

Board of Directors Regular Meeting

**Monday, May 17, 2010**

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.*

2-2. Adopt Resolution 2010-16 recognizing Jim Conrad, Coach Operator, as Employee of the Month for May 2010. (Robert Weber)

2-3. Disposal of property left aboard buses. (Danny Avina)

2-4. Minutes of the regular meeting of April 12, 2010. (Sonia Bannister)

2-5. Financial Report – April 2010. (Hunter Harvath)

2-6. Adopt Resolution 2010-17 recognizing Thomas Mancini for serving as Vice-Chair. (Carl Sedoryk)

2-7. Nicol Sanks claim rejection. (Ben Newman)

2-8. Schedule public hearing for active duty military discount fare. (Hunter Harvath)

2-9. Approve capital budget transfers. (Hunter Harvath)

End of Consent Agenda

**3. SPECIAL PRESENTATIONS**

- 3-1. Resolution 2010-17 Appreciation for Services Rendered by Thomas Mancini. (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. Strategic Planning Ad-Hoc Committee Minutes – March 1, 2010. (Sonia Bannister)
- 5-2. Transition Ad-Hoc Committee Minutes – March 1, 2010. (Sonia Bannister)
- 5-3. Strategic Planning Ad-Hoc Committee Minutes – April 6, 2010. (Hunter Harvath)
- 5-4. Transition Ad-Hoc Committee Minutes – April 6, 2010. (Hunter Harvath)
- 5-5. Planning/Operations Committee Minutes – April 12, 2010. (Mike Gallant)

**6. BIDS/PROPOSALS**

- 6-1. Approve contract with Moore & Associates in the amount of \$42,798 for the South County Area Service Analysis. (Hunter Harvath)

**7. PUBLIC HEARINGS**

- 7-1. Conduct public hearing on federal funded Program of Projects. (Hunter Harvath)

**8. UNFINISHED BUSINESS**

- 8-1. Approve the BRT and Regional Transit Coordination in Monterey Bay. (Hunter Harvath)
- 8-2. Adopt FY 2011 – 2013 strategic plan. (Carl Sedoryk)

- 8-3. Recommend adoption of by-laws to Monterey-Salinas Transit District. (Carl Sedoryk)
- 8-4. Receive update on Fremont/Lighthouse Bus Rapid Transit project. (No enclosure) (Hunter Harvath)

## **9. NEW BUSINESS**

- 9-1. Receive draft FY 2011 budget and refer to Finance Committee for review. (Hunter Harvath)
- 9-2. Receive report on Monterey County Local Transportation Funds and provide direction to staff. (Carl Sedoryk)

## **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.
- 10-2. TAMC Highlights – April 28, 2010.
- 10-3. Washington D. C. Lobbyist report – April 28, 2010.
- 10-4. Staff trip reports.

## **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 (Gov. Code §54956.9) Monterey County Superior Court # M86241, Gaytan Mayrand v MST (No enclosure) (Lyn Owens)
- 13-2. Conference with Legal Counsel –Existing Litigation (Gov. Code § 54956.9 (a)) (Enclosure)  
Name of Case: Quy Nguyen v. MST (Lyn Owens)  
Worker's Compensation Claim

- 13-3. Conference with Legal Counsel – Labor Negotiations  
Appoint Labor Negotiators for Employee organization -  
Amalgamated Transit Union contract. (No Enclosure) Dave Laredo

**14. RETURN TO OPEN SESSION**

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

**15. ADJOURN**

**NEXT MEETING DATE:** June 14, 2010 in MST Conference Room.

**NEXT AGENDA DEADLINE:** June 2, 2010

*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](mailto:srbannister@mst.org)*

**JIM CONRAD  
MAY 2010  
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, Jim Conrad began his career as a Coach Operator in April 1987. He has been the recipient of multiple commendations throughout his career from both MST staff and his customers; and

WHEREAS, Jim Conrad received a Safety Award for over 18 years of safe driving and recognized for his perfect attendance. He continues to maintain one of the highest on-time performance standings in the system; and

WHEREAS, Jim Conrad continues to be an excellent representative to the communities MST serves and remains a valued asset to our agency and to our customers;

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Jim Conrad as Employee of the Month for May 2010; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2010-16 this 17<sup>th</sup> day of May 2010.

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Fernando Armenta  
Chairman

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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 scarf	4 pairs of eyeglasses
1 cosmetic bag	2 beanies
3 cell phones	4 pairs of sunglasses
2 coin purses	1 key chain
4 umbrellas	1 apron
2 shirts	4 books

To be disposed

4 sets of keys	
2 backpacks	1 sweater
1 lunch box	2 aprons
2 IDs	2 bike helmets
3 documents	1 pair of gloves

To be retained

\$2.98 forwarded to 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

BOARD OF DIRECTORS  
REGULAR MEETING  
MONTEREY-SALINAS TRANSIT  
April 12, 2010

**1. CALL TO ORDER**

Chairman Armenta 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
	James Ford	City of Marina
	Libby Downey	City of Monterey
	Alan Cohen	City of Pacific Grove
	Sergio Sanchez	City of Salinas
	Thomas Mancini	City of Seaside
	Fernando Armenta	County of Monterey
Absent:	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
	Sonia Bannister	Office Administrator/Marketing & Sales Specialist
	Lyn Owens	Director of Human Resources
	Michael Hernandez	Asst. General Manager/COO
Others:	Dave Laredo	DeLay & Laredo
	Alex Lorca	DeLay & Laredo
	Rex Sacayanan	MST

***Apology is made for any misspelling of a name.***

**2-1. – 2-9. CONSENT AGENDA**

The consent agenda items consisted of the following:

- 2-2. Adopt Resolution 2010-15 recognizing Rex Sacayanan, Coach Operator, as Employee of the Month for April 2010.
- 2-3. Disposal of property left aboard buses.
- 2-4. Minutes of the regular meeting of March 8, 2010.
- 2-5. Financial Report – March 2010.

- 2-6. 2009 Community Stakeholder survey results.
- 2-7. Laibility claim rejection.
- 2-8. Purchase one medium-size bus.
- 2-9. Information only – AB 1234 Ethics Training.

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

### **3. SPECIAL PRESENTATIONS**

Robert Weber, Director of Transportation Services, presented Rex Sacayanan, Coach Operator, as employee of the Month for April 2010. Since he began his career almost eleven years ago, Rex's passengers have submitted compliments expressing their appreciation for his exceptional customer service and his skill as a safe and professional Coach Operator. Rex has also been recognized by his Supervisor for his willingness to assist MST with special events and other activities that are beyond his normal work assignments. Rex continues to be an excellent representative to the communities we serve and remains a valued asset to our agency.

### **4. PUBLIC COMMENT**

None.

### **5-1. – 5-2. COMMITTEE MINUTES**

The Board accepted and filed the MST CTSA Advisory Committee Minutes – January 13, 2010; and MST Facilities Committee Minutes – March 8, 2010.

### **6-1. PURCHASE OF FAREBOX SYSTEM**

Mr. Hernandez, Assistant General Manager, Chief Operating Officer, reported that MST's current fare collection system is a 17 year old system manufactured by CUBIC. The current system has limited capability and does not provide many of the "smart" technologies found in today's modern automated fare collection systems. MST has identified the need for a more advanced fare collection system to increase revenue security, simplify complex fare structure and transfer rules and to facilitate transfer media with neighboring transit districts.

The new GFI automatic fare collection system will provide improved and modern revenue security features and will provide MST with the ability to significantly expand payment options for customers using new "smart" technologies. MST will be able to provide passengers with various convenient fare payment options including reloadable



smart cards, magnetic swipe cards and improved options for day/month passes and transfers. New fareboxes will also reduce the loss of passenger revenue from invalid transfers, expired passes and counterfeit passes.

**Director Ford moved to authorize the purchase of an automatic fare collection system from GFI Genfare with a project budget not to exceed \$2,900,000. Director Clark seconded and the motion carried unanimously.**

## **7. PUBLIC HEARING**

None.

### **8-1. FRANK J. LICHTANSKI MONTEREY BAY OPERATIONS PROJECT**

Mr. Hernandez, Assistant General Manager, Chief Operating Officer, reported that the additional \$213,000 provides for a revised project budget of \$7.5 million, slightly less than 11% of the projected construction costs. Construction documents are more than 90% of complete and additional expenses for design and engineering have surpassed the original contingency budget of \$387,000.

Several additional changes to the design were required including revisions to the bus entrances, a security assessment, hoists to accommodate MCI commuter buses, and a recycling system for landscape water. There will also be some additional design costs to handle storm water runoff requirements. This would increase the contingency budget from \$387,000 to \$600,000.

**Director Mancini moved to authorize a revised contingency budget in the amount of \$213,000 for MST's Bus Maintenance and Operations Center. Director Cohen seconded and the motion carried unanimously.**

## **9. USED TROLLEY PURCHASE**

Mr. Hernandez, Assistant General Manager, Chief Operating Officer, reported that MST has six, model year 2003 Optima Trolleys. These trolleys are operated by MST's contractor MV Transportation Inc. and are currently used in service throughout the year in Monterey, Salinas and Carmel. The peak season for trolley use is in the summer, between Memorial Day and Labor Day. During the summer months up to four trolleys help reduce local traffic congestion on the Peninsula by shuttling passengers between downtown Monterey, Cannery Row and the Aquarium. An additional trolley is also used for summer service in Carmel-by-the-Sea. During peak tourism periods MST has one spare vehicle as a backup for these two services.

Over the past several months the City of Pacific Grove has been actively planning and developing a financing plan for summer trolley service. More recently CSUMB has also expressed an interest in trolley service. In order to have an

adequate supply of spare vehicles to provide reliable and predictable trolley services, two additional trolley vehicles will have to be purchased.

MST has been searching for a suitable used trolley for the past several months. Staff has identified several potential trolleys located out of state, and continues to search within California. Most of the vehicles identified have an estimated price range between \$23,000 and \$35,000.

The vehicles being considered are older and have significantly higher mileage than the current trolleys. Vehicle selection has not been completed, and selection criteria will be based on vehicle condition, whether the vehicle can be modified to meet State of California emission requirements, engine specifications, and the amount of cost to bring a vehicle up to a reliable and presentable operating condition.

Once vehicle selection has been completed, several months of work will be required to prepare the vehicle for service. Based on MST's maintenance department's current work load, much of the work will be contracted out, which will require a competitive procurement process.

Staff does not know the cost to refurbish these vehicles until they are purchased and maintenance staff is able to fully inspect the vehicles.

Director Cohen likes the trolley service in Pacific Grove.

Director Downey suggested continuing this item until refurbishment costs are known.

**Director Clark moved to authorize the purchase of two used trolleys. Director Cohen seconded and the motion carried with Director Downey opposed.**

#### **10-1. – 10-4. REPORTS & INFORMATION ITEMS**

The reports consisted of the General Manager/CEO Report; TAMC Highlights – March 24, 2010; Washington DC Lobbyist Report – March 26, 2010; and staff trip reports.

#### **11. COMMENTS BY BOARD MEMBERS**

Director Sanchez asked about the status of the State Legislative Consulting Services contract. Mr. Sedoryk responded that a Scope of Work was in progress and would be issued within the next couple of weeks.

Director Downey reported that at the APTA Legislative Conference in Washington, DC, staff met with Senator Boxer and Congressman Farr. She commented that Congressman Farr is receptive to MST's requests.

Director Clark noted that there was a lot of emphasis on the healthcare bill during the conference.

## **12. ELECTION OF OFFICERS**

The MST Board of Directors held their election of officers and re-elected Director Fernando Armenta as Chair and appointed Director Kristin Clark as Vice-Chair. Other staff appointments remain the same.

It was also suggested to have the full board of the new Monterey-Salinas Transit District re-affirm the appointments at the July board meeting.

**Director Clark moved to approve the appointments as recommended by the Nominating Committee. Director Mancini seconded and the motion carried unanimously.**

## **13. ANNOUNCEMENTS**

None.

## **14. CLOSED SESSION**

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

## **15. RETURN TO OPEN SESSION**

**Upon returning to open session, General Counsel Laredo reported that regarding Giovanna Sardina v MST, the Board authorized referral to Special Counsel. With regard to MST v MV Transportation, he reported that staff and council provided a status report and no action was taken.**

## **16. ADJOURNMENT**

There being no further business, Chairman Armenta adjourned the meeting at 12:00 p.m.

Prepared by: \_\_\_\_\_  
Sonia Bannister

Agenda # **2-5**  
May 17, 2010 Meeting

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To: Board of Directors  
From: H. Harvath, Assistant General Manager for Finance & Administration  
Subject: Financial Reports – March 2010

**RECOMMENDATION:**

1. Accept report of March 2010 cash flow presented in Attachment #1
2. Approve March 2010 disbursements listed in Attachment #2
3. Accept report of March 2010 treasury transactions listed in Attachment #3
4. Accept March 2010 Revenue & Expense Summary listed in Attachment #4

**FISCAL IMPACT:**

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

Beginning balance March 1, 2010	\$ 6,754,113.96
Revenues	1,764,094.68
Disbursements	<u>&lt;2,450,386.02&gt;</u>
Ending balance March 31, 2010	<u>\$ 6,067,822.62</u>

**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. A consolidated Revenue & Expense Summary is provided for your review in Attachment #4.

PREPARED BY:

  
Hunter Harvath

REVIEWED BY:

  
Carl G. Sedoryk

**DISBURSEMENTS SUMMARY:****GENERAL ACCOUNT DISBURSEMENTS FOR MARCH 1, 2010 - MARCH 31, 2010**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 02/05/10	20965-21104	749,925.70
Accounts Payable 02/09/10	21106	30.00
Accounts Payable 02/11/10	21107	55,691.53
Accounts Payable 02/18/10	21108-21237	1,709,903.29
Accounts Payable 02/24/10	21238	61.00

**TOTAL****2,515,611.52****CHECKS \$100,000 AND OVER**

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
MV Transportation	Recurring Expense	21049	2/5/10	329,238.21
Boyle Engineering	FJL Design	21122	2/19/10	314,601.25
Motor Coach Industries	Capital Purchase	21191	2/19/10	937,024.58

**DISBURSEMENTS SUMMARY:  
GENERAL ACCOUNT DISBURSEMENTS FOR MARCH 1, 2010 - MARCH 31, 2010**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 03/03/10	21239	51.00
Accounts Payable 03/05/10	21240-21373	748,503.55
Accounts Payable 03/09/10	21374	270.00
Accounts Payable 03/17/10	21375	800.00
Accounts Payable 03/19/10	21376-21491	766,853.57
Accounts Payable 03/25/10	21492	287.90

<b>TOTAL</b>	<b><u>1,516,766.02</u></b>
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**CHECKS \$100,000 AND OVER**

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
MV Transportation	Recurring Expense	21328	3/5/10	326,029.71
PERS-Health insurance	Recurring Expense	21342	3/5/10	177,915.72
York Insurance Services Group	9/2008	21387	3/19/10	181,440.18
GE Security	12/2009	21420	3/19/10	144,317.12
PERS-Contributions	Recurring Expense	21471	3/19/10	126,605.69

## APPRECIATION FOR SERVICES RENDERED BY THOMAS MANCINI

WHEREAS, Thomas Mancini has served on the Board of Directors of Monterey-Salinas Transit from January 1999 to present; and

WHEREAS, Thomas Mancini has served on the Facilities and Legislative Committees;  
and

WHEREAS, Thomas Mancini has served as Vice-Chair of the Board from February 2004 to April 2010; and

WHEREAS, Thomas Mancini is a staunch advocate of public transportation; and

WHEREAS, Thomas Mancini continues to make a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE BE IT RESOLVED that the Board of Directors gives him its sincerest thanks for serving as Vice-Chair of MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2010-17 this 17th day of May 2010 by the  
following vote:

AYES:

NOES:

ABSENT:

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Fernando Armenta  
Chairman

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Carl G. Sedoryk  
Secretary

To: Board of Directors  
From: Ben Newman, Risk Manager  
Subject: Liability Claim Rejection

**RECOMMENDATION:**

Reject claim by the claimant below.

**FISCAL IMPACT:**

\$150,000.

**POLICY IMPLICATIONS:**

None.

**DISCUSSION:**

MST received a Liability Claim from Terry G. Rockwood, Attorney representing Ms. Nicol Sanks. The Claim is in regards to an alleged incident that occurred on December 1, 2009, while traveling in a RIDES bus operated by MV Transportation. Ms. Sanks alleges to have received soft tissue low back injury and bruising when the RIDES vehicle went over a speed bump at Monterey Peninsula College.

After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has no liability in this claim and recommends that it be rejected in its entirety.

If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
Ben Newman Carl Sedoryk



To: Board of Directors

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

Subject: Public Hearing for proposed Military discount on cash transit fares

**RECOMMENDATION:**

Schedule a public hearing for June 14, 2010, to receive comments on the proposed discount on single cash fares and all-day passes for active duty military personnel.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board conducts public hearings in association with changes to fare policies.

**DISCUSSION:**

MST is currently partnering with the U.S. Army and Navy to provide public transit services to the Defense Languages Institute at the Presidio military base and the Naval Postgraduate School with 14 new bus lines. Active duty military participants in the program who live “off-post” qualify for the commute-based Federal Mass Transit Benefit/Transportation Incentive Program through the U.S. Department of Transportation. The transit lines that serve these military installations are fully funded through this federal program. A number of active duty military personnel who are housed “on-post” at the Presidio do not qualify for this federal commute transit benefit program because they live where they work and, hence, do not commute.

MST’s current “half-fare” discount program is currently available to persons 65 years and old, persons 18 and under, and persons of any age with a disability or holding a Medicare Card. Research into military discounts around the country showed that transit agencies in areas such as Chicago, Austin and New Jersey offer discounts to active duty military personnel. Given the successful partnerships with the Defense Languages Institute and Naval Postgraduate School here in Monterey, the MST Planning and Operations Committee at its April 12, 2010, meeting recommended to the full Board of Directors to extend the “half-fare” discount to all active-duty military

personnel purchasing single cash fares and all-day passes. In that regard, it is appropriate for your Board to schedule a public hearing at its next meeting to receive comments from the public on this change to fare policies. Hearing notices will be published in local newspapers in advance of the June 14, 2010, meeting of your Board.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
Hunter Harvath Carl G. Sedoryk



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**JOINT POWERS AGENCY MEMBERS:**

*City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Marina • City of Monterey • City of Pacific Grove  
City of Salinas • City of Seaside • County of Monterey*

## **ALLOCATION OF LOCAL TRANSPORTATION FUNDS TO MONTEREY-SALINAS TRANSIT**

WHEREAS, the Transportation Development Act (TDA) of 1971 was enacted by the state legislature to improve existing public transportation services;

WHEREAS, State TDA law requires the Transportation Agency for Monterey County (TAMC) to make a finding on unmet transit needs prior to allocating Local Transportation Funds to any jurisdiction for other miscellaneous purposes including streets and roads projects or other eligible purposes;

WHEREAS, the California Department of Transportation (Caltrans) has informed TAMC that it must fund any reasonable unmet transit need before allocating funds to streets and roads projects, regardless of whether or not the need is identified in an existing service area where Local Transportation Funds are already allocated to public transit;

WHEREAS, MST Board believes that Local Transportation Funds should be first allocated to MST to prevent reductions in transit service throughout Monterey County before they are allocated to streets and road projects, or other miscellaneous uses; and

WHEREAS, with continued state budget deficits, significant reductions in Local Transportation Funds, and the expiration of federal stimulus funds, the FY 2011 budget will require major cost reductions in the face of reduced revenues that will include reductions in public transit service.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit requests the TAMC Board allocate all Monterey County Local Transportation Funds to Monterey-Salinas Transit; and

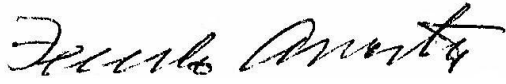
BE IT FURTHER RESOLVED that the Board of Monterey-Salinas Transit requests TAMC to make this allocation at its meeting of June 23, 2010.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2010-21 this 14<sup>th</sup> day of June 2010.

AYES: Armenta, Clark, Cohen, Downey, Ford, Mancini, Sanchez, Sharp

NOES: None

ABSENT: None



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Fernando Armenta  
Chairman



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Carl G. Sedoryk  
Secretary

To: Board of Directors

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

Subject: Capital Budget Transfers

**RECOMMENDATION:**

Approve capital budget transfers to maintain maximum flexibility with State Transit Assistance funds in fiscal years 2010 and 2011.

**FISCAL IMPACT:**

Revenue neutral. \$1,002,868 in deferred credit capital budget funds plus \$316,160 in FY 2010 Local Transportation Funds totaling \$1,319,028 reprogrammed to the Automatic Fare Collection System Project. An equal amount (\$1,319,028) in fiscal years 2010 and 2011 State Transit Assistance funds reprogrammed from the Automatic Fare Collection System project to the proposed FY 2011 Operating Budget.

**POLICY IMPLICATIONS:**

Your Board approves capital fund transfers in excess of \$25,000.

**DISCUSSION:**

At the April 12, 2010, meeting of your Board, staff received authorization for the purchase of an automatic fare collection system from GFI Genfare (GFI) with a project budget not to exceed \$2.9 million. A combination of sources, including State Transit Assistance (STA), was identified to fund this project. Under current regulations, State Transit Assistance has unrestricted flexibility to be used for either transit operations or capital expenditures. As the development of MST's FY 2011 operating budget continues, staff is striving to maintain maximum flexibility to preserve operating funds in the coming fiscal year. In that regard, staff is seeking authorization from your board to "swap" an equal amount of flexible STA funds obligated last month by your Board for the automatic fare collection project with prior-year deferred credit funds that are restricted to capital expenditures and FY 2010 Local Transportation Funds (see chart below). Funding approved by your Board last month from the following sources would not change as a result of this proposed transfer: Regional Surface Transportation Program (RSTP), State Transportation Improvement Program (STIP), California State Transportation Bonds (Prop 1B), American Recovery and Reinvestment Act (ARRA – federal stimulus).



## **Strategic Planning Ad-Hoc Committee**

March 1, 2010  
Minutes

Present: Director Armenta  
Director Clark  
Director Mancini  
Director Sanchez (10:45 a.m.)  
Director (ex-officio) Orozco  
Pat Stephens, Soledad City Councilmember  
Carl G. Sedoryk, General Manager/CEO  
Sonia Bannister, Office Administrator

Absent: None

### **1. Call to order**

Director Armenta called the meeting to order at 10:30 a.m.

### **2. Public Comment**

None.

### **3. Review draft Strategic Plan and recommend approval to MST Board.**

Mr. Sedoryk presented the ad-hoc committee with the draft Strategic Plan. The committee went through each item line-by-line and made minor corrections.

Director Sanchez arrived at 10:45 a.m.

It was suggested to have a list of acronyms used by MST be made available at the Board meeting.

Director Sanchez suggested adding an item under the Mission to provide expectations for customers.

It was also suggested to attach a more detailed action plan after each objective.

### **4. Adjourn**

Director Armenta adjourned the meeting at 11:18 a.m.

SUBMITTED BY: \_\_\_\_\_  
Sonia Bannister

## **Strategic Planning Ad-Hoc Committee**

April 6, 2010  
Minutes

Present: Director Clark  
Director Mancini  
Pat Stephens, Soledad City Councilmember  
David C. Laredo, Chief Legal Counsel  
Carl G. Sedoryk, General Manager/CEO  
Hunter Harvath, Assistant General Manager – Finance & Administration

Absent: Director Armenta  
Director (ex-officio) Orozco  
Director Sanchez

### **1. Call to order**

Director Mancini called the meeting to order at 10:00 a.m.

### **2. Public Comment**

None.

### **3. Review draft Strategic Plan and recommend approval to MST Board.**

Mr. Sedoryk presented the ad-hoc committee with the latest version of the draft Strategic Plan. Director Mancini explained how the strategic planning process worked for the city of Seaside and the roles, responsibilities and frequencies of reports from senior staff to the city council. Mr. Sedoryk explained that the MST strategic plan had traditionally accompanied the annual budget as an attachment. Director Mancini remarked that the plan seemed similar to what has been done in the past, but with greater elaboration and detail. Mr. Sedoryk indicated that it is helpful to have an adopted strategic plan when staff travels to Sacramento and Washington, DC, to meet with elected representatives and legislative/administrative staff.

Director Clark made a motion to recommend the draft plan for approval by the full Board of Directors. Ad-hoc committee member Stephens seconded the motion. The motion passed unanimously.



#### **4. Discuss next steps.**

Director Mancini inquired as to whether the Board was overloading staff on projects and priorities through the strategic plan. Mr. Sedoryk responded that additional demands on staff were coming primarily from individuals, organizations and entities outside of the MST Board. Director Mancini remarked that additional resources were needed to help fund these additional services and projects. Mr. Laredo added that negotiations for labor agreements this year will take up significant time this year.

#### **5. Adjourn**

Director Mancini adjourned the meeting at 10:17 a.m.

SUBMITTED BY: \_\_\_\_\_  
Hunter Harvath

## **Strategic Planning Ad-Hoc Committee**

April 6, 2010  
Minutes

Present: Director Clark  
Director Mancini  
Pat Stephens, Soledad City Councilmember  
David C. Laredo, Chief Legal Counsel  
Carl G. Sedoryk, General Manager/CEO  
Hunter Harvath, Assistant General Manager – Finance & Administration

Absent: Director Armenta  
Director (ex-officio) Orozco  
Director Sanchez

### **1. Call to order**

Director Mancini called the meeting to order at 10:00 a.m.

