

BOARD OF DIRECTORS
REGULAR MEETING
MONTEREY-SALINAS TRANSIT
November 8, 2004

1. CALL TO ORDER

Chairman Armenta called the meeting to order at 10:07 a.m. in the Monterey-Salinas Transit Conference Room.

Present:	Michael Cunningham	City of Carmel-By-The-Sea
	Kristin Clark	City of Del Rey Oaks
	Bruce Delgado	City of Marina
	Carl Anderson	City of Monterey
	Morris Fisher	City of Pacific Grove
	Tom Mancini	City of Seaside
	Fernando Armenta	County of Monterey
Absent:	Sergio Sanchez	City of Salinas
	Maria Orozco	City of Gonzales (Ex-Officio)
Staff:	Frank J. Lichtanski	General Manager/CEO
	Carl Sedoryk	Assistant General Manager/CFO
	Sonia Bannister	Office Administrator
	Michael Hernandez	Director of Operations
	Richard Burton	Director of Facilities & Maintenance
	Lyn Owens	Human Resource Manager
	Hunter Harvath	Planning Manager
	Robert Weber	Operations Support Manager
	Dave Sobotka	Controller
	Tonja Posey	Human Resource Administrator
	Mark Eccles	Information Technology Manager
	Kitty Melicia	Operations Assistant
Others:	Dave Laredo	Legal Counsel
	Veronica Mata'Afa	Dispatcher

Apology is made for any misspelling of a name.

2-1. – 2-7. CONSENT AGENDA

The consent agenda items consisted of the following:

- 2-1. Adopt Resolution 2005-10 recognizing Veronica Mata'Afa as Employee of the Month for November 2004.
- 2-2. Disposal of property left aboard buses.

- 2-3. Minutes of the regular meeting of October 18, 2004.
- 2-4. Financial Report – October 2004.
- 2-5. Minutes of the special Joint Meeting with MST Board and Marina City Council on September 14, 2004.
- 2-6. Fixed-Route Bus Capitol Budget transfer for FY 2003.
- 2-7. Adopt Resolution 2005-11 appreciation for services rendered by Richard E. Burton.

As an urgency item, Director Fisher moved to add item 2-7 Resolution 2005-11 appreciation for services rendered by Richard E. Burton. Director Clark seconded and the motion carried unanimously.

Director Fisher moved to approve the items on the consent agenda. Director Mancini seconded and the motion carried unanimously.

3. SPECIAL PRESENTATIONS

Veronica Mata'Afa, Dispatcher, was recognized as the November 2004 Employee of the Month.

Richard Burton, Director of Facilities & Maintenance, was presented with a Board Resolution for 13 years of service upon his retirement.

4. PUBLIC COMMENTS

None.

5-1 – 5-3. COMMITTEE MINUTES

The Board accepted and filed the Legislative Committee Meeting minutes – October 18, 2004; the MST RIDES Advisory Committee Minutes of September 20, 2004; and the Marina Transit Station Ad-Hoc Committee Minutes of October 29, 2004.

6-1. MOBILE DATA TERMINALS

MST contracts with MV Transportation, Inc. (MVTI) to provide the ADA paratransit service for Monterey County. Utilizing twenty-four (24) MST owned vehicles, MVTI utilizes Trapeze Pass™ demand response scheduling software to plan approximately 250 passenger trips daily. Each Driver is provided with a paper manifest detailing the daily scheduled passenger pick-up and drop off information for their particular route. The fleet is verbally dispatched via the MST owned 450 MHz radio system and the drivers are required to manually log their arrival times and odometer readings for each passenger trip onto their daily manifest. This information is then

manually compiled and entered into the Trapeze™ system by clerical staff. The current situation is both time consuming and subject to error given the amount of manual entry involved. Additionally, the current method of dispatching generates an unmanageable amount of radio and phone traffic within MVTI's Communications Center and does not afford MVTI with the ability to visually track each of the vehicles activities to ensure driver accountability, quality of service, and maximum productivity.

The primary objective is to improve contractor accountability, performance, and productivity while obtaining the capability of digitally transmitting the information that is currently on the paper manifests to each vehicle. This system will ensure that the arrival time and the vehicle's odometer reading is captured, transmitted, and stored within each passenger trip record, which reside within the Trapeze™ software system. The system will also add functionally to the current dispatching system by establishing text or canned messaging capability, and automatic vehicle location (AVL) technology to provide real-time vehicle routing, tracking, and passenger trip scheduling.

The second component of this project requires that a software application be in place to allow the Mobile Data Terminals to directly interface with Trapeze™ Pass demand response scheduling software that is currently in use. This software interface will provide a conduit for the transmission and reception of data to / from the MDT(s) in the field to the Trapeze™ system. It will also provide real time automatic vehicle location technology used to manage vehicle routing, tracking, and passenger trip scheduling. Due to the proprietary nature of the source coding and software algorithms, the Trapeze™ MDT interface is only available from the Trapeze™ Software Group. As no other company has the rights to sell this interface, this purchase will be a sole-source procurement of an additional \$39,075.

Director Mancini moved to: 1) award an exclusive contract to Mentor Engineering for the purchase of 27 Mobile Data Terminals (MDT) for the MST RIDES Paratransit Fleet, and 2) award an exclusive contract to Trapeze Software Group for the purchase and installation of the Trapeze PASS MON MDT software interface. Director Cunningham seconded and the motion carried unanimously.

7. PUBLIC HEARINGS

None.

8. UNFINISHED BUSINESS

None.

9-1. CALIFORNIA LEGISLATIVE REPORT

This item has been moved to the December 13, 2004 Board meeting.

10-1. – 10-12. REPORTS & INFORMATION ITEMS

The reports consisted of the General Manager/CEO Report; Central Coast Reporter – October 2004; Washington D. C. Lobbyist Report – October 25, 2004; Sacramento Lobbyist Report – October 28, 2004; Summary Report for Election Process for Small Operations Steering Committee.

Mr. Lichtanski reported that he attended the California Transit Association Annual Meeting. The Association adopted their 2004 Legislative Program. Leslie Rogers, FTA, was a keynote speaker. Another keynote speaker was Howard Putnam, former CEO for Southwest Airlines. He talked about managing in turbulent times. Mike Hernandez will be taking over MST's Maintenance program. Siemens is going through some changes internally, but MST as well as other transit properties, are keeping the pressure on Siemens to respond to their needs.

Mr. Sedoryk, Assistant General Manager, announced that Mr. Lichtanski won the Transit Leadership Award. The recipient of this award provides leadership and vision to the transit community and to Small Operators.

11. COMMENTS BY BOARD MEMBERS

Director Fisher announced that this was his last Board meeting. He thanked MST staff for their help throughout the years.

12. CLOSED SESSION

The Board of Directors met in closed session to discuss with labor negotiators the status of ATU negotiations.

Counsel and staff provided a status report as to negotiations with ATU on the proposed 2004-2006 labor agreement. No specific action was taken by the Board of Directors.

13. NEXT MEETING DATE

December 13, 2004 at 10:00 a.m. in the MST Conference Room.

14. ADJOURNMENT

There being no further business, Chairman Armenta adjourned the meeting at 12:15 p.m.

PREPARED BY: _____
Sonia A.R. Bannister