Board of Directors Regular Meeting

Monday, September 8, 2008

MST Bus Stop Shop
150 Del Monte Avenue, Monterey

10:00 a.m.

TRANSPORTATION: Ride any bus to Downtown Monterey

1. CALL TO ORDER

1-1. Roll call.

1-2. Pledge of Allegiance.

2. CONSENT AGENDA

2-1. Review highlights of Agenda. (Carl Sedoryk)

*These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.*

| 2-3. Disposal of property left aboard buses. (Danny Avina) (p. 3) |
| 2-4. Minutes of the regular meeting of August 18, 2008. (Angelina Ruiz) (p. 5) |
| 2-6. Authorize transfer of title. (Benjamin Newman) (p. 29) |
| 2-7. Approve GM/CEO contract for FY09. (Lyn Owens) (p. 31) |

End of Consent Agenda
3. **SPECIAL PRESENTATIONS**

3-1. September Employee of the Month – Paul Lopez, Facilities Technician. (Carl Wulf)

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 – August 18, 2008. (Zoe Smallwood) (p. 35)

6. **BIDS/PROPOSALS**

7. **PUBLIC HEARINGS**

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

10. **REPORTS & INFORMATION ITEMS**

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

10-1. General Manager/CEO Report. (p. 37)

10-2. TAMC Highlights – August 27, 2008. (p. 59)


10-5. Informational Only – Property insurance renewal. (Lyn Owens) (p. 65)

10-6. Staff trip reports. (p. 67)
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. Conference with Legal Counsel – Potential Litigation, (§54956.9), Monterey County Superior Court #M89949 (Puente v MST). (Lyn Owens) (No enclosure)

13-2. General Manager/CEO Performance, (§54954.2) (No enclosure).

14. RETURN TO OPEN SESSION

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

15. ADJOURN

**NEXT MEETING DATE:** October 13, 2008 in MST Conference Room.

**NEXT AGENDA DEADLINE:** October 1, 2008

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

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to Sonia Bannister, MST, One Ryan Ranch Road, Monterey, CA 93940 or srbannister@mst.org
PAUL LOPEZ
SEPTEMBER 2008
EMPLOYEE OF THE MONTH

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, Paul Lopez has been with Monterey-Salinas Transit since June of 1998, then promoted to Senior Utility Service Person in September 2001 and to Facilities Technician in January 2007. As a Facilities Technician, he has displayed all the attributes of an outstanding employee; and

WHEREAS, Paul Lopez has received Special Projects awards, Commendations for Outstanding Performance, Attendance and Safety Awards as well as having been selected as Employee of the Month on three separate occasions and Employee of the Year for 2007.

WHEREAS, Paul Lopez was instrumental in the cleanup of a large fuel spill at the Wright Division. He worked together with the Facilities staff to remove over sixty gallons of fuel – this minimized the impact to MST; and

WHEREAS, Paul Lopez is truly a great asset to the Facilities Department and MST. He has clearly demonstrated a commitment to performing his assigned duties in the most efficient and timely manner.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Paul Lopez as Employee of the Month for September 2008; and

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

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2009-05 this 8th day of September 2008 by the following vote:

AYES:       Armenta, Clark, Downey, Ford, Mancini, Stilwell

NOES:       None

ABSENT:     Sanchez, Sharp

Fernando Armenta
Chairman

Carl G. Sedoryk
Secretary
To: Board of Directors

From: Danny Avina, Marketing and Customer Service Manager

Subject: Disposal of unclaimed property left on bus

Goodwill

1 apron          2 jackets
2 ties           2 hats
1 toy animal     1 purse
1 blue tooth     
1 pair prescription glasses
1 head set
1 coin purse

To be disposed

5 sets of keys   1 wallet
1 RX medication  1 jacket
1 credit card    1 Salinas Gold pass
5 receipts       1 knife
1 magazine       1 purse
1 pair shorts    1 toiletry item
1 check book

$0.33 turned into accounting for deposit.

MST makes an attempt to contact the owners of Lost and Found items. If the items are unclaimed after 30 days, they are added to the above list.

PREPARED BY: ___________________ REVIEWED BY: ___________________

Danny Avina                Carl Sedoryk
1. CALL TO ORDER

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

Present: Karen Sharp City of Carmel-By-The-Sea
Kristin Clark City of Del Rey Oaks
James Ford City of Marina
Libby Downey City of Monterey
Vicki Stillwell City of Pacific Grove
Sergio Sanchez (10:03) City of Salinas
Thomas Mancini City of Seaside
Fernando Armenta County of Monterey

Absent: Lisa Senkir City of Gonzales (Ex-Officio)

Staff: Carl Sedoryk General Manager/CEO
Ben Newman Risk Manager
Michael Hernandez Asst. General Manager/Chief Operations Officer
Robert Weber Director Transportation Services
Michael Gallant Planning Manager
Michael Cargile Communications Systems Specialist
Tom Hicks CTSA Manager
Zoe Smallwood Marketing Analyst
Chris McDaniel General Accounting Manager
Angelina Ruiz Human Resource Administrator
Lou Doll Safety / Training Officer
Rudy Mora Coach Operator
Bill Morris Contract Transportation Manager

Others: Dave Laredo DeLay & Laredo
Heidi Quinn DeLay & Laredo
Lori Cargile Wife of E.O.M
Ruth Mora Wife of Rudy Mora
Lance Atencio MV Transportation
John Slobodir Pacific Grove, CA

Apology is made for any misspelling of a name.

2. CLOSED SESSION

The Board adjourned to Closed Session to meet with legal counsel regarding conference with labor negotiators.
3. RETURN TO OPEN SESSION

Upon returning to open Session, General Counsel Laredo provided a status report on the negotiations. No reportable action was taken by the Board.

4-1. – 4-15. CONSENT AGENDA

The consent agenda items consisted of the following:


4-3. Disposal of property left aboard buses.

4-4. Minutes of the regular meeting of July 14, 2008.


4-6. Approve new check signing authority for LWP Claims Solutions Inc.

4-7. Approve MST officers and Appointment.

4-8. Reject Liability Claim.

4-9. Committee Assignments.

4-10. Award $41,891.85 Contract to Gillig Corporation for purchase of Coach Operator Seats.

4-11. Approve Revised Drug and Alcohol Policy.


4-13. Adopt DBE Goals.


4-15. Authorize General Manager / CEO to sign ballot argument/rebuttal for the TAMC ½-Cent sales tax.

Item 4-9 was pulled from consent for further discussion.

Director Mancini moved to approve the remaining items on the consent agenda. Director Ford seconded and the motion carried unanimously.
4-9. COMMITTEE ASSIGNMENTS

Director Downey requested more information on proposed meeting dates for Planning / Operations and Committee Assignments. Director Downey requested to be added to the Legislative Committee.

Director Sanchez moved to authorize the revised committee assignments. Director Stillwell seconded and the motion carried unanimously.

5. SPECIAL PRESENTATIONS

Director Sanchez arrived at 10:03 a.m.

Robert Weber, Director of Transportation Services, introduced Michael Cargile, Communications Systems Specialist, as Employee of the Month for August 2008. Michael Cargile began his career with MST in April 1991 as a Coach Operator. In May 2006, Michael was promoted to the position of Communications Systems Specialist. In July of 2008, Michael Cargile assumed the role as the Communications Center’s lead during the Red Bull Moto GP event. MST provided service to this special event over a 3-day period requiring the deployment of 24 additional MST coaches at it’s peak. He was responsible for briefing the 35 Coach Operators assigned to the event and coordinating with Senior Operations Supervisor who was overseeing the overall operation. Michael’s performance in the Communications Center was exceptional.

Mike Hernandez, Assistant General Manager / COO, recognized Rudy Mora, Coach Operator, for 20 years of service with MST. Mr. Mora was awarded with a 20 year commemorative pin.

6. PUBLIC COMMENTS

Jim Fink, Salinas resident, requested better communication between MST Dispatch and MV Dispatch to improve scheduling issues between MST and RIDES. Mr. Fink requests the redesigning of the time tables to ensuring timeliness for riders who travel line 55 from Monterey to San Jose.

7. COMMITTEE REPORTS

The Board accepted and filed the HR Committee Minutes – July 18, 2008; MST RIDES Advisory Committee Minutes- May 19, 2008 and Facilities Committee Minutes- July 14, 2008.

8-1. PASSENGER SEAT CONTRACT

This portion of the project will rebuild and replace 35 passenger seats on 21 1100-series coaches, and provide one spare bus set. The original seat manufacturer is no longer in business and Bergen Auto Upholstery will rebuild the seats to include new
foam/support materials and fabric. The seats will be installed into the original seat frames either by MST personnel or by an outside vendor. These seats are worn and the original fabric is no longer available. The replacement fabric will match the current fabric used on MST’s newest fleet. Replacement seats will remove old worn seats, improve passenger comfort and improve the overall appearance of the fleet.