### **2. Public Comment**

None.

### **3. Review draft Strategic Plan and recommend approval to MST Board.**

Mr. Sedoryk presented the ad-hoc committee with the latest version of the draft Strategic Plan. Director Mancini explained how the strategic planning process worked for the city of Seaside and the roles, responsibilities and frequencies of reports from senior staff to the city council. Mr. Sedoryk explained that the MST strategic plan had traditionally accompanied the annual budget as an attachment. Director Mancini remarked that the plan seemed similar to what has been done in the past, but with greater elaboration and detail. Mr. Sedoryk indicated that it is helpful to have an adopted strategic plan when staff travels to Sacramento and Washington, DC, to meet with elected representatives and legislative/administrative staff.

Director Clark made a motion to recommend the draft plan for approval by the full Board of Directors. Ad-hoc committee member Stephens seconded the motion. The motion passed unanimously.

#### **4. Discuss next steps.**

Director Mancini inquired as to whether the Board was overloading staff on projects and priorities through the strategic plan. Mr. Sedoryk responded that additional demands on staff were coming primarily from individuals, organizations and entities outside of the MST Board. Director Mancini remarked that additional resources were needed to help fund these additional services and projects. Mr. Laredo added that negotiations for labor agreements this year will take up significant time this year.

#### **5. Adjourn**

Director Mancini adjourned the meeting at 10:17 a.m.

SUBMITTED BY: \_\_\_\_\_  
Hunter Harvath

## **Transition Ad-Hoc Committee**

April 6, 2010  
Minutes

Present: Director Clark  
Director Mancini  
Pat Stephens, Soledad City Councilmember  
David C. Laredo, Chief Legal Counsel  
Carl G. Sedoryk, General Manager/CEO  
Hunter Harvath, Assistant General Manager – Finance & Administration

Absent: Director Armenta  
Director (ex-officio) Orozco  
Director Sanchez

### **1. Call to order**

Director Mancini called the meeting to order at 10:17 a.m.

### **2. Public Comment**

None.

### **3. Review draft Bylaws.**

Mr. Sedoryk presented the ad-hoc committee with the latest version of the draft bylaws, which contained some minor errors that would be corrected before the final draft version is presented to the full Board of Directors. Mr. Sedoryk characterized this draft document as a compilation of some of the “best-practices” bylaws from several area transit districts. Mr. Laredo explained that adoption of the bylaws would be among the first actions of the new Transit District board.

Director Mancini inquired as to how the various officers of the District would function. Mr. Sedoryk responded that there would be no change from the Joint Powers Agency board as far as officers and responsibilities. Director Clark asked for clarification as to who these officers would be. Ad-hoc committee member Stephens was pleased that the representatives on the Board could either be elected officials or senior staff members such as a city manager. Mr. Sedoryk responded that in the past there have been times when a city manager or public works director represented a jurisdiction on the MST board.

Ad-hoc committee member Stephens asked about how meetings may be cancelled or whether there would be “dark” month(s) in which board meeting would not occur. Mr. Laredo highlighted sections V.d and V.e. of the bylaws with information on canceling meetings and preparations of agendas. Ad-hoc committee member Stephens suggested modifying the language in section VII.b to not identify exactly how many people were on committees and the exact names of committees, as the board may want the flexibility to set these parameters as necessary depending upon the situation and issues at hand. Mr. Laredo offered the appropriate edits to reflect this matter.

Director Mancini made a motion to recommend approval of the Bylaws by the incoming District Board. Ad-hoc committee member Stephens seconded the motion, which passed unanimously.

#### **4. Discuss other transition Matrix and Board related items.**

Mr. Sedoryk described the transition tasks that were currently under way by staff. The ad-hoc committee reviewed the proposed procurement policy revisions required by the state as a condition of approval of the District. Director Mancini inquired about giving preference to local firms and suppliers. Mr. Laredo said that, despite good intentions, giving such local preference violated federal and state procurement regulations. Director Clark and ad-hoc committee member Stephens agreed that the state’s new procurement language was acceptable as written as long as the District board would still award contracts and bids in excess of \$25,000.

Director Stephens inquired as to whether state budget issues would affect the new transit District’s ability to adopt a budget in July. Mr. Sedoryk indicated that staff is not budgeting any additional state funds beyond what has already been appropriated in FY 10.

#### **5. Discuss next steps.**

Mr. Laredo and Mr. Sedoryk discussed the next steps with the bylaws, which would be adopted in July by the new District.

#### **6. Adjourn**

Director Mancini adjourned the meeting at 11:30 a.m.

SUBMITTED BY: \_\_\_\_\_  
Hunter Harvath

## **Planning & Operations Committee**

April 12, 2010  
Minutes

Present: Director Tom Mancini  
Director Libby Downey  
Director Kristin Clark  
Carl Sedoryk, General Manager/CEO  
Hunter Harvath, Assistant General Manager for Finance & Administration  
(via teleconference)  
David Laredo, Legal Counsel  
Michael Hernandez, Assistant General Manager/Chief Operating Officer

### **1. Call to order**

Director Mancini called the meeting to order at 9:02 a.m.

### **2. Public Comment: None**

### **3. Receive an update on Military partnership bus routes and fares:**

Mike Gallant presented the board with ridership statistics for all military commuter bus operations. He then mentioned a timeline for removal of a substantial number of parking spaces at the Presidio of Monterey. Director Tom Mancini stated that he anticipates a sharp increase in bus ridership once hundreds of parking spaces are eliminated on the POM later this spring. Also presented by Mike Gallant was a proposal for a new reduced fare program for active duty service members. Director Downey inquired if the new discount fare for military members will be the same as the fare charged for seniors. All board members were in favor of establishing a new military discount fare and that charging half-fare was reasonable. Other details for Item 3:

- Passenger ridership continues to grow on all military commuter bus routes.
- Ridership expected to continue increasing after parking spaces removed on Presidio of Monterey.
- March 2010 ridership over 13,000 boardings – an increase of over 4,000 from the previous month.
- Line 69 weekend bus line will be re-routed to serve all barracks on Presidio of Monterey as well as an extension to the Dunes Shopping Center.
- Line 68 will be extended from Salinas Transit Center to Creekbridge Village.
- Service improvements planned for Fall 2010 service change.

- New military discount is for active duty service members (but not dependents) that will be paying cash fares only. The program is not extended to those military members enrolled in the DOD Transportation Incentive Program since they already have a monthly pass.

Director Mancini mentioned that MST cannot pocket any extra money made from the fully funded military commuter bus services. Director Kristin Clark asked questions about Line 69 service. Carl Sedoryk and Hunter Harvath responded to her inquiries about the type of operation, where it currently serves and where it will serve in the future. Director Clark also asked about displaying military ID cards identifying which passengers are entitled to the half-fare discount program.

#### **4. Receive an update on the new Bus Rapid Transit for the Fremont-Lighthouse corridor**

Hunter Harvath gave an update on the new BRT line for the Fremont-Lighthouse corridor. Director Mancini asked if the costs cover improvements for curbs and sidewalks.

#### **5. Receive update on Pacific Grove Trolley service planning**

Hunter Harvath gave an update on the planning process for the Pacific Grove Trolley. He further offered the challenges presented with deploying this new trolley service primarily because MST does not currently have available trolley vehicles. Mike Hernandez mentioned that MST is looking at purchasing used equipment to operate the new trolley service. Director Downey inquired about the quality of the used trolleys and expressed concerns as to how many hurdles there seem to be with implementing the Pacific Grove Trolley this summer.

#### **6. Receive update on CSUMB service planning**

Hunter Harvath provided a brief update for new CSUMB service.

#### **7. Receive update on Ft. Hunter-Liggett/South County service planning**

Mike Gallant had very briefly given an update on future MST bus service to Ft. Hunter-Liggett scheduled to begin in Fall 2010.

#### **8. Receive update on South County Integrated Transit Study**

Hunter Harvath briefly provided an update to the status of the South County Integrated Transit Study. At the May board meeting, MST would be ready to select a consultant to perform the work for the study.

## **9. Adjourn**

Director Mancini adjourned the meeting at 9:59 a.m.

SUBMITTED BY: \_\_\_\_\_  
Mike Gallant



To: Board of Directors  
From: H. Harvath, Assistant General Manager Finance & Administration  
Subject: Contract Award – South County Area Service Analysis (SoCASA)

**RECOMMENDATION:**

Authorize staff to award a contract for \$42,798 to Moore & Associates to perform the South County Area Service Analysis (SoCASA).

**FISCAL IMPACT:**

A \$50,000 Monterey Bay Unified Air Pollution Control District FY 2010 AB2766 grant has already been secured for this project.

**POLICY IMPLICATIONS:**

Your Board approves all contracts that are valued at or above \$25,000.

**DISCUSSION:**

The South County Area Analysis is designed to evaluate transit demand in the south Monterey County cities of Gonzales, Soledad, Greenfield, King City, and the neighboring unincorporated areas, including Chualar. Currently, MST serves these areas with Line 23 Salinas-King City and will be introducing a general public dial-a-ride service in the community of Gonzales this summer. In addition, the cities of Soledad, Greenfield, and King City operate municipal dial-a-ride taxi services.

As these areas experience continued growth in population and commercial and residential development, long-term transportation solutions are needed to address access and mobility issues. In that regard, the SoCASA represents a comprehensive analysis of the transportation demands for the South County area. To conduct the SoCASA, MST is seeking assistance from a transportation consultant in an effort to provide new and adjusted bus routes that would better serve existing and future public transit customers as well as increase overall ridership.

In February of this year, a Request for Proposals (RFP) was released to solicit bids from qualified consultants to conduct the SoCASA. MST received 5 responses to the RFP and scored them (see chart, below) according to the following criteria:

- Organizational management and business plan
- Past performance and quality of service
- Quality assurance
- Qualification of key personnel
- Reference check

<b>Proposer</b>	<b>Overall Score</b>	<b>Rank</b>	<b>Pricing</b>
Perteet	90	#1	\$62,843.00
<b>Moore &amp; Associates</b>	<b>88</b>	<b>#2</b>	<b>\$42,798.00</b>
Solis Group	85	#3	\$49,980.00
Nelson Nygaard	84	#4	\$61,019.00
Wilbur Smith & Associates	80	#5	\$40,000.00

While Perteet received the highest score, the firm's cost proposal was \$20,045 higher than Moore & Associates, which scored only marginally lower. Both proposals were similar in quality and scope from firms that have conducted studies previously for MST. In addition, Moore & Associates' Market Research Coordinator, Jose Perez, has bilingual market research experience, which will be useful in the South County communities that are home to significant Latino populations. In that regard, MST staff is recommending that your Board award the contract for consulting services to conduct the SoCASA study to Moore & Associates.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
 Hunter Harvath Carl G. Sedoryk

To: Board of Directors

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

Subject: FY 2010 Program of Projects & Public Hearing

**RECOMMENDATION:**

1. Conduct public hearing for FY 2010 Program of Projects
2. Adopt the FY 2010 Program of Projects; and
3. Authorize the filing of the appropriate grant applications with the Federal Transit Administration and Caltrans.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board must conduct a public hearing for and approve MST's Program of Projects to comply with federal regulations.

**DISCUSSION:**

The Program of Projects (POP) allocates federal funds to specific projects each fiscal year. The POP becomes part of MST's application for federal grant funding that is submitted to the Federal Transit Administration via Association of Monterey Bay Area Governments (AMBAG). According to federal regulations, MST is required to develop, publish and afford an opportunity for a public hearing on and submit for approval a POP. In addition, the projects listed in the POP are submitted to AMBAG for inclusion in the Metropolitan Transportation Improvement Program (MTIP).

It is appropriate for your Board to conduct a public hearing to receive comments on the POP and then consider its adoption. Hearing notices were published in the *Herald*, the *Californian* and *El Sol* (Attachment) in advance of this Board meeting.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
Hunter Harvath Carl G. Sedoryk

ATTACHMENT: Public Hearing Notices – *Monterey County Herald & Salinas Californian*

# MST

MONTEREY-SALINAS TRANSIT

## AVISO DE JUNTA PUBLICA

Monterey-Salinas Transit (MST) llevará a cabo una junta pública sobre el programa propuesto de MST's de la Sección 5307 para proyectos financiados con fondos federales el 17 de mayo del 2010 a las 10:00 a.m. en el Monterey-Salinas Transit, ubicado en Ryan Ranch Road #1 en Monterey.

Las fuentes de financiamiento son de la Sección 5307 de la Ley de Equidad de Tránsito Federal para el Siglo XXI (TEA-21, por sus siglas en inglés) y la Ley de Equidad de Transporte Seguro, Responsable, Flexible y Eficiente: Un Legado para Usuarios (SAFETEA-LU, por sus siglas en inglés). El programa propuesto de proyectos 5307, financiados con fondos federales, se muestra abajo y representa el nivel de fondos federales para los años fiscales previos y lo planeado para el Año Fiscal 2010.

Los negocios, personas, u operadores privados que deseen hacer comentarios, pero que no puedan asistir a la junta pública pueden entregar sus comentarios por escrito a: Carl Sedoryk, General Manager / CEO, Monterey-Salinas Transit, One Ryan Ranch Road, Monterey, CA 93940. El Programa de Proyectos puede ser examinado en MST en Ryan Ranch Road en Monterey. La fecha límite para recibir comentarios por escrito es el 14 de mayo del 2010.

Si no se reciben comentarios sobre este Programa de Proyectos como resultado de la petición de comentarios públicos, entonces esta publicación servirá como el Programa de Proyectos final.

Monterey-Salinas Transit  
Programa Final de la  
Sección 5307 de Proyectos Financiados con Fondos Federales

Proyecto	FY 2010
Ruta-Fija Autobús de Planificación y Operaciones	\$6,867,946
TOTAL	\$6,867,946



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To: Board of Directors  
From: H. Harvath, Assistant General Manager – Finance & Administration  
Subject: BRT and Regional Transit Coordination in Monterey Bay study

**RECOMMENDATION:**

Approve the BRT and Regional Transit Coordination in Monterey Bay study.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

A condition of the grant funding for the study requires that your Board consider adoption of this document.

**DISCUSSION:**

MST and Santa Cruz Metropolitan Transit District (METRO) collaborated on a joint grant application to the Monterey Bay Unified Air Pollution Control District (Air District) for funding from the AB2766 Motor Vehicle Emission Reduction Program to study Bus Rapid Transit (BRT) for congested corridors in Monterey and Santa Cruz counties. The Air District awarded a grant of \$80,000 in FY06 AB2766 funds to MST and METRO for the Monterey Bay Bus Rapid Transit Study Project. As the lead agency, MST executed the grant agreement with the Air District in January 2006.

The scope of work of the BRT project had three goals: 1) an overview of BRT feasibility as a public transit option in the Monterey Bay area; 2) a report for MST to serve as the basis for their application to the Federal Transit Administration (FTA) for funding from the Very Small Starts program; and, 3) a preliminary feasibility study to identify BRT corridors in the METRO service area.

MST and METRO coordinated to evaluate proposals and select a consultant to perform the BRT feasibility study. In September, 2006, MST awarded a contract to Wilbur Smith Associates for the BRT project, and work began on October 18, 2006. In July of 2009, Wilbur Smith Associates delivered a regional overview of BRT planning in the Monterey Bay area entitled *BRT and Regional Transit Coordination in Monterey Bay* (Attachment) makes recommendations for planning a regional BRT network in the

Monterey Bay area. The primary recommendations are to establish a regional Connectivity Council through a Memorandum of Understanding among the regional transportation agencies. The Connectivity Council would secure funding to hire a Mobility Manager to perform public relations and planning tasks to create a regional strategy, goals and priorities for developing the regional BRT network.

The grant agreement between the Air District and MST requires that your Board consider adopting the *BRT and Regional Transit Coordination in Monterey Bay*.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
Hunter Harvath Carl G. Sedoryk

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# BRT and Regional Transit Coordination in Monterey Bay



## Disclaimer

The preparation of this report has been financed, in part, through a grant from the U.S. Department of Transportation (U.S. DOT), Federal Transit Administration, under the Transportation Equity Act for the 21<sup>st</sup> Century and the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: Legacy for Users, as provided to Monterey-Salinas Transit (MST) by the Association of Monterey Bay Area Governments (AMBAG). The contents of this report reflect the views of MST, which is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or the policy of the U.S. DOT. Acceptance of this report by the U.S. DOT, or by AMBAG, does not in any way constitute a commitment on the part of the funding and oversight agencies.

July 2009

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## Introduction

The goal of this part of the project is to consider the role of a Conceptual Regional BRT Plan that can incorporate both the broader perspectives of the affected regional agencies with the more specific input from the operating agencies. The contents include an overview of those various agency modal perspectives and a conceptualization how a longer term BRT network might evolve to be integrated into the public transportation vision for the region.

As indicated in Exhibit 1 on the following page, the base map for the Monterey Bay area, which for the purposes of this study encompasses the operating areas of Santa Cruz METRO to the north and Monterey-Salinas Transit to the south. The study area is affected by a hillside and mountain topography that limits connections to other activity centers in the broader urban area to the north including San Jose, the east bay and Oakland and the San Francisco Peninsula.

Major highway corridors include:

- State Route 1 that links Monterey with Santa Cruz and continues north and south of those cities along the coast;
- US 101 which is an inland route extending from north of San Francisco through San Jose and Salinas and moving inland to the south;
- State Route 68 connecting Monterey with Salinas and US 101;
- State Route 156 linking SR 1 with US 101 north of Salinas; and
- SR 17 that connects Santa Cruz and San Jose.

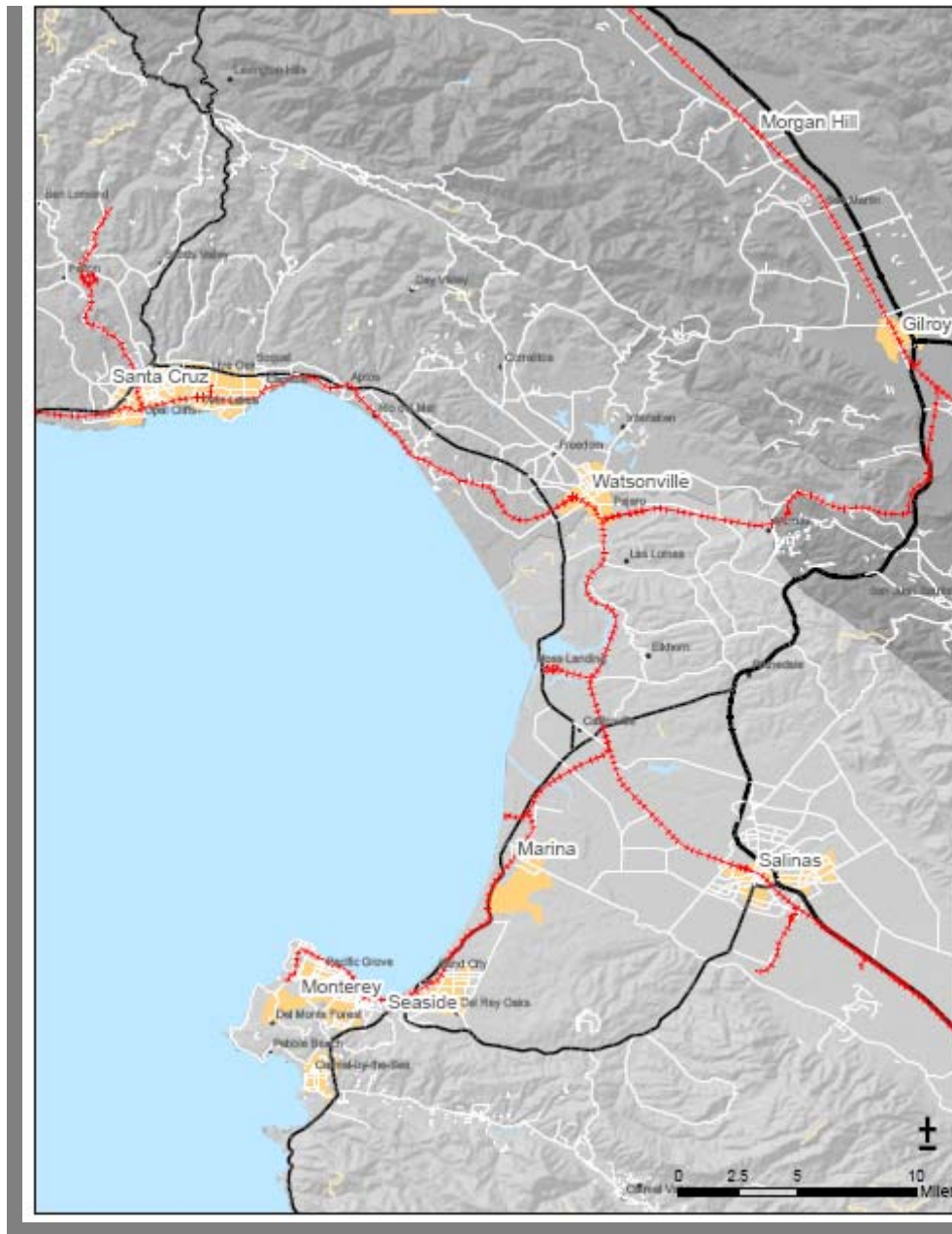
In addition to these main highway corridors, there are several rail corridors that have service connections and/or service potential. The existing operations are:

- Caltrain service that operates to Gilroy and accesses the San Francisco Peninsula, and
- Amtrak Coast Starlight that stops in Salinas before heading north to San Jose and the East Bay.

Also, there has been discussion regarding Caltrain service extension to Salinas including stops at Pajaro, near Watsonville and Castroville. In addition, TAMC has been conducting an analysis of transit potential in the rail corridor north of Monterey and SCCRTC has acquired the rail right of way in the Santa Cruz area.

As indicated above, most inter-regional travel connects with the urban areas north of the Monterey Bay, which are closer than the southern connections to San Luis Obispo and Santa Barbara.

Exhibit 1: Monterey Bay Study Area



## Bus Rapid Transit

BRT has evolved the past decade to become an integral component of the multi-modal public transit options available throughout the country, paralleling the success BRT has had in South America, Europe, and throughout the world. However, although there are numerous services operating as BRT, their applications continue to be diverse based on the operating environment and local policy priorities. These applications are often referred to either as BRT Light, which denotes a service that is distinguishable from regular bus service, but often operates in mixed flow traffic with few other attributes. On the other hand, some jurisdictions operate BRT in exclusive rights of way and have substantial stations and, thus give the appearance of more a rail than bus operation. The type of service that can be a candidate for BRT operation also varies from a main corridor application with stops at half-mile or mile spacing to more of a commuter express application with a few stops in the peripheral areas focusing on accessing an urban destination.

Therefore, BRT has a number of different applications, but all are linked by a common set of elements or attributes which include:

- Running way – either mixed flow or exclusive
- Stations – design and system development
- Vehicles – size and propulsion systems
- Fare collection – on or off-board payment
- Intelligent Transportation Systems – traffic signal preference or priority and customer information and communication
- Service and operating plans – station spacing and route layout simplicity
- Branding – marketing and communications

## BRT in the Monterey Bay

As the study evolved, it became apparent that there were different perspectives regarding BRT from the two operating agencies, Monterey-Salinas Transit and Santa Cruz METRO. MST approached the study from the view of developing a specific project for submittal to the FTA for funding, whereas METRO was more interested in better understanding some of the elements of the programs and especially balancing the ability to link communities with improved service without any potential adverse impacts on vehicle and bicycle flow.

MST staff completed a significant amount of pre-research and had worked with the National Transit Institute to present a two-day workshop in May 2006 on BRT attributes and projects with a panel of experts discussing policies, planning and projects from national and international views. Also as a follow up to that workshop, staff from Lane Transit in Eugene, Oregon, which had been involved in the initial set of FTA BRT candidate cities, provided additional guidance and insight to MST regarding the Lane Transit process and issues for MST to consider as this planning study moved forward.

Lane Transit embarked on a thorough commitment to BRT, working extensively with the community to select an initial starter project, which they determined required a designated right of way and exclusive guideway. In addition, while developing the initial route, Lane Transit had already begun working on both a potential second project and an overall planning process that would rank the potential for additional BRT lines to be developed in the future. As part of that process, key corridors were identified for interim improvements in service including the use of some BRT elements or attributes (e.g. queue jumpers).

This phased development of a broader BRT system plan was embraced by MST staff as a method to similarly evolve a system of BRT services for MST. General discussions began regarding potential attractors and corridors including downtown Salinas, the evolving campus and associated activities for CSUMB, and access to Monterey and the Cannery Row destinations that attracted large volumes of tourists annually.

The initial scoping process for potential BRT lines was guided to some degree by the pragmatics of the FTA Very Small Starts process, which included the following thresholds in order to qualify for FTA funding:

- Existing corridor ridership exceeding 3,000/day
- Frequent service - 10 min. peak/15 min. off-peak
- Span of service – 14 hrs./day
- Signal priority or pre-emption
- Low floor/level boarding
- Special branding
- Total cost less than \$50 million
- Cost per mile less than \$3 million (excluding vehicles)

These thresholds were considered from a system and project view before moving ahead with the development of the Fremont/Lighthouse Corridor project.

