOMMENDATION:

Authorize Chair to appoint board members to Salinas Intermodal Transit Center Ad-Hoc Committee.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board approves appointments of its members to Ad-Hoc Committees.

DISCUSSION:

The Transportation Agency for Monterey County is working on plans to bring commuter rail service to Salinas. As a part of the project, the area around the current Amtrak train station would be redeveloped into what is being called the Salinas Intermodal Transit Center (ITC). It is envisioned that MST will have a presence at this location adjacent to a renovated train station and platform, parking, and transit-oriented development.

Since 2002, MST staff has worked closely with TAMC staff as well as staff members from the City of Salinas and the Salinas Redevelopment Agency on the planning and design of this facility. In December 2004, your Board formally endorsed TMC’s efforts to bring Caltrain service to Salinas and approved a conceptual design for planning and environmental review purposes that in effect moves MST passenger transfer and bus layover operations from the current Salinas Transit Center to the proposed Intermodal Transit Center.

Since 2004, a number of items related to this project have changed including the ability and interest of Caltrain to serve Salinas, the discontinuation of State transit funds to support MST operations and capital programs, and a potential new development vision for the downtown Salinas redevelopment zone. MST staff has participated in
several meetings with City of Salinas development partners, City of Salinas staff, and TAMC staff regarding these changes and how they will impact the overall size and intensity of the public transit portion of the ITC and how much, if any, transit activity will continue to occur at the current Salinas Transit Center location.

City of Salinas City Manager, Artie Fields, and City Counsel Vanessa Vallerta have requested that the MST Board form and adhoc subcommittee to meet with a subcommittee of the City of Salinas City Council to discuss this matter more fully from a policy maker perspective.

Staff recommends the Chair appoint an ad-hoc committee to meet with a subcommittee of the Salinas City Council to discuss issues related to future transit operations in downtown Salinas and at the proposed Intermodal Transit Center.
To: Board of Directors  
From: H. Harvath, Assistant General Manager – Finance & Administration  
Subject: Rabobank Automated Clearing House (ACH) Facility  

RECOMMENDATION:  

1. Authorize the establishment of an ACH facility at Rabobank, N.A., in the amount of $500,000.  
2. Authorize the General Manager/CEO (Carl Sedoryk), the Assistant General Manager/COO (Michael Hernandez), and the Assistant General Manager for Finance and Administration (B Hunter Harvath) to sign the necessary paperwork to establish the ACH facility.  

FISCAL IMPACT:  

Up to $500,000 every two weeks.  

POLICY IMPLICATIONS:  

Your Board approves fiscal matters in excess of $25,000.  

DISCUSSION:  

MST currently uses an ACH facility with Wells Fargo to process and transmit payroll. MST is in the process of migrating many of our banking relationships to Rabobank N.A. As a part of this process, Rabobank requires the authorization of your Board to set up an ACH facility with this institution in order to process and transmit MST’s bi-weekly payroll. In addition, staff is seeking authorization from your Board to fill out and sign the paperwork necessary to set up and activate the ACH facility and related financial accounts.

PREPARED BY: Hunter Harvath  
REVIEWED BY: Carl G. Sedoryk
Marketing Committee
September 14, 2009
Minutes

Present: Director Ford
Director Stilwell
Carl Sedoryk, General Manager/CEO
Hunter Harvath, Assistant General Manager for Finance & Administration
David Laredo, Legal Counsel

Absent: Director Armenta
Director Orozco

1. Call to order

Director Stilwell called the meeting to order at 11:41 a.m.

2. Public Comment

None

3. Consider changes to MST bus advertising policy.

Discussion regarding MST’s bus advertising policy continued from the previous marketing committee held August 10, 2009. MST had been approached by a religious institution about purchasing bus advertising that announced place and time of its services while not showing any religious symbols such as a cross. During the intervening month, staff has had internal discussion regarding the policy and has conducted additional research in an attempt to recommend a framework to the committee that would continue to avoid MST’s buses from becoming a public forum for political or issue-related advertising. At the same time, MST seeks to continue to allow community-based non-profits to purchase bus advertising to publicize their events and programs, many of which MST or one of its member agencies is a sponsor or participant.

Mr. Sedoryk indicated the MST’s bus ad policy for the most part restricts messages that could be interpreted as controversial; however, a recent study prepared by Transportation Research Board has offered additional guidance to assist transit agencies like MST with improving their advertising policies. Director Stilwell asked about the process through which MST decides which events it will sponsor. Mr. Sedoryk review MST’s sponsorships of community-based events such as First Night.
Monterey, the Salinas Holiday Parade of Lights, and the California International Airshow. Director Ford inquired about MST’s partnership with Rabobank. Mr. Sedoryk responded by describing how MST’s passes are now available for purchase at all Rabobank locations and the bus ads that jointly publicize this service. Director Ford asked whether MST had the right to refuse its services as some businesses do, as in signage that says, “we reserve the right to refuse service.” Mr. Laredo responded that because of MST’s nature as a governmental entity, it did not have a legitimate interest in being able to do so. The committee recommended to the full board that MST’s advertising policy be changed by deleting the requirement that a bus ads be from “for-profit” entities so as to allow community-based organization to continue to advertise on MST buses, while continuing to restrict political and religious advertising, and other non-commercial advertising.

5. Adjourn

Director Stilwell adjourned the meeting at 12:10 p.m.

SUBMITTED BY: _____________________

Hunter Harvath
To: Board of Directors

From: Ben Newman, Risk & Security Manager

Subject: CalTIP Liability Program Presentation by Micheon Balmer
Bickmore Risk Services and Consulting

RECOMMENDATION:

Receive presentation on California Transit Insurance Pool (CalTIP) Liability Programs.

FISCAL IMPACT:

Less than $25,000.

POLICY IMPLICATIONS:

None.

DISCUSSION:

The California Transit Insurance Pool (CalTIP) is a joint powers insurance authority organized under California law in 1987 in response to the lack of liability insurance coverages from the commercial insurance market. CalTIP combines the resources of public transit operators to minimize risk, increase buying power, and provide stable, affordable insurance to its members. Monterey-Salinas Transit has been a member of CalTIP since its inception.

CalTIP is a self-insurance program for public transit operators. Rather than pay premiums to a commercial insurance company, CalTIP members pool funds to obtain affordable insurance coverage, claims administration, and safety and loss control programs. CalTIP is governed by representatives of member transit operators who ensure that the programs remain competitive with commercial offering and continue to evolve to meet the changing needs of public transit operators. The CalTIP Board has hired Bickmore Risk Services to administer the insurance programs.

CalTIP offers two claims administration programs to members: Program I is for all members that have selected the $0/first-dollar (pre-funded) deductible and for members with self-insured retentions that choose to utilize CalTIP’s claims administrator. Program II is for all members with self-insured retentions that have
chosen not to utilize CalTIP’s claims. For several years MST has elected to participate in Program II and manage its own claims.

New regulations pursuant to Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007, require all liability, no-fault, and workers’ compensation insurers, self-insurers, and self-insured groups, as well as group health plans, to determine whether any individual claimants/applicants are entitled to Medicare benefits, and if so, report electronically various information about the claimant to the Centers for Medicare and Medicaid Services (CMS).

If MST continues as a Program II member of CalTIP’s Liability Program, we will be designated the Responsible Reporting Entity (RRE) and be required to begin active reporting of Medicare-eligible claimants to CMS. The Mandatory Insurer Reporting (MIR) process requires more than 130 distinct fields of data to be reported on each identified claimant. For liability cases where there is a single judgment, award, or other payment, reporting will be required on a one-time basis. The penalty for non-compliance is $1,000 per claimant, per day.

Alternatively staff is considering changing from a Program II member with CalTIP to Program I member. For CalTIP’s Program I members, CalTIP is considered the Responsible Reporting Entity (RRE) which would relieve MST of the responsibilities and risks associated as a Program II member.

Micheon Balmer, Deputy General Manager of Bickmore Risk Services, will present an overview of CalTIP’s history for our newer board members as well as presenting the benefits of becoming a Program I member vs remaining a Program II member.

Staff is strongly considering the possibility of changing from self-administering claims as a Program II member to using CalTIP claims administration services as a Program I member. The additional costs of this change will be less than $25,000 and within staff’s purchasing authority and staff feels that the extra costs will be offset avoiding the responsibility, complexity, and penalties associated with the failure to report new SCHIP requirements.

PREPARED BY: ______________________ REVIEWED BY: ______________________

Ben Newman Carl G. Sedoryk
To: Board of Directors – Marketing Committee

From: C. Sedoryk, General Manager/CEO

Subject: Changes to Bus and Bus Shelter Advertising Policy

RECOMMENDATION:

Adopt changes to MST Bus and bus shelter advertising policy.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board adopts Advertising policies to promote revenue generation and define permissible and impermissible advertising on MST property.

DISCUSSION:

In July 2004, your Board adopted a Bus and bus shelter advertising policy to provide guidance to staff in managing the program in a manner that will produce as much revenue as practicable, while ensuring that the advertising does not discourage the use of MST’s transit system, does not diminish MST’s reputation in the community it serves or the good will of its patrons, and is consistent with MST’s principal purpose of providing safe, comfortable, efficient and affordable public transportation. Since that time, sales have grown to over $300,000 per year of advertising to a variety of businesses and non-profit organizations.

On August 10, 2009, and September 12, 2009, staff discussed potential changes to the policy with the Marketing Committee. Staff received comments from the Committee and stated it would bring a revised policy back to the Board for approval.