    Director Mancini moved to authorize Bergen Auto Upholstery to rebuild 35 passenger seats for twenty-one buses for a total of $116,385.13 which includes a 5% project contingency. Director Downey seconded and the motion carried unanimously.

8-2. ELECTRONIC DESTINATION SIGNS

MST’s model year 2000 Gillig Phantom Transit buses have an average of 381,000 miles, which is the highest in the fleet. This fleet is scheduled for refurbishment work to include the replacement of passenger/driver seats, destination signs, replacement of major components and other work. Refurbishing the fleet is intended to maximize the life of these vehicles beyond the typical 12 year, 500,000 miles.

    Director Downey moved to authorize the purchase of new electronic destination signs from DRI Corporation/Twin Vision for a total cost of $143,074 which includes a 5% contingency. Director Clark seconded and the motion carried unanimously.

9. PUBLIC HEARINGS

None.

10-1. RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN MST EMPLOYEE ASSOCIATION

Negotiations ended on August 11, 2008 resulting in recommendations of a 4% increase during the first year of the MOU and a 3.5% increase for the second and third years of the contract. There was also a recommended change to the 1% longevity pay which was agreed by both parties. The agreement is that those employees whose salaries are frozen at the top of their scale shall receive their 1% longevity pay in a lump sum; thereafter not affecting base pay for future increases. One new article was written to address flexible work schedules and a recommendation to increase the tuition reimbursement from $1,000 per year to $2,000 per year.

    Director Clark commented that she glad to see flextime and tuition reimbursement being raised to offer more opportunity for MST employees. Director Clark moved ratify the MOU between MST and MSTEA. Director Sharp seconded and the motion carried unanimously.
10-2. ACCEPT PROPOSAL FROM CENTRAL COAST ALLIANCE FOR HEALTH

On May 19th, the General Managers for both MST and the Santa Cruz Metropolitan Transit District (METRO) met with Alan McKay, the Executive Director of CCAH to discuss the financial and operational impacts that the change in Alliance practices has made on our region’s public transit operators. Based on these discussions the Alliance is offering MST $117,141 to assist with the costs of associated with the transition of non-essential medical trips from the Alliance to MST RIDES.

Director Manicini moved to accept the proposal from Central Coast Alliance for Health in the amount of $117,141. Director Stillwell seconded and the motion carried unanimously.

11-1. TAXI STATUS UPDATE

Receive update on the TAMC taxi study and the proposed role of MST as the regional taxi authority for Monterey County. No action was taken.

12-1. – 12-6. REPORTS & INFORMATION ITEMS

The reports consisted of the General Manager/CEO Report; Washington DC Lobbyist Report – July 30, 2008; Sacramento Lobbyist report – August 1, 2008; RIDES Vehicle Purchase Report; Board referrals; and Staff trip reports.

13. COMMENTS BY BOARD MEMBERS

Director Clark commented that she was glad to see flextime and tuition reimbursement being raised to offer more opportunity for MST employees. The Board of Directors inquired about the possibility of holding the September 8 Board Meeting at the new Mobility Management Center in Monterey, CA.

12. ANNOUNCEMENTS

Director Downey commented there will be a possibility that she will either be tardy or absent from the Board Meeting on September 8 due to a prior engagement.

13. ADJOURNMENT

There being no further business, Chair Armenta adjourned the meeting at 11:19 a.m.

Prepared by: ______________________________
Angelina Ruiz
To: Board of Directors
From: H. Harvath, Assistant General Manager for Finance & Administration

RECOMMENDATION:

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

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance August 1, 2008</td>
<td>$4,358,251.37</td>
</tr>
<tr>
<td>Revenues</td>
<td>7,360,473.61</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;2,032,174.90</td>
</tr>
<tr>
<td>Ending balance August 22, 2008</td>
<td>$9,686,550.08</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.

Prepared by: ______________________  Reviewed by: ___________________
Hunter Harvath                          Carl Sedoryk


**TREASURY TRANSACTIONS**
**FOR JULY 2008**

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Confirm #</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Balance</td>
</tr>
<tr>
<td>Balance Forward at 07/31/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,748,522</td>
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<tr>
<td>Aug 6 LAIF</td>
<td>1183319</td>
<td>WF</td>
<td></td>
<td>127,000</td>
<td></td>
<td>3,621,522</td>
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<tr>
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<td>1183788</td>
<td>WF</td>
<td></td>
<td>170,000</td>
<td></td>
<td>3,451,522</td>
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<tr>
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<td>WF</td>
<td></td>
<td>250,000</td>
<td></td>
<td>9,759,522</td>
</tr>
</tbody>
</table>

Local Agency Investment Fund:
(Earned 2.787% for July 2008) $9,759,522

Treasury Balance at 08/22/08: $9,759,522
To: Board of Directors
From: B. Newman, Risk Manager
Subject: Authorize Transfer of Title

RECOMMENDATION:

1. Approve title transfer of one (1) 2004 Chevy Venture to MV Transportation, Inc.

2. Approve title transfer to one (1) Ford F450 to MV Transportation Inc.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

Your Board approves sale of vehicles and assets.

DISCUSSION:

On March 11, 2008, a 2004 Chevy Ventura, operated by MV Transportation Inc. was damaged, and considered a total loss. MST has negotiated a claim settlement of $3,839.00, allowing MV Transportation Inc. to retain the vehicle for salvage as part of the settlement.

On June 20, 2008, a 2005 Ford F450, operated by MV Transportation Inc. was damaged, and considered a total loss. MST has negotiated a claim settlement of $28,900.00, allowing MV Transportation Inc. to retain the vehicle for salvage as part of the settlement.

PREPARED BY: ____________________  REVIEWED BY: ____________________

Ben Newman  Carl G. Sedoryk
To:          Board of Directors
From:       L. Owens, Director of Human Resources
Subject:    General Manager/CEO Contract Renewal

RECOMMENDATION:

2. Refer GM/CEO Performance Evaluation to Committee.

FISCAL IMPACT:

Wages are included in the approved FY 2009 Budget.

POLICY IMPLICATIONS:

Your Board approves the employment agreement with the General Manager/CEO.

DISCUSSION:

The Human Resources Committee met to discuss the proposed new contract for the General Manager/CEO at 9:00am on this date. The GM/CEO will receive the same increase in compensation as did the Monterey-Salinas Transit Employee Association in the Memorandum of Understanding dated July 1, 2008 to June 30, 2011 and with no other changes to the existing contract.

The HR Committee also discussed the process of evaluating the General Manager/CEO. A copy of the Performance Review form was provided to the committee. Staff recommends that the Board Chair, and the HR Committee form a Performance Evaluation Committee to present recommendations to the full board on the performance of the General Manager/CEO based on his goals and objectives as well as approve or amend goals and objectives for the new fiscal year. Attached is the status of completion of Board adopted objectives for FY 2008.

PREPARED BY: __________________       APPROVED BY: _______________________

Lyn Owens                          Carl G. Sedoryk
September 2, 2008

To: Performance Committee: F. Armenta, Chairman; Directors Sharp and Stilwell

From: C. Sedoryk, General Manager/CEO

Subject: Performance Evaluation

As required in my employment agreement, the Board provides me with a formal annual performance evaluation. This evaluation period is October 1, 2007 – September 30, 2008.

Enclosed are the following:

1. MST Mission Statement
2. MST Business Model
3. General Manager/CEO Personal Mission Statement
4. FY 2009 Objectives and Results
5. Performance Evaluation Form

Annual objectives are adopted by your Board and serve as a primary basis for evaluating my performance. In turn, the annual objectives are used to develop performance appraisals for non-union employees.

Please fill out the enclosed performance appraisal form and return it to the Chair no later than October 1, 2008. The Chair will summarize and combine the appraisal forms received into a single document. The summary evaluation will serve as my formal written evaluation after the Board reviews it in closed session.

This evaluation is for appraisal purposes only and for granting an annual performance incentive. Provisions for incentives are at the board’s discretion as defined in the contractual agreement.

Performance Evaluation

Upon completion of each year of service in the capacity of GM/CEO, MST shall provide an annual performance evaluation of Sedoryk. The MST Board Performance Committee shall evaluate Sedoryk by September 30th of each year and make recommendations to the full board at the October meeting. The MST Board reserves the right to increase Sedoryk’s compensation after each evaluation or a one-time performance incentive or some combination thereof. The GM/CEO will keep the Board informed of current trends and industry best practices in executive performance evaluation and compensation.