In Santa Cruz, the METRO Board extensively discussed whether to view this study as a corridor specific project or a broader concept for additional study and refinement. Ultimately the Board adopted the latter position and asked for additional input on how BRT could improve access between Watsonville and Santa Cruz, one of the key corridors in their system. As indicated previously, several members had expressed concern regarding preference or priority treatments within the roadways south of Santa Cruz and also questioned the viability of service enhancements during an era of constrained resources.

As the study progressed, there was an additional request from the University of California at Santa Cruz to enhance the project with supplemental resources to consider the potential for Very Small Starts funding for a project to connect the UCSC campus with Metro Center in downtown Santa Cruz. This concept had evolved from prior studies by UCSC regarding options and alternatives to increase mode share by transit for students and employees, based to some degree on anticipated increases in students and staff.

As a result, preliminary BRT analyses were conducted on both the Fremont/Lighthouse and the UCSC – Metro Center Bay/Mission/Laurel corridors.

## **California High-Speed Rail and Other Rail Connections**

In November 2008, California voters approved Proposition 1A, Safe, Reliable, High-Speed Passenger Train Bond Act, which established the framework for the development of a high-speed rail (HSR) system for the state, as indicated on the following page in Exhibit 2, the statewide map.

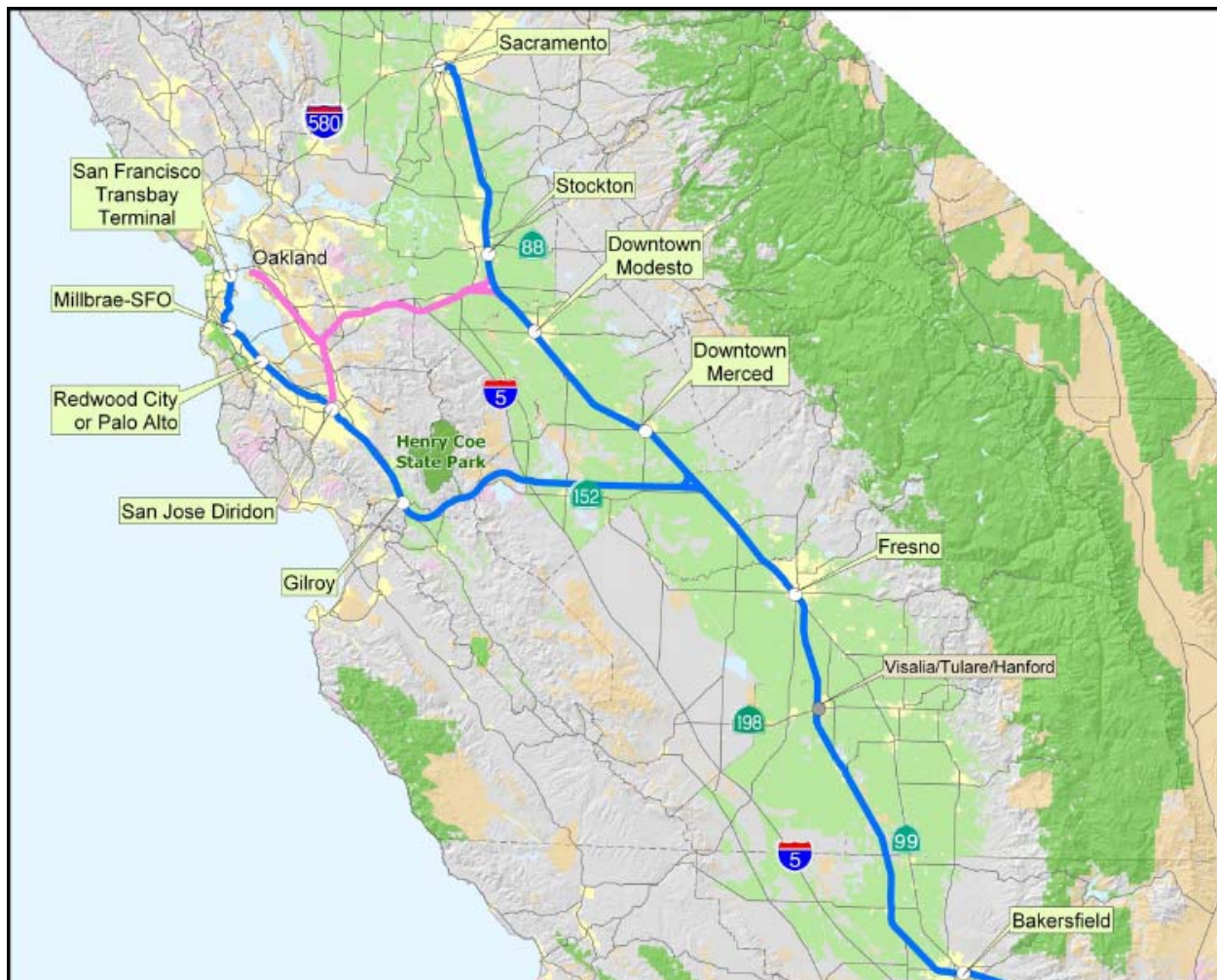


Exhibit 2: Proposed High-Speed Rail System



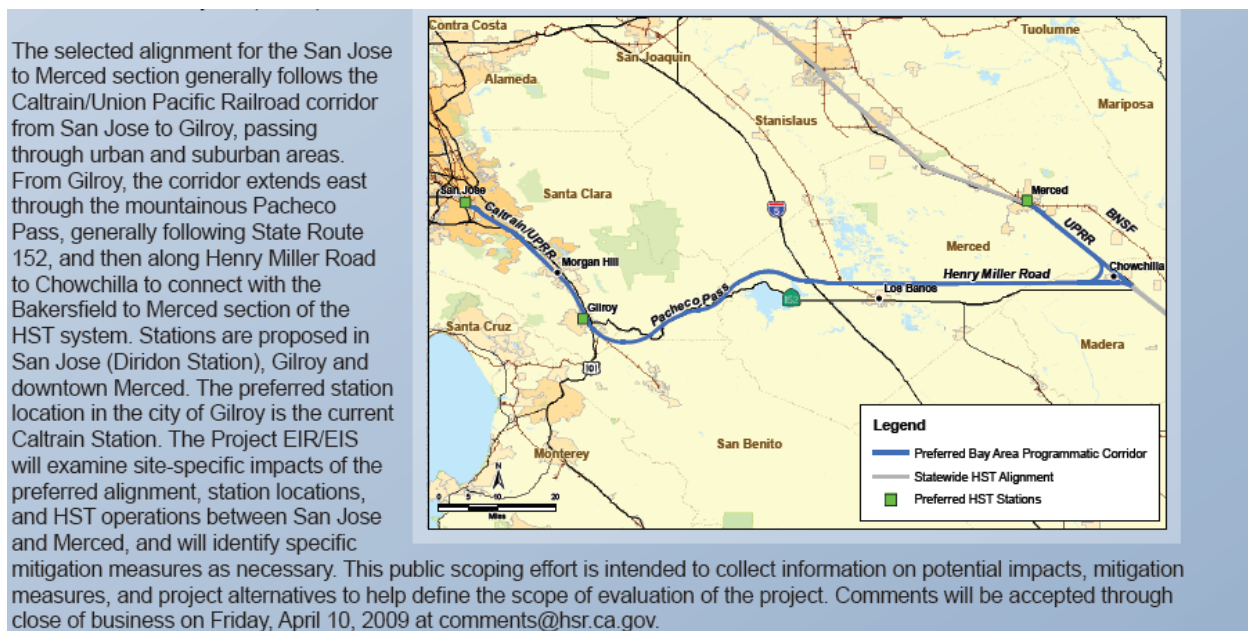
With regard to the Monterey Bay area, station stops are planned for both San Jose and Gilroy as shown in Exhibit 3, on the following page. The routing is further defined in the subsequent information, which indicates that the preferred station location for Gilroy would be the existing Caltrain Station.

Exhibit 3: Northern California Proposed HSR Station Stops



From a national perspective, interest in high speed rail increased dramatically when President Obama added \$8 billion dollars of funding into the American Recovery and Reinvestment Act and a commitment for an additional \$1 billion per year through the budget process. Potential corridors and projects throughout the nation eagerly awaited additional information from the Administration regarding plans and processes. Some initial concepts were received as part of the High-Speed Rail Strategic Plan released in April 2009 which identified ten corridors plus the Northeast Corridor as potential candidates for funding (including the California Project). Exhibit 4 on the following page presents the initial San Jose to Merced Alignment from the California High-Speed Rail Strategic Plan. In addition more detailed application guidance was presented on June 17, 2009. Thus, the HSR system development continues via input from the FRA and the Obama administration.

**Exhibit 4: Initial San Jose to Merced Alignment from the California High-Speed Rail Strategic Plan**



Existing rail service is available via Caltrain at the Gilroy Station and via Amtrak at the Salinas Station. The former provides three northbound and two southbound trips per weekday, and the latter includes a daily stop by the Coast Starlight Express, plus connecting bus service to Monterey and Carmel.

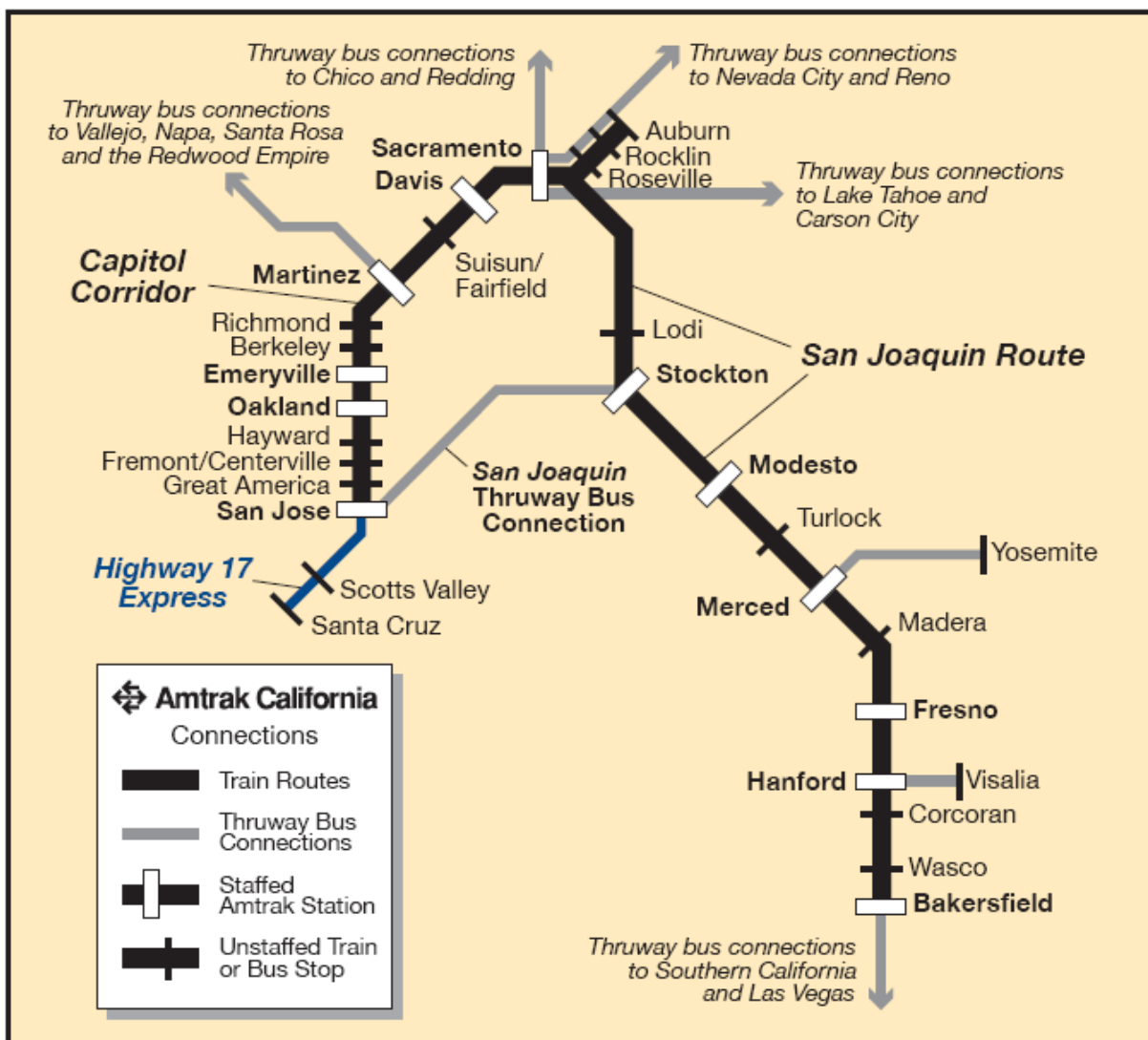
Bus connections are also an important part of the access alternatives offered at Gilroy with services operated by VTA, MST, San Benito and Greyhound. Regarding Greyhound, although the service network has been reduced in comparison with prior levels, there are Greyhound alternatives within the Monterey Bay area connecting north to Watsonville, Santa Cruz and San Jose as well as south through Salinas, King City and ultimately San Luis Obispo and Los Angeles.

## Regional Transit Planning

Similar to the multi-provider rail connection theme above, Santa Cruz METRO has partnered with VTA, Caltrans, and Amtrak to be a part of the Amtrak Thruway program. Exhibit 5 on the following page provides more detail of the program.



Exhibit 5: Amtrak Thruway Program



The two interesting facets of the Highway 17 Express program, as shown above, are the emphasis on providing that regional connection, which then offers more regional mobility options, and the funding partnerships which offer benefits to customers of multiple connecting services.

Key components of an expanded Monterey Bay regional BRT or transit program should also include the ability to maximize connections and develop partnerships with other agencies.

Monterey Salinas Transit is also providing several current regional connections as the Amtrak Thruway bus, including express service to San Jose via Route 55, which also serves Gilroy and Morgan Hill. In addition, MST operates three routes to Watsonville, two primarily along the Coastal Corridor from Marina and Salinas

and another along Highway 101 from Salinas. These services recognize the increasing demand for mobility within the area.

## TAMC Projects and Planning

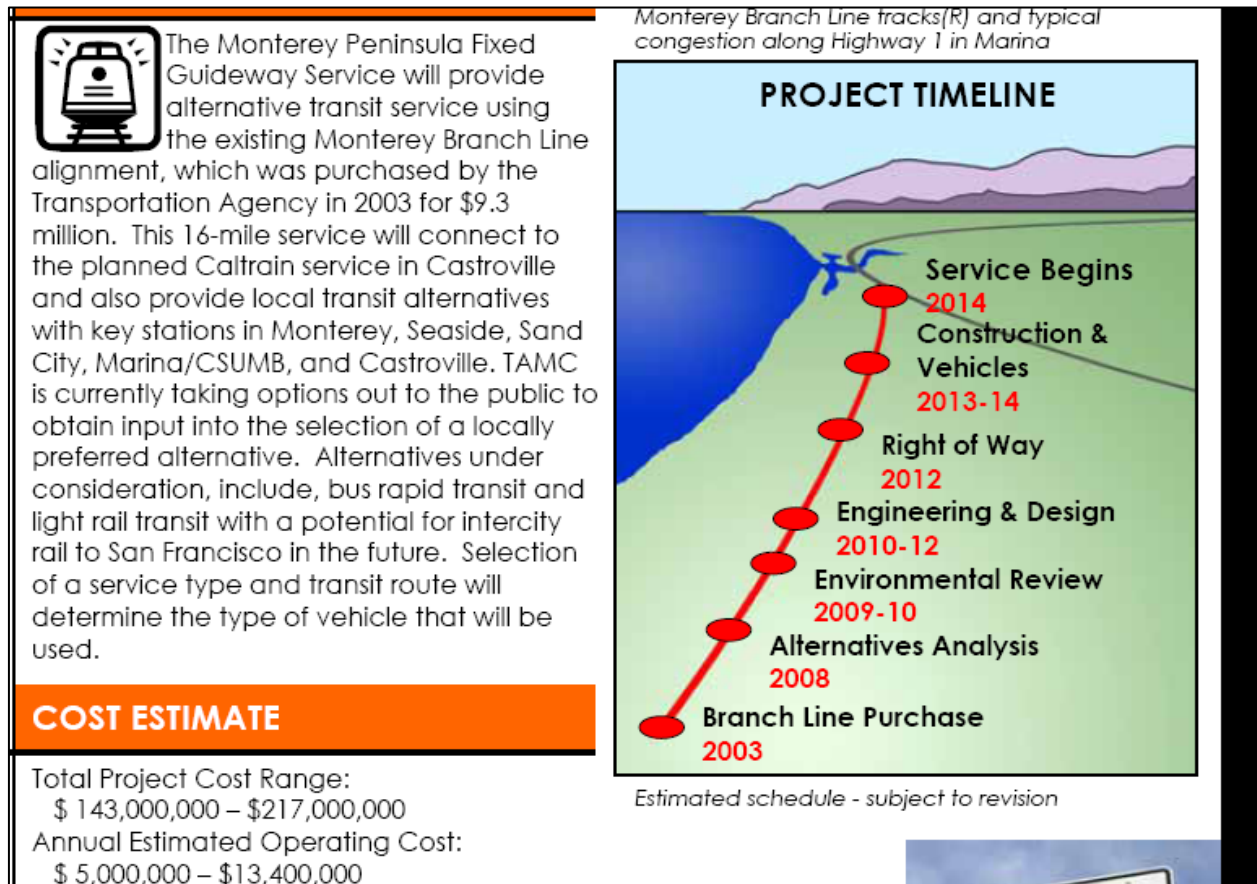
The Transportation Agency for Monterey County (TAMC) has also been developing regional transit connections. One project includes extending the Caltrain service to the south as described below in Exhibit 6.

**Exhibit 6: TAMC Regional Transit Connection Project**



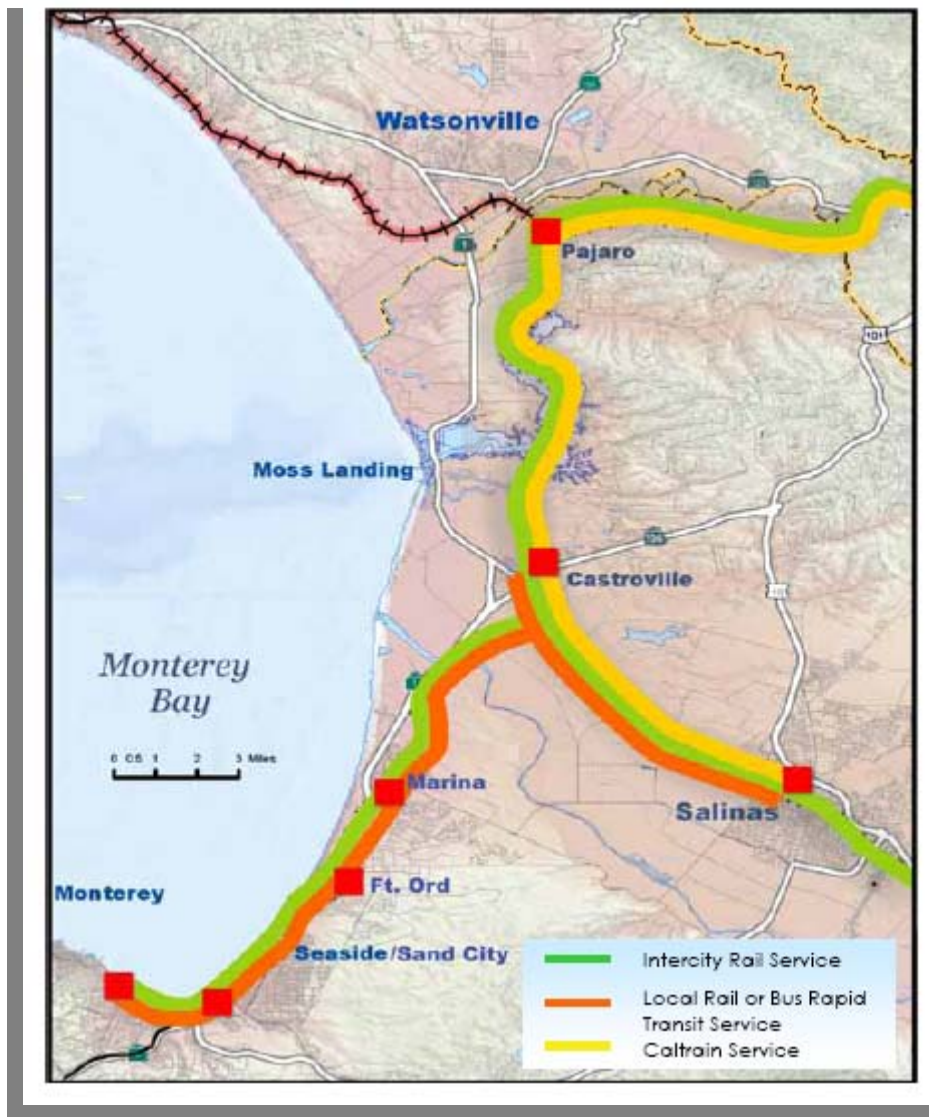
In addition, TAMC has acquired the right of way for the Monterey Peninsula Fixed Guideway Service, as described below in Exhibit 7.

**Exhibit 7: TAMC Fixed Guideway Service Project**



Collectively, the TAMC projects could result in a system approach for the area, as depicted in Exhibit 8 on the following page, a recent brochure. However, as noted by TAMC, there are a number of alternatives to be considered based upon potential funding opportunities, policy and public support and ability to meld the multiple agencies and operators into a seamless public transportation system that can be used with ease and understanding by a variety of customers.

Exhibit 8: TAMC Proposed System Approach



## **Santa Cruz County Regional Transportation Commission**

The SCCRTC goals are:

### **Purpose of the SCCRTC:**

1. Set priorities for major capital improvements to our transportation infrastructure, including highways, major roads, rail, and alternative transportation facilities.
2. Pursue and allocate funding for all elements of our transportation system.
3. Adopt policies to improve mobility, access and air quality.
4. Plan for future projects and programs to improve the regional transportation system while improving the region's quality of life.
5. Inform businesses and the public about alternatives to driving alone and the need to better manage our existing transportation system.
6. Conduct programs to encourage the use of alternative transportation modes.

During the recent past there have been significant planning discussions through the Transportation Funding Task Force, which was established to consider potential funding priorities for the County, many of which focus on future options for the Highway 1 corridor. In addition, the SCCRTC has reached an agreement in principle with Union Pacific to acquire the Santa Cruz Branch Rail Line.

## **AMBAG (The Association of Monterey Bay Area Governments)**

AMBAG is the designated Metropolitan Planning Organization for Monterey, Santa Cruz and San Benito counties. MPOs are typically charged with the responsibility of ensuring a continuing, comprehensive and cooperative planning process is utilized in building the affected communities in the region. AMBAG is responsible for transportation and mobile air source planning for the three-county region and coordinates the programming and planning of projects and facilities that also consider the air quality impacts of these transportation projects.



The Monterey region is the only area of the state where the responsibility for transportation planning is shared by the following: a Council of Governments (AMBAG), Regional Transportation Planning agencies that operate at the County level, the local transit operators and the State Department of Transportation (Caltrans). AMBAG also works closely with the region's air quality planning and monitoring agency, the Monterey Bay Unified Air Pollution Control District (MBUAPCD) and the local jurisdictions in the area.

From a programmatic perspective, the three main planning processes that AMBAG coordinates and approves are the annual Overall Work Program, which describes activities and budgets for a given year, the Metropolitan Transportation Improvement Program, which is a three-year roll up of funded projects and activities, and the longer term Metropolitan Transportation Plan, which provides a 20+ year framework for the region.

The most recent update of the MTP was completed in 2005. It would appear that the next update of that plan would have the best potential to add in a thorough discussion of the various transportation options and alternatives contained in this overview and both frame out the priorities of the region and indicate a phased implementation plan to meet those priorities, based on available and potential resources.

## Monterey Bay Unified Air Pollution Control District (MBUAPCD)

The Monterey agency was created in 1965; three years later Santa Cruz joined to form a two-county agency, and subsequently San Benito County was also added to form the current agency. The MBUAPCD is responsible for overall air quality planning and monitoring from a number of different programs and perspectives, including an Air Quality Management Plan. The AQMP also includes a number of Transportation Control Measures which provide policy direction to achieve air quality goals, such as Improved Public Transit Service to attract new ridership, as shown below in Exhibit 9.