Recently, the Transit Cooperative Research Program has released an extensive report entitled “First Amendment Implications for Transit Facilities: Speech, Advertising and Loitering. The document provides a comprehensive review and analysis of regulations, statutes policies and case decisions relating to permissible and impermissible restrictions on regulating advertising on public property including on board buses, bus shelters and transit facilities.

Based on a review of this document and a review of both existing advertising policies and staff practices, staff recommends several changes to its advertising program to allow both commercial advertisements and advertisements promoting
programs and events that are sponsored by MST. Also based on this review, staff does not recommend allowing identity advertising of non-commercial entities.

Adoption of these changes will allow staff to continue to accept commercial advertising from both for-profit business along with non-profit organizations promoting events programs and events sponsored by MST and demonstrate your Board’s intent to maintain control over the advertising space thereby ensuring that a public forum for discourse is not created on MST buses, shelters, and facilities.

Staff recommends approval of the attached bus and bus shelter advertising policy.

PREPARED BY: _____________________________
Carl G. Sedoryk

Attachment #1: Draft Advertising Policy
Attachment #2: Bus Advertising Revenue
Summary: To create a policy regarding advertising on MST buses and shelters

I. POLICY

1.01 MST sells space inside and upon its buses, and at bus shelters for the display of commercial advertising. The purpose is to raise revenues, supplementary to those from fares and from tax proceeds, to be used to finance MST’s operations. The display of advertising is solely for this purpose. It is not intended to provide a general public forum for purposes of communication, but rather to make use of property held in a proprietary capacity in order to generate revenue.

1.02.1 In order to realize the maximum benefit from the sale of advertising space, the program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising does not discourage the use of MST’s transit system, does not diminish MST’s reputation in the community it serves or the good will of its patrons, and is consistent with MST’s principal purpose of providing safe, comfortable, efficient and affordable public transportation. To attain these objectives, MST’s Board of Directors has established these regulations for the advertising displayed in and upon its buses.

1.02.2 In addition to the foregoing, noncommercial speech is excluded from advertising inside and upon the buses for the following reasons:

a. MST wishes to maintain a position of neutrality on political, religious, environmental, or other public matters and issues in order to promote its commercial enterprise;

b. If advertisement inside and upon the buses is not restricted, the buses and passengers could be subject to violence;

c. Preventing a reduction in income earned from selling advertising space because commercial advertisers may be dissuaded from using the forum commonly used by those wishing to communicate political or religious ideas or beliefs;

II. APPLICABILITY

2.01.1 This procedure is applicable to all District employees and all independent contractors who contract with MST, for the placement of advertisement in and upon MST’s buses and shelters.
III. DEFINITIONS:

3.01 Commercial advertising:

a. Advertising the sole purpose for which is to sell or rent real estate or personal property for profit, or to sell services for profit. Raise awareness of a product, service, or events for business purposes, or to promote events and programs sponsored by MST, in a manner not to contravene the limits set forth in paragraphs 3.01 b, c, or d below.

b. Shall not include any advertising that both offers to sell property or services and also conveys information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing.

c. Does not convey whether expressly or implied, intentionally or unintentionally, by inference or innuendo, the religious, social, political, legal or moral view of any person or entity as such views are generally understood in the Monterey Bay regional community.

d. Does not cause the vehicles, if posted individually or in combination with other advertisements, to become a public forum for the dissemination, debate, and/or discussion of public issues.

3.02 Political Advertising:

a. Any advertising that supports or opposes the election of any candidate or group of candidates for election to any federal, State, or local government office;

b. Any advertising that supports or opposes any referendum conducted by the federal or State government, or by any local government, such as referenda on constitutional amendments, on bond issues, or on local legislation; or

c. Any advertising that features any person whose prominence is based wholly or in part upon his or her past or present activity in political affairs, or that represents or implies any such person’s approval or endorsement of the subject matter of the advertising.

IV. ADVERTISING STANDARDS:

4.01.1 All advertising displayed in or upon the MST’s buses shall be strictly commercial in nature and purpose.

4.01.2 MST’s transit system, in order to serve the purpose for which it has been established, must of necessity accommodate all persons without distinction of age. It is therefore necessary to exclude advertising unsuitable for exposure to
children or persons with immature judgment. The following kinds of advertising therefore will not be displayed in or upon MST’s buses:

1. Advertising for cigars, cigarettes, pipe tobacco, chewing tobacco, and other tobacco products.

2. Advertising for alcoholic beverages, including beer, wine, and distilled spirits.

3. Advertising for products or services related to human reproduction or sexuality, including but not limited to contraceptive products or services, other products or services related to sexual hygiene, and counseling with regard to pregnancy, abortion, or other sexual matter.

4. Advertising for products, services, or entertainment directed to sexual stimulation.

4.03 Advertising that explicitly and directly promotes or encourages the use of means of transportation in direct competition with MST’s bus service shall not be displayed in or upon MST’s buses.

4.04 No advertising shall be permitted that in any way denigrates MST’s organization, or its operation, or its officers, agents, or employees. This prohibition includes advertising copy and illustrations that state or imply or could reasonably be expected to cause an inference, that MST’s service or operations are anything but safe, efficient, affordable and convenient.

4.05 MST expects all advertising copy to be truthful. Advertising copy and illustrations should not be exaggerated, distorted, false, misleading or deceptive.

4.06 Medical products or treatments are to be treated in a restrained and inoffensive manner.

4.07 Testimonials are expected to be authentic, and advertisers using them will be required to indemnify MST against any action brought in connection with them. Advertising that promotes contests or giveaways is expected to comply with all applicable laws and regulations.

4.08 No advertising in or upon MST’s buses shall include language, pictures, or other graphic representations that are unsuitable for exposure to persons of young age and immature judgment, or shall be derogatory or defamatory of any person or group because of race, color, national origin, ethnic background, religion, gender or sexual preference.

4.09 No advertising shall be displayed in or upon MST’s buses if the display thereof would violate any federal or State law or regulation, or any law, regulation, or
ordinance of any county or municipality in or through which MST buses are or may be operated.

4.10 No advertising that is obscene, as defined by federal or California law, shall be displayed in or upon MST’s buses.

4.11.1 Proposed advertisements shall not be accepted if the use, or possession of the property proposed to be advertised, includes a product that is specifically prohibited from use or possession on MST’s facilities including its buses and vehicles. These products include firearms, tobacco products, alcohol and weapons.

4.12 No advertising will be accepted if it advocates imminent lawlessness or violence.

4.13 Political advertising will not be accepted.

4.14 Advertising will not be accepted if it promotes or encourages unlawful activity.

4.15 Advertising will not be accepted if it supports or opposes an issue or cause and/or which advocates or opposes a religion or belief.

V. USE OF MST’S NAME

5.01 Use of MST’s name, logo, slogans, or other graphic representations is subject to advance approval by MST. MST does not endorse or imply endorsement of any product or service.

VI. ADMINISTRATION OF ADVERTISING REGULATION

6.01 Advertising space on MST’s buses is sold through an independent Contractor. The Contractor shall comply with the foregoing policies, and review all advertising with reference to them. They shall refer all such advertising that falls or may fall into any of the categories defined above to MST’s designated representative responsible for administering the advertising program, who shall determine whether the proposed advertising will be accepted. If the proposed advertising is rejected, the party or parties proposing it may request that this decision be reconsidered. Upon such request, MST’s representative shall consult with MST’s District Counsel and with its General Manager or the officer designated by him/her for this purpose. The General Manager or his/her designee, on the basis of such consultation, shall determine whether the proposed advertising will be accepted or rejected.

6.02 MST will co-operate with the party or parties proposing the advertising, and with the independent contractor through whom it has been proposed, in a reasonable effort to revise it in order to produce advertising that can be accepted and displayed consistently with the foregoing policies.
To:        Board of Directors
From:     C. Sedoryk, General Manager/CEO
Subject:  Monthly Report

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

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 (Handout on 10/12)
Attachment #5 – Operations Department Report August 2009
Attachment #6 – Facilities & Maintenance Department Report August 2009
Attachment #7 – Administration Department Report August 2009

PREPARED BY:  Carl G. Sedoryk
To: M. Hernandez, Assistant General Manager / C.O.O.

From: R. Weber, Director of Transportation Services

Subject: Transportation Department Monthly Report – August 2009

FIXED ROUTE BUS OPERATIONS:

System Wide Service: (Fixed Route & DART Services)

Preliminary boarding statistics indicate that ridership decreased by 14% in August 2009, (420,751), as compared to August 2008, (489,290).

Productivity decreased from 24.97 passengers per hour (August 2008), to 19.4 PPH in August of this year.

Seasonal Service:

Trolley Services: Throughout August, the MST Peninsula Trolley service continued operation in downtown Monterey. Preliminary boarding statistics indicate that ridership increased by 0.2% (45,228) over last August (45,115). Also in August the newly deployed MST Carmel Trolley service carried 1,109 passengers in its third month of operation.

The Line 22 Big Sur continued its summer schedule providing service 7 days a week throughout the month of August. Preliminary boarding statistics for this service are unavailable at this time.

Supplemental / Special Services:

August 8 – 9: MST provided supplemental service on the Lines 48 & 56 for the California International Airshow. Preliminary boarding statistics show that 1,481 passengers were transported during this two day event. This represents a 5.49% decrease in passenger boardings from last year's event, (1,567).

August 12 – 16: MST provided supplemental service on the Line 9 for the Monterey County Fair. Preliminary boarding statistics show that 10,524 passengers were transported during this five day event. This represents a 31% increase in passenger boardings from last year's event, (8,021).