Let me know if you have any questions or need additional information about any of the enclosed materials.
Carl G. Sedoryk
MST Mission Statement

*Our mission is leading, advocating and delivering quality public transportation.*

- **Key Business Driver #1**: Increase Customer Satisfaction
- **Key Business Driver #2**: Strengthen Employee Development and Satisfaction
- **Key Business Driver #3**: Enhance Support by MST Members & Other Stakeholders
- **Key Business Driver #4**: Operate Safely, Efficiently & Effectively

MST Core Values

*We believe in . . .*

- Using Good Judgment
- Focusing on winning, not individual scoring
- Teamwork
- Trust, Cooperation, and Loyalty
- Constant, Measurable Improvement
- Recognizing Results
MST Business Model

BASED ON THE MALCOLM BALDRIGE CRITERIA FOR PERFORMANCE EXCELLENCE
A Systems Perspective

1 Leadership

2 Strategic Planning

3 Customer and Market Focus

4 Information and Analysis

5 Human Resource Focus

6 Process Management

7 Business Results
General Manager/CEO
Mission Statement

To plan and direct the activities of MST by providing the support, empowerment, and environment necessary to carry out the policies and objectives of the Board of Directors and in support of the overall MST mission.
Job Description

Job Title: General Manager/CEO  
Reports To: Board of Directors  
FLSA Status: Exempt  
Department: Joint Powers Agency – Monterey-Salinas Transit  
Location: Monterey  
Prepared By/Date: 

Summary: This chief executive officer position is responsible for the administrative management of all services and operations for the District's regional public transit system.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Under the guidance of the Board of Directors, plan, develop, and establish Agency policies and objectives; direct the Agency towards current and long range goals; and assure compliance with federal, state, and municipal laws. Confer with senior staff to plan business objectives; direct, develop, and enforce organizational policies to coordinate functions and operations between divisions and departments; and establish responsibilities and procedures for attaining objectives. Oversee activity reports and financial statements to determine the progress and status of the Agency's financial structure. Direct the development of the operating and capital budgets. Revise objectives and plans in accordance with current conditions. Direct and coordinate the formulation of financial programs to provide funding for new and continuing operations to maximize returns and increase productivity. Confer with legislative liaison individuals and/or committees to develop recommendations for change in legislation and administrative procedures. Maintain official and informal associations with various federal, state, and local professionals and officials to facilitate funding and promote Agency objectives. Make recommendations to the Board of Directors regarding matters affecting Agency management, services, and operations.

Other Job Functions: Represent the Agency at national, state, and local meetings/conferences to promote and explain Agency objectives. Consult with other government agencies, business community, and private organizations to resolve problems. Act as chief negotiator in the formulation of agreements with contract personnel. Establish and maintain an effective system of communications throughout the organization.

Competency:  
Knowledge and Abilities  
- Functions and responsibilities of a regional transit District.
- Principles of administration and management, labor relations, and personnel management.
- Laws, ordinances, rules, and regulations affecting mass public transit.
- Sources of federal, state, and local funding for public transportation.
- Economic, political, social, and psychological factors related to providing public transportation.
- Budget development and administration.
- Financial planning and cost control.
- Planning and development.

**Required Ability to:**

- Understand the interrelationship between federal, state, and local governments as they affect transportation.
- Assimilate information from a variety of sources, analyze complex information, and recommend courses of action.
- Plan, organize and direct Agency services and operations.
- Read, analyze, and interpret technical journals, financial reports, and legal documents.
- Respond to common inquiries/complaints from customers, regulatory agencies, and business community.
- Apply mathematical concepts such as probability and statistical inference.
- Prepare complex reports and correspondence.
- Communicate clearly and effectively in written and oral form.
- Speak persuasively before groups.
- Direct a staff of diverse professionals.
- Exercise good judgement.
- Establish credibility with the Board of Directors.
- Interact professionally with various levels of legislative and administrative officials, citizen boards, general public, and Agency employees.
- Maintain a valid Class C California driver's license issued by the Department of Motor Vehicles.
Work is primarily performed in an indoor office setting for eight hours per day. While performing the duties of this job, the incumbent must regularly:

- Talk, hear, and see when communicating with the public and employees.
- Frequently sit, and occasionally stand and walk.
- Have the ability to work in a fast paced environment and meet deadlines.
- Work beyond normal office hours for evening and weekend meetings.
- Conduct business travel within the state and to other states may be required periodically.
- Utilize necessary aptitudes which include understanding instructions, reason to make judgements, numeric aptitude, problem solving and analytic abilities.
- Show initiative, ingenuity, and imagination; and memory and concentration.
- Need patience and persuasiveness when interacting with other people.
- Require strong verbal aptitude and public speaking ability.

**Minimum Qualifications** — Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Required Prior Experience:**
Graduation from an accredited college or university and four years of executive level experience in a large urban public transportation system. Multi-modal experience desirable.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**
Education and experience equivalent to graduation from an accredited four-year college or university and five years of transit planning experience (fixed route and paratransit) or any equivalent combination of education and experience which provides the desirable knowledge, skills, and abilities. Masters degree in Public Administration, Planning, or related transportation fields is desirable.
FY 2008
MST ACTION PLAN STATUS UPDATE

With the adoption of the FY 2008 – 2010 Strategic Plan and FY 2008 budget, staff identified the following action plan during the FY 2008 fiscal year. Status of completion is indicated in **boldface** type.

1. **Improve Service Design and Infrastructure:**
   a. Implement Marina DART service. **Completed.**
   b. Fine-tune services in response to customer requests. **Completed/Ongoing.**
   c. Implement marketing and promotional efforts offering new products, or discounts and targeting major employers designed to increase ridership of non-traditional riders. **Completed/Ongoing.**
   d. Begin design of FJL Monterey Bay Operations Facility. **Completed.**
   e. Study alternatives for location of a transit center in Monterey. **Competed/Ongoing.**
   f. Develop a comprehensive regional BRT plan and apply for funding for the Lighthouse Avenue BRT service, as appropriate. **Completed.**
   g. Identify funding for additional shelters and on-street passenger amenities. **Partially completed with adoption of “Adopt-A-Stop” program.**
   h. Study alternative service models to current “hub and spoke” model. **June 2008. Not completed.**

2. **Develop Stable Long Term Revenue Sources:**
   a. Adopt and execute annual state and federal legislative programs. **Completed.**
   b. Participate in community outreach and provide public information regarding measures to provide dedicated funding for improved public transportation. **Completed.**
   c. Implement public/public partnerships for development of new services to Community Hospital of Monterey Peninsula and Salinas Valley Memorial Hospitals. **Completed.**
d. Select developer of housing, retail and professional components of the Marina Transit Exchange. *Completed.*

e. Develop policy to guide development of MST properties in a manner that promotes increased transit use, provide stable long-term funding for MST, and is consistent with local jurisdiction land use guidelines. *Completed.*

3. **Enhance Information Technology:**


b. Implement real-time passenger information signage at major MST transfer locations. *Complete.*

c. Improve *MST Online* to allow customers better access to online information about MST, including automated trip planning and online pass sales. *Partially completed with automated trip-planning imminent*

d. Begin implementation of WiFi technology on regional routes. *Completed.*

e. Complete a study of Smart card technology and plan for implementation of a regional Smart card system. *Completed.*

4. **Improve Service Quality:**

a. Continuation of programs that reward safe behavior. *Completed/Ongoing.*

b. Provide additional training for coach operators to diffuse difficult situations. *Completed.*

c. Install safety and security cameras at MST facilities and on board all MST buses. *Completed.*

d. Encourage transit friendly land-use planning through further dissemination of the *Designing For Transit* manual. *Completed/Ongoing.*

e. Improve communication with all employees and the ATU leadership. *Ongoing.*

f. Complete negotiations of the ATU labor agreement. *Completed.*

g. Recognize and celebrate individual and group achievements in support of MST’s objectives, goals and mission. *Completed/Ongoing.*

h. Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees and stakeholders. *Completed.*
i. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement. **Ongoing.**

j. Ensure legal and technical compliance with all regulatory and funding agencies. **Ongoing.**

k. Ensure that a proper staff structure is in place to meet strategic goals and objectives. **Competed**

5. **Conserve Natural Resources:**

a. Participate in national, state and regional transit conferences, meetings and groups (APTA, CTA, RTA, alternative fuel forums, user groups, etc.) that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements. **Completed/Ongoing.**

b. Prepare an analysis of alternative fuel(s) and outline the benefits and costs of alternatives that are readily available to MST. **Completed**

c. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate for final design of the Marina Central Village mixed use development and the FJL Monterey Bay Operations Center. **Completed/Ongoing.**

d. Identify opportunities for energy, water, gas and other resource conservation programs. **Completed/Ongoing**

e. Monitor the effectiveness of the recent conversion to lower consumption lighting at MST’s operating facility and implement conversions on the remaining MST properties. **Completed/Ongoing**

Other Notable achievements included:

- Participated in an innovative program to grow a locally, sustainable source of biofuel.

- Developed a new partnerships with the Naval Postgraduate School and Salinas Valley Memorial Hospital to fund services.

- Installed low water consumption landscaping irrigation at MST facilities.