### Exhibit 9: MBUAPCD Transportation Control Measure

**TABLE 7.2-1 IMPROVED PUBLIC SERVICE TRANSIT PROJECTS IN FY  
2006/07 to FY 2009/10 MTIP**

No.	Lead Agency	Description	FFY 2006-2010 Project Cost
<b>MTIP FY06/07-FY09/10</b>			
1	TAMC	Caltrain Extension to Monterey County	\$26,168,000
2	TAMC	Caltrain Extension: Gilroy to Salinas	\$500,000
3	TAMC	Coast Daylight/Caltrain Extension Track Improvement	\$500,000
4	SBCOG	Transit Operations	\$7,665,000
5	MST	Monterey Transit Station	\$300,000
6	MST	Bus Operations	\$66,706,000
7	MST	Rides Operations	\$6,062,000
8	MST	Bus Replacement	\$9,368,000
9	MST	Salinas-King City Transit Service Line 23	\$329,000
10	City of Salinas	Intermodal Transportation Center	\$1,454,000
11	City of Salinas	Salinas Central City Transit Shuttle Service	\$426,000
12	King City	King City Transit Capital and Operations	\$236,000
13	City of Greenfield	Greenfield Autolift Capital & Operations	\$214,000
<b>13 Total MTIP Projects</b>			<b>\$119,928,000</b>

## Creating the Monterey Bay Public Transportation Vision

As indicated in the information contained above, there are a number of agencies that have varying perspectives that can influence the planning and implementation of public transportation in the Monterey Bay. In addition, there are a number of potential modal alternatives that have been identified that offer pieces of connection opportunities to the region (e.g. Caltrain extension). However, at the moment there does not appear to be an overall planning concept to connect all the local jurisdictions in the region to the various modal opportunities. An enhanced, coordinated bus system, anchored by Bus Rapid Transit services within key corridors would have the potential to achieve that planning goal.

As indicated above, BRT is comprised of a series of attributes or elements that can be enhanced to meet additional demands for service. It also has the flexibility to extend to new areas of development or to modify routing to serve other modal services that might develop over time, such as High-Speed Rail. In addition, it has the potential to provide high levels of service to accommodate large numbers of passengers to facilities such as the Monterey Bay Aquarium or to serve Transit Oriented Developments or other densified land use.

BRT also can incorporate a number of Intelligent Transportation System components, such as real time arrival information, off board payment alternatives, such as a smart card, plus other enhanced customer information opportunities. All of these can be addressed in a consistent manner that would serve to facilitate travel in a seamless system within the region. Arguably, the ability to use one fare card for all services or call one phone number for information on all services would expand mobility options for many potential riders within Monterey Bay.

From an implementation standpoint, the current MST Bay Rapid Transit project has demonstrated that once the corridor had been identified, moving forward to complete the Federal Transit Administration Very Small Starts can be accomplished within a year. Furthermore, once a project has been submitted, funding approval can be secured for the following federal fiscal year.

Another approach to creating the public transportation vision would be through adopting a mobility management process for the region. The following excerpt from the SamTrans Strategic Plan provides a good overview of the concept:

Although the most recent discussions about Mobility Management have developed from the human service transportation coordination process, the concept has the potential for a much broader application. Many jurisdictions have created Mobility Manager positions to recognize that ongoing coordination is a process that requires dedicated staff time in order to achieve results. These positions have typically been funded by FTA sources which can provide 80 percent of the cost. Mobility Management is also an eligible activity for ARRA funding.

Mobility leaders are guided by the principles of mobility management. Mobility management is a comprehensive and innovative approach for managing and delivering coordinated transportation services to customers on an individual basis through a wide range of transportation options and service providers. It focuses on providing a range of transportation options that match the needs of the customer, linking land use and transportation investments, educating and marketing to the customers to influence travel

behavior, and solidifying partnerships to maximize transportation investments and efficiencies.

Mobility management is about getting people where they need to go. Just as importantly, it also is a transportation strategy for working towards a sustainable future. Making transportation investments and providing services that maximize travel options will enable people to make sustainable choices about how they move. Influencing individual behavior, which on a collective scale can minimize fuel and energy consumption and pollution, is an essential role that the District must embrace for the future.



### Key Principles of District Mobility Management

- Meet the demand for mobility of specific target groups and influence pre-trip mode choice.
- Provide information on a variety of modes of transportation to the user and maximize awareness of transportation options.
- Meet mobility needs via an efficient and integrated use of transportation and land use infrastructure.
- Create alliances with different partners, a vital factor for improving transit access and creating a sustainable transit environment.
- Address people's attitudes to influence travel choices.
- Anticipate, monitor and take action to mitigate and/or take advantage of external factors, such as demographic trends and economic forecasts.
- Achieve long-term financial stability to provide the levels of investment that meet the growing demand for transportation services.

Source: Federal Transit Administration's United We Ride Program.

Thus, it would appear that bringing together the affected parties and partners to think through the potential for a regional approach to enhanced bus connections, led by a series of BRT corridor projects, embracing the concepts of Mobility Management would have significant potential to move forward with the public transportation vision for the Monterey Bay.

## Moving Forward

In order to reach the desired goal of a regional BRT network in the Monterey Bay, which would provide enhanced mobility options, consistent with national goals of managing energy consumption, and improving air quality and congestion, there are a number of recommendations for moving the process forward.

The existing public transportation network in the Monterey Bay provides good and varied transit services by a number of agencies whose programs have been described in this report. The development of a regional approach to the development of a BRT network which would be a foundation from which greater connectivity regionally could be accomplished would mean viewing the various components as part of “one system”, with connectivity and consistency. This would require the development of regional goals and priorities to guide the overall network development. The regional system then, could serve more people, more effectively and offer the potential for what will be a growing number of future users.

### **1. Establish a Regional Connectivity Council.**

The transportation agencies in the Monterey Bay, including MST, Santa Cruz METRO, Air District Board, TAMC, SCCRTD and AMBAG should formally develop a Regional Connectivity Council. This Council will be the working group consisting of Monterey Peninsula key stakeholders. Many of the people and agencies involved in this study will make up that group. Individuals on the Regional Connectivity Council will represent transportation providers, elected officials, Caltrans representatives, and any other relevant agency involved with transportation on the Peninsula. The primary tasks of the Regional Connectivity Council are to develop strategies, goals, and objectives for developing and promoting the regional BRT network, assist fellow agencies with implementation barriers, and make project priority recommendations for the region that benefit all residents. Priorities could include, but not be limited to: funding for operations and capital improvements, key nodes, including destinations and attractions connectivity, target corridors for congestion mitigation, etc. Of course, priorities need to be assigned collectively for a regional approach.

### **2. Secure funding for a Mobility Manager to staff regional connectivity processes.**

This position is eligible for eighty percent federal funding with a local match. Additionally, ARRA monies could also be used to fund this position.

### **3. Lead agency to hire a Mobility Manager.**

The Mobility Manager is an important component which would ensure that the process of developing the regional connectivity foundation piece to continued consistent BRT development.

The Mobility Manager’s primary responsibilities are to provide support and guidance for all elements of developing a coordinated regional BRT network. The position would report directly to the designated lead agency.

### **4. Develop Memorandum of Understanding (MOU).**

The MOU will be between the various partnering agencies to reinforce participation and development goals.

### **5. Conduct a public relations event to announce the vision for a regional BRT network.**

The public relations event could provide the foundation for regional movement enhancement throughout the service areas and make it publicly official as part of the event. Each individual participant should be recognized, along with supporting agencies and officials. The celebration could be at an upcoming event or a stand alone event.

**6. Develop strategies, priorities, and principles to meet the development goals.**

The Regional Connectivity Council and Mobility Management staff should develop strategies, priorities, and principles to meet the development goals.

**7. Identify and establish processes to share information between participating organizations.**

To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: FY 2011– 2013 Strategic Plan

**RECOMMENDATION:**

Adopt FY 2011 – 2013 Strategic Plan and recommend adoption of the plan by the future Monterey-Salinas Transit District Board.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Strategic goals adopted by your Board will drive MST staff activities for the next several years. The attached document summarizes the strategic goals originally discussed at the Board Strategic Planning workshop on January 11, 2010. The ad hoc Strategic Planning committee has reviewed this document and recommends approval by the full Board. The committee further recommends your Board recommend the adoption of this plan to the Monterey-Salinas Transit District Board of Directors at their first meeting currently scheduled for July 12, 2010.

**DISCUSSION:**

On January 11, 2010 a Board Strategic Planning Workshop was held. A draft plan was presented to your Board on February 8, 2010 and your Board referred the document to an ad hoc Strategic Planning Committee. The Strategic Planning Committee met March 1, 2010 and April 6, 2010 to review the draft strategic plan and provide further input. Based on the input received to date, your Board has identified seven strategic goals that include:

1. Develop adequate and stable long term revenues.
2. Provide quality transit and mobility management services.
3. Implement new transit district governance.
4. Research, implement, and promote policies and practices that encourage environmental sustainability and resources conservation.
5. Educate the public on MST services through promotion, communication and advocacy.
6. Actively promote organizational values to maintain high quality relationships with MST employees, contractors, vendors and community stakeholders.

7. Attain industry leadership for like-sized agencies within California and the United States.

With Board input, staff has updated the attached plan to include a narrative explaining the importance of public transit to our community, MST priorities, objectives and outcomes desired, indicators of success, and action plans that staff will employ towards the completion of the strategic priorities.

Your Board may choose to approve this document as presented or recommend further changes to the plan.

PREPARED BY:



Carl G. Sedoryk

## About The Plan

This plan represents the collaboration of the Monterey-Salinas Transit (MST) Board of Directors and staff to develop a long-term vision and identify strategic priorities to focus MST resources and energies.

MST services focus on moving people from where they are to where they need and choose to be. The MST Board of Directors focuses on a similar concept but on a different scale – developing policy to move the Joint Powers Agency to where it needs to be to effectively serve our communities and constituencies.

A review of MST strengths, weaknesses, opportunities and threats (SWOT) revealed several important facts. The availability of federal and state sources of operating funds continues to shrink. Traffic congestion and demand for increased access for public transportation in Monterey County continue to increase. Finally, the lack of adequate facilities continues to limit the ability of MST to grow its service to meet community needs.

The SWOT analysis also revealed that MST's image in the community, growing ridership, as well as its employees and management team, continues to be strong. MST's land holdings and change in governance to a District provide opportunities for revenue growth and increased physical capacity. Upon completion of the SWOT analysis, a list of major challenges and future priorities were identified. After discussion and debate, the three highest priority goals identified were:

- Develop Adequate and Stable Long Term Revenues.
- Provide Quality Transit and Mobility Management Services.
- Implement new Transit District Governance.

Secondary goals identified include:

- Educate the public on MST services through promotion, communication, and advocacy.
- Actively promote organizational values to maintain high quality relationships with MST employees, contractors, vendors, and community stakeholders.
- Research, implement and promote policies and practices that encourage environmental sustainability and resource conservation.
- To attain a position of industry leadership for like-sized agencies within California and the United States.

## **Monterey-Salinas Transit Mission:**

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

## **Our Vision:**

**A fully funded public transit system providing quality, value, and affordable mobility and transportation services for the people in Monterey County.**

## **We Value...**

- **Using Good Judgment**
- **Achieving Win/Win Outcomes**
- **Mutual Respect**
- **Teamwork**
- **Acting With Dignity, Trust, Cooperation, and Loyalty**
- **Constant Measurable Improvement**
- **Recognizing Results**
- **Meeting and Exceeding Our Customers' Expectations In Providing Safe, On Time, Friendly, Affordable and Convenient Transit Services.**

## Strategic Goals

The following are the strategic priorities and goal statements that MST will pursue over the next three years. For each goal there are defined initial objectives, desired outcomes and proposed action plans. Indicators of success are defined to track relative progress towards the objectives and outcomes. Each year with the adoption of the annual budget specific annual action plans will be submitted with progress reported to the Board quarterly.

- **Develop Adequate and Stable Long Term Revenues**

*Pursue partnerships, fare-pricing strategies and revenue generation opportunities as a means to supplement the revenue required to construct needed capital facilities, purchase vehicles and sustain current and future transit services.*

*Through education and advocacy, encourage policy makers and the general public to enact legislation at local, state and federal levels to provide sustained revenue sources that will support the future growth of Monterey County's public transportation system.*

- **Provide Quality Transit and Mobility Management Services**

*Develop and implement services, infrastructure and technologies to meet and exceed the expectations of customers, reduce subsidies and improve the value of MST in the community. Continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, motivate employees and improve the value of MST in the community.*

- **Implement New Transit District Governance**

*Complete the transition to the transit district governance model in a manner that maximizes full participation and satisfaction of the jurisdictions represented on the MST Board and integrates the incoming members as full participants in the governance and organization of the Board.*

- **Research, implement and promote policies and practices that encourage environmental sustainability and resource conservation.**

*Implement economically sound and environmentally-friendly resource conservation policies that reduce dependence on scarce natural resources and the potential for negative impacts on our environment.*



- **Educate the public on MST services through promotion, communication and advocacy.**

*Attract new riders and improve community support for MST by implementing effective marketing, promotion and communication techniques and by applying greater focus in meeting individual community and stakeholder needs.*

- **Actively promote organizational values to maintain high quality relationships with MST employees, contractors, vendors, and community stakeholders.**

*Act in a manner in all that we do to promote individual and organizational safety, efficiency, effectiveness and enhance the satisfaction of our customers, employees, partners and other key stakeholders.*

- **To attain a position of industry leadership for like-sized agencies within California and the United States.**

*Develop and implement programs and practices that continue to distinguish Monterey-Salinas Transit as a leader within the public transit industry.*

## **FY 2011 – FY 2013 GOALS, OBJECTIVES AND ACTION PLANS**

The following are the seven strategic priorities that MST will pursue over the next three years. Each goal includes specific objectives to be met during FY 2011 to support these goals along with tactics to be used to achieve each objective.

### **1. Develop Adequate and Stable Long Term Revenues**

Objectives/Outcomes: Pursue public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as the means to generate the funds required to construct needed capital facilities, purchase vehicles, sustain current and future transit services and reduce the overall subsidy per passenger.

Encourage policymakers and the general public, through education and advocacy, to enact legislation at local, state and federal levels to provide sustained funding sources that will support the future growth of Monterey County's public transportation system.

Indicators of Success:

- Reduced subsidy per passenger.
- Public/private funding agreements executed.
- Adequate funding in place to support operating and capital needs.
- Increased local funding support through partnerships, fees, sales tax and other initiatives.

Action Plan Items:

- a. Adopt and execute annual state and federal legislative programs.
- b. Participate in community outreach and provide public information regarding measures to provide dedicated funding for improved public transportation.
- c. Seek public and private funding partners for development of the Frank J. Lichtanski Monterey Bay Operations Center.
- d. Identify the means to develop MST properties in a manner consistent with local jurisdiction land use guidelines that promotes increased transit use and provides stable long-term funding.

## 2. Provide Quality Transit and Mobility Management Services

Objectives/Outcomes: Develop and implement services, infrastructure and technologies to meet and exceed the expectations of customers, reduce subsidies and improve the image of MST in the community; continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety, reduce costs, attract new customers, retain existing customers, motivate employees, and improve the value of MST in the community.

### Indicators of Success:

- Passenger boarding growth rate that exceeds board adopted standards
- Increased customer and stakeholder satisfaction
- Business conducted within approved budget and board adopted performance standards for safety, efficiency, effectiveness, on-time performance, employee satisfaction and stakeholder.

### Action Plan:

- a. Continue programs that reward safe behavior.
- b. Fine tune existing service to improve convenience and on-time performance.
- c. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement.
- d. Implement new services, including South County On-Call and other services based on the results of the South County Transit Study.
- e. Begin construction of Monterey Bay Operations and Maintenance Facility.
- f. Implement Fremont/Lighthouse Avenue Bus Rapid Transit (BRT) service.
- g. Continue planning a comprehensive regional BRT plan and apply for funding, as appropriate.
- h. Identify funding for additional shelters and on-street passenger amenities.
- i. Acquire automated fare collection equipment that provides features to attract additional riders, improve customer convenience and increase fare revenues.
- j. Conduct satisfaction surveys of riders, non riders, and stakeholders.

### **3. Implement New Transit District Governance**

Objectives/Outcomes: Complete the transition to the transit district governance model in a manner that maximizes full participation and satisfaction of the jurisdictions represented on the MST Board.

Indicators of Success:

- A satisfied, involved, active, and fully-integrated Board of Directors.
- Residents of member jurisdictions feeling well represented

Action Plan:

- a. Develop and implement Board member training and orientation programs.
- b. Adopt all necessary resolutions and take actions required to comply with the requirements of AB644 (Caballero).
- c. Adopt bylaws for governance of new transit district.
- d. Implement revised Board committee structures to support decision making.
- e. Effect dissolution of Monterey-Salinas Transit Joint Powers agency and transfer all rights and obligations to the Monterey-Salinas Transit District.
- f. Conduct Board and member satisfaction surveys.

### **4. Research, Implement and Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation**

Objective: Implement economically sound and environmentally-friendly resource conservation policies that reduce MST dependence on scarce natural resources and the potential for negative environmental impact without compromising levels or quality of service.

Indicators of Success:

- Compliance with EPA and California Air Resources Board mandates
- Reduced consumption of fossil fuels and related costs of utilities including water, natural gas and electricity.
- Increased use of alternative fuels and emerging green technologies.
- Green initiatives funded without compromising service levels or quality.

## Action Plan:

- a. Participate in national, state and regional transit conferences, meetings and groups alternative fuel forums, user groups, etc. that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements.
- b. Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies.
- c. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate in the design and construction of MST facilities.
- d. Identify opportunities for energy, water, gas and other resource conservation programs.
- e. Acquire diesel/electric hybrid buses as funding allows.
- f. Monitor emerging technologies and determine cost-effective sustainable technologies and implement as appropriate.

## **5. Educate and Inform our Community and Stakeholders on the Value of MST Services through Promotion, Communication, and Advocacy**

*Attract new riders and improve support for MST by utilizing effective marketing, promotion, communication and advocacy techniques meeting individual community and stakeholder needs*

### Indicators of Success:

1. Increased awareness of MST transportation and mobility services and the value they provide.
2. Increased patronage and usage of MST website and tools provided.
3. Increased number of positive media stories regarding MST and public transit.

### Action Plan:

- a. Implement and develop coordinated, multi-media, bilingual media communications and advertising programs.
- b. Improve MST Online, and utilize new and emerging technologies to communicate with new markets.

- c. Encourage transit-friendly land-use planning through further dissemination of the *Designing for Transit* manual.
- d. Implement targeted marketing and promotional efforts designed towards major employers, schools, senior groups, hospitality industry and non-traditional customers.

## **6. Actively Promote Organizational Values to Maintain High Quality Relationships with MST Employees, Customers, Contractors, Vendors, and Community Stakeholders**

*Act in manner in all we do to promote individual and organizational safety, efficiency and effectiveness and enhance the satisfaction of those who interact with MST including our customers, employees and other key stakeholders and partners.*

### Indicators of Success:

- 1. High levels of employee, customer and stakeholder satisfaction.
- 2. Continue to improve relationships with represented labor workforce.
- 3. Increased utilization of employee development programs.
- 4. Improved safety performance and reductions in injuries.

### Action Plan:

- a. Recognize and celebrate individual and group achievements in support of MST's mission, vision, values, goals and objectives.
- b. Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees and stakeholders.
- c. Improve communication with all employees and the Amalgamated Transit Union leadership.
- d. Complete negotiations of the Amalgamated Transit Union and Monterey-Salinas Transit Employee Association agreements.
- e. Develop and implement targeted marketing and promotional efforts designed towards major employers, schools, senior groups, hospitality industry and non-traditional riders will also assist in growing ridership.
- f. Ensure a proper staff structure is in place that understands and supports the mission, vision and values to meet strategic goals and objectives.

## **7. To attain industry leadership for like-sized agencies within California and the United States.**

*Continue developing and implementing programs and practices that continue to distinguish Monterey-Salinas Transit as a leader with the public transit industry.*

Indicators of Success:

1. Participate in a leadership role in industry trade associations.
2. Receive recognition and acknowledgement for innovative programs and practices.

Action Plan:

- a. Seek appointment to leadership positions within appropriate national, state, and local trade, business and community associations and committees.
- b. Develop and implement innovative programs that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, motivate employees, and reflect well on Monterey-Salinas Transit and the public transit industry.

## ***Acknowledgements:***

MST thanks and acknowledges the American Public Transportation Association and California Transit Association for their excellent strategic plans from which several of this document's elements were derived. We also acknowledge the following for their participation in the development of this document:

### Monterey Salinas Transit Board Members

Chair, Fernando Armenta, County of Monterey  
Vice Chair, Tom Mancini, City of Seaside  
Kristin Clark, City of Del Rey Oaks  
Karen Sharp, City of Carmel-by-the-Sea  
Sergio Sanchez, City of Salinas  
Libby Downey, City of Monterey  
Alan Cohen, City of Pacific Grove  
James Ford, City of Marina  
Maria Orozco, City of Gonzales  
John Huerta, City of Greenfield  
Patricia Stephens, City of Soledad  
Michael Powers, City of King  
David Pendergrass, Sand City

### Monterey Salinas Transit Staff and Associates

Carl Sedoryk, General Manager/CEO  
Michael Hernandez, Assistant General Manager/Chief Operating Officer  
Hunter Harvath, Assistant General Manager/ Finance & Administration  
Lyn Owens, Director of Human Resources and Risk Management  
Mark Eccles, Director of Information Technology  
David Laredo, MST General Counsel  
Heidi Quinn, Legal Counsel

Monterey Salinas Transit Planning Consultant  
Steven Alexander, Facilitator



## APPENDIX A

### Monterey-Salinas Transit 2010 Strengths, Weaknesses, Opportunities and Threats

Strengths	Weaknesses
Employees and management team	Funding/revenue sources fluctuations
Fiscally responsible	Public transit industry weak
Legislative representatives/governmental relations (FTA, Caltrans)	Extended geographic service area
Well-maintained fleet	Relationships w/ labor leadership
Employee relations	Low urban density
Emergency response planning	Low administrative staffing levels due to cutbacks
Stable ridership base	Lack of physical capacity at transit facilities
Community / stakeholder image	Potential core service cuts
Brand identity	Aging population requiring specialized service
Service planning	Lack of capital replacement funds
Land ownership	Recruitment of skilled trades
Implemented advanced technology	Mixed fuel fleet
No debt	Non-participation of South County cities
Safety culture	Not all County LTF used for transit
Broad community use of services	Demand for trolleys exceeds fleet size
	No cost-effective alternative fuel fleet options
	Technology utilization and maintenance
Opportunities	Threats
Development of MST properties	Safety/security
State bond dollars (Prop 1A – 1E)	Unpredictable fuel cost
Public/private partnerships	Traffic congestion
Changing habits—new customer types	County General Plan
Traffic congestion	CARB/EPA unfunded mandates
Bus Rapid Transit (BRT)	Demographics; aging population
Specialized transportation	Medi-Cal trips shift to RIDES
New technology	Increased costs
Ballot initiatives	Prolonged recession
New District status	Roadway congestion
Extended service area	Former Fort Ord development
Untapped customer base	State raids of transit funds
Public/private partnerships	Monterey Branch Line—light rail option
Expanded service hours	Degradation of labor relations
Expanded transit facilities	State financial condition
South County city integration	Sprawling development
Regional partnerships	Flu pandemic
Mixed-use developments	Potential labor work action
Demand for trolley services	CSUMB development concerns
Pending former Fort Ord developments	National Highway Trust Fund deficit
Labor contract negotiations	
University/college transit services	
Federal Authorization bill & Stimulus II	

**FY 2010 Action Plan  
Adopted June 2009**

1. Implement appropriate levels of service for funding available.

**Status: Ongoing, implemented service changes with minor adjustments to reflect changes in ridership patterns.**

2. Maintain and improve service quality, and safety initiatives.

**Status: Ongoing. On-time performance, customer satisfaction, service efficiency, and safety performance remain within standards. Performance effectiveness as measured by passengers per hour is below standard due reduced ridership resulting from the recent economic downturn.**

3. Update Bus Utilization Plan and acquire necessary vehicles (trolleys, mini buses).

**Status: Bus acquisitions are occurring in a timely manner and remain on target.**

4. Finalize plans for future development/dispositions of Marina Transit Exchange Property.

**Status: On hold due to downturn in local real estate market conditions resulting in lack of interest in projects that meet the needs of both MST and the City of Marina.**

5. Implement additional Line 23 service to meet demand as funding becomes available.

**Status: Implemented additional trips on Line 23 and have adjusted timing for work shifts at Firestone Business Park.**

6. Implement Presidio of Monterey service.

**Status: Completed the largest single service implementation in recent history of the agency.**

7. Complete Fremont/Lighthouse BRT-Project Development work.

**Status: Ongoing, with consultant to be selected at March 2010 Board meeting.**

8. Procure new smart card Farebox system and begin implementation.

**Status: Completed. Board authorized staff to participate in a joint procurement with, San Mateo County Transit (SamTrans) , and Santa Cruz Metro at April 2010 meeting.**

9. Implement Carmel Trolley, pending funding.

**Status: Completed, and funding identified for an additional year.**

10. Implement Pacific Grove Trolley, pending funding.

**Status: Ongoing, with staff working closely with city to develop a route and funding.**

11. Implement Gonzales MST On Call.

**Status: Delayed until July 2010 at the request of the City of Gonzales and TAMC.**

12. Complete Architectural and Engineering phase of FJL facility.

**Status: Ongoing and on target for completion by June 2010.**

13. Develop and begin implementation of CTSA program of projects.

**Status: Ongoing with successful application and award of 10 separate grants. Hired a Mobility trainer and implemented the Mobility Management Advisory Committee.**

14. Actively participate in Salinas Renaissance project to advocate transit friendliness.

**Status: Ongoing. City of Salinas has ended its relationship with the Renaissance partners. Staff continues to participate in meetings with City of Salinas staff and city council members regarding the future role of transit in the development of downtown Salinas.**

15. Begin implementation of Marina Area Service Study recommendations, pending funding.

**Ongoing. Staff is working with CSUMB staff and TAMC to fund some of the routes recommended in the Marina Area Service Study.**

16. Develop Information Technology plans for FJL facility.

**Status: Completed**

17. Develop capital requirements plan for upgrade of bus communications data network.

**Status: Completed and staff is working on identifying funding from state and federal sources.**

18. Implement Serenic/Navision Human Resources software module.

**Status: Ongoing. Staff continues to work setting up necessary codes for implementation.**

19. Complete FTA Triennial review.

**Status: Staff has requested a delay in the review until transition to a transit district is complete.**

20. Finalize Monterey County regional Taxi Authority framework.

**Status: Ongoing, with adoption of regional framework and model ordinance by participating jurisdictions to occur by June 2010.**

21. Complete change in governance from Joint Powers Agency to Rapid Transit District.

**Status: Ongoing, with Board adopting a District Transition Committee in February 2010. A District Transition work plan has been adopted by staff.**

22. Develop plan to initiate revenue enhancements as appropriate.

**Status: Ongoing. Staff has hired a financial consultant to assist with development of private funding sources for MST capital projects.**

23. Conduct three-year strategic plan Board workshop.

**Status: Completed on January 11, 2010.**

24. Actively participate in development of federal transportation authorization bill.

**Status: Ongoing, with MST staff participating on authorization committees with the American Public Transit Association and California Transit Association. Lobby visits of staff and members of Board Legislative Committee to Washington DC occurred in January 2010 and March 2010.**

25. Actively participate in advocacy for replacement/reinstatement of State Transit Assistance program.

**Status: Completed. A State Transit Assistance Program was reinstated at a greatly reduced level. A new**

26. Conduct Analysis of South County Transit Service Integration

**Status: Ongoing. RFP to be issued in February 2010 and consultant selected in May 2010.**

27. Participate in planning for implementation of transit service on the Monterey Branch Line.

**Status: Ongoing. With TAMC decision to select light rail MST staff remains an active participant in the process.**

To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Monterey-Salinas Transit District By-Laws

**RECOMMENDATION:**

Recommend adoption of By-Laws to future Monterey-Salinas Transit District Board.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

AB644, the enabling legislation that creates the Monterey-Salinas Transit District requires the District Board to adopt by-laws to govern their actions.