August 15 – 16: MST provided supplemental service on the Lines 37, 38, & 39 for the Laguna Seca Auto Historic Races. Preliminary boarding statistics show that 827 passengers were transported during this two day event. This represents a 23% increase in passenger boardings from last year's event, (669).
System Wide Statistics:

- Ridership: 420,751
- Vehicle Revenue Hours: 21,529
- Vehicle Revenue Miles: 340,973
- System Productivity: 19.4 Passengers Per Vehicle Revenue Hour
- Scheduled One-Way Trips: 33,228

Time Point Adherence: Of 113,357 total time-point crossings sampled for the month of August, the TransitMaster™ system recorded 19,367 delayed arrivals to MST’s published time-points system-wide. This denotes that 82.92% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2009.)

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

Trips With 10 or More Standees: There were forty one (41) reported trips with 10 or more standees for the month of August. (See Operations Summary report for further information)

Cancelled Trips: There were a total of thirteen (13) cancelled trips for the month of August for both directly operated and contracted services.

<table>
<thead>
<tr>
<th>Reason</th>
<th>MST</th>
<th>MV Transportation</th>
<th>% Of All Missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident</td>
<td>2</td>
<td>0</td>
<td>15%</td>
</tr>
<tr>
<td>Driver / Passenger Illness</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Traffic</td>
<td>4</td>
<td>0</td>
<td>31%</td>
</tr>
<tr>
<td>Mechanical</td>
<td>6</td>
<td>0</td>
<td>46%</td>
</tr>
<tr>
<td>Operational Error</td>
<td>0</td>
<td>1</td>
<td>8%</td>
</tr>
<tr>
<td>Totals</td>
<td>12</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within theses 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 August 2008 and 2009:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>August-08</th>
<th>August-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident: MST Involved</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Object Hits @ Coach</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Total Occurrences</td>
<td>12</td>
<td>24</td>
</tr>
</tbody>
</table>
CONTRACTED SERVICES:

MST RIDES ADA / ST Paratransit Program:

- Preliminary boarding statistics for the MST RIDES program reflect that for the month of August there were 8,514 passenger boardings. This represents an 11.64% decrease in passenger boardings from August of 2008, (9,636).

- For the month of August, 87.67% of all scheduled trips for the MST RIDES Program arrived on time, increasing from 82.31% in August of 2008. (See MST RIDES ~ On Time Compliance Chart FY 2010.)

- Productivity for August of this year was at 1.9 passengers per hour, falling slightly from 2.0 in August of 2008.

Paratransit Certification Statistics:

- For the month of August, 61 applications were reviewed, resulting in 56 approvals and 5 denials. Of the approvals, 40 were new program participants, and 16 were recertifications.

- Twelve (12) program participants were marked as inactive in August.

- As of September 3, 2009, there are 3,623 registered / active program participants.

COMMUNICATIONS CENTER:

In August, the Communications Center summoned public safety agencies on twelve (12) 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>7</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Medical Emergency</td>
<td>5</td>
</tr>
</tbody>
</table>

Robert Weber

ATTACHMENTS:

MST RIDES ~ On Time Compliance FY 2010
MST RIDES ~ Boarding Statistics FY 2010
### MST FIXED ROUTE
### ON-TIME COMPLIANCE FY 2010

<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY09 ON-TIME PERFORMANCE</th>
<th>FY10 TIME POINT COUNT</th>
<th>FY10 DELAYED ARRIVALS 5 + MINUTES</th>
<th>FY10 ON-TIME PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>84.49%</td>
<td>115,333</td>
<td>16,389</td>
<td>85.79%</td>
</tr>
<tr>
<td>Aug</td>
<td><strong>81.21%</strong></td>
<td><strong>113,357</strong></td>
<td><strong>19,367</strong></td>
<td><strong>82.92%</strong></td>
</tr>
<tr>
<td>Sept</td>
<td>81.42%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>79.59%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>83.36%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>86.24%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>87.50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>86.81%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>86.78%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>84.19%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>84.87%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>85.37%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>228,690</td>
<td>35,756</td>
<td>N/A</td>
</tr>
<tr>
<td>Monthly Average</td>
<td>84.32%</td>
<td>114,345</td>
<td>17,878</td>
<td>84.35%</td>
</tr>
</tbody>
</table>

### On-Time Compliance FY 2010

- **Goal:** 87%

- FY09: 84.49%
- FY10: 81.21%
# MST FIXED ROUTE BUS Program
## FY 2010 Monthly Boardings

<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY 2008</th>
<th>*MST Trolley</th>
<th>FY 2009</th>
<th>*MST Trolley</th>
<th>FY 2010</th>
<th>*MST Trolley</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>459,413</td>
<td>55,989</td>
<td>467,427</td>
<td>43,030</td>
<td>385,052</td>
<td>47,415</td>
<td>-17.62%</td>
</tr>
<tr>
<td>Aug</td>
<td>475,890</td>
<td>50,281</td>
<td>489,290</td>
<td>45,089</td>
<td>420,751</td>
<td>46,337</td>
<td>-14.01%</td>
</tr>
<tr>
<td>Sep</td>
<td>402,787</td>
<td>8,404</td>
<td>425,085</td>
<td>1,344</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>410,451</td>
<td></td>
<td>425,723</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>369,866</td>
<td>2,183</td>
<td>354,699</td>
<td>683</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>326,910</td>
<td></td>
<td>332,080</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>306,691</td>
<td></td>
<td>297,095</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>337,900</td>
<td></td>
<td>282,949</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>366,025</td>
<td></td>
<td>320,001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>383,041</td>
<td></td>
<td>313,695</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>403,737</td>
<td>7,528</td>
<td>333,371</td>
<td>9,115</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>412,863</td>
<td>29,810</td>
<td>358,296</td>
<td>34,019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>4,655,574</td>
<td>154,195</td>
<td>4,399,711</td>
<td>133,280</td>
<td>805,803</td>
<td>93,752</td>
<td></td>
</tr>
<tr>
<td>YTD Avg.</td>
<td>387,965</td>
<td>25,699</td>
<td>366,643</td>
<td>22,213</td>
<td>402,902</td>
<td>46,876</td>
<td></td>
</tr>
<tr>
<td>YTD</td>
<td>4,655,574</td>
<td>154,195</td>
<td>4,399,711</td>
<td>133,280</td>
<td>805,803</td>
<td>93,752</td>
<td></td>
</tr>
</tbody>
</table>

*M MST Peninsula & the Carmel TROLLEY ridership is included in total ridership.
@ = Preliminary data for current month of current year.

### MONTHLY RIDERSHIP

![Graph showing monthly ridership for FY 2008, FY 2009, and FY 2010](image-url)
### MST RIDES

#### ON TIME COMPLIANCE FY - 2010

<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY09</th>
<th>FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>82.41%</td>
<td>89.49%</td>
</tr>
<tr>
<td>Aug</td>
<td>82.31%</td>
<td>87.67%</td>
</tr>
<tr>
<td>Sept</td>
<td>82.42%</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>85.28%</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>89.17%</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>86.48%</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>87.75%</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>86.42%</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>84.42%</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>87.87%</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>86.88%</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>86.98%</td>
<td></td>
</tr>
</tbody>
</table>

**Monthly Average**  
<table>
<thead>
<tr>
<th>FY09</th>
<th>FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>85.70%</td>
<td>88.58%</td>
</tr>
</tbody>
</table>

---

**Goal**

90%
## MST RIDES Program
### Monthly Boardings

<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY2008</th>
<th>FY2009</th>
<th>FY2010</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>6,066</td>
<td>9,681</td>
<td>8,939</td>
<td>-7.66%</td>
</tr>
<tr>
<td>Aug</td>
<td>6,343</td>
<td>9,636</td>
<td>8,514</td>
<td>-11.64%</td>
</tr>
<tr>
<td>Sep</td>
<td>6,565</td>
<td>10,203</td>
<td>8,939</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>7,729</td>
<td>10,793</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>6,648</td>
<td>9,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>5,877</td>
<td>9,231</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>6,085</td>
<td>8,798</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>7,261</td>
<td>8,827</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>7,756</td>
<td>9,875</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>8,426</td>
<td>9,528</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>9,882</td>
<td>9,175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>9,389</td>
<td>8,983</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Ridership</td>
<td>88,027</td>
<td>113,830</td>
<td>17,453</td>
<td></td>
</tr>
<tr>
<td>YTD Average</td>
<td>7,336</td>
<td>9,486</td>
<td>8,727</td>
<td></td>
</tr>
<tr>
<td>YTD Comparison</td>
<td>12,409</td>
<td>19,317</td>
<td>17,453</td>
<td>-9.65%</td>
</tr>
</tbody>
</table>

### MST RIDES MONTHLY RIDERSHIP

![Graph showing monthly ridership from FY2008 to FY2010]

Operations Summary Report

Fixed Route and DART Service

August 2009
Systemwide Service:
Ridership for August 2009 (420,751) decreased by 14% compared to August 2008 (489,290), with revenue hours operated increasing by 9.9%. The net result was a 21.7% decrease in productivity, measured in passengers per hour (PPH) from 24.97 PPH last August to 19.53 PPH in August of 2009.

Primary and regional routes suffered the largest ridership losses, dropping 23.3% and 27.6% respectively, with local routes dropping only 8.6%. Ridership on seasonal and supplemental routes increased 12.2%, due to increased ridership during the County Fair, the addition of the MST Trolley in Carmel and the operation of the Salinas Airshow in August this year (compared to its usual operation in September).