- Successfully applied for and received $7.5M of State Transportation Improvement Program funds to pay-off debt of 15 new buses.

- Successfully applied for and received $3.5M of Prop 1B funds for final design of Frank J. Lichtanski Monterey Bay Operations and Maintenance Facility.
- Successfully applied for and received over $800k of Prop 1B funds for new farebox technology, and updated safety and security equipment.
- Constructed the Monterey Mobility Management Center and Bus Stop Shop.

### Key Performance Indicators
**FY 2008 Actual- Budget**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>FY 2008 Budget</th>
<th>FY 2008 Actual*</th>
<th>% Diff Budget/Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$23,894,942</td>
<td>$23,408,718</td>
<td>-2.0%</td>
</tr>
<tr>
<td>Passenger Revenues</td>
<td>$ 5,798,944</td>
<td>$ 5,693,733</td>
<td>-1.7%</td>
</tr>
<tr>
<td>Farebox Recovery</td>
<td>24.2%</td>
<td>24.3%</td>
<td>-</td>
</tr>
<tr>
<td>Cost per Service Hour</td>
<td>$125.86</td>
<td>$107.21</td>
<td>-14.8%</td>
</tr>
<tr>
<td>Passengers</td>
<td>4,790,145</td>
<td>4,655,574</td>
<td>-2.8%</td>
</tr>
<tr>
<td>Passengers / Hour</td>
<td>26.9</td>
<td>21.3</td>
<td>-20.0%</td>
</tr>
<tr>
<td>Miles Between Accidents</td>
<td>100,000</td>
<td>198,000</td>
<td>98%</td>
</tr>
</tbody>
</table>
RETURN TO FERNANDO ARMENTA

BY October 1, 2008

PERFORMANCE EVALUATION

of
Carl G. Sedoryk
General Manager/CEO
Monterey-Salinas Transit


Submitted by:

________________________________________________________________________
Name Date
**MST BUSINESS MODEL CRITERIA**

1. **Leadership:** Provides the support, empowerment and environment to carry out the policies and objectives of the Board in support of the MST Mission.

2. **Strategic Planning:** Operates in a strategic mode aware of long-term goals and objectives. Develops long-term plans and strategies in support of the MST Mission.

3. **Customer and Market Focus:** Organization is responsive to customer needs and expectations, as well as stakeholder interests. Service is safe and on-time. Equipment and facilities are clean and well-maintained.

4. **Information and Analysis:** Systems are in place for monitoring, collection, and reporting of accurate and timely information. Decisions and recommendations are based on analysis and fact.

5. **Human Resource Focus:** Hiring, developing, and training quality people. Developing processes, which support quality performance. Employees are well-trained, knowledgeable, courteous, and friendly.

6. **Process Management:** Maximized service without increasing costs or sacrificing quality. Continuous, measurable improvement in revamping the work process. Compliance with federal, state, and local regulations in order to
qualify and remain eligible for funding. Minimizes exposure to unnecessary litigation expense.

7. **Business Results:** Effective utilization of resources; operating within approved budgets and targeted performance indicators.

<table>
<thead>
<tr>
<th>Performance</th>
<th>Performance</th>
<th>Performance</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds</td>
<td>Meets</td>
<td>Needs</td>
<td>Performance</td>
</tr>
<tr>
<td>Expectations</td>
<td>Expectations</td>
<td>Improvement</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL PERFORMANCE**

1. **Relationship with the Board:** Responsive to Board direction; provides effective staff support and communication. Maintains open communication. Cooperates and works with all members of the Board.

2. **Implements Board Policies:** Assures compliance by MST employees; monitors and evaluates policy directives for Board review. Anticipates changing conditions and offers sound recommendations. Actively strives to satisfy Board intent. Keeps Board appraised of new developments, political hurdles, and potentially damaging issues.

3. **Staff Support to Board:** Agenda materials prepared and delivered at least 5 days before Board meeting. Materials are clearly written, grammatically correct, and complete. Meeting notices published in a timely manner. Staff presentations are to the point and communicated clearly in an open meetings atmosphere.
### KNOWLEDGE AND SKILLS

<table>
<thead>
<tr>
<th></th>
<th>Technical: How well the technical elements of the job are known and adhered with including federal, state, and local rules and regulations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knows technical aspects and keeps current. Seeks qualified advice; and advises Board of issues or problems when appropriate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Management &amp; Administration: Efficient and effective use of resources. Knowledge of effective management practices and procedures. Ability to organize work and direct staff.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Communication: Ability to effectively communicate orally and in writing. Ability to summarize and present issues and facts. Provides high level of communication, coordination, and cooperation.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Representation of MST and MST Interests: Ability to represent agency in a professional, credible manner. Maintains a professional image in the community; ability to express and protect MST interests.</th>
</tr>
</thead>
</table>

|   | Budget & Planning: Displays ability to effectively relate Board Goals, Objectives, and Policies to budget and internal action plans. Provides for implementation, monitoring, and evaluation of budgetary policies and programs. Has grasp of the needs of MST and effectively communicates these needs through short- and long-range Plans. |

<table>
<thead>
<tr>
<th></th>
<th>Performance Exceeds Expectations</th>
<th>Performance Meets Expectations</th>
<th>Performance Needs Improvement</th>
<th>Unacceptable Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### PERSONAL ATTRIBUTES

<table>
<thead>
<tr>
<th></th>
<th>Performance Exceeds Expectations</th>
<th>Performance Meets Expectations</th>
<th>Performance Needs Improvement</th>
<th>Unacceptable Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adaptability: Ability to deal with new, changing, or crucial situations.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Initiative: Self-motivation and drive. Ability to originate ideas. Sees work that ought to be done and does it.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Judgment: Ability to think quickly and logically, to consider all pertinent actions, and to reach appropriate decisions.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Dependability: The extent to which reliance can be placed upon the individual to accomplish the job or assignment.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### OVERALL RATING

<table>
<thead>
<tr>
<th></th>
<th>Performance Exceeds Expectations</th>
<th>Performance Meets Expectations</th>
<th>Performance Needs Improvement</th>
<th>Unacceptable Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
**GENERAL COMMENTS**

General comments regarding the performance not covered in any of the above general categories or items to which the Board may wish to call specific attention.

**RECOMMENDED CHANGES**

Based on your experience as a Board member, what changes would you want to see made in the General Manager's performance of job duties, or what job duties would you like to see accomplished which are not currently being performed?
SUMMARY PERFORMANCE EVALUATION

of
Carl G. Sedoryk
General Manager/CEO
Monterey-Salinas Transit


As approved by the MST Board of Directors

___________________________________________________
Chairman

Date

MST
MONTEREY-SALINAS TRANSIT
Marketing Committee  
August 18, 2008  
Minutes

Present:  Director Armenta  
Director Ford  
Director Mancini  
Director Stillwell  
Dave Laredo  
Carl Sedoryk, General Manger/CEO  
Zoé Smallwood, Marketing Analyst

Absent:  Director Senkir

1. Call to order.

   Director Mancini called the meeting to order at 9:00 a.m.

2. No comment on matters not on the agenda.

3. Presentation on MST Advertising and Awareness Campaign

   Mr. Sedoryk and Ms. Smallwood presented MST’s advertising and awareness campaign. The presentation included an overview of the advertising agency’s analysis of target markets including demographic characteristics of that market segment, and a unifying message to reach both markets. Also included were the proposed television spot, two newspaper ads, two bus posters, and two bus shelter ads.

   The Board had the following comments and suggestions of the campaign:
   - The logos in some ads were missing a drop shadow.
   - Look into selecting a photo of Monterey County for the opening image of the road in the TV spot.
   - Send a version of the TV spot to the board for approval.

   Staff agreed to look into the Board’s comments and suggestions.

4. Adjournment.

   Director Mancini called adjournment at 9:44 a.m.

SUBMITTED BY:  
Zoé Smallwood
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
Attachment #5 – Operations Department Report July 2008
Attachment #6 – Facilities & Maintenance Department Report July 2008
Attachment #7 – Administration Department Report July 2008

PREPARED BY: ______________________

Carl G. Sedoryk
August 28, 2008

To: M. Hernandez, Chief Operating Officer
From: R. Weber, Director of Transportation Services

FIXED ROUTE BUS OPERATIONS:

System Wide Service: (Fixed Route & DART Services)

Preliminary boarding statistics indicate that ridership increased by 1.74% in July 2008, (467,427), as compared to July 2007, (459,413).

Productivity fell slightly from 24.0 passengers per hour (July 2007), to 23.7 PPH in July of this year.

Seasonal Service:

In July, MST Trolley Service ridership decreased by 23.15% (43,030) passengers as compared to July 2007 (55,989).

Supplemental Service:

July 18-20: MST provided supplemental services on lines 36, 37, 38, and 39 for the 2008 Red Bull Data motor GP. Passenger boardings decreased by 27% as compared to last year’s event.