**DISCUSSION:**

On January 11, 2010 a Board Strategic Planning Workshop was held. At that meeting your Board directed staff to develop draft by-laws and to review them with the members of the ad hoc District Transition committee. Utilizing the existing by-laws of several districts and agencies including, Yolo County Transit District, Santa Cruz Metropolitan Transit District, and the Transportation Agency of Monterey County, staff prepared draft by-laws that were reviewed by the ad hoc District Transition committee at their meetings of March 1, 2010 and April 6, 2010. At their meeting of April 6, 2010 the committee recommended approval by the new Monterey-Salinas Transit District of the attached draft by-laws.

Staff recommends your Board to recommend the adoption of the by-laws by the Monterey-Salinas Transit District Board at their first meeting of July 12, 2010.

PREPARED BY:



Carl G. Sedoryk

# **DRAFT PROPOSAL 3/09/2010**

## **THE BYLAWS OF THE BOARD OF DIRECTORS OF THE MONTEREY SALINAS TRANSIT DISTRICT**

These Bylaws are intended to supplement Part 17 (commencing with Section 106000) to Division 10 of the Public Utilities Code, relating to transportation.

These Bylaws outline the basic organization and the administration procedures used by the Monterey-Salinas Transit District, successor agency to the Monterey-Salinas Transit Joint Powers Agency, and Monterey Peninsula Transit Joint Powers Agency. When serving as the Public Transit Operator the Monterey-Salinas Transit District is referred to as the "District".

### **ARTICLE I. COMPOSITION OF BOARD**

The district shall be governed by a Board of Directors which shall be composed of one representative from each member jurisdiction. Each member of the Board of Directors shall have one vote. Each member jurisdiction shall appoint one regular member and one alternate member to the Board of Directors and shall notify the district in writing of its appointments or any change of representative.

### **ARTICLE II. APPOINTMENT OF MEMBERS**

Each member shall serve solely at the pleasure of the appointing member jurisdiction. Members shall be either elected officials or officers or employees of the appointing member jurisdiction.

### **ARTICLE III. DISTRICT POWERS**

- a. Taxes. The District may, with the concurrence of a majority of the member jurisdictions represented on the Board of Directors, cause to be submitted to voters of the District a ballot measure for the imposition of taxes in accord with the limits set by the District enabling Act.
- b. Fees. The District may impose and administer fees and other funding sources secured for transportation system operation, maintenance, and improvement, as authorized by law.
- c. Fares. The Board of Directors may set fares for public transit service by resolution or minute order.
- d. Bonds. The District may issue bonds, payable from revenues of any facility or enterprise to be acquired or constructed by the District, in the manner provided by the Revenue Bond Law of 1941 (Chapter 6 (commencing with Section 54300) of Part 1 of Division 2 of Title 5 of the Government Code), all of the provisions of which are applicable to the District.

## **DRAFT PROPOSAL 3/09/2010**

### **ARTICLE IV. FUNDING**

The District may promulgate a plan for funding transportation projects.

### **ARTICLE V. MEETINGS**

- a. Regular meetings of the Board shall be held the second Monday of each month throughout the year commencing at the hour of 10:00am in the Monterey-Salinas Transit, Thomas D. Albert Division Conference Room at One Ryan Ranch Road, Monterey, California 93940. Regular meetings may also be held on other days, at other times, and places as the business of the Monterey-Salinas Transit District ("District") requires. Unless otherwise determined, meetings shall be held in the Monterey-Salinas Transit, Thomas D. Albert Division at One Ryan Ranch Road, Monterey, California 93940.
- b. District meetings are open to the public and are conducted according to the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) and Roberts Rules of Order. Time will be allotted at each meeting for the public to present their views to the District on transportation items, as set forth in Govt. Code Section 54954.3. Public presentations on transportation matters not on the District's agenda are limited to three minutes each, unless extended at the discretion of the Chair. The Chair may establish reasonable limitations on the time allotted for public presentations on any District agenda item.
- c. The voting members of the District may meet in closed session to discuss those matters authorized by state law. Only appointed District representatives and, in their absence, their appointed alternates may attend Closed Sessions. Ex-officio members shall not be authorized to attend Closed Sessions.
- d. The District Chair in consultation with the General Manager/CEO may cancel any regular meeting if there are no items presented that require the District's immediate attention.
- e. The District Agenda will be prepared by the District staff and will close at noon Wednesday nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.
- f. Agenda packets shall be distributed to District members, alternates, and ex-officio members.

### **ARTICLE VI. OFFICERS**

- a. The Board shall elect a Chair, Vice-Chair, Secretary, Deputy Secretary, Treasurer, and Deputy Treasurer at the first regular meeting in July of each calendar year to serve until the first regular meeting in July of the next succeeding calendar year. If the positions of

## **DRAFT PROPOSAL 3/09/2010**

Chair and Vice-Chair are both vacated at any time, the elections for the remainder of the terms shall be held at the next regularly scheduled meeting.

b. Duties of elected officers are defined as follows:

The Chair shall preside at all regular and special meetings and shall preserve order and decorum and shall decide all questions of order and procedure not otherwise provided for in these By-Law subject to the will of the majority of the board quorum in attendance. The Chair shall be entitled to make or second any motion, discuss and present any matter as a member of the Board without having to step down from the Chair. The Chair may appoint committees from time to time for any purpose he or she deems proper for the conduct of Board business.

The Vice-Chair shall assume all duties of the Chair in the latter's absence from any meeting.

The Secretary shall be the General Manager/CEO and keep the official minutes of all meetings of the Board, and shall perform such other duties as determined by the Board.

The Deputy Secretary shall be a staff member and assume all duties of the Secretary in the latter's absence from any meeting.

The Treasurer shall be a staff member, and shall review and monitor the financial condition of the District, ensure that the Board is adequately informed of its financial condition, and act as the fiscal agent of the Board.

The Deputy Treasurer shall be a staff member and assume all duties of the Treasurer in the latter's absence from any meeting.

### **ARTICLE VII. BOARD RESPONSIBILITIES**

- a. The Board shall consider staff recommendations, adopt policies, conduct hearings, make appointments, and perform all other activities required via motion, resolution, or ordinance to further the mission and goals of the District; comply with federal, state, and local laws; and provide staff guidance and oversight to fulfill its fiduciary responsibilities to the constituencies it serves.
- b. Subject to the will of a majority of the Board, the Chair, or the Vice-Chair in the Board Chair's absence, may establish permanent and ad hoc committees as are determined necessary. These committees shall act to provide advice and recommendation to the Board of Directors on policy matters relative, but not limited to transportation services, facilities, compensation and benefit programs, legislation, marketing and finances affecting the District. These committees shall be members of the Board of Directors as selected by the Chair and such other persons, including District staff and public members as selected by the Board. Any establishment of a committee shall specify the purpose of the committee,



## **DRAFT PROPOSAL 3/09/2010**

the length of time the committee shall serve and the times and methods by which the committees shall report to the Board. Meeting times and dates of this committee shall be established by a majority of the committee members. Written minutes of each meeting shall be maintained.

- c. Pursuant to the AB644, the enabling legislation creating the District, the Board shall: Adopt an annual budget; adopt an administrative code, by ordinance, which prescribes the powers and duties of the district officers, the method of appointment of the district employees, and methods, procedures, and systems of operation and management of the district; and cause a post audit of the financial transactions and records of the district to be made at least annually by a certified public accountant.

### **ARTICLE VIII. EXECUTIVE DIRECTOR.**

The Board shall appoint a Chief Executive Officer to serve as administrative head of the District.

- a. The duties of the Chief Executive Officer subject to the discretion and control of the Board include:
  - 1. All duties and responsibilities assigned, delegated or allowed by Federal, State and local law, rule, statute, regulation and/or ordinance to the administrative head of a State transportation district.
  - 2. All necessary liaison activities between the District and Federal, State and local public agencies relating to public transportation services originating or terminating within the geographical boundaries of Monterey County.
  - 3. All necessary activities required by law to plan, organize, coordinate, direct and evaluate the activities of the District, including (a) the organization and administration of Board and committee meetings; (b) the development and management of the operating and capital budgets of the District; (c) the management of transportation-related projects; (d) the performance of contract negotiations, monitoring and administration.
  - 4. All personnel matters including the hiring, compensation, promotion, and disciplining of District staff, including employee termination consistent with Board adopted personnel policies and procedures and related labor agreements.
  - 5. All duties and activities related to procurement, construction, general administration, maintenance and operation of MST facilities, equipment and transit programs as necessary and required to carry out Board approved District policies.
  - 6. All necessary activities related to Federal and State legislative matters concerning public transportation in the District.
  - 7. All necessary activities required of the Secretary to the Board.

## **DRAFT PROPOSAL 3/09/2010**

8. Such other duties and responsibilities as may be, from time to time, assigned or delegated by the District Board of Directors.

### **ARTICLE IX. LEGAL COUNSEL.**

The Board shall appoint its legal counsel and shall determine the duties and responsibilities of its legal counsel.

### **ARTICLE X. QUORUM.**

No action of the Board shall be taken unless a quorum thereof is present. A majority of the entire voting membership of the Board shall constitute a quorum.

### **ARTICLE XI. VOTING.**

- a. Voice Vote. Subject to the will of a majority of the voting Board Members in attendance, the Chair may call for voting on a motion by voice vote without calling the roll. A member's silence shall be recorded as an affirmative vote
- b. Calling the Roll. Any voting member may call for a roll call vote.
- c. Minimum vote. Except as may otherwise be required by State law and except as otherwise indicated in these Bylaws, no action or recommendation of the Board shall be valid unless a majority of a quorum of voting Board Members concur therein.
- d. Abstaining Vote. A vote to abstain is not to be construed as a vote for or against a motion.

### **ARTICLE XII. STIPEND.**

The voting members and non-voting ex-officio members of the Board of Directors shall be paid a stipend for each MST meeting actually attended where a quorum is present. An alternate shall be entitled to a stipend only if the appointed member is not present at the meeting and only one stipend per meeting shall be paid per jurisdiction. This stipend amount shall be determined by an action of the Board.

### **ARTICLE XIII. BUDGET PROCESS.**

- a. For each fiscal year (July 1 to June 30), the Board shall adopt a District budget for capital and operating expenses, as well as capital and operating revenues.
- b. The Board shall adopt at least a preliminary budget by June 30 which shall serve as the tentative District budget pending adoption of a final budget. A final budget shall be adopted no later than August 30 of each year.

## **DRAFT PROPOSAL 3/09/2010**

### **ARTICLE XIV. RESOLUTIONS.**

Resolutions of the Board may be adopted conditionally and referred to the District Chief Executive Officer for drafting in the proper form. Resolutions shall be numbered consecutively and annually and copies thereof shall be maintained by the Secretary to the Board Members and made available to the Public. A copy of each Resolution shall be delivered to each Board Member.

### **ARTICLE XV. APPEALS**

- a. All Board decisions are final. A motion to reconsider action taken by the Board may be made only on the day the action was taken. The motion to reconsider may be made only by a Board member who voted with the prevailing side. This does not prevent a Board member from making or remaking the same or any other motion at a subsequent meeting of the Board.
- b. Any judicial review of a Board decision shall be undertaken within the time limits established by law.

### **ARTICLE XVI. AMENDMENT OF BYLAWS.**

These bylaws may be amended at any regular meeting of the Board upon the affirmative vote of a majority of members.

To: Board of Directors  
From: H. Harvath, Assistant General Manager – Finance & Administration  
Subject: Draft FY 2011 Budget

**RECOMMENDATION:**

Refer the Draft Budget to the Finance Committee for review and recommendation.

**FISCAL IMPACT:**

Referring the draft budget to the Finance Committee for review has no fiscal impact.

**POLICY IMPLICATIONS:**

Your Board approves the agency's annual operating and capital budgets.

**DISCUSSION:**

Staff is currently in the process of developing MST's budget for FY 2011. Given the continued state budget deficits, prolonged world-wide economic downturn, and the expiration of federal stimulus funds, this budget will require significant cost reductions in the face of reduced revenues. Among the new fiscal realities facing MST are:

- **Expiration of American Recovery and Reinvestment Act (federal stimulus) funds** – By the end of FY 2010, MST will have obligated or spent all of its federal stimulus funds primarily on capital and preventative maintenance projects as dictated by the legislation. More transit funding in a second round of stimulus programs passed by the House of Representatives was removed in the Senate version of the bill.
- **Ongoing 75% cut to State Transit Assistance** – Originally budgeted at \$4.9 million for MST in FY 2009, the STA program was slashed by the Legislature and Governor by 75% for FY 2010 and FY 2011. In the past, STA funds have covered most of the costs of MST RIDES paratransit services, which are now approaching \$3 million per year and are an unfunded federal mandate.

- **17% Reduction in Local Transportation Funds** – LTF is generated by state sales taxes. LTF revenue allocations from the current MST Joint Powers Agency jurisdictions are down by 17%. Even with the addition of \$1,363,992 in LTF from the four South County cities, MST's FY 2011 LTF allocation is actually \$¼ million less than it was in FY 2010.
- **40% increase in costs for MST RIDES** – Since 2008, MST RIDES ADA Paratransit services have seen an increase in boardings from 88,000 per year to over 110,000 projected boardings for FY 2010. In addition, in order to offset increased fuel and operational costs, MV Transportation has negotiated an increase in its hourly rate to continue provide paratransit services for FY 2010 and FY 2011. Because of these changes, the MST RIDES ADA paratransit program is on track to cost in excess of \$3 million.
- **Federal Operating funds frozen at FY 2009 levels** – The current multi-year transportation authorization bill (SAFETEA) expired at the end of FY 2009. The next authorization bill has still not been adopted. The last time this happened, a new authorization bill was not approved for nearly 2 years. During this period, federal transit funding levels, which normally increase each year, were frozen for two years. According to MST's legislative contacts in Washington, DC, indications are that the next authorization bill may be delayed again by as much as 2 years, if not longer.

At this date, staff is still in the process of reviewing potential cost savings measures in order to provide your Board with a plan to balance the FY 2011 budget. In that regard, a draft FY 2011 budget will be provided on the day of the Board meeting.

Annually, the draft budget is forwarded by your Board for review to the Finance Committee, which is scheduled to meet at 1:00 p.m. on May 24, 2010. The Finance Committee reviews this budget in detail and makes appropriate recommendations to your Board. The final draft budget would then be submitted for Board approval at the June meeting. Given the upcoming transition from a Joint Powers Agency to the MST Transit District, your Board would adopt the budget provisionally in June to be effective with the new fiscal year on July 1, 2010. In addition, the JPA Board would forward a recommendation to the new District board to re-adopt the budget at its first meeting, currently scheduled for July 12, 2010.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
 Hunter Harvath Carl G. Sedoryk

To: Board of Directors  
From: C. Sedoryk, General Manager /CEO  
Subject: Monterey County Local Transportation Funds Allocation

**RECOMMENDATION:**

Receive report from staff on FY 2010/11 Local Transportation Fund allocations and provide direction.

**FISCAL IMPACT:**

Up to \$1.4M of Local Transportation Funds.

**POLICY IMPLICATIONS:**

None.

**DISCUSSION:**

Local Transportation Funds (LTF) comprise MST's single largest source of operating and capital revenue and accounting for about 35% of total revenue. The act creating Local Transportation Funds, known as the Transportation Development Act (TDA) of 1971 was enacted by the state legislature to improve existing public transportation services. By state statute, LTF funds are designated to be used for bicycle, pedestrian, and transit programs before being allocated to streets and roads programs. The current MST Joint Powers Agreement and AB644 which will create the Monterey-Salinas Transit District states that with regard to the County of Monterey, the minimum amount of these funds allocated to MST would be calculated according to a ratio of unincorporated population served by MST to the total unincorporated population of the County. The unincorporated population served is that within three-quarter mile of the MST transit routes.

State TDA law requires the Transportation Agency for Monterey County (TAMC) to make a finding on unmet transit needs prior to allocating Local Transportation Funds to any jurisdiction for other miscellaneous purposes including streets and roads projects or other eligible purposes. The California Department of Transportation (Caltrans) has informed TAMC that it must fund any reasonable unmet transit need before allocating funds to streets and roads projects, regardless of whether or not the need is identified in an existing service area where Local Transportation Funds are already allocated to

public transit. This interpretation will most likely significantly reduce the streets and roads funding allocated to the County.

At its February, 2010 meeting, the TAMC Board of Directors apportioned \$2,921,920 in Local Transportation Funds to the County of Monterey for Fiscal Year 2010-11 based on the Agency's annual fund estimate, which conservatively projects Local Transportation Fund deposits to be 16% down from the previous year. Of the County's estimated fund total, the Agency further apportioned \$1,474,021 to MST based on the County's agreement with MST for transit service within  $\frac{3}{4}$  mile of fixed route service in the unincorporated areas. TAMC is required to allocate the remaining funds (\$1,447,899) to the County after allocating funding for any reasonable unmet transit needs. The County claims these funds for MST Special Transit (paratransit) service outside of the  $\frac{3}{4}$  mile corridor, streets and roads projects and other eligible costs.

In response to unmet transit needs requests made at the Board of Supervisors unmet transit needs hearing in 2009, MST requested that the Agency seek an interpretation of eligible unmet transit needs under the Transportation Development Act from Caltrans' staff responsible for oversight of the Local Transportation Fund program and interpretation of the statutes. Caltrans has informed staff that the statutes require TAMC to fund any reasonable unmet transit need anywhere in the County before allocating funds to any jurisdiction for streets and roads or other eligible non-transit costs. At this time, staff expects a written response from Caltrans' legal counsel confirming this interpretation. Given that the Local Transportation Fund was created as a designated fund source for public transit, the law also does not allow TAMC to weigh the need for transit service against the need for streets and roads projects in its analysis of reasonable unmet transit needs. The Caltrans interpretation, if confirmed, expands the scope of the Agency's unmet transit needs analysis for Fiscal Year 2010-11 to include the following services:

- **MST Line 20:** 15-minute service during weekday/Saturday peak periods and 30-minute Sunday service between Salinas and Monterey via Marina as recommended in MST service studies.
- **MST Line 24:** extension to Cachagua (need could possibly be met through vanpools).
- **MST Line 25:** proposed service between Marina and Salinas via CSUMB as recommended in MST Marina area service study.

Since the unmet needs hearings conducted in 2009, MST's financial condition has continued to deteriorate with losses of state, local, and federal funds (See Item 9-1). MST staff is currently projecting revenues to fall short of current expenses by an amount in excess of \$2M for the year beginning July 1, 2010. In order to bridge this deficit, MST staff is considering a variety of scenarios including reduction of administrative expenses and overhead, raising fares, and reducing levels of transit service.

MST staff believes that Local Transportation Funds should be first allocated to MST to prevent reductions in transit service throughout Monterey County before they are

allocated to streets and road projects, or other miscellaneous uses. County of Monterey staff has expressed concerns that loss of these funds for streets and road projects will result in the loss of jobs within Monterey County Public Works. MST staff has responded that cuts of transit service will result in the loss of jobs for MST employees, and will negatively impact the ability of transit dependent members of our communities to go to work, school, and medical appointments.

The TAMC Board will meet in the coming months to finalize the Local Transportation Fund allocations for FY 2010/2011. Staff recommends your Board to support an allocation of LTF from TAMC to MST to fund current and emerging unmet transit needs and sustain current levels of MST service to the Monterey County communities we serve.

PREPARED BY: \_\_\_\_\_  
Carl G. Sedoryk



To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Monthly Report March 2010

Attached are the most recent monthly statistics and the reports from the Administration and Operations/Maintenance Departments. This month I've included a mid year update of progress to date on the FY 2010 action plan.

During the month I traveled to Washington DC to attend the American Public Transit Association (APTA) annual legislative conference with Board members Armenta, Clark, and Downey, and MST staff member Hunter Harvath. Staff met with officials from the Federal Transit Administration to discuss private financing of the Monterey Bay Operations and Maintenance Center. Staff and Board had meetings with Senator Barbara Boxer, and Congressman Sam Farr. At the conference we received updates from members of Congress and their staff regarding the status of both a Transportation Appropriations Bill and Authorization Bill.

Since our visit to Washington DC staff has learned that FY 2011 appropriation requests have been submitted by both Senator Boxer and Congressman Farr for MST bus, bus facility, and system security upgrades.

Staff has also been actively involved with the California Transit Association Legislative Committee and continues to monitor state budget and legislation that affect transit in general and MST specifically.

Attachment #1 – Fixed Route Bus – Monthly Boardings  
Attachment #2 – Fixed Route Bus – Comparative Statistics  
Attachment #3 – MST RIDES Monthly Boardings  
Attachment #4 – Operations Department Report March 2010  
Attachment #5 – Facilities & Maintenance Department Report March 2010  
Attachment #6 – Administration Department Report March 2010  
Attachment#7 - Status Update of Fiscal Year 2010 Action Plan  
Attachment#8 - Washington DC Meeting Itinerary, March 15-16, 2010

PREPARED BY:   
Carl G. Sedoryk

April 28, 2010

To: M. Hernandez, Assistant General Manager / C.O.O.  
From: R. Weber, Director of Transportation Services  
Subject: **Transportation Department Monthly Report – March 2010**  
Cc: MST Board of Directors

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## **FIXED ROUTE BUS OPERATIONS:**

### System Wide Service: (Fixed Route & DART Services):

Preliminary boarding statistics indicate that ridership increased by 9.53% in March 2010, (350,500), as compared to March 2009, (320,001). Year to date, passenger boardings have decreased by 7.10% as compared to the same period last year.

Productivity increased slightly from 16.7 passengers per hour (March 2009), to 17.0 PPH in March of this year.

### Trolley Services:

**MST Salinas Trolley:** carried 1,523 passengers in March, which represents no change in passenger boardings from March of 2009 (1,523).

### Supplemental / Special Services:

None to report.

## **System Wide Statistics:**

- Ridership: 350,500
- Vehicle Revenue Hours: 20,509
- Vehicle Revenue Miles: 328,351
- System Productivity: 17.0 Passengers Per Vehicle Revenue Hour
- Scheduled One-Way Trips: 31,421

**Time Point Adherence:** Of 123,119 total time-point crossings sampled for the month of March, the TransitMaster™ system recorded 14,635 delayed arrivals to MST's published time-points system-wide. This denotes that **88.11%** of all scheduled arrivals at published time-points were on time. (*See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2010.*)

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 eight (48) reported trips with 10 or more standees for the month of March. (*See Operations Summary report for further information*)

**Cancelled Trips:** There were a total of six (6) cancelled trips for the month of March for both directly operated and contracted services.