Seasonal Service:
MST Trolleys operated in Carmel (carrying 1,109 passengers) and in Monterey (carrying 45,228 passengers). The Carmel Trolley did not operate last year but the Monterey Trolley showed a 0.3% increase over August 2008. Line 22-Big Sur carried 1,166 passengers, down 33.5% from last August. Laguna Seca routes operated for the Rolex Historic Races carrying 827 passengers, a 23.6% increase from last year’s event.

Supplemental Service:
Supplemental service operated on lines 9 and 10 during the Monterey County Fair, carrying 10,524 passengers, a 31.2% increase over last year. Supplemental service also operated during the Salinas International Airshow, carrying 1,481 passengers, a decrease of 5.5% compared to service operated last year (in September).
Fixed Route & DART Monthly Operations Summary Report
August 2009

Overcrowded Trip Reports by Line - FY10 YTD

- Line 11 - 4 trips (37%)
- Line 7 - 1 trip (9%)
- Line 9 - 1 trip (9%)
- Line 20 - 1 trip (9%)
- Line 24 - 1 trip (9%)
- Line 41 - 1 trip (9%)
- Line 42 - 1 trip (9%)

Cancelled Trips by Month - FY10 YTD

- Jul: 7
- Aug: 13

Cancelled Trips by Reason - FY10 YTD

- Mechanical Failure - 11 trips (55%)
- MST Accident - 2 trips (10%)
- Traffic - 6 trips (30%)
- Employee Error - 1 trip (5%)
## August 2009

- **Systemwide Ridership:** 420,751
- **Systemwide Revenue Hours:** 21529:10
- **Systemwide Revenue Miles:** 340,973.2

### 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>9,073</td>
<td>740:49</td>
<td>7,426.4</td>
<td>12.25</td>
<td>2.2%</td>
<td>3.4%</td>
</tr>
<tr>
<td>9-Fremont-Hilby</td>
<td>27,594</td>
<td>986:01</td>
<td>10,305.5</td>
<td>27.99</td>
<td>6.6%</td>
<td>4.6%</td>
</tr>
<tr>
<td>10-Fremont-Ord Grove</td>
<td>34,802</td>
<td>1093:52</td>
<td>11,770.4</td>
<td>31.82</td>
<td>8.3%</td>
<td>5.1%</td>
</tr>
<tr>
<td>41-East Alisal - Northridge</td>
<td>49,764</td>
<td>1660:13</td>
<td>18,295.6</td>
<td>29.97</td>
<td>11.8%</td>
<td>7.7%</td>
</tr>
<tr>
<td>42-East Alisal - Westridge</td>
<td>30,731</td>
<td>1341:46</td>
<td>14,875.7</td>
<td>22.90</td>
<td>7.3%</td>
<td>6.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>151,964</strong></td>
<td><strong>5822:41</strong></td>
<td><strong>62,673.6</strong></td>
<td><strong>124.93</strong></td>
<td><strong>36.1%</strong></td>
<td><strong>27.0%</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>16,351</td>
<td>830:27</td>
<td>11,531.9</td>
<td>19.69</td>
<td>3.9%</td>
<td>3.9%</td>
</tr>
<tr>
<td>Monterey Peninsula DART</td>
<td>3,209</td>
<td>802:57</td>
<td>9,303.0</td>
<td>4.00</td>
<td>0.8%</td>
<td>3.7%</td>
</tr>
<tr>
<td>4-Carmel-Carmel Ranch</td>
<td>2,491</td>
<td>393:08</td>
<td>4,006.6</td>
<td>6.34</td>
<td>0.6%</td>
<td>1.8%</td>
</tr>
<tr>
<td>5-Monterey-Carmel</td>
<td>7,253</td>
<td>364:35</td>
<td>4,433.7</td>
<td>19.89</td>
<td>1.7%</td>
<td>1.7%</td>
</tr>
<tr>
<td>6-Edgewater - Ryan Ranch</td>
<td>356</td>
<td>52:30</td>
<td>1,106.7</td>
<td>6.78</td>
<td>0.1%</td>
<td>0.2%</td>
</tr>
<tr>
<td>7-Monterey-Carmel</td>
<td>2,214</td>
<td>159:57</td>
<td>1,871.1</td>
<td>13.84</td>
<td>0.5%</td>
<td>0.7%</td>
</tr>
<tr>
<td>MST OnCall</td>
<td>1,521</td>
<td>398:30</td>
<td>4,404.0</td>
<td>3.82</td>
<td>0.4%</td>
<td>1.9%</td>
</tr>
<tr>
<td>11-Edgewater-Carmel</td>
<td>15,296</td>
<td>619:52</td>
<td>9,390.7</td>
<td>24.68</td>
<td>3.6%</td>
<td>2.9%</td>
</tr>
<tr>
<td>16-Monterey-Marina</td>
<td>11,661</td>
<td>961:25</td>
<td>17,346.1</td>
<td>12.13</td>
<td>2.8%</td>
<td>4.5%</td>
</tr>
<tr>
<td>43-Memorial Hospital</td>
<td>10,611</td>
<td>314:32</td>
<td>3,788.4</td>
<td>33.74</td>
<td>2.5%</td>
<td>1.5%</td>
</tr>
<tr>
<td>44-Northridge</td>
<td>4,559</td>
<td>351:15</td>
<td>4,160.1</td>
<td>12.98</td>
<td>1.1%</td>
<td>1.6%</td>
</tr>
<tr>
<td>45-East Market-Creekbridge</td>
<td>7,294</td>
<td>419:23</td>
<td>6,242.9</td>
<td>17.39</td>
<td>1.7%</td>
<td>1.9%</td>
</tr>
<tr>
<td>46-Natividad</td>
<td>3,775</td>
<td>182:10</td>
<td>1,902.3</td>
<td>20.72</td>
<td>0.9%</td>
<td>0.8%</td>
</tr>
<tr>
<td>48-East Salinas - Airport Business Center</td>
<td>1,493</td>
<td>240:48</td>
<td>4,594.8</td>
<td>6.20</td>
<td>0.4%</td>
<td>1.1%</td>
</tr>
<tr>
<td>49-Northridge</td>
<td>9,386</td>
<td>439:50</td>
<td>3,098.2</td>
<td>21.34</td>
<td>2.2%</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>97,470</strong></td>
<td><strong>6531:19</strong></td>
<td><strong>87,180.5</strong></td>
<td><strong>223.53</strong></td>
<td><strong>23.2%</strong></td>
<td><strong>30.3%</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>46,042</td>
<td>1826:56</td>
<td>36,317.7</td>
<td>25.20</td>
<td>10.9%</td>
<td>8.5%</td>
</tr>
<tr>
<td>21-Monterey-Salinas</td>
<td>1,129</td>
<td>117:15</td>
<td>2,164.9</td>
<td>9.63</td>
<td>0.3%</td>
<td>0.5%</td>
</tr>
<tr>
<td>23-Salinas-King City</td>
<td>12,868</td>
<td>882:46</td>
<td>27,189.7</td>
<td>14.58</td>
<td>3.1%</td>
<td>4.1%</td>
</tr>
<tr>
<td>24-Carmel Valley-Grapevine Express</td>
<td>5,380</td>
<td>737:08</td>
<td>15,106.1</td>
<td>7.30</td>
<td>1.3%</td>
<td>3.4%</td>
</tr>
<tr>
<td>27-Watsonville-Marina</td>
<td>1,694</td>
<td>293:39</td>
<td>7,908.6</td>
<td>5.77</td>
<td>0.4%</td>
<td>1.4%</td>
</tr>
<tr>
<td>28-Watsonville-Salinas</td>
<td>8,860</td>
<td>733:48</td>
<td>20,547.3</td>
<td>12.07</td>
<td>2.1%</td>
<td>3.4%</td>
</tr>
<tr>
<td>29-Watsonville-Salinas</td>
<td>15,862</td>
<td>958:20</td>
<td>16,438.2</td>
<td>16.55</td>
<td>3.8%</td>
<td>4.5%</td>
</tr>
<tr>
<td>55-Monterey-San Jose Express</td>
<td>2,465</td>
<td>478:15</td>
<td>14,926.5</td>
<td>5.15</td>
<td>0.6%</td>
<td>2.2%</td>
</tr>
<tr>
<td>56-Monterey-Memorial Hospital</td>
<td>335</td>
<td>171:30</td>
<td>5,890.6</td>
<td>1.95</td>
<td>0.1%</td>
<td>0.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>94,635</strong></td>
<td><strong>6199:37</strong></td>
<td><strong>146,489.6</strong></td>
<td><strong>98.21</strong></td>
<td><strong>22.5%</strong></td>
<td><strong>28.8%</strong></td>
</tr>
</tbody>
</table>
### Military Express 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>12-Monterey-Dunes</td>
<td>1,552</td>
<td>126:21</td>
<td>2,328.9</td>
<td>12.28</td>
<td>0.4%</td>
<td>0.6%</td>
</tr>
<tr>
<td>14-NPS-Monterey</td>
<td>1,060</td>
<td>84:00</td>
<td>835.8</td>
<td>12.62</td>
<td>0.3%</td>
<td>0.4%</td>
</tr>
<tr>
<td>71-Presidio-Marina Express</td>
<td>755</td>
<td>101:30</td>
<td>1,642.2</td>
<td>7.44</td>
<td>0.2%</td>
<td>0.5%</td>
</tr>
<tr>
<td>72-Presidio-N Salinas Express</td>
<td>870</td>
<td>116:12</td>
<td>2,276.4</td>
<td>7.49</td>
<td>0.2%</td>
<td>0.5%</td>
</tr>
<tr>
<td>73-Presidio-Prunedale Express</td>
<td>120</td>
<td>52:30</td>
<td>1,165.5</td>
<td>2.29</td>
<td>0.0%</td>
<td>0.2%</td>
</tr>
<tr>
<td>74-Presidio-Preston Park Express</td>
<td>1,439</td>
<td>167:18</td>
<td>2,925.3</td>
<td>8.60</td>
<td>0.3%</td>
<td>0.8%</td>
</tr>
<tr>
<td>75-Presidio-Marshall Park Express</td>
<td>762</td>
<td>236:57</td>
<td>3,412.5</td>
<td>3.22</td>
<td>0.2%</td>
<td>1.1%</td>
</tr>
<tr>
<td>76-Presidio-Stilwell Park Express</td>
<td>8,453</td>
<td>160:18</td>
<td>2,232.3</td>
<td>52.73</td>
<td>2.0%</td>
<td>0.7%</td>
</tr>
<tr>
<td>77-Presidio-Seaside</td>
<td>442</td>
<td>109:54</td>
<td>1,524.6</td>
<td>4.02</td>
<td>0.1%</td>
<td>0.5%</td>
</tr>
<tr>
<td>78-Presidio-Pacific Grove</td>
<td>77</td>
<td>85:45</td>
<td>1,102.5</td>
<td>0.90</td>
<td>0.0%</td>
<td>0.4%</td>
</tr>
<tr>
<td>79-Presidio-San Jose Express</td>
<td>817</td>
<td>197:45</td>
<td>6,881.7</td>
<td>4.13</td>
<td>0.2%</td>
<td>0.9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16,347</td>
<td>1438:30</td>
<td>26,327.7</td>
<td>115.71</td>
<td>3.9%</td>
<td>6.7%</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>1,166</td>
<td>273:50</td>
<td>6,789.0</td>
<td>4.26</td>
<td>0.3%</td>
<td>1.3%</td>
</tr>
<tr>
<td>36, 37, 38, 39 Laguna Seca</td>
<td>627</td>
<td>55:04</td>
<td>1,157.4</td>
<td>15.02</td>
<td>0.2%</td>
<td>0.3%</td>
</tr>
<tr>
<td>MST Trolley Monterey</td>
<td>45,228</td>
<td>876:42</td>
<td>6,691.5</td>
<td>51.59</td>
<td>10.7%</td>
<td>4.1%</td>
</tr>
<tr>
<td>MST Trolley Salinas</td>
<td>0</td>
<td>0:00</td>
<td>0.0</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>MST Trolley Carmel</td>
<td>1,109</td>
<td>80:00</td>
<td>736.0</td>
<td>13.86</td>
<td>0.3%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Monterey County Fair</td>
<td>10,524</td>
<td>147:31</td>
<td>1,549.9</td>
<td>71.34</td>
<td>2.5%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Salinas Air Show</td>
<td>1,481</td>
<td>103:56</td>
<td>1,378.0</td>
<td>14.25</td>
<td>0.4%</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>60,335</td>
<td>1537:03</td>
<td>18,301.8</td>
<td>170.32</td>
<td>14.3%</td>
<td>7.1%</td>
</tr>
</tbody>
</table>
October 1, 2009