System Wide Statistics:

- Ridership: 467,427
- Vehicle Revenue Hours: 19,701
- Vehicle Revenue Miles: 308,931
- System Productivity: 23.7 Passengers Per Vehicle Revenue Hour
- Scheduled One-Way Trips: 29,301

On-Time Compliance: Of 105,748 total time-point crossings sampled for the month of July, the TransitMaster™ system recorded 16,401 delayed arrivals to MST’s published time-points system-wide. This denotes that 84.49% 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 schedule are considered late. The on-time compliance chart (attached) reflects system wide “on-time performance” as a percentage to the total number of reported time-point crossings.

Trips With 10 or More Standees: There were 124 reported trips with 10 or more standees for the month of July. (See Operations Summary report for further information)
Cancelled Trips: There were a total of 6 cancelled trips for the month of July for both directly operated and contracted services. *(See Operations Summary report for further information)*

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 these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of July 2007 and 2008:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>July-07</th>
<th>July-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident: Coach Involved</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Object Thrown @ Coach</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Occurrences</strong></td>
<td><strong>23</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

CONTRACTED SERVICES:

MST RIDES ADA Paratransit Program:

MST RIDES Program:

- Preliminary boarding statistics for the MST RIDES program reflect that for the month of July there were 9,635 passenger boardings. This represents a 58.84 % increase in passenger trips from July of 2007.

- For the month of July, 82.41 % of all scheduled trips for the MST RIDES Program arrived on time, decreasing from 88.09 % in July of 2007.

- Productivity increased from 1.85 passengers per hour in July 2007, to 2.0 passengers per hour for July of 2008.

- For the month of July, 81 applications were reviewed, resulting in 80 approvals and 1 denial. Of the approvals, 58 were new clients, and 22 were recertifications.

- 62 clients were inactivated in July.

- There are 3,056 total active clients as of August 25, 2008.

- For the month of July, 662 MST RIDES potential passenger boardings were diverted to fixed-route service, at a net savings of approximately $ 12,578.00
Other:

- July 1-11, Line 22 was unable to provide service south of Point Lobos, due to a major wildfire.

- July 8 there were two missed trips on Line 4, 6:48am s/b and 7:05am n/b, due to thefts of catalytic converters from parked buses in the lot at Fort Ord.

- July 19 there were two missed trips on Line 24, 7:45 am o/b and 8:30am i/b, due to operational error.

COMMUNICATIONS CENTER:

In July, the Communications Center summoned public safety agencies on ten (10) 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>2</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Medical Emergency</td>
<td>8</td>
</tr>
</tbody>
</table>

Robert Weber

<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY08 ON-TIME PERFORMANCE</th>
<th>FY09 TIME POINT COUNT</th>
<th>FY09 DELAYED ARRIVALS 5+ MINUTES</th>
<th>FY09 ON-TIME PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>82.66%</td>
<td>105,748</td>
<td>16,401</td>
<td>84.49%</td>
</tr>
<tr>
<td>Aug</td>
<td>81.15%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept</td>
<td>81.75%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>84.26%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>84.29%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>85.61%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>89.11%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>86.44%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>86.64%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>86.05%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>87.46%</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>105,748</td>
<td>16,401</td>
<td>N/A</td>
</tr>
<tr>
<td>Monthly Average</td>
<td>84.84%</td>
<td>105,748</td>
<td>16,401</td>
<td>84.49%</td>
</tr>
</tbody>
</table>
Operations Summary Report

Fixed Route and DART Service

July 2008
Systemwide Service:
July ridership showed a small 1.7% increase compared to July 2007. Scheduled revenue hours for the same timeframes also increased by a slightly larger amount (3.1%), resulting in a slight drop in productivity from 24.03 passengers per hour last July to 23.73 passengers per hour in July 2008. Boardings continue to be strong on our primary routes, with line 41 and line 42 combining to produce just under 23% of the total systemwide boardings.

Seasonal Service:
Trolley boardings fell 23.1% this past July compared to July 2007, while boardings on line 22-Big Sur showed a 6.0% increase. Service schedules on line 22-Big Sur had been adjusted due to the Basin Complex fire, but service resumed as usual on July 12th. Service on Laguna Seca lines operated for the Red Bull Grand Prix, carrying a total of 7,257 passengers for the event.

Supplemental Service:
None.
Fixed Route & DART Monthly Operations Summary Report
July 2008

Overcrowded Trip Reports by Line - FY09 YTD
- Line 42 - 8 trips (6%)
- Line 9 - 6 trips (5%)
- Line 10 - 9 trips (7%)
- Line 11 - 27 trips (22%)
- Line 20 - 52 trips (42%)
- Other Lines - 7 trips (6%)

Cancelled Trips by Month - FY09 YTD
- July: 6 trips

Cancelled Trips by Reason - FY09 YTD
- Employee Error - 1 trips (17%)
- MST Accident - 1 trips (17%)
- Mechanical Failure - 2 trips (33%)
- Passenger Boarding - 2 trips (33%)

Routes accounting for less than 2% of all overcrowding are consolidated as "other".
Productivity by Line - July 2008
Passengers Per Hour

- 36, 37, 38, 39 Laguna Seca: 54.61
- MST Trolley: 49.30
- 43-Memorial Hospital: 37.99
- 41-East Alisal - Northridge: 36.97
- 10-Fremont-Ord Grove: 33.92
- 42-East Alisal - Westridge: 32.98
- 21-Monterey-Salinas: 31.90
- 9-Fremont-Hilby: 31.83
- 20-Monterey-Salinas: 31.47
- 49-Northridge: 26.17
- 46-Natividad: 26.03
- 11-Edgewater-Carmel: 25.15
- 2-Monterey-Pacific Grove: 22.06
- 5-Monterey-Carmel: 21.45
- 29-Watsonville-Salinas: 21.03
- 23-Salinas-King City: 20.11
- 45-East Market-Creekbridge: 18.69
- 7-Monterey-Carmel: 18.35
- 44-Northridge: 17.03
- 28-Watsonville-Salinas: 15.80
- 1-Monterey-Pacific Grove: 13.64
- 16-Monterey-Marina: 13.04
- 56-Monterey-Memorial Hospital: 11.42
- 24-Carmel Valley-Grapevine Express: 10.97
- 6-Edgewater - Ryan Ranch: 9.82
- 48-East Salinas - Airport Business Center: 8.31
- 55-Monterey-San Jose Express: 6.86
- 4-Carmel-Carmel Rancho: 6.02
- 22-Big Sur: 5.15
- Monterey Peninsula DART: 3.07
- MST OnCall: 2.48
Schedule Adherence by Line - July 2008
Percent On-time Timepoints

- 5-Monterey-Carmel: 92.8%
- MST Trolley: 92.8%
- 44-Northridge: 92.7%
- 21-Monterey-Salinas: 90.1%
- 1-Monterey-Pacific Grove: 89.7%
- 16-Monterey-Marina: 89.3%
- 9-Fremont-Hilby: 89.1%
- 11-Edgewater-Carmel: 88.6%
- 10-Fremont-Ord Grove: 88.3%
- 6-Edgewater - Ryan Ranch: 87.9%
- 41-East Alisal - Northridge: 86.4%
- 42-East Alisal - Westridge: 85.0%
- 20-Monterey-Salinas: 83.7%
- 28-Watsonville-Salinas: 83.6%
- 48-East Salinas - Airport Business Center: 83.0%
- 2-Monterey-Pacific Grove: 82.7%
- 4-Carmel-Carmel Rancho: 82.3%
- 27-Watsonville-Marina: 80.4%
- 7-Monterey-Carmel: 78.7%
- 23-Salinas-King City: 78.6%
- 24-Carmel Valley-Grapevine Express: 78.3%
- 46-Natividad: 78.3%
- 29-Watsonville-Salinas: 77.4%
- 43-Memorial Hospital: 76.3%
- 22-Big Sur: 75.7%
- 49-Northridge: 74.9%
- 56-Monterey-Memorial Hospital: 73.1%
- 55-Monterey-San Jose Express: 72.4%
- 45-East Market-Creekbridge: 64.2%
### July 2008

Systemwide Ridership: 467,427  
Systemwide Revenue Hours: 19701:44  
Systemwide Revenue Miles: 308,931.8

#### 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>10,126</td>
<td>742.15</td>
<td>7,440.7</td>
<td>13.64</td>
<td>2.2%</td>
<td>3.8%</td>
</tr>
<tr>
<td>9-Fremont-Hilby</td>
<td>31,336</td>
<td>984.26</td>
<td>9,995.2</td>
<td>31.83</td>
<td>6.7%</td>
<td>5.0%</td>
</tr>
<tr>
<td>10-Fremont-Ord Grove</td>
<td>38,173</td>
<td>1125.16</td>
<td>12,151.7</td>
<td>33.92</td>
<td>8.2%</td>
<td>5.7%</td>
</tr>
<tr>
<td>41-East Alisal - Northridge</td>
<td>61,300</td>
<td>1658.12</td>
<td>18,068.8</td>
<td>36.97</td>
<td>13.1%</td>
<td>8.4%</td>
</tr>
<tr>
<td>42-East Alisal - Westridge</td>
<td>44,318</td>
<td>1343.58</td>
<td>15,602.2</td>
<td>32.98</td>
<td>9.5%</td>
<td>6.8%</td>
</tr>
<tr>
<td>Total</td>
<td>185,253</td>
<td>5854.07</td>
<td>63,258.6</td>
<td>31.64</td>
<td>39.6%</td>
<td>29.7%</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>15,451</td>
<td>700.18</td>
<td>7,892.9</td>
<td>22.06</td>
<td>3.3%</td>
<td>3.6%</td>
</tr>
<tr>
<td>Monterey Peninsula DART</td>
<td>2,566</td>
<td>836.54</td>
<td>10,553.0</td>
<td>3.07</td>
<td>0.5%</td>
<td>4.2%</td>
</tr>
<tr>
<td>4-Carmel-Carmel Rancho</td>
<td>2,371</td>
<td>394.00</td>
<td>4,014.4</td>
<td>6.02</td>
<td>0.5%</td>
<td>2.0%</td>
</tr>
<tr>
<td>5-Monterey-Carmel</td>
<td>7,669</td>
<td>357.33</td>
<td>4,375.5</td>
<td>21.45</td>
<td>1.6%</td>
<td>1.8%</td>
</tr>
<tr>
<td>6-Edgewater - Ryan Ranch</td>
<td>540</td>
<td>55.00</td>
<td>1,159.4</td>
<td>9.82</td>
<td>0.1%</td>
<td>0.3%</td>
</tr>
<tr>
<td>7-Monterey-Carmel</td>
<td>3,229</td>
<td>176.00</td>
<td>2,041.6</td>
<td>18.35</td>
<td>0.7%</td>
<td>0.9%</td>
</tr>
<tr>
<td>MST OnCall</td>
<td>989</td>
<td>399.30</td>
<td>5,367.0</td>
<td>2.48</td>
<td>0.2%</td>
<td>2.0%</td>
</tr>
<tr>
<td>11-Edgewater-Carmel</td>
<td>15,697</td>
<td>624.09</td>
<td>9,667.4</td>
<td>25.15</td>
<td>3.4%</td>
<td>3.2%</td>
</tr>
<tr>
<td>16-Monterey-Marina</td>
<td>12,552</td>
<td>962.50</td>
<td>17,545.4</td>
<td>13.04</td>
<td>2.7%</td>
<td>4.9%</td>
</tr>
<tr>
<td>43-Memorial Hospital</td>
<td>12,024</td>
<td>316.32</td>
<td>3,814.8</td>
<td>27.99</td>
<td>2.6%</td>
<td>1.6%</td>
</tr>
<tr>
<td>44-Northridge</td>
<td>5,986</td>
<td>351.36</td>
<td>4,163.4</td>
<td>17.03</td>
<td>1.3%</td>
<td>1.8%</td>
</tr>
<tr>
<td>45-East Market-Creekbridge</td>
<td>7,873</td>
<td>421.08</td>
<td>6,267.8</td>
<td>18.69</td>
<td>1.7%</td>
<td>2.1%</td>
</tr>
<tr>
<td>46-Natividad</td>
<td>4,779</td>
<td>183.34</td>
<td>1,917.6</td>
<td>26.03</td>
<td>1.0%</td>
<td>0.9%</td>
</tr>
<tr>
<td>48-East Salinas - Airport Business Center</td>
<td>2,097</td>
<td>252.16</td>
<td>4,787.2</td>
<td>8.31</td>
<td>0.4%</td>
<td>1.3%</td>
</tr>
<tr>
<td>49-Northridge</td>
<td>11,551</td>
<td>441.20</td>
<td>3,107.6</td>
<td>26.17</td>
<td>2.5%</td>
<td>2.2%</td>
</tr>
<tr>
<td>Total</td>
<td>105,374</td>
<td>6472.40</td>
<td>86,675</td>
<td>16.28</td>
<td>22.5%</td>
<td>32.9%</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>57,471</td>
<td>1826.23</td>
<td>36,070.7</td>
<td>31.47</td>
<td>12.3%</td>
<td>9.3%</td>
</tr>
<tr>
<td>21-Monterey-Salinas</td>
<td>3,918</td>
<td>122.50</td>
<td>2,224.2</td>
<td>31.90</td>
<td>0.8%</td>
<td>0.6%</td>
</tr>
<tr>
<td>23-Salinas-King City</td>
<td>17,857</td>
<td>887.49</td>
<td>27,411.7</td>
<td>20.11</td>
<td>3.8%</td>
<td>4.5%</td>
</tr>
<tr>
<td>24-Carmel Valley-Grapevine Express</td>
<td>8,110</td>
<td>739.16</td>
<td>15,162.6</td>
<td>10.97</td>
<td>1.7%</td>
<td>3.8%</td>
</tr>
<tr>
<td>27-Watsonville-Marina</td>
<td>1,904</td>
<td>307.38</td>
<td>8,162.0</td>
<td>6.19</td>
<td>0.4%</td>
<td>1.6%</td>
</tr>
<tr>
<td>28-Watsonville-Salinas</td>
<td>11,619</td>
<td>735.13</td>
<td>20,589.6</td>
<td>15.80</td>
<td>2.5%</td>
<td>3.7%</td>
</tr>
<tr>
<td>29-Watsonville-Salinas</td>
<td>20,183</td>
<td>959.45</td>
<td>16,459.1</td>
<td>21.03</td>
<td>4.3%</td>
<td>4.9%</td>
</tr>
<tr>
<td>55-Monterey-San Jose Express</td>
<td>3,260</td>
<td>475.21</td>
<td>14,926.5</td>
<td>6.86</td>
<td>0.7%</td>
<td>2.4%</td>
</tr>
<tr>
<td>56-Monterey-Memorial Hospital</td>
<td>660</td>
<td>57.47</td>
<td>2,199.5</td>
<td>11.42</td>
<td>0.1%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Total</td>
<td>124,982</td>
<td>6112.02</td>
<td>143,205.9</td>
<td>20.45</td>
<td>26.7%</td>
<td>31.0%</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>1,304</td>
<td>253.04</td>
<td>5,697.4</td>
<td>5.15</td>
<td>0.3%</td>
<td>1.3%</td>
</tr>
<tr>
<td>36, 37, 38, 39 Laguna Seca</td>
<td>7,484</td>
<td>137.03</td>
<td>3,432.8</td>
<td>54.61</td>
<td>1.6%</td>
<td>0.7%</td>
</tr>
<tr>
<td>MST Trolley</td>
<td>43,030</td>
<td>872.48</td>
<td>6,662.1</td>
<td>49.30</td>
<td>9.2%</td>
<td>4.4%</td>
</tr>
<tr>
<td>Total</td>
<td>51,818</td>
<td>1262.55</td>
<td>15,792.3</td>
<td>41.03</td>
<td>11.1%</td>
<td>6.4%</td>
</tr>
</tbody>
</table>
Date: July 31, 2008

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

Subject: Administration Department Monthly Report July 2008

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

**Human Resources**

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Transaction</th>
<th>Hire Date</th>
<th>Term Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>Entry Level Mechanic</td>
<td>New Hire</td>
<td>07/31/08</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Entry Level Mechanic</td>
<td>New Hire</td>
<td>07/31/08</td>
<td></td>
</tr>
</tbody>
</table>

A total employment level for July 2008 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>124</td>
<td>121</td>
<td>-3</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>1</td>
<td>0</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>44</td>
<td>0</td>
</tr>
<tr>
<td>Administration (Interns 2 PT)</td>
<td>22.5</td>
<td>22.5</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>225.5</strong></td>
<td><strong>222.5</strong></td>
<td><strong>-3</strong></td>
</tr>
</tbody>
</table>

*Estimated Coach Operators out on Long Term Leave each month.

**July Worker’s Compensation Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$15,182.10</td>
</tr>
<tr>
<td>Legal</td>
<td>$3,121.79</td>
</tr>
<tr>
<td>Medical (included Medical Case Mgmt)</td>
<td>$25,980.67</td>
</tr>
<tr>
<td>Other (includes bill review)</td>
<td>$3,307.90</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$3,889.50</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$4,412.58</td>
</tr>
<tr>
<td><strong>Total Expenses July 2008</strong></td>
<td><strong>$55,904.54</strong></td>
</tr>
<tr>
<td>Reserves</td>
<td>$976,407.30</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>50</td>
</tr>
<tr>
<td># Ending Closed Claims</td>
<td>7</td>
</tr>
<tr>
<td># New Claims or Reopened</td>
<td>5</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Level 2</td>
<td>2</td>
</tr>
<tr>
<td>RTAP Drug &amp; Alcohol Regulations Workshop</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management Update

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger fall</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Bus hits object</td>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Car hits bus</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

Liability Claims Paid/Recovered – Property and Personal Injury

There were zero claims paid or recovered for the month of July.

Customer Services Update

Customer Service received 51 customer comments during the month as follows:

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>July '08</th>
<th>%</th>
<th>July '07</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Compliment</td>
<td>1</td>
<td>1.96%</td>
<td>4</td>
<td>6.45%</td>
</tr>
<tr>
<td>Service Compliment</td>
<td>0</td>
<td>0.00%</td>
<td>4</td>
<td>6.45%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>9</td>
<td>17.65%</td>
<td>13</td>
<td>20.97%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>9</td>
<td>17.65%</td>
<td>7</td>
<td>11.29%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>8</td>
<td>15.69%</td>
<td>8</td>
<td>12.90%</td>
</tr>
<tr>
<td>Passed By</td>
<td>4</td>
<td>7.84%</td>
<td>6</td>
<td>9.68%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>4</td>
<td>7.84%</td>
<td>4</td>
<td>6.45%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>3</td>
<td>5.88%</td>
<td>3</td>
<td>4.84%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>3</td>
<td>5.88%</td>
<td>2</td>
<td>3.23%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>2</td>
<td>3.92%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overcrowding</td>
<td>2</td>
<td>3.92%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No Show</td>
<td>1</td>
<td>1.96%</td>
<td>1</td>
<td>1.61%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>1</td>
<td>1.96%</td>
<td>1</td>
<td>1.61%</td>
</tr>
<tr>
<td>Carried By</td>
<td>1</td>
<td>1.96%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>ADA Compliance</td>
<td>1</td>
<td>1.96%</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
Passenger Injury  1  1.96%  0  0.00%
Service Other    1  1.96%  0  0
Routing          0  0.00%  3  4.84%
Early Departure  0  0.00%  2  3.23%
Late Arrival     0  0.00%  1  1.61%
Off Route        0  0.00%  1  1.61%
Service Schedule 0  0.00%  1  1.61%
Late Departure   0  0.00%  1  1.61%

51  100.00%  62  100.00%

Marketing and Sales Update

MST signed advertising contracts with State Farm and MRWPCA worth a total of $15,984. Press releases sent include: “MST Bus Service of 4th of July” (7/2/08); “Due to Big Sur Fires MST’s Line 22 Will Not Provide Service South of The Crossroads” (7/3/08); “Fires prompt MST to Service Carmel Middle School Evacuation Site” (7/3/08); “Free Bus Service to Laguna Seca Ticket Holders, 2008 Red Bull U.S. Grand Prix, July 18, 19 & 20, 2008” (7/15/08); “Line 22 Big Sur Able to Service Point Lobos via Crossroads” (7/10/08); “Line 22 Big Sur Resumes Regular Daily Schedule” (7/11/08)

Published news stories included: “new building fee” (Carmel Pine Cone, 7/11/08); “Fires update” (Monterey County Herald, 7/11/08); “Bus routes could affect market” (Monterey County Herald, 7/15/08); “Transportation tax headed for ballot” (Monterey County Herald, 7/23/08); “Transit service offers free rides for fairgoers” (Monterey County Herald, 7/30/08)

Marketing activities: Updated and printed Rider’s Guide to reflect fall service change; worked on fall 2008 ad campaign with Wash Creative; coordinated MST’s Bus 80 in City of Monterey 4th of July Parade; revised content of Trolley destination head signs to remove references of “The WAVE”; sat on SIGNS committee; designed MST swoosh wall mural for the Bus Stop Shop; Salinas Trolley photo shoot; met with representatives to coordinate MST bus service to/from Monterey County Fair and Monterey Jazz Festival; sat on CTA/CalACT joint conference marketing committee; installation of signage at Bus Stop Shop; sat on Bus Stop Shop Workgroup Meeting; helped plan lobby retail space, look and materials used for Bus Stop Shop; attended DreamWeaver website class; managed vendor and group discount programs; gathered materials for APTA Hall of Fame video.
Planning Update

During the month of July, staff continued with preparations for the August 30th service change, including development of two new transit lines – Line 12 NPS Express and the Salinas Trolley. Staff attended regular meetings of MCHA, TAMC, FORA and the Monterey County Business Council. Staff coordinated a product demonstration of fare boxes from Fare Logistics, Inc. including “smart card” technology. Staff attended a study session at Monterey City Council on TAMC’s Monterey Branch Line fixed-guideway project and continued planning for the Lighthouse/Fremont Bus Rapid Transit project. Staff participated in the Monterey County Economic Forum as a panelist regarding local “green” economic development opportunities, including MST’s mustard seed biofuel program. Staff appeared on the “Tomorrow Matters” radio program to highlight the environmental benefits of public transit as well as the “Your Town” public access television program. Staff attended a Cost Allocation training course hosted by the California Association for Coordinated Transportation in San Diego and an FTA-sponsored public private partnership conference in San Francisco.

Information Technology Update

Staff worked on the Continental Transitmaster system additional functionality. Staff continued to configure software and hardware for the Maximus Maintenance system. Staff continued to configure software for the ongoing implementation of the FAMIS Payroll system. Staff were developing timelines for the implementation of the FAMIS Human Resources Module. Staff continued to configure software for the ongoing implementation of the GIRO DDAM Timekeeping system. Staff updated software components of MST workstations. Staff continued developing functionality of the Payroll and Customer Service databases. Staff kept the MST web page updated and made the appropriate changes as required. Staff worked with the vendor configuring the WiFi hardware and software on the 1800 bus fleet. Staff conferred with Google Transit for the configuration of the MST Bus Schedules to be available on the Google Transit site. Staff worked on configuration of the network and installation of hardware at the Monterey Mobility Management Center in Monterey. Staff continued to support MST staff as needed, proactively ensuring MST staff was supported fully with their IT needs.
FY 2008
MST ACTION PLAN STATUS UPDATE

With the adoption of the FY 2008 – 2010 Strategic Plan and FY 2008 budget, staff identified the following action plan during the FY 2008 fiscal year. Status of completion is indicated in **boldface** type.

1. **Improve Service Design and Infrastructure:**
   
   a. Implement Marina DART service. **Completed.**
   
   b. Fine-tune services in response to customer requests. **Completed/Ongoing.**
   
   c. Implement marketing and promotional efforts offering new products, or discounts and targeting major employers designed to increase ridership of non-traditional riders. **Completed/Ongoing.**
   
   d. Begin design of FJL Monterey Bay Operations Facility. **Completed.**
   
   e. Study alternatives for location of a transit center in Monterey. **Competed/Ongoing.**
   
   f. Develop a comprehensive regional BRT plan and apply for funding for the Lighthouse Avenue BRT service, as appropriate. **Completed.**
   
   g. Identify funding for additional shelters and on-street passenger amenities. **Partially completed with adoption of “Adopt-A-Stop” program.**
   
   h. Study alternative service models to current “hub and spoke” model. **June 2008. Not completed.**

2. **Develop Stable Long Term Revenue Sources:**
   
   a. Adopt and execute annual state and federal legislative programs. **Completed.**
   
   b. Participate in community outreach and provide public information regarding measures to provide dedicated funding for improved public transportation. **Completed.**
   
   c. Implement public/public partnerships for development of new services to Community Hospital of Monterey Peninsula and Salinas Valley Memorial Hospitals. **Completed.**
   
   d. Select developer of housing, retail and professional components of the Marina Transit Exchange. **Completed.**
   
   e. Develop policy to guide development of MST properties in a manner that promotes increased transit use, provide stable long-term funding for MST, and is consistent with local jurisdiction land use guidelines. **Completed.**
3. Enhance Information Technology:
   a. Complete implementation of the Hastus Daily Driver Assignment Module software system, and Microsoft Navision Financial and Human Resources Systems. **Incomplete.**
   b. Implement real-time passenger information signage at major MST transfer locations. **Complete.**
   c. Improve MST Online to allow customers better access to online information about MST, including automated trip planning and online pass sales. **Partially completed with automated trip-planning imminent**
   d. Begin implementation of WiFi technology on regional routes. **Completed.**
   e. Complete a study of Smart card technology and plan for implementation of a regional Smart card system. **Completed.**

4. Improve Service Quality:
   a. Continuation of programs that reward safe behavior. **Completed/Ongoing.**
   b. Provide additional training for coach operators to diffuse difficult situations. **Completed.**
   c. Install safety and security cameras at MST facilities and on board all MST buses. **Completed.**
   d. Encourage transit friendly land-use planning through further dissemination of the *Designing For Transit* manual. **Completed/Ongoing.**
   e. Improve communication with all employees and the ATU leadership. **Ongoing.**
   f. Complete negotiations of the ATU labor agreement. **Completed.**
   g. Recognize and celebrate individual and group achievements in support of MST’s objectives, goals and mission. **Completed/Ongoing.**
   h. Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees and stakeholders. **Completed.**
   i. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement. **Ongoing.**
   j. Ensure legal and technical compliance with all regulatory and funding agencies. **Ongoing.**
   k. Ensure that a proper staff structure is in place to meet strategic goals and objectives. **Completed**
5. **Conserve Natural Resources:**

a. Participate in national, state and regional transit conferences, meetings and groups (APTA, CTA, RTA, alternative fuel forums, user groups, etc.) that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements. *Completed/Ongoing.*

b. Prepare an analysis of alternative fuel(s) and outline the benefits and costs of alternatives that are readily available to MST. *Completed*

c. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate for final design of the Marina Central Village mixed use development and the FJL Monterey Bay Operations Center. *Completed/Ongoing.*

d. Identify opportunities for energy, water, gas and other resource conservation programs. *Completed/Ongoing*

e. Monitor the effectiveness of the recent conversion to lower consumption lighting at MST’s operating facility and implement conversions on the remaining MST properties. *Completed/Ongoing*

Other Notable achievements included:

- Participated in an innovative program to grow a locally, sustainable source of biofuel.

- Developed a new partnerships with the Naval Postgraduate School and Salinas Valley Memorial Hospital to fund services.

- Installed low water consumption landscaping irrigation at MST facilities.

- Successfully applied for and received $7.5M of State Transportation Improvement Program funds to pay-off debt of 15 new buses.

- Successfully applied for and received $3.5M of Prop 1B funds for final design of Frank J. Lichtanski Monterey Bay Operations and Maintenance Facility.

- Successfully applied for and received over $800k of Prop 1B funds for new farebox technology, and updated safety and security equipment.

- Constructed the Monterey Mobility Management Center and Bus Stop Shop.
Beginning on August 27, 2008, new development will be required to pay its fair share for its impacts on the regional road network. Many years in the making, the Regional Development Fee Joint Powers Agency held its first meeting on August 27, 2008. This meeting marked the commencement of the Regional Development Impact Fee Agreement and the collection of traffic impact fees from new developments in all the participating jurisdictions including: Monterey County and the cities of Carmel-by-the-Sea, Del Rey Oaks, Gonzales, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, and Seaside. Soledad and Greenfield are expected to join the agreement later in September, making the program countywide in nature.

The fee program is expected to generate approximately $328 million (2007 dollars) worth of funding for transportation improvements through the year 2030. When combined with the proposed countywide transportation sales tax on the November, 2008 ballot, these local funds are expected to leverage state and federal monies for a total of $1.8 billion in much-needed transportation improvements over the next 25 years.

The Transportation Agency has joined with the Grower-Shipper Association of Central California, Monterey County, and City of Salinas to evaluate the potential for improving freight rail infrastructure to accommodate the modern shipping needs of the produce industry. High fuel costs have significantly increased trucking costs to ship produce grown in Monterey County. These four agencies will study the feasibility of shipping produce by rail. The Transportation Agency will contribute $15,000 from Regional Surface Transportation Program interest funds to the $45,000 study. The County and City of Salinas have each contributed $15,000 to the study.

The Transportation Agency awarded over $1.8 million in State Transportation Funds to Monterey-Salinas Transit (MST) this Wednesday to sustain MST RIDES paratransit program operations through June of 2009. The Agency will be working with the City of Soledad and Monterey-Salinas Transit to allocate State Transit Assistance funds to purchase replacement busses and other capital needs given state budget cuts to this funding program, which have reduced the amount of funding available to Monterey County Transit operators by roughly half. The Agency plans to consider the recommended funding allocation for capital needs at its September 24, 2008 meeting.
NEW BICYCLE AND PEDESTRIAN FACILITIES
ADVISORY COMMITTEE MEMBER

The Transportation Agency approved William Randall as the newest member of the Bicycle and Pedestrian Facilities Advisory Committee representing the City of Seaside. Mr. Randall is currently a psychologist for the Monterey Peninsula Unified School District and is an avid bicyclist. He is interested in serving the community and helping to shape the future for bicycle and pedestrian facilities in the County.

WELCOME NEW ASSOCIATE TRANSPORTATION PLANNING ENGINEER

The Transportation Agency welcomed Hank Myers as a new Associate Transportation Planning Engineer starting July 21, 2008. Mr. Myer has 36 years of civil engineering experience. For the past two years Mr. Myers has worked as an Associate Civil Engineer with the City of Monterey and previously with the City of Santa Cruz for 15 years as an Associate Civil Engineer. Mr. Myer has a Bachelor of Science Degree in Civil Engineering from San Jose State University, and is a licensed California Professional Civil Engineer.
TO: Carl Sedoryk
FROM: Thomas P. Walters

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

- Discussed MST projects and SAFETEA-LU reauthorization process with Senator Boxer’s staff.
- Continued planning and advance work for MST advocacy meetings in Washington, D.C.
- Contacted Congressional staff regarding MST projects and funding requests through annual appropriations bills.
- Provided information on funding opportunities and the probable schedule for FY 2009 funding bills.
- Provided updates on legislation affecting MST programs and initiatives.
- Advised on lobbying strategies.

TPW:dwg
DATE: September 1, 2008
TO: Carl Sedoryk, General Manager/CEO
Monterey-Salinas Transit
FROM: John E. Arriaga, President
SUBJ: August 2008 Activity Report

Week of August 4, 2008
- Monitored/attended legislative policy, and fiscal committee hearings on transit-transportation and related issues
- Assisted with the outreach for speakers for the CTA Annual Conference Workshop during the California’s Public and Community Transportation Conference and Expo in Monterey during November 4-7, 2008
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Prepared weekly update of Legislative Matrix and reported on legislation of interest
- Monitored ongoing budget negotiations, particularly as it relates to transit and spillover revenues
- Monitored gubernatorial appointments

Week of August 11, 2008
- Monitored ongoing budget negotiations particularly as it relates to transit and spillover revenues
- Monitored/attended legislative policy, and fiscal committee hearings on transit-transportation and related issues
- Assisted with the outreach for speakers for the CTA Annual Conference Workshop during the California’s Public and Community Transportation Conference and Expo in Monterey during November 4-7, 2008
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Prepared weekly update of Legislative Matrix and reported on legislation of interest
- Monitored gubernatorial appointments.

Week of August 18, 2008
- Monitored/attended legislative policy, and fiscal committee hearings on transit-transportation and related issues
- Assisted with the outreach for speakers for the CTA Annual Conference Workshop during the California’s Public and Community Transportation Conference and Expo in Monterey during November 4-7, 2008
- Monitored ongoing budget negotiations particularly as it relates to transit and spillover revenues
• Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
• Prepared weekly update of Legislative Matrix and reported on legislation of interest
• Monitored gubernatorial appointments.

**Week of August 25, 2008**

• Monitored/attended legislative policy, and fiscal committee hearings on transit-transportation and related issues
• Monitored ongoing budget negotiations particularly as it relates to transit and spillover revenues
• Assisted with the outreach for speakers for the CTA Annual Conference Workshop during the California’s Public and Community Transportation Conference and Expo in Monterey during November 4-7, 2008
• Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
• Prepared weekly update of Legislative Matrix and reported on legislation of interest
• Monitored gubernatorial appointments

Please feel free to contact me at (916) 669-1340 with any questions or concerns you may have regarding information contained in this report.
To: Board of Directors

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

Subject: Property Insurance Renewal - CHUBB

RECOMMENDATIONS:

Receive report on insurance coverage.

FISCAL IMPACT:

$26,393 included in the approved FY 09 Budget.

POLICY IMPLICATIONS:

None. Information Only.

DISCUSSION:

The renewal quote from the CHUBB insurance company represents an 11% rate reduction. Philadelphia Insurance declined to bid due to the maintenance garage exposure; and Travelers Insurance declined to bid due to an inability to be competitive with the expiring policy terms, conditions and pricing. All in all, CHUBB remains very competitive especially given the current 11% rate reduction.

PREPARED BY: Lyn Owens  APPROVED BY: Carl G. Sedoryk
August 28, 2008

To: Carl Sedoryk

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

Subject: TRIP REPORT

From July 14-17, I traveled to San Diego to participate in a Cost Allocation training class sponsored by the California Association for Coordinated Transportation. The objectives of the training were to develop a standard approach to cost allocation, identify special issues in cost allocation, to build a cost allocation model, to understand the difference between cost and price, and to utilize a computerized Excel-based cost allocation tool. In a comprehensive cost allocation model, both time and distance are accounted for, and costs are assigned as fixed or variable. Having an accurate cost allocation model will assist MST in determining how much revenue is required for providing various types of transit services.

Hunter Harvath