Reason	MST	MV Transportation	% Of All Missed
Accident	1	0	16.67%
Traffic	2	0	33.33%
Mechanical Failure	3	0	50.00%
<b>Totals</b>	<b>6</b>	<b>0</b>	

**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 March 2009 and 2010:

Occurrence Type	March-09	March-10
Accident: MST Involved	2	2
Medical Emergency	0	0
Object Thrown @ Coach	1	0
Passenger Conflict	6	6
Passenger Fall	3	2
Passenger Injury	2	1
Employee Injury	0	0
Other	3	1
Near Miss	3	0
Unreported Damage	0	0
<b>Total Occurrences</b>	<b>20</b>	<b>12</b>

## CONTRACTED SERVICES:

### MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of March there were 9,406 passenger boardings. This represents a 4.75% decrease in passenger boardings from March of 2009, (9,875). Year to date, passenger boardings for this program have decreased by 9.96% as compared to the same period last year.

- For the month of March, 86.60 % of all scheduled trips for the MST RIDES Program arrived on time, decreasing slightly from 84.42 % in March of 2009. (See *MST RIDES ~ On Time Compliance Chart FY 2010.*)
- Productivity for March of this year was at 1.9 passengers per hour, which represents no change as compared to March of 2009.

### Paratransit Certification Statistics:

- For the month of March, 104 applications were reviewed, resulting in 98 approvals and 6 denials. Of the approvals, 79 were new program participants, and 19 were recertifications.
- Twenty one (21) program participants were marked as inactive in March.

- As of March 2010, there are 3,951 registered / active program participants.

**Other:**

03/02/10: MVTI was involved in a preventable collision with coach #5039 resulting in \$675 in damages. There were no reported injuries.

03/22/10: MVTI was involved in a non-preventable collision with coach #933. Damage expense is still to be determined and there were no reported injuries.

\$800.00 in liquidated damages was assessed against MVTI's March invoice for one (1) cancelled trip (occurring April 4th), and Coach Operator uniform violations.

**COMMUNICATIONS CENTER:**

In March, the Communications Center summoned public safety agencies on three (3) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	3

Robert Weber

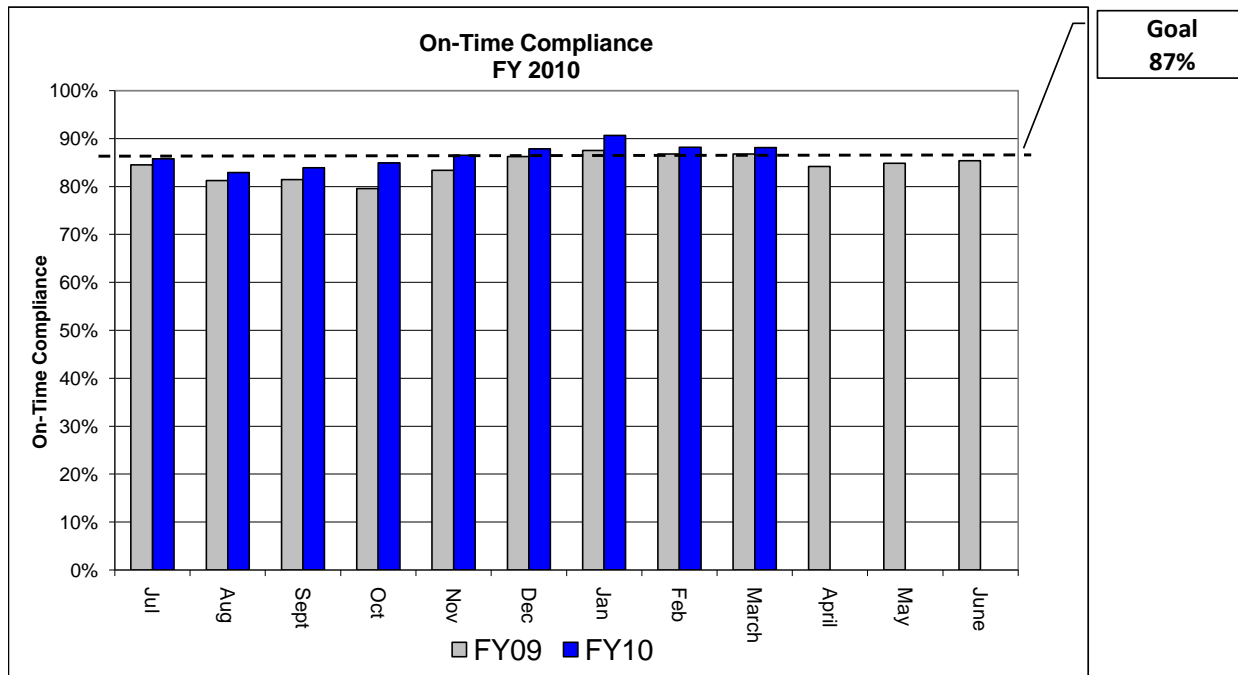
**ATTACHMENTS:**

MST Fixed-Route Bus ~~ On Time Compliance FY 2010.  
MST Fixed-Route Bus ~~ Boarding Statistics FY 2010.  
MST Trolley Service ~~ Boarding Statistics FY 2010  
MST RIDES ~~ On Time Compliance FY 2010  
MST RIDES ~~ Boarding Statistics FY 2010

**MST FIXED ROUTE  
ON-TIME COMPLIANCE FY 2010**

March 2010  
Data Sampled: 92.0%

MONTH	FY09 ON-TIME PERFORMANCE	FY10 TIME POINT COUNT	FY10 DELAYED ARRIVALS 5 + MINUTES	FY10 ON-TIME PERFORMANCE
Jul	84.49%	115,333	16,389	85.79%
Aug	81.21%	113,357	19,367	82.92%
Sept	81.42%	111,421	17,948	83.89%
Oct	79.59%	118,700	17,918	84.90%
Nov	83.36%	102,927	13,861	86.53%
Dec	86.24%	110,996	13,479	87.86%
Jan	87.50%	111,629	10,397	90.69%
Feb	86.81%	106,668	12,636	88.15%
<b>March</b>	<b>86.78%</b>	<b>123,119</b>	<b>14,635</b>	<b>88.11%</b>
April	84.19%			
May	84.87%			
June	85.37%			
<b>Total</b>	<b>N/A</b>	<b>1,014,150</b>	<b>136,630</b>	<b>N/A</b>
<b>YTD Average</b>	<b>84.16%</b>	<b>112,683</b>	<b>15,181</b>	<b>86.54%</b>



# MST FIXED ROUTE BUS Program

## Comparative Statistics

### FY 2009 - FY 2010

	INPUT of Resources				OUTPUT				END PRODUCT	
	TOTAL EMPLOYEES		OPERATING COST		VEHICLE REVENUE MILES		VEHICLE REVENUE HOURS		TOTAL BOARDINGS (UNLINKED TRIPS)	
MONTH	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010
JUL	212.5	236.5	\$2,002,127	\$2,095,312	308,932	343,272	19,702	21,546	467,427	385,052
AUG	219.5	232.5	\$2,519,815	\$2,310,378	304,100	348,846	19,527	21,135	489,290	420,751
SEP	218.5	237.5	\$2,238,263	\$2,317,568	294,476	323,338	18,623	20,048	425,085	394,189
OCT	219.5	236.5	\$2,003,420	\$1,847,892	308,500	335,317	19,337	20,626	425,723	376,171
NOV	219.5	238.0	\$1,886,639	\$1,637,415	276,620	304,685	17,458	18,743	354,699	333,974
DEC	216.5	239.0	\$1,768,993	\$1,813,976	289,434	317,664	18,298	19,589	332,080	308,937
SUBTOTAL	217.7		\$12,419,257	\$12,022,541	1,782,063	1,973,122	112,943	121,687	2,494,304	2,219,074
JAN	215.5	239.0	\$2,543,521	\$2,142,829	293,455	313,866	18,393	19,277	297,095	280,327
FEB	218.5	237.0	\$2,211,359	\$2,075,656	272,467	287,780	17,087	17,983	282,949	303,307
MAR	225.5	238.0	\$1,561,068	\$2,065,078	304,214	328,351	19,109	20,509	320,001	350,500
APR	231.5		\$1,914,448		297,984		18,697		313,695	
MAY	229.5		\$1,757,765		301,095		19,004		333,371	
JUN	239.5		\$2,600,886		309,946		19,724		358,296	
TOTAL	-	-	\$25,008,304	\$18,306,104	3,561,224	2,903,119	224,958	179,456	4,399,711	3,153,208
AVERAGE	222.2	237.1	\$2,084,025	\$2,034,012	296,769	322,569	18,746	19,940	366,643	350,356

	Service Efficiency		Cost Efficiency		Service Effectiveness Measures				Cost Effectiveness	
	VEHICLE REVENUE HRS/ EMPLOYEE		COST/ REVENUE HOUR		BOARDINGS/ REVENUE MILE		BOARDINGS/ REVENUE HOUR		COST/ UNLINKED TRIP	
MONTH	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010
JUL	92.7	91.1	\$101.62	\$97.25	1.51	1.12	23.7	17.9	\$4.28	\$5.44
AUG	89.0	90.9	\$129.04	\$109.32	1.61	1.21	25.1	19.9	\$5.15	\$5.49
SEP	85.2	84.4	\$120.19	\$115.60	1.44	1.22	22.8	19.7	\$5.27	\$5.88
OCT	88.1	87.2	\$103.61	\$89.59	1.38	1.12	22.0	18.2	\$4.71	\$4.91
NOV	79.5	78.8	\$108.07	\$87.36	1.28	1.10	20.3	17.8	\$5.32	\$4.90
DEC	84.5	82.0	\$96.68	\$92.60	1.15	0.97	18.1	15.8	\$5.33	\$5.87
SUBTOTAL	86.5	85.7	\$109.87	\$98.62	1.40	1.12	22.0	18.2	\$5.01	\$5.42
JAN	85.4	80.7	\$138.28	\$111.16	1.01	0.89	16.2	14.5	\$8.56	\$7.64
FEB	78.2	75.9	\$129.42	\$115.42	1.04	1.05	16.6	16.9	\$7.82	\$6.84
MAR	84.7	86.2	\$81.69	\$100.69	1.05	1.07	16.7	17.1	\$4.88	\$5.89
APR	80.8		\$102.39		1.05		16.8		\$6.10	
MAY	82.8		\$92.49		1.11		17.5		\$5.27	
*JUN	82.4		\$131.87		1.16		18.2		\$7.26	
TOTAL										
AVERAGE	84.4	84.1	\$111.17	\$102.01	1.24	1.09	19.6	17.6	\$5.68	\$5.81

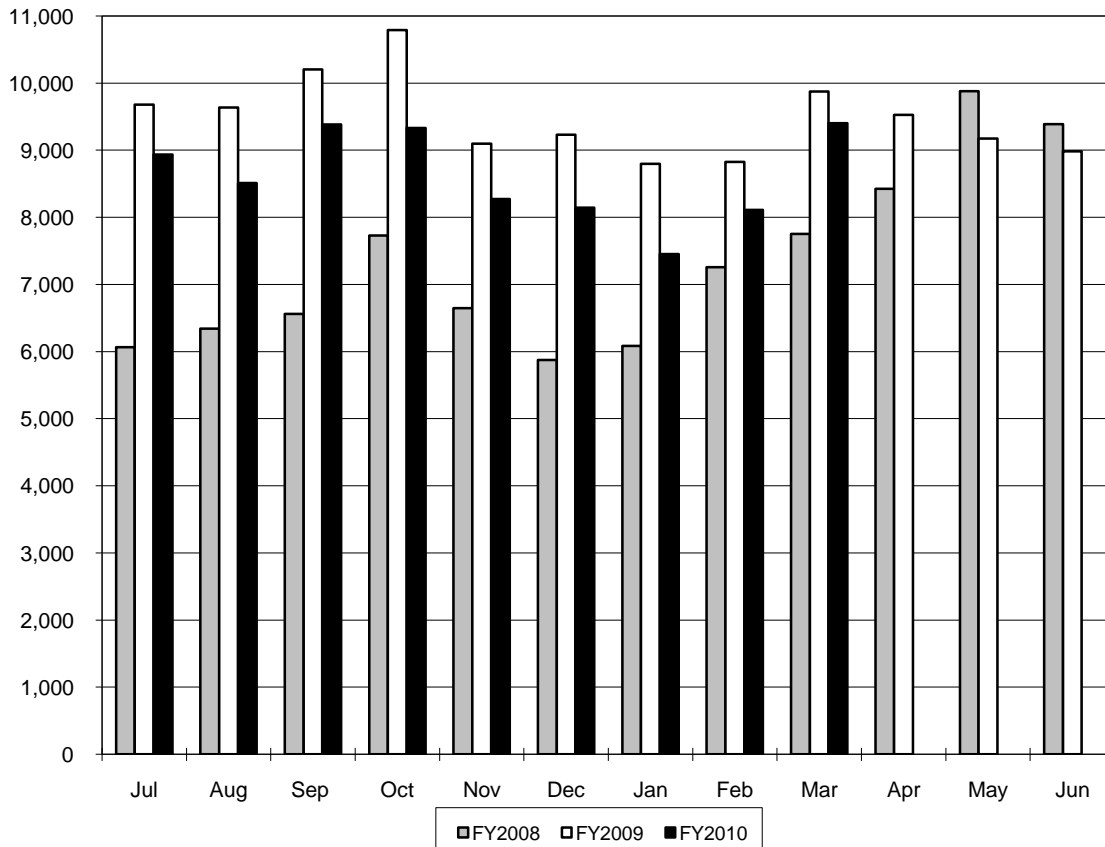
Note - All statistics include contracted-out service.

\* - Preliminary data for current year.

## ***MST RIDES Program Monthly Boardings***

<b>MONTH</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>% CHANGE</b>
Jul	6,066	9,681	8,939	-7.66%
Aug	6,343	9,636	8,514	-11.64%
Sep	6,565	10,203	9,386	-8.01%
Oct	7,729	10,793	9,335	-13.51%
Nov	6,648	9,100	8,275	-9.07%
Dec	5,877	9,231	8,147	-11.74%
Jan	6,085	8,798	7,454	-15.28%
Feb	7,261	8,827	8,112	-8.10%
<b>Mar</b>	<b>7,756</b>	<b>9,875</b>	<b>9,406</b>	<b>-4.75%</b>
Apr	8,426	9,528		
May	9,882	9,175		
Jun	9,389	8,983		
Total Ridership	88,027	113,830	77,568	
YTD Average	6,703	9,572	8,619	
YTD Comparison	60,330	86,144	77,568	-9.96%

**MST RIDES MONTHLY RIDERSHIP**



# MST RIDES Program Comparative Statistics FY 2009 - FY 2010

MONTH	INPUT of Resources				OUTPUT				END PRODUCT	
	TOTAL EMPLOYEES		OPERATING COST		VEHICLE REVENUE MILES		VEHICLE REVENUE HOURS		TOTAL BOARDINGS (UNLINKED TRIPS)	
	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010
JUL	41.0	43.5	\$188,222	\$189,986	90,878	81,667	4,819	4,677	9,681	8,939
AUG	44.0	43.5	\$192,251	\$189,076	86,836	80,118	4,729	4,475	9,636	8,514
SEP	42.0	43.5	\$193,086	\$200,916	92,619	84,380	4,966	4,950	10,203	9,386
OCT	42.0	43.5	\$182,102	\$211,433	96,516	85,037	5,251	4,931	10,793	9,335
NOV	42.0	39.0	\$204,534	\$191,324	84,909	77,545	4,768	4,432	9,100	8,275
DEC	42.0	42.0	\$186,395	\$190,558	90,661	77,628	4,977	4,532	9,231	8,147
SUBTOTAL			\$1,146,591	\$1,173,293	542,419	486,375	29,510	27,997	58,644	52,596
JAN	42.0	39.0	\$179,368	\$203,430	87,677	70,921	4,891	4,062	8,798	7,454
FEB	43.0	38.0	\$209,101	\$220,193	87,307	75,280	4,672	4,218	8,827	8,112
MAR	43.0	41.0	\$187,871	\$236,480	94,880	86,547	5,200	4,896	9,875	9,406
APR	44.0		\$204,423		87,767		4,995		9,528	
MAY	44.0		\$193,715		84,312		4,665		9,175	
JUN	44.0		\$180,232		82,590		4,693		8,983	
TOTAL	-	-	\$2,301,300	\$1,833,396	1,066,952	719,123	58,626	41,173	113,830	77,568
AVERAGE	42.8	41.4	\$191,775	\$203,711	88,913	79,903	4,886	4,575	9,486	8,619

MONTH	Service Efficiency		Cost Efficiency		Service Effectiveness Measures				Cost Effectiveness	
	VEHICLE REVENUE HR/ EMPLOYEE		COST/ REVENUE HOUR		BOARDINGS/ REVENUE MILE		BOARDINGS/ REVENUE HOUR		COST/ UNLINKED TRIP	
	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010
JUL	117.5	107.5	\$39.06	\$40.62	0.11	0.11	2.0	1.9	\$19.44	\$21.25
AUG	107.5	102.9	\$40.65	\$42.25	0.11	0.11	2.0	1.9	\$19.95	\$22.21
SEP	118.2	113.8	\$38.88	\$40.59	0.11	0.11	2.1	1.9	\$18.92	\$21.41
OCT	125.0	113.4	\$34.68	\$42.88	0.11	0.11	2.1	1.9	\$16.87	\$22.65
NOV	113.5	113.6	\$42.90	\$43.17	0.11	0.11	1.9	1.9	\$22.48	\$23.12
DEC	118.5	107.9	\$37.45	\$42.05	0.10	0.10	1.9	1.8	\$20.19	\$23.39
SUBTOTAL	116.7	109.8	\$38.85	\$41.93	0.11	0.11	2.0	1.9	\$19.55	\$22.34
JAN	116.5	104.2	\$36.67	\$50.08	0.10	0.11	1.8	1.8	\$20.39	\$27.29
FEB	108.7	111.0	\$44.76	\$52.20	0.10	0.11	1.9	1.9	\$23.69	\$27.14
MAR	120.9	119.4	\$36.13	\$48.30	0.10	0.11	1.9	1.9	\$19.02	\$25.14
APR	113.5		\$40.93		0.11		1.9		\$21.45	
MAY	106.0		\$41.53		0.11		2.0		\$21.11	
JUN	106.7		\$38.40		0.11		1.9		\$20.06	
TOTAL	-	-	-	-	-	-	-	-	-	-
AVERAGE	114.3	110.4	\$39.25	\$44.53	0.11	0.11	1.9	1.9	\$20.22	\$23.64

Note - All statistics include contracted-out service.

\* - Preliminary Data



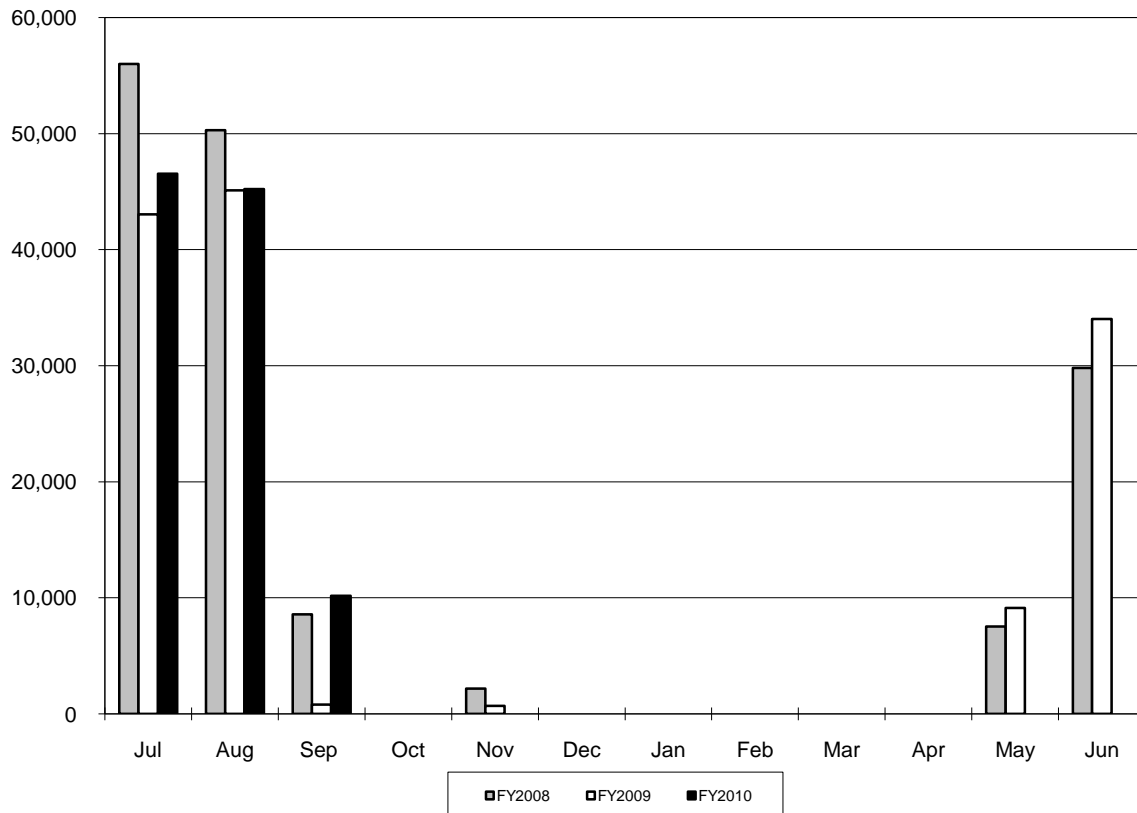
# MST TROLLEY - MONTEREY

## FY 2010 Monthly Boardings

 Did Not Operate

MONTH	FY2008	FY2009	FY2010	% CHANGE
Jul	55,989	43,030	46,544	8.17%
Aug	50,281	45,115	45,228	0.25%
Sep	8,581	811	10,164	1153.27%
Oct				
Nov	2,183	683		
Dec				
Jan				
Feb				
<b>Mar</b>				
Apr				
May	7,528	9,115		
Jun	29,810	34,019		
Total Ridership	154,372	132,773	101,936	
YTD Average	29,259	22,410	33,979	
YTD Comparison	117,034	89,639	101,936	13.72%

## MONTEREY TROLLEY MONTHLY RIDERSHIP



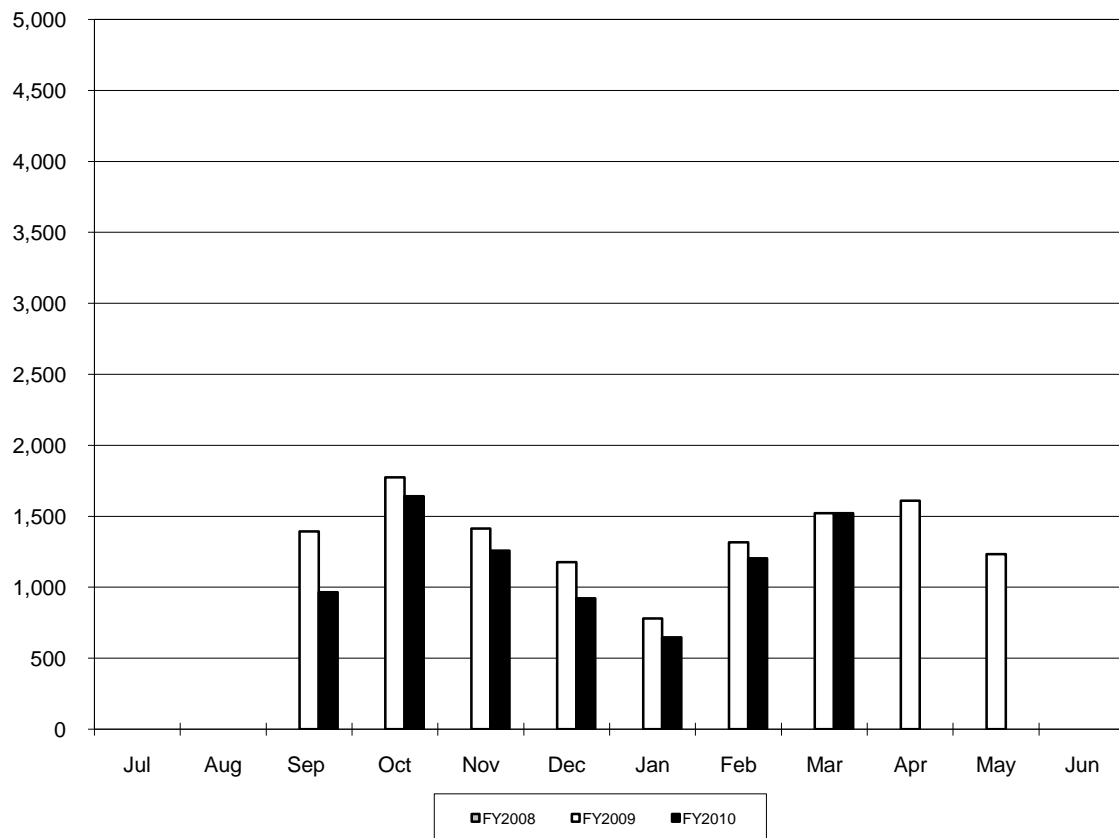
# MST TROLLEY - SALINAS

## FY 2010 Monthly Boardings

 Did Not Operate

MONTH	FY2008	FY2009	FY2010	% CHANGE
Jul				
Aug				
Sep		1,394	966	-30.70%
Oct		1,774	1,642	-7.44%
Nov		1,414	1,258	-11.03%
Dec		1,178	922	-21.73%
Jan		781	648	-17.03%
Feb		1,318	1,205	-8.57%
<b>Mar</b>		<b>1,523</b>	<b>1,523</b>	<b>0.00%</b>
Apr		1,610		
May		1,233		
Jun				
Total Ridership		12,225	8,164	
YTD Average		1,310	1,107	
YTD Comparison		7,859	6,641	<b>-15.50%</b>

## SALINAS TROLLEY MONTHLY RIDERSHIP



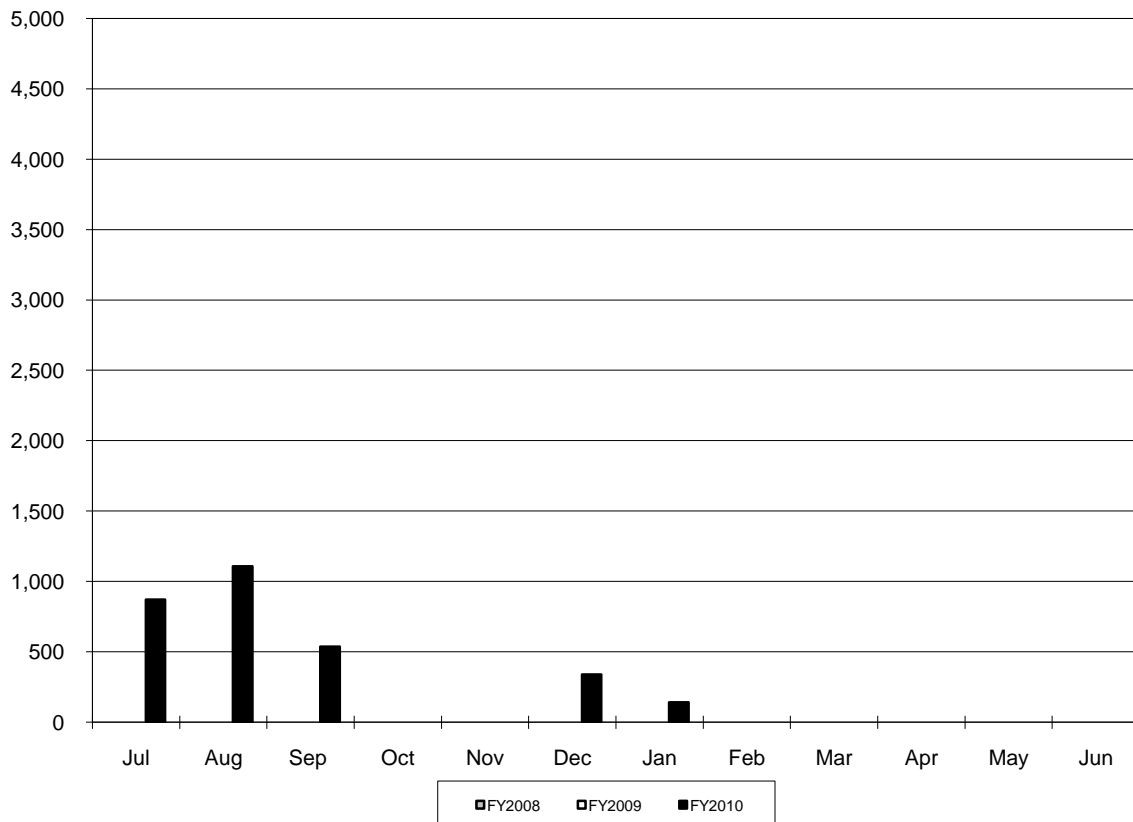
# MST TROLLEY - CARMEL

## FY 2010 Monthly Boardings

*Did Not Operate*

MONTH	FY2008	FY2009	FY2010	% CHANGE
Jul			871	
Aug			1,109	
Sep			537	
Oct				
Nov				
Dec			340	
Jan			143	
Feb				
<b>Mar</b>				
Apr				
May				
Jun				
Total Ridership			3,000	
YTD Average			600	
YTD Comparison			3,000	

### CARMEL TROLLEY MONTHLY RIDERSHIP



# Operations Summary Report

*Fixed Route Services*

*July 2009 – March 2010*

# Fixed Route Operations Summary Report

## March 2010

Service Delivered		Service Quality	
Ridership	350,500	On-time Time Points	108,484
Passengers / Vehicle Revenue Hour	17.1	Delayed Time Points	14,635
Revenue Miles	328,351.0	On-time Passenger Boardings	310,705
One-way Trips Scheduled	31,421	Percent On-time Boardings	88.65%

### Systemwide Service:

Ridership for March 2010 increased by 9.5% compared to March 2009. Revenue hours increased by 7.3% over the same timeframe, resulting in a 2.1% increase in productivity (measured in passengers per hour, or PPH), from 16.8 PPH last March to 17.1 PPH this past month. Military routes serving the Presidio of Monterey accounted for 11,208 riders, or 6% of the increase over last March.

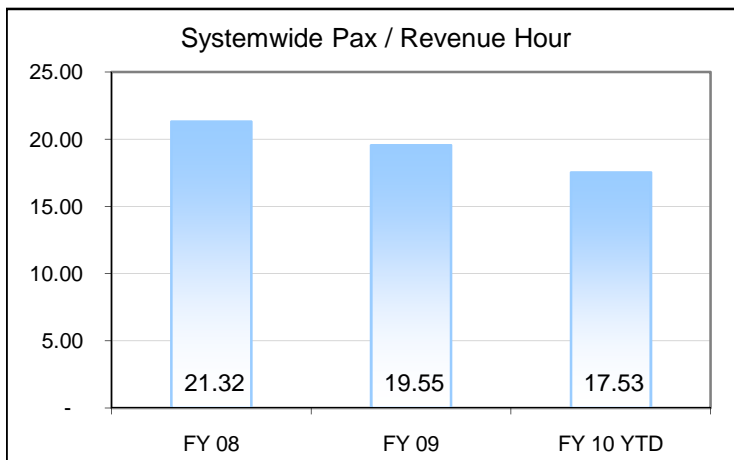
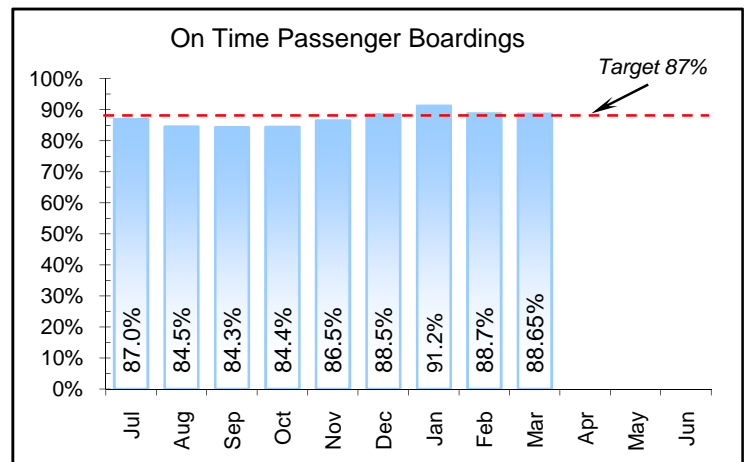
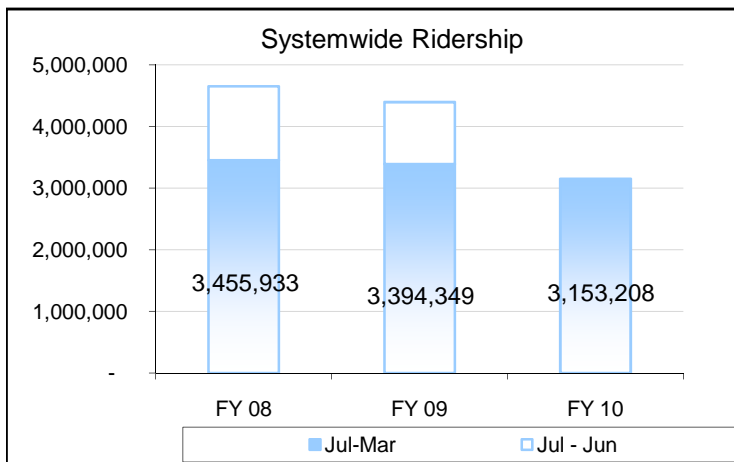
Routes serving Pacific Grove and Carmel continue to show moderate ridership losses when compared to March 2009. Routes serving Monterey, Seaside, Marina and Salinas show moderate ridership increases. Some routes are showing large increases, with lines 16, 44, and 49 having gained 53.9%, 25.2% and 39.3% respectively.

### Seasonal Service:

Line 22-Big Sur had 149 boardings this month versus 218 in March 2009, a 31.7% decrease. The MST Trolley Salinas had 1,446 boardings this month whereas last March the Trolley had 1,523 boardings, a 5.1% decrease.

### Supplemental Service:

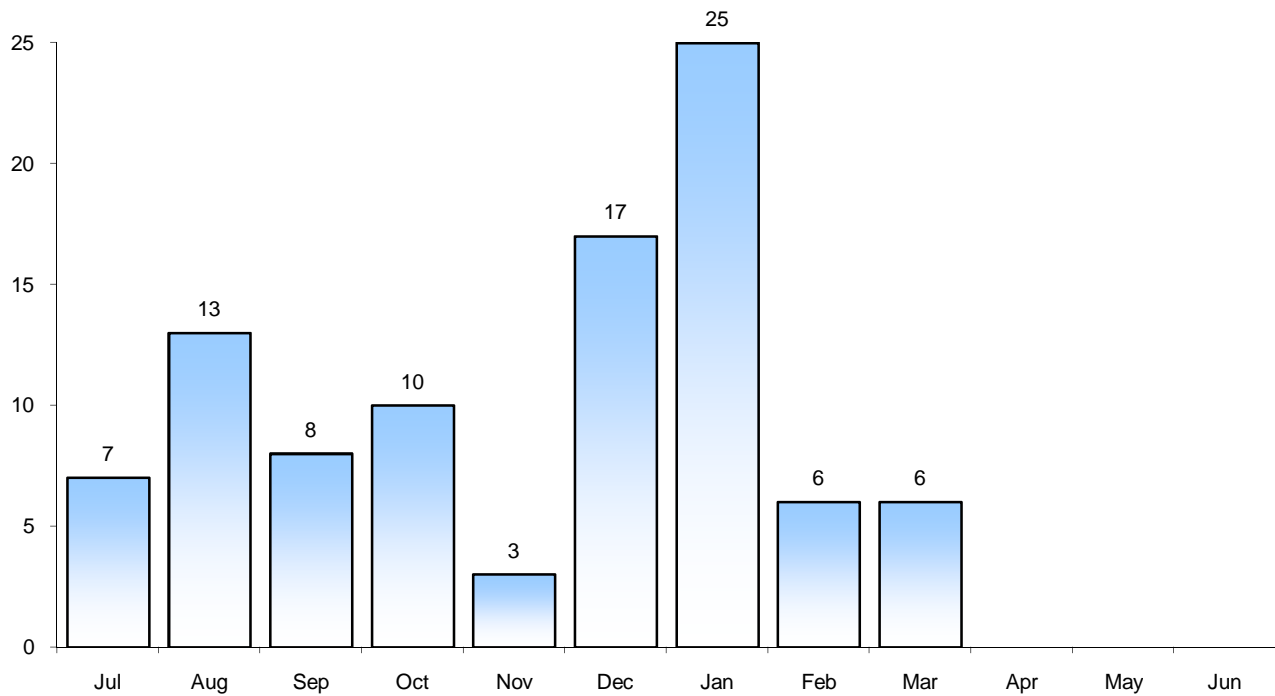
None.



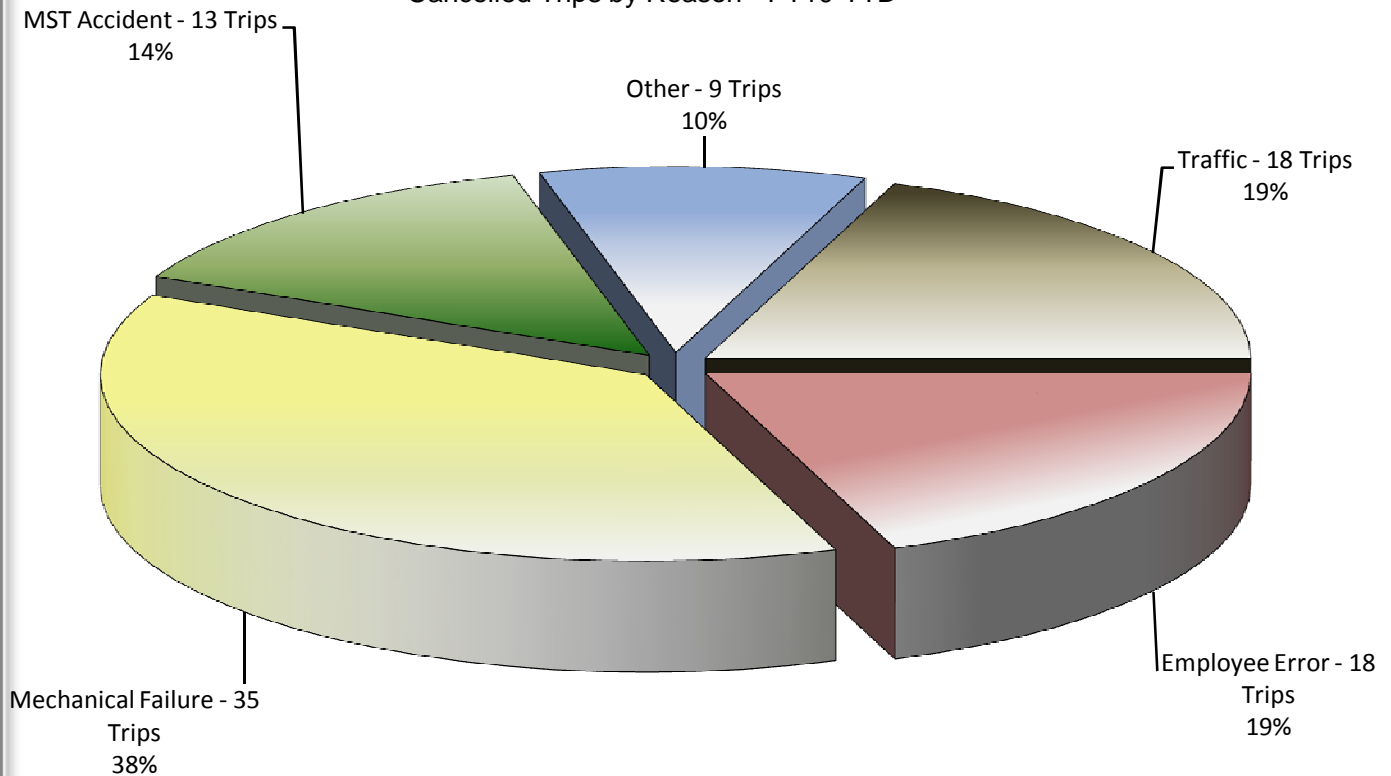
No supplemental service was operated this month.

## Fixed Route Operations Summary Report March 2010

Cancelled Trips by Month - FY10 YTD

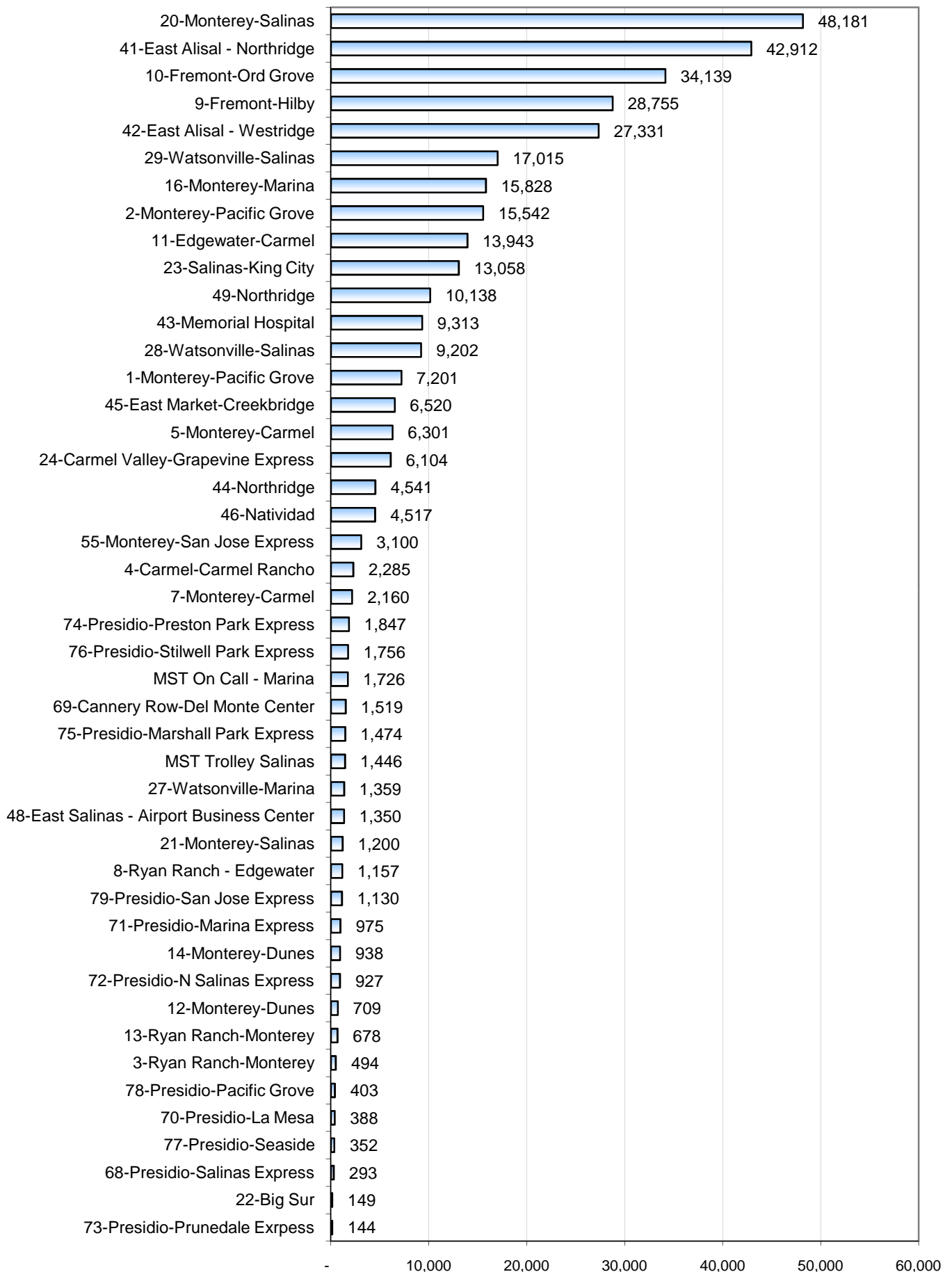


Cancelled Trips by Reason - FY10 YTD



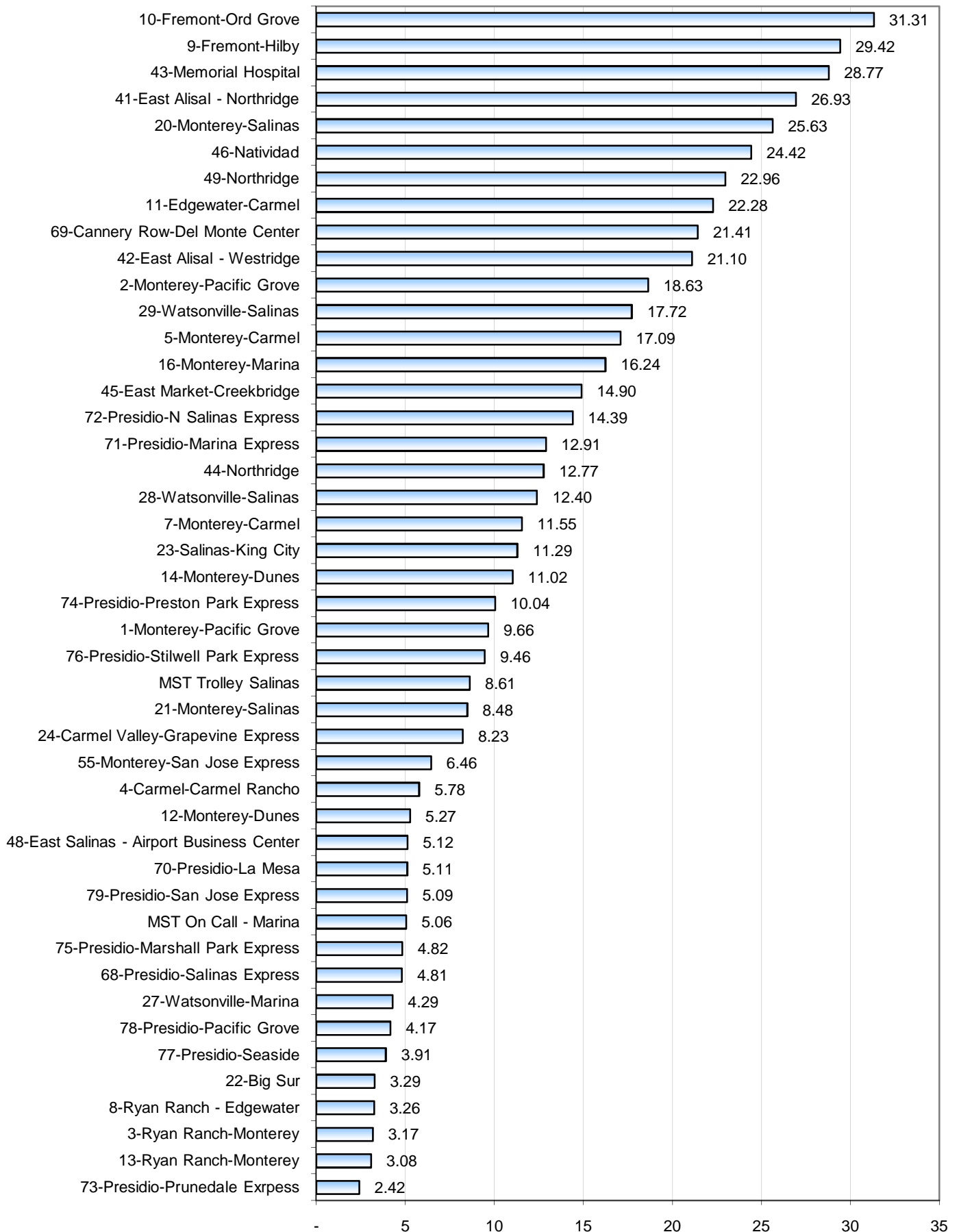
# Ridership by Line - March 2010

## Total Passengers



# Productivity by Line - March 2010

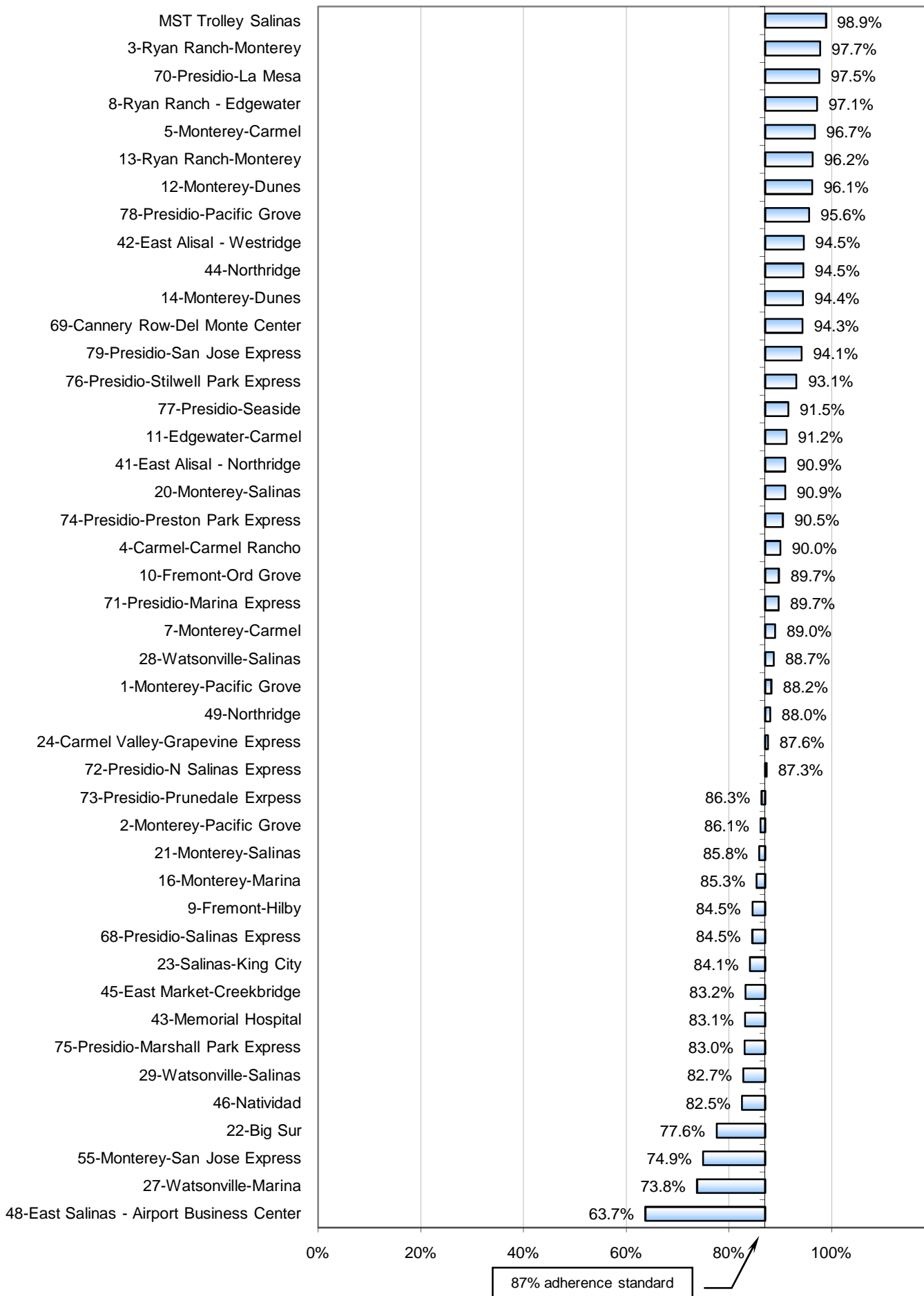
## Passengers Per Hour





# Schedule Adherence by Line - March 2010

## Percent On-time Timepoints



## March 2010

Systemwide Ridership:	350,500
Systemwide Revenue Hours:	20509:16
Systemwide Revenue Miles:	328,351.0

### Primary Routes

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
1-Monterey-Pacific Grove	7,201	745:29	7,418.1	9.66	2.1%	3.6%
9-Fremont-Hilby	28,755	977:30	10,597.0	29.42	8.2%	4.8%
10-Fremont-Ord Grove	34,139	1090:19	11,752.3	31.31	9.7%	5.3%
41-East Alisal - Northridge	42,912	1593:23	16,975.1	26.93	12.2%	7.8%
42-East Alisal - Westridge	27,331	1295:07	14,089.6	21.10	7.8%	6.3%
<b>Total</b>	<b>140,338</b>	<b>5701:48</b>	<b>60,832.1</b>	<b>24.6</b>	<b>40.0%</b>	<b>27.8%</b>

### Local Routes

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
2-Monterey-Pacific Grove	15,542	834:02	11,241.2	18.63	4.4%	4.1%
3-Ryan Ranch-Monterey	494	155:44	1,873.4	3.17	0.1%	0.8%
4-Carmel-Carmel Rancho	2,285	395:25	4,066.5	5.78	0.7%	1.9%
5-Monterey-Carmel	6,301	368:39	4,394.1	17.09	1.8%	1.8%
7-Monterey-Carmel	2,160	187:04	2,189.6	11.55	0.6%	0.9%
8-Ryan Ranch - Edgewater	1,157	354:57	5,446.7	3.26	0.3%	1.7%
11-Edgewater-Carmel	13,943	625:47	9,218.7	22.28	4.0%	3.1%
13-Ryan Ranch-Monterey	678	220:06	3,592.2	3.08	0.2%	1.1%
16-Monterey-Marina	15,828	974:46	16,997.4	16.24	4.5%	4.8%
43-Memorial Hospital	9,313	323:39	3,837.1	28.77	2.7%	1.6%
44-Northridge	4,541	355:39	4,154.5	12.77	1.3%	1.7%
45-East Market-Creekbridge	6,520	437:36	6,600.6	14.90	1.9%	2.1%
46-Natividad	4,517	185:00	2,008.7	24.42	1.3%	0.9%
48-East Salinas - Airport Business Center	1,350	263:44	5,083.0	5.12	0.4%	1.3%
49-Northridge	10,138	441:31	3,134.3	22.96	2.9%	2.2%
<b>Total</b>	<b>94,767</b>	<b>6123:39</b>	<b>83,838.0</b>	<b>15.5</b>	<b>27.0%</b>	<b>29.9%</b>

### Regional Routes

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
20-Monterey-Salinas	48,181	1880:09	36,164.8	25.63	13.7%	9.2%
21-Monterey-Salinas	1,200	141:27	2,346.0	8.48	0.3%	0.7%
23-Salinas-King City	13,058	1156:22	33,611.7	11.29	3.7%	5.6%
24-Carmel Valley-Grapevine Express	6,104	741:24	14,985.7	8.23	1.7%	3.6%
27-Watsonville-Marina	1,359	316:38	8,468.6	4.29	0.4%	1.5%
28-Watsonville-Salinas	9,202	742:21	20,184.6	12.40	2.6%	3.6%
29-Watsonville-Salinas	17,015	960:25	16,111.2	17.72	4.9%	4.7%
55-Monterey-San Jose Express	3,100	479:57	14,377.8	6.46	0.9%	2.3%
<b>Total</b>	<b>99,219</b>	<b>6418:43</b>	<b>146,250.4</b>	<b>15.5</b>	<b>28.3%</b>	<b>31.3%</b>

***Military Express Routes***

<b>Line</b>	<b>Ridership</b>	<b>VRHrs</b>	<b>VRMi</b>	<b>Pax/Hr</b>	<b>% Riders</b>	<b>% Hrs</b>
12-Monterey-Dunes	709	134:33	2,364.4	5.27	0.2%	0.7%
14-Monterey-Dunes	938	85:06	894.7	11.02	0.3%	0.4%
68-Presidio-Salinas Express	293	60:57	1,131.6	4.81	0.1%	0.3%
69-Cannery Row-Del Monte Center	1,519	70:56	771.6	21.41	0.4%	0.3%
70-Presidio-La Mesa	388	75:54	846.4	5.11	0.1%	0.4%
71-Presidio-Marina Express	975	75:31	1,276.5	12.91	0.3%	0.4%
72-Presidio-N Salinas Express	927	64:24	1,322.5	14.39	0.3%	0.3%
73-Presidio-Prunedale Exprpress	144	59:25	1,313.3	2.42	0.0%	0.3%
74-Presidio-Preston Park Express	1,847	184:00	3,155.6	10.04	0.5%	0.9%
75-Presidio-Marshall Park Express	1,474	305:41	4,985.7	4.82	0.4%	1.5%
76-Presidio-Stilwell Park Express	1,756	185:32	2,654.2	9.46	0.5%	0.9%
77-Presidio-Seaside	352	90:05	1,173.0	3.91	0.1%	0.4%
78-Presidio-Pacific Grove	403	96:36	1,209.8	4.17	0.1%	0.5%
79-Presidio-San Jose Express	1,130	221:57	7,500.3	5.09	0.3%	1.1%
<b>Total</b>	<b>12,855</b>	<b>1710:37</b>	<b>30,599.6</b>	<b>7.5</b>	<b>3.7%</b>	<b>8.3%</b>

***Seasonal / Supplemental Service***

<b>Line</b>	<b>Ridership</b>	<b>VRHrs</b>	<b>VRMi</b>	<b>Pax/Hr</b>	<b>% Riders</b>	<b>% Hrs</b>
22-Big Sur	149	45:20	1,134.4	3.29	0.0%	0.2%
MST Trolley Salinas	1,446	167:54	1,138.5	8.61	0.4%	0.8%
MST On Call - Marina	1,726	341:15	4,558.0	5.06	0.5%	1.7%
<b>Total</b>	<b>3,321</b>	<b>554:29</b>	<b>6,830.9</b>	<b>6.0</b>	<b>0.9%</b>	<b>2.7%</b>

April 28, 2010

To: Carl G. Sedoryk, General Manager/CEO

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

Subject: Monthly Maintenance Report for March 2010

This monthly report summarizes details about fuel prices and the activities of the Maintenance/Facilities Departments during the month of March 2010. Detailed statistical information is also attached.

**Fuel Prices:**

	<b>March Low</b>	<b>March High</b>	<b>February Average</b>	<b>March Average</b>	<b>% Change</b>
Diesel	\$2.39	\$2.49	\$2.36	\$2.45	3.8%
Gasoline	\$2.80	\$2.87	\$2.67	\$2.85	6.7%

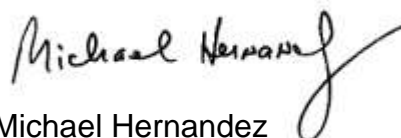
**Fleet Status:**

<b>Road Call Rate Goal: 7,000 Miles or More</b>	<b>Miles Between Road Calls:</b>	<b>Operating Cost Per Mile:</b>
March	9,707	March \$1.05
Past 12 Months:	11,140	FY10 Year To Date: \$0.90

**Comments:**

In March there were a total of 36 road calls of which 31 were maintenance related. The highest road call categories were for electrical and exhaust issues. During the month Meritor returned to evaluate test S-Cams on the 2007/08 fleet. In-processing efforts continued on the MCI fleet. Seven min-buses were delivered for the RIDES program. The delivery of these vehicles was delayed by more than 6 months due to delays in the 5310 program and vendor construction problems.

At the Marina Transit Exchange work was completed to refinish the glue-lams (the wood support beams) under the shelters. On March 16 and 17 Monterey County Environmental Health completed a comprehensive facility inspection at both of our shops and yards. There were no significant findings.



Michael Hernandez

**March 2010**  
**MST Operated Fixed Route Bus Fleet - Summary Information**

Active Fleet Series	Manufacturer Model/Year	Quantity	Engine	Fuel Type	MPG	Average Life To Date Miles
1101 - 1121	Gillig - 2000	21	Cummins ISM 280 HP	Diesel	4.50	445,890
1122 - 1129	Gillig - 2003	8	Detroit DC Series 50 ERG	Diesel	4.47	269,539
1701 - 1712	Gillig Low-floor 2002	12	Cummins ISM 280 HP	Diesel	4.46	297,382
1713 - 1724	Gillig Low-floor 2003	12	Detroit DC Series 50 ERG	Diesel	4.35	229,235
1725 - 1729	Gillig Low-floor 2007	5	Detroit DC Series 50 ERG	Diesel	4.13	74,190
1801 - 1804	Gillig Suburban 2002	4	Cummins ISM 280 HP	Diesel	5.15	457,756
1805 -1808	Gillig Suburban 2003	4	Detroit DC Series 50 ERG	Diesel	5.12	387,362
2001 - 2010	Gillig Low-floor 2007	10	Cummins ISM 280 HP	Diesel	4.42	97,630

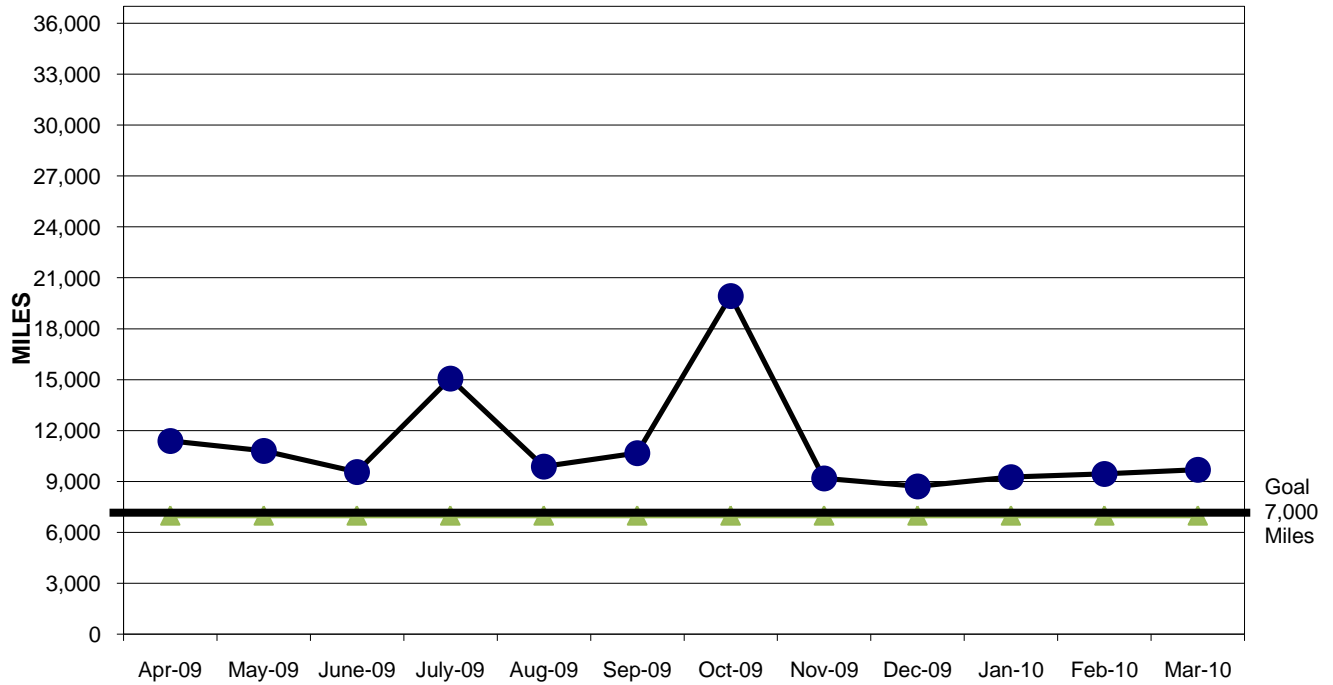
Historical Fleet	Manufacturer Model	Quantity	Fuel Type	To Date Miles
80	Fageol Twin Coach 1948 #80	1	Gasoline	N/A
93	GMC TGH3102 1957 #93	1	Gasoline	335,000

Fuel Used	Revenue Diesel Fleet	Non-Revenue Fleet	Inventory Value	
Miles Traveled	300,920	31,353		
*Gallons/ Equivalent	65,992	1,602	Fuel, Coolant, Lubricants	\$62,584.97
Average Miles/Gallon	4.56	19.57	Parts/ Supplies	\$327,471.05
Engine Oil Used (Quarts)	2,432		Total Value	\$390,056.02
Average Miles/Quart	124			

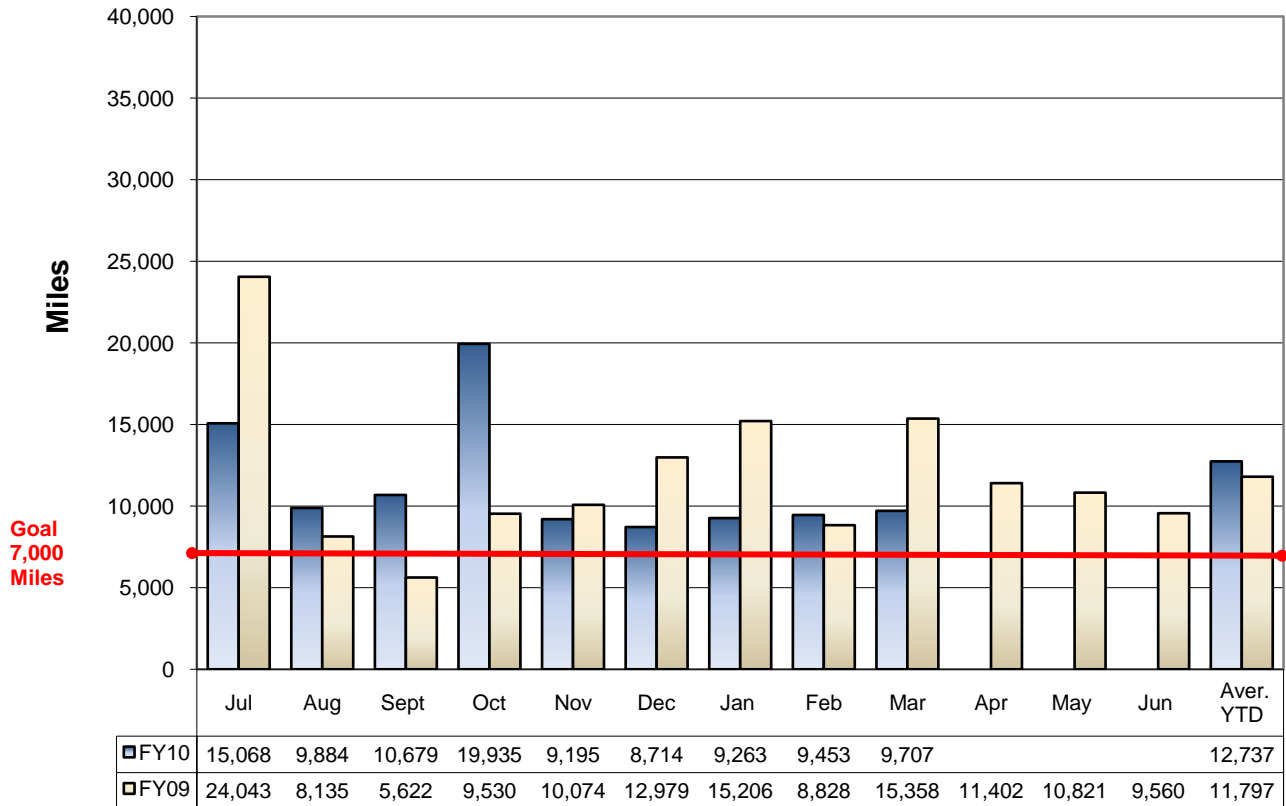
Repeat Road Calls

0

# **MILES BETWEEN MECHANICAL ROAD CALLS** **March 2010 - Miles: 300,920**

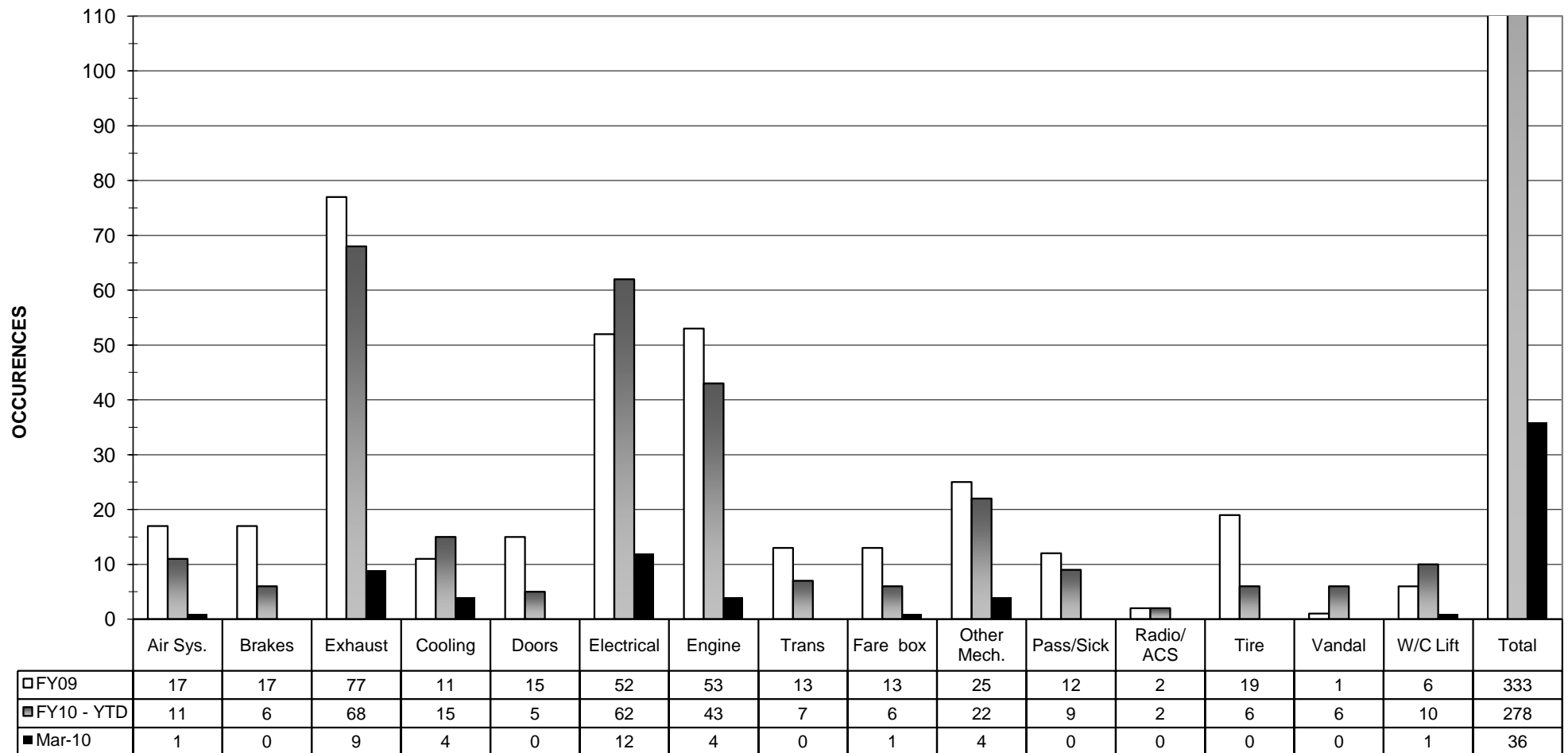


## **Fleet Wide Miles Between Roadcalls** **FY09 vs. FY10 Year to Date Comparison**



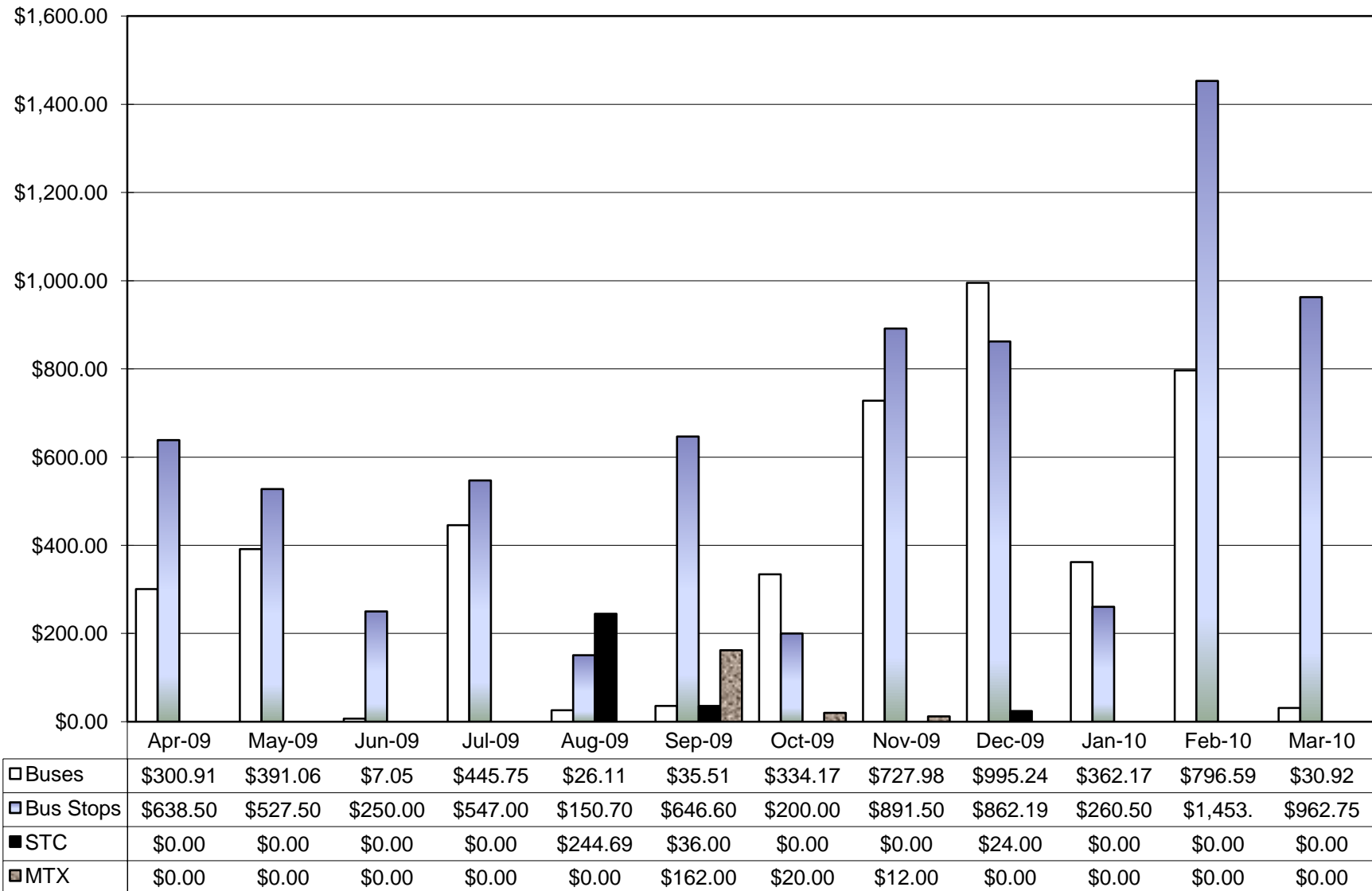
March 2010

**ALL ROAD CALLS - BY CATEGORY  
FY 2009 & 2010  
CUMULATIVE YEAR-TO-DATE**



\* "Other" category includes: Fluid leaks, Lights, Windshield Wipers other items.

# VANDALISM COSTS - PAST 12 MONTHS