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/Chief Operating Officer

Subject: Monthly Maintenance Report for August 2009

This monthly summary report highlights fuel, fleet and facilities activities and information for the month of August 2009. Detailed statistical information is also attached.

Fuel Prices:

<table>
<thead>
<tr>
<th>August Low</th>
<th>August High</th>
<th>July Average</th>
<th>August Average</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel</td>
<td>$2.25</td>
<td>$2.38</td>
<td>$2.09</td>
<td>$2.33</td>
</tr>
<tr>
<td>Gasoline</td>
<td>$2.74</td>
<td>$2.86</td>
<td>$2.51</td>
<td>$2.82</td>
</tr>
</tbody>
</table>

Fleet Status:

<table>
<thead>
<tr>
<th>Road Call Rate Goal: 7,000 Miles or More</th>
<th>Miles Between Road Calls:</th>
<th>Operating Cost Per Mile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>9,884</td>
<td>August</td>
</tr>
<tr>
<td>Past 12 Months:</td>
<td>11,194</td>
<td>FY09 Year To Date:</td>
</tr>
</tbody>
</table>

In August there were a total of 35 road calls, of which 30 were maintenance related. The highest road call categories were in the Engine category. Brake cam bushings were replaced the manufacturer on ten model year 2007 buses. MST is working with the manufacturer on a warranty claim as this appears to be a fleet defect. The campaign to add driver fans on 1101-1121 was completed. Preventive maintenance inspections (PMs) were at 79%, falling slightly below the minimal goal of 80%. The reduction is attributed to the increase in vehicle mileage with the new Presidio service and the significant time commitment to replace brake cam bushings on all ten 2007 Gillig buses.

Facilities staff continued finalizing recent service change signage. All shop exhaust fans were serviced and drive belts replaced.

Michael Hernandez
### August 2009
MST Operated Fixed Route Bus Fleet - Summary Information

<table>
<thead>
<tr>
<th>Active Fleet Series</th>
<th>Manufacturer Model/Year</th>
<th>Quantity</th>
<th>Engine</th>
<th>Fuel Type</th>
<th>MPG</th>
<th>Average Life To Date Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1101 - 1121</td>
<td>Gillig - 2000</td>
<td>21</td>
<td>Cummins ISM 280 HP</td>
<td>Diesel</td>
<td>4.50</td>
<td>423,377</td>
</tr>
<tr>
<td>1122 - 1129</td>
<td>Gillig - 2003</td>
<td>8</td>
<td>Detroit DC Series 50 ERG</td>
<td>Diesel</td>
<td>4.62</td>
<td>245,028</td>
</tr>
<tr>
<td>1701 - 1712</td>
<td>Gillig Low-floor 2002</td>
<td>12</td>
<td>Cummins ISM 280 HP</td>
<td>Diesel</td>
<td>4.13</td>
<td>271,740</td>
</tr>
<tr>
<td>1713 - 1724</td>
<td>Gillig Low-floor 2003</td>
<td>12</td>
<td>Detroit DC Series 50 ERG</td>
<td>Diesel</td>
<td>4.07</td>
<td>205,810</td>
</tr>
<tr>
<td>1725 - 1729</td>
<td>Gillig Low-floor 2007</td>
<td>5</td>
<td>Detroit DC Series 50 ERG</td>
<td>Diesel</td>
<td>3.92</td>
<td>53,093</td>
</tr>
<tr>
<td>1801 - 1804</td>
<td>Gillig Suburban 2002</td>
<td>4</td>
<td>Cummins ISM 280 HP</td>
<td>Diesel</td>
<td>5.03</td>
<td>410,671</td>
</tr>
<tr>
<td>1805 - 1808</td>
<td>Gillig Suburban 2003</td>
<td>4</td>
<td>Detroit DC Series 50 ERG</td>
<td>Diesel</td>
<td>4.76</td>
<td>342,586</td>
</tr>
<tr>
<td>2001 - 2010</td>
<td>Gillig Low-floor 2007</td>
<td>10</td>
<td>Cummins ISM 280 HP</td>
<td>Diesel</td>
<td>4.34</td>
<td>71,985</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Historical Fleet</th>
<th>Manufacturer Model</th>
<th>Quantity</th>
<th>Fuel Type</th>
<th>To Date Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>Fageol Twin Coach 1948 #80</td>
<td>1</td>
<td>Gasoline</td>
<td>N/A</td>
</tr>
<tr>
<td>93</td>
<td>GMC TGH3102 1957 #93</td>
<td>1</td>
<td>Gasoline</td>
<td>335,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fuel Used</th>
<th>Revenue Fleet</th>
<th>Non-Revenue Fleet</th>
<th>Inventory Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles Traveled</td>
<td>296,505</td>
<td>34,594</td>
<td></td>
</tr>
<tr>
<td>*Gallons/Equivalent</td>
<td>67,496</td>
<td>1,755</td>
<td>Fuel, Coolant, Lubricants $83,005.71</td>
</tr>
<tr>
<td>Average Miles/Gallon</td>
<td>4.39</td>
<td>19.71</td>
<td>Parts/Supplies $309,902.35</td>
</tr>
<tr>
<td>Engine Oil Used (Quarts)</td>
<td>1,961</td>
<td></td>
<td>Total Value $392,908.06</td>
</tr>
<tr>
<td>Average Miles/Quart</td>
<td>151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat Road Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MILES BETWEEN MECHANICAL ROAD CALLS
August 2009 - Miles: 296,505

Fleet Wide Miles Between Roadcalls
FY09 vs. FY10 Year to Date Comparison

Goal 7,000 Miles
### All Road Calls - By Category
#### FY 2009 & 2010
#### Cumulative Year-to-Date

*“Other” category includes: Fluid leaks, Lights, Windshield Wipers other items.*

<table>
<thead>
<tr>
<th>Category</th>
<th>FY09</th>
<th>FY10-YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Sys.</td>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>Brakes</td>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>Exhaust</td>
<td>77</td>
<td>8</td>
</tr>
<tr>
<td>Cooling</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Doors</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>Electrical</td>
<td>52</td>
<td>7</td>
</tr>
<tr>
<td>Engine</td>
<td>53</td>
<td>16</td>
</tr>
<tr>
<td>Trans</td>
<td>13</td>
<td>2</td>
</tr>
<tr>
<td>Fare box</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>Other Mech.</td>
<td>25</td>
<td>5</td>
</tr>
<tr>
<td>Pass/Sick</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Radio/ACS</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Tire</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>Vandal</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>W/C Lift</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>333</td>
<td>58</td>
</tr>
</tbody>
</table>

*August 2009*
PREVENTIVE MAINTENANCE INSPECTIONS
PAST TWELVE MONTHS

VANDALISM COSTS - PAST 12 MONTHS

August 2009
## Diesel Fleet

<table>
<thead>
<tr>
<th>Fleet Series, Year and # of Vehicles</th>
<th>Labor</th>
<th>Parts</th>
<th>Fuel</th>
<th>Oil</th>
<th>Total Cost</th>
<th>Miles</th>
<th>Cost Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100s (2000 - 21)</td>
<td>$9,840.20</td>
<td>$9,978.26</td>
<td>$37,052.28</td>
<td>$934.82</td>
<td>$57,805.56</td>
<td>74,268</td>
<td>$0.78</td>
</tr>
<tr>
<td>1100s (2003 - 8)</td>
<td>$4,240.52</td>
<td>$2,620.21</td>
<td>$15,171.82</td>
<td>$487.72</td>
<td>$22,520.27</td>
<td>31,518</td>
<td>$0.71</td>
</tr>
<tr>
<td>1700s (2002 - 12)</td>
<td>$6,141.93</td>
<td>$4,725.89</td>
<td>$24,601.37</td>
<td>$653.85</td>
<td>$36,123.04</td>
<td>45,065</td>
<td>$0.80</td>
</tr>
<tr>
<td>1700s (2003 - 12)</td>
<td>$6,393.32</td>
<td>$4,292.51</td>
<td>$26,832.30</td>
<td>$1,080.46</td>
<td>$38,598.59</td>
<td>48,681</td>
<td>$0.79</td>
</tr>
<tr>
<td>1700s (2007 - 5)</td>
<td>$5,310.69</td>
<td>$12,478.15</td>
<td>$7,528.22</td>
<td>$453.55</td>
<td>$25,770.61</td>
<td>12,968</td>
<td>$1.99</td>
</tr>
<tr>
<td>1800s (2002 - 4)</td>
<td>$3,877.34</td>
<td>$349.98</td>
<td>$11,006.68</td>
<td>$511.21</td>
<td>$15,745.21</td>
<td>24,669</td>
<td>$0.64</td>
</tr>
<tr>
<td>1800s (2003 - 4)</td>
<td>$4,015.32</td>
<td>$3,520.57</td>
<td>$11,636.97</td>
<td>$550.92</td>
<td>$19,723.78</td>
<td>24,547</td>
<td>$0.80</td>
</tr>
<tr>
<td>2000s (2007 - 10)</td>
<td>$9,458.68</td>
<td>$6,163.31</td>
<td>$18,195.99</td>
<td>$1,160.87</td>
<td>$34,978.85</td>
<td>34,789</td>
<td>$1.01</td>
</tr>
</tbody>
</table>

**Total July 2009:**

<table>
<thead>
<tr>
<th>Labor</th>
<th>Parts</th>
<th>Fuel</th>
<th>Oil</th>
<th>Total Cost</th>
<th>Miles</th>
<th>Cost Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>$49,278.00</td>
<td>$44,128.88</td>
<td>$152,025.63</td>
<td>$5,833.40</td>
<td>$251,265.91</td>
<td>296,505</td>
<td>$0.85</td>
</tr>
</tbody>
</table>

**August Fleet Average:**

<table>
<thead>
<tr>
<th>Labor</th>
<th>Parts</th>
<th>Fuel</th>
<th>Oil</th>
<th>Cost Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.17</td>
<td>$0.15</td>
<td>$0.51</td>
<td>$0.02</td>
<td>$0.85</td>
</tr>
</tbody>
</table>

**FY09 Cost Per Mile:**

<table>
<thead>
<tr>
<th>Labor</th>
<th>Parts</th>
<th>Fuel</th>
<th>Oil</th>
<th>Cost Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.18</td>
<td>$0.17</td>
<td>$0.47</td>
<td>$0.02</td>
<td>$0.84</td>
</tr>
</tbody>
</table>

### Fleet Cost Per Mile - August 2009

- **Fleet Miles:** 296,505
- **Average Fleet Cost Per Mile:** $0.85

#### Bar Chart

Cost Per Mile:
- 0% 17.3%
- 25% 64.1%
- 50% 94.5%
- 75% 131.2%
- 100% 166%

Fleet Series & Model Year:
- $0.78 1100s (2000)
- $0.71 1100s (2003)
- $0.80 1700s (2002)
- $0.79 1700s (2003)
- $1.99 1700s (2007)
- $0.64 1800s (2002)
- $0.80 1800s (2003)
- $1.01 2000s (2007)

August 2009
MECHANICAL ROAD CALLS BY BUS SERIES
August 2009
Total Diesel Miles: 296,505   Roadcalls: 30

Bus Series & Model Year

- 1100 (02): 2
- 1100 (03): 2
- 1700 (02): 6
- 1700 (03): 4
- 1700 (07): 7
- 1800 (02): 1
- 1800 (03): 0
- 2000 (07): 8

Road Calls

0  2  4  6  8  10  12  14  16  18  20
52 Week Review:
Diesel: High $4.17, Low $1.31, Average $2.31
Gasoline: High $3.50, Low $1.53, Average $2.41
B20 use: Aug 15, 2008 - Dec 18, 2008

FY 2010 Fuel Budget:
Diesel 3.10 Gallon
Gasoline $3.25 Gallon
Date: August 31, 2009

To: C. Sedoryk, General Manager/CEO

From: Lyn Owens, Director Human Resources & Risk Management; Hunter Harvath, Assistant General Manager Finance & Administration; Mark Eccles, Director Information Technology; Kathy Williams, General Accounting Manager; Tom Hicks, CTSA Manager

Subject: Administration Department Monthly Report August 2009

The following significant events occurred in Administration work groups for the month of August 2009:

Human Resources

A total employment level for August 2009 is summarized as follows:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY09</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators / Trainees</td>
<td>127</td>
<td>135</td>
<td>8</td>
</tr>
<tr>
<td>C/O on Long Term Leave *</td>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>44</td>
<td>43</td>
<td>-1</td>
</tr>
<tr>
<td>Administration (Interns 2 PT)</td>
<td>22.5</td>
<td>20.5</td>
<td>-2</td>
</tr>
<tr>
<td>Total</td>
<td>228.5</td>
<td>232.50</td>
<td>4</td>
</tr>
</tbody>
</table>

**August Worker’s Compensation Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$26,342.99</td>
</tr>
<tr>
<td>Other (includes Legal, bill review)</td>
<td>$3,152.93</td>
</tr>
<tr>
<td>Medical (includes Case Mgmt, UR, Rx &amp; PT)</td>
<td>$18,857.26</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$4,412.58</td>
</tr>
<tr>
<td><strong>Total Expenses August 2009</strong></td>
<td><strong>$56,765.76</strong></td>
</tr>
<tr>
<td>Reserves</td>
<td>$1,770,842.41</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>49</td>
</tr>
<tr>
<td># Closed Claims for Current Month</td>
<td>1</td>
</tr>
</tbody>
</table>

Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backsafe Injury Prevention Program-Maintenance</td>
<td>28</td>
</tr>
<tr>
<td>Incident Command System Training</td>
<td>1</td>
</tr>
</tbody>
</table>
Risk Management Update

<table>
<thead>
<tr>
<th>Description</th>
<th>August 2009 Preventable</th>
<th>August 2008 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vehicle hits Bus</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Bus hits object</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Liability Claims Paid/Recovered – Property and Personal Injury

$3,853.12 was recovered for this reporting period. There were no claims paid.

Customer Services Update

Customer Service received 37 customer comments during the month as follows:

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>Aug '09</th>
<th>Aug '08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Employee Compliment</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Service Compliment</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>9</td>
<td>13</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
Passed By 2 5.41% 3 6.12%
No Show 1 2.70% 3 6.12%
Late Arrival 1 2.70% 1 2.04%
Harassment by employee 1 2.70% 0 0.00%
Facilities Vandalism 0 0.00% 2 4.08%
Inaccurate Public Information 0 0.00% 1 2.04%
Vehicle Maintenance 0 0.00% 1 2.04%

37 100.00% 49 100.00%

“Improper Employee Conduct” reports (9) represent the largest percentage (24.3%) of overall service reports for August ’09. This shows a consistent increase from 8 (14.3%) in July ’09 and 4 (9.1%) in June ’09. A review of these reports did not identify a specific reason for the increase.

“Improper Driving” reports (6) represented 16.2% of overall reports in August ’09. A review of these reports showed a variety of complaints including speeding (2), bus striking trash cans on curb, coach operator texting, motorist being cut off, and coach operator not using turn signals.

Produced and edited signage for the September 5, 2009 service change. Edits included adjustments for routes, schedules, regional maps, boarding locations, fare information, and destination information at all Transit centers and system time points. Created informational car cards for the September 5, 2009 service change and fare decrease. Posted a memo to coach operators informing them that new riders guides would be FREE onboard all buses for a period of 30 days after the service change. Coordinated the distribution of the new riders guide to various public locations throughout our service area including: libraries, city halls, high schools, visitor centers, hotels, and DMV offices.

Posted the following press releases to www.mst.org:

- MST Pays Stimulus Money Forward (8/11/2009)
- Free Bus Service For Laguna Seca Ticket Holders To Monterey Historics Automobile Races (8/11/2009)
- MST To Provide Free Bus Service To The Monterey County Fair (8/6/2009)
- Free Bus Service To Airshow Provided By Monterey-Salinas Transit (8/3/2009)

Marketing and Sales Update

MST signed a $310 advertising contract with Salinas Valley Fair. Press releases sent include: “Ride MST free to the Monterey County Fair” (8/6/09); “Free Bus Service for Laguna Seca Ticket Holders, 36th Rolex Monterey Historic Automobile Races, August 15-16, 2009” (8/11/09); “MST pays stimulus money forward” (8/12/09).
Published news stories include: “Don’t forget the Trolleys” (Carmel Chamber of Commerce Business News, 8/2009); “$63M of stimulus money comes to county” (Monterey County Herald, 8/7/09); “Ride MST free to the Monterey County Fair” (The Californian, 8/7/09); “Monterey County Fair is a family affair” (Monterey County Herald, 8/12/09); “Free bus service for Laguna Seca ticket holders this weekend” (8/12/09); “MST using stimulus funds to temporarily reduce fares” (The Californian, 8/12/09); “Letters: Subsidies could make MST free public transit” (Monterey County Herald, 8/15/09); “Reduced school bus service boon to Monterey-Salinas Transit” (Monterey County Herald, 8/21/09); “MST sees boost in student riders” (KION, 8/25/09); “Monterey-Salinas Transit uses stimulus savings to discount fares” (The Californian, 8/26/09); “Farr: Monterey County will feel federal stimulus’ impact soon” (The Californian, 8/28/09).

Marketing activities: Created RIDES advisory committee car card; coordinated free day for MST employees at Monterey County Fair; coordinated MST sponsorship and marketing materials for Salinas Airshow; created new farebox stickers for temporary fare reduction; coordinated partnership between MST and Monterey Jazz Festival to provide bus service to their event; created signage with estimated arrival times for Carmel Trolley stops; photo shoot with MST bus in front of Presidio of Monterey sign and inside Presidio gates; planned navigation of new MST website; ordered ARRA stickers for buses; managed vendor and group discount programs; ordered MST promotional products.

Planning Update

During the month of August, staff continued refining the 9 new Presidio bus lines that were introduced July 6th, 2009, as well as the Carmel Trolley, which operated on weekends between July 4th and Labor Day. Final preparations for the September 5th service change continued throughout August. Work continued on the Marina Area Service Study, and MST engaged a consultant to assist with planning for the Monterey Bay Bus Rapid Transit (BRT) program, beginning with the Fremont/Lighthouse corridor in Monterey, Seaside and Sand City. Staff traveled to Los Angeles to attend a workshop sponsored by the Federal Transit Administration on the New Starts funding and engineering process, which MST is beginning as a part of its Fremont/Lighthouse BRT project.

Staff met with the General Manager/CEO of Santa Cruz METRO to discuss regional transportation issues as well as state and federal legislative and funding matters. Staff continued working with the County and consulting architects/engineers at weekly progress meetings on the Frank J. Lichtanski Monterey Bay Bus Operations & Maintenance Center. Staff met with representatives of Gannett-Fleming and city of Marina to discuss scope and design of a proposed mixed-use development on MST’s property at 280 Reservation Road. Staff participated in a meeting with the City of Salinas regarding an upcoming construction project along East Market Street and its impacts to transit service along the corridor. Staff met with a representative of CSUMB to discuss further transit access to the campus and the preliminary results of the Marina
Area Service Study. Staff attended a reception for members of the California Transportation Commission sponsored by the Transportation Agency for Monterey County (TAMC). Over the course of the month, staff attended regular meetings of TAMC, Monterey County Hospitality Association, Fort Ord Reuse Authority, Monterey County Business Council, and the Association of Monterey Bay Area Governments.

CTSA Update

During August, staff participated in community organization activities in which transportation of seniors, low-income and/or disabled persons was a component of the planning process. Included were participation on the East Salinas (Alisal) Policy Work Group and the Office of Emergency Services Mass Care & Shelter Work Group.

Staff also worked with the RIDES Advisory Committee (RAC) toward integrating the RAC into the newly forming CTSA – Mobility Advisory Committee to the Board of Directors (MAC) as a permanent subcommittee. Broader representation for the MAC was discussed and it was decided that the first meeting of the MAC will take place in November 2009 rather than September as earlier planned. This will allow additional time to identify and recruit members for the MAC.

Also in August, staff completed work on ten FTA grant applications for 5316 (JARC) and 5317 (New Freedom) projects for the FTA 2010 Funding Year (Cycle 4). Grant funding is sought for third and fourth year funding for current two-year projects which include purchases of small paratransit buses, accessible taxis, senior shuttles as well as travel vouchers, travel training, reverse-commute services and 211support. Other mobility management activities will also be funded from portions of several of these grants.

Information Technology Update

Staff continued working with the Continental Transitmaster system configuration. Staff continued to configure software and hardware for the Assetworks Maintenance system. Staff continued to configure and monitor the FAMIS Payroll system. Staff continued to configure data 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 continued to support MST staff as needed, proactively ensuring MST staff were supported fully with their IT needs. Staff continued liaison with Facilities Manager regarding the proposed FJL facility.

Staff worked with MST departmental personnel as well as external vendors in the planning stages for the new MST FJL facility on the former Fort Ord site.

Accounting Update

During the month of August 2009, staff continued working on our fiscal year end and upcoming audit. Disbursements staff maintains and achieves their weekly goals.
consistently. Staff has also spent significant time in working to investigate functions and processes and implement changes as needed.

Staff continues to work on the PERS and DDAM implementation closely with IT and Communications. MST has critical deadlines with the PERS implementation. Staff continues working on the transition of changing our banking relationships while ensuring minimal disruption of activities.

MST continues to benefit from our outsourced money count function. MST is realizing reduced labor costs and increased security in this area. We will be working on looking at other options to outsource to Brinks in the near future.
Taking a slight pause in bringing new transit service to the Monterey Peninsula, the Transportation Agency decided to postpone its decision on whether to run light rail or rapid buses on the Monterey Branch Line corridor between Portola Plaza and Marina until its October 28 board meeting. The decision was made at the request of former Monterey Mayor Dan Albert, who asked that the City of Monterey be given extra time to vote on its preferred alternative if it so desired. Although several presentations had been made to each of the peninsula cities along which the branch line runs, only the City of Marina took a vote on the issue, delegating its decision on a preference for light rail or bus rapid transit in the corridor to its Transportation Agency representative, Mayor Bruce Delgado. The Transportation Agency specifically did not ask cities to take a position on their preferred technology so that its Board of Directors could reach consensus among the various communities.

The Monterey Branch Line runs between Monterey and Castroville on the publicly owned tracks adjacent to Highway 1. For the past few years Transportation Board members have been discussing and reviewing the benefits to bus rapid transit or light rail transit for the planned corridor. Each alternative has its advantages; however light rail was recommended by the Rail Policy Committee and agency staff based on its ability to provide superior transportation in the long-term while best meeting the vision and future plans for each of the peninsula cities. For instance, light rail vehicles hold more riders than bus rapid transit vehicles and, unlike bus rapid transit, have the ability to add train cars at a nominal operating cost. Staff argued that this capability to respond to long term growth is a key advantage of light rail technology. Another stated advantage is that intercity rail to San Jose and San Francisco can run on the same light rail tracks that provide local transit service.

The first phase of the project will run between Monterey and north Marina with key stations in Monterey, Seaside, Sand City, Marina/CSUMB, and connecting service to Salinas and Castroville. Later phases will extend service to the planned commuter rail station in Castroville. The total capital cost for phase 1 of the project is $114 million (bus rapid transit) to $128.5 million (light rail).
The next step for the project is to complete the federal and state environmental review in preparation for requesting federal transit funds for construction. Start of service is planned for early 2015.

**AGENCY PLANS PROJECTS FOR NEXT 25 YEARS**

The Transportation Agency approved a draft project list for the 2010 Regional Transportation Plan. This plan updates the last list made in 2005 by removing a number of projects which cannot be funded or completed within the 25-year life of the plan, given that no new local sales tax revenues are being assumed.

Some projects removed or to be added to the "unfunded list" includes:

- State Route 1 Carmel Corridor Widening: Capacity increases and improvements between Carmel River Bridge and State Route 68.
- State Route 1 Moss Landing Corridor: Widen to four lanes between Castroville and Salinas Road.
- State Route 68 Bypass: Construct 4-lane bypass along Fort Ord Right of Way or widen existing alignment between Toro Park and State Route 1.
- State Route 68 (East)/ SR 1 Interchange: Reconstruction to existing State Route 1 and State Route 68 interchange.

**MONTEREY COUNTY RECEIVES FUNDS FOR 511 TRAVELER INFORMATION SYSTEM**

The Transportation Agency recently received $260,000 in state funds, which will go toward a 511 Traveler Information System for the Monterey Bay Area, in coordination with the Santa Cruz Regional Transportation Commission and the California Department of Transportation. Much like the 511 Traveler Information System in the San Francisco Bay Area the system has two components -- a voice recognition-based phone system and a website component. Both components are dedicated to provide a wide range of travel information, from vehicle travel times on major Highways such as Highway 101 or 1, to transit schedules, rideshare and carpooling information and weather and tourism information. By making travel information easy to access, it is expected that people can make more informed choices about when to travel, what type of transportation to use, and what route to take.

A Monterey Bay Area 511 System will be an effective strategy for simultaneously addressing numerous transportation challenges in both the short and long-term, at a low
cost, and with significant benefits for multiple modes. The system would be designed to maximize the opportunities to build upon existing local transportation resources.

MARINA AND KING CITY RECEIVE FEDERAL TRANSPORTATION STIMULUS FUNDS

Two new projects will receive federal stimulus funds, the Marina Pedestrian Sidewalk Project – $222,000, and the King City Pedestrian Project - $160,000. Both projects will fill sidewalk gaps near schools and will provide safety and mobility benefits. These projects also maximize the distribution of the available federal stimulus funds around the County.

TWENTY NEW CALL BOXES PLANNED FOR RURAL MONTEREY COUNTY

Twenty new call boxes will be installed in rural Monterey County areas, including Jolon Road, Carmel Valley Road and Arroyo Seco Road. Monterey County Public Works and the South Monterey County Fire Protection District requested that these call boxes be installed to enhance safety and provide emergency roadside assistance to motorists traveling in rural County areas. Procuring, building and installing the 20 call boxes has been estimated to cost $112,833.99.
TO: Carl Sedoryk

FROM: Thomas P. Walters

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

- Discussed MST projects with Senate Environment and Public Works Committee Chairwoman Boxer’s staff and requested support for funding in SAFETEA-LU Reauthorization.

- Contacted House Transportation and Infrastructure Committee Staff to discuss MST Federal agenda and the process for surface transportation legislation reauthorization.

- Researched and provided update to MST regarding proposed changes and expansion of the Federal Transportation Fringe Benefit law and tracked for any future potential impact on service to Presidio of Monterey.

- Provided updates on transportation legislation, including FY 2010 funding bills and the reauthorization of SAFETEA-LU.

- Advised on lobbying strategies and MST Federal agenda and priorities.

TPW:dwg
August 11, 2009

To: C. Sedoryk, General Manager/CEO

From: M. Hernandez, Assistant General Manager/COO

Subject: Trip Report

I attended the Eno Center for Transportation Leadership, Senior Executive Seminar in Washington, DC from July 19-24 along with transit executives from approximately 40 transit systems throughout the nation.

The guest speakers provided motivating and often candid examples of personal successes, challenges and failures at mostly large transit properties. The goal of the seminar was to further develop leadership skills and qualities senior transit executives need to effectively lead an organization. Listed below are session topics & speakers.

- **Thinking as a CEO** – Dr. Barbara Gannon
- **Lessons of Leadership** – Michael Burns (Santa Clara VTA)
- **The Business of Transit** – Michael Mulhern (MBTA Retirement Fund)
- **The Future of Transit Financing** – Mort Downey (PB Consultant)
- **Serving Multiple Constituencies** – Jerry Premo (AECOM)
- **The First 100 Days** – Robert Prince (AECOM)
- **A Labor Perspective** – Edward Wytkind (AFL-CIO)
- **Leadership and Washington: Context and Challenges for the Transportation Executive** – Dr. Stephen Van Beek (Eno Foundation)
- **Good Governance: Managing Boards** – Tom Downs (Bipartisan Policy Center)
- **Managing Your Career** – Stephanie Pinson (Gilbert Tweed Assoc.)
- **Lessons Learned** – Dwight Ferrell (MARTA)
- **Keeping the Balance** – Stephen Kingsberry (Delaware Transit Corporation)
- **Workforce Development** – J. Barry Barker (Transit Authority of River City)
- **Building Strong Teams** – Michael Scanlon (SamTrans)
- **The Good Work of Transit** – William Millar (APTA)

The seminar experience was greatly enhanced by being in Washington DC; which provided a national focus on transit issues, as well as insight from individuals who work with our legislators and with the Obama administration. I had the opportunity to meet Peter Rogoff the new FTA Transit Administrator and briefly reviewed MST’s new FJL project. Our Eno group also met with senior staff from the Washington Metropolitan Area Transit Authority as they were managing a media/public relations crisis regarding a recent train collision. The conference allowed me to get to know many of my peers from larger transit properties, get reacquainted with some contacts, and meet senior staff from AECOM. I appreciate the opportunity to have attended this training.

Michael Hernandez
September 29, 2009

To: Carl Sedoryk

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

Subject: TRIP REPORT

On August 10 through August 13, 2009, I traveled to Los Angeles to participate in the New Starts Engineering Workshop presented by the Federal Transit Administration (FTA). MST has submitted an application for a Bus Rapid Transit project to FTA, which has granted authority to enter project development. In that regard, FTA staff asked that MST participate in this workshop training to better acquaint ourselves with current policies and practices regarding the New Starts program. MST’s Fremont/Lighthouse BRT project has been recommended for $2.85 million in funding in the “Very Small Starts” category of the larger federal New Starts program. After introductory remarks from FTA’s Deputy Associate Administrator for Program Management and the FTA Region IX Administrator, topics covered during the workshop included:

- Entry and Expectations for Preliminary Engineering
- Case Study -- Los Angeles Eastside Rail Expansion
- Risk Assessment
- Entry and Expectations for Final Design
- Case Study – San Francisco Central Subway
- Case Study – Station Design for the rebuilt World Trade Center
- Full Funding Grant Approvals, Bidding and Construction
- Systems Start Up and Testing

Also included in the workshop training was a site visit to the LA Eastside Rail Expansion project, currently nearing the end of construction and being tested.

Hunter Harvath
To: C. Sedoryk, General Manager/CEO
From: M. Hernandez, J. Madler, C. Wulf and M. Eccles

Subject: Trip Report – City of Columbus Fleet Management Division

MST staff conducted a site visit to the City of Columbus Fleet Management Division (CFMD) on September 18. Participating in the visit was: Mark Eccles, Director of IT, Janet Madler, Fleet Manager and Carl Wulf, Facilities/Capital Projects Manager and I. Listed below are some of the details about the facility with additional staff comments:

Facility details: 32 acres; 150,000 sq feet in size with an 18 months construction period. The facility was completed in March 2008 at a cost of $27m including land acquisition. A 3rd party firm managed the construction project. There were 160 change orders during construction with final construction costs at 1% over the budget, mostly due to soil conditions.

This new facility eliminated three of six older garages/sites under one roof to manage the fleet and repair needs of public works, fire and police vehicles. Seventy-five percent of CFMD’s mechanics are ASE certified and the garage also achieved the ASE Blue Seal certification. When CFMD combined inventory from the three other sites into one parts room their inventory was reduced from $1.6m to approximately $500,000. The administration office pool had an attractive suspended ceiling design.

Columbus’ fleet management system currently uses the AssetWorks system FA 5.8 version (MST is on 6.1). Two employees enter hand written work orders with the goal to go “paperless” later this year. There were significant issues in setting up this maintenance management system, including problems with “equipment files” being incorrectly set up. The FuelFocus system had been installed at three other sites and CFMD noted there were problems at each one.

CFMD installed the Lincoln fluid dispensing system for all fluids, with GasBoy for fuel dispensing. Lincoln had a representative demonstrate fluid dispensing and their reporting system along with the various tanks and sensors. CFMD installed 160+ dispenser points, with one bank of hose reels for every three bays in an effort to save costs. CFMD was the first Lincoln/AssetWorks integrated project.

CFMD staff conveyed strong support for the Lincoln product and the project team. The system appeared to work exceedingly well and was designed specifically for fluid dispensing, versus a fuel dispensing system that has secondary function of fluid dispensing. The site visit provided an excellent opportunity to meet with CFMD construction project, IT and senior management staff to discuss candidly their project success and problems. Additionally, Lincoln provided a key project team member for the meeting who provided a helpful overview of the project issues and how their system works. The site visit helped confirm that the Lincoln product would be a useful system for our new facility.
**Additional Staff Details/Comments:**

Lincoln fluid handling equipment – excellent quality equipment that looks to be dependable and long lasting.

**Tips for set-up:**
- Allow for expansion when filling tanks (they had a tank overflow when the outside temperature increased, the spill monitors worked well).
- Set-up reorder points. Tanks are sized to reduce ordering to only four times a year and to take advantage of bulk pricing.
- Set low limits to prevent pump from pumping air when running low or out of product. This will also shut off the system in the event of a line failure.
- They have miles of piping and it would be difficult and costly to get all the air out of the system if the pump ran out of product.
- Inventory is captured by a wireless probe that calculates weight of product and converts to the quantity. This might be usable at CJW for measuring our underground fuel tank quantities.
- Use poly (plastic) components for windshield washer fluid (won’t react and won’t corrode).
- All tanks and piping were clearly labeled. Seams were welded to prevent leaks.
- Tanks were double walled and tank room was designed for secondary containment.
- The tank room seemed too small; we should allow room to add new products. (they were converting a tank for a new coolant).

**Other shop observations:**

High ceilings, overhead cranes, good lighting, windows in bay doors, insulated doors, vehicle sensors in front of shop doors to activate the door when a vehicle pulls up, good gas shop heaters, lacked wall space, they would move the parts room closer to the truck shop if they were to change their design (see floor plan hand-out). The epoxy coated floor in the welding shop burns (they are looking for a better floor option). Limit lines were on the floor to indicate traffic flow and for restricted spaces (example: in front of fire extinguishers). Outstanding generator room will power everything in case of a power failure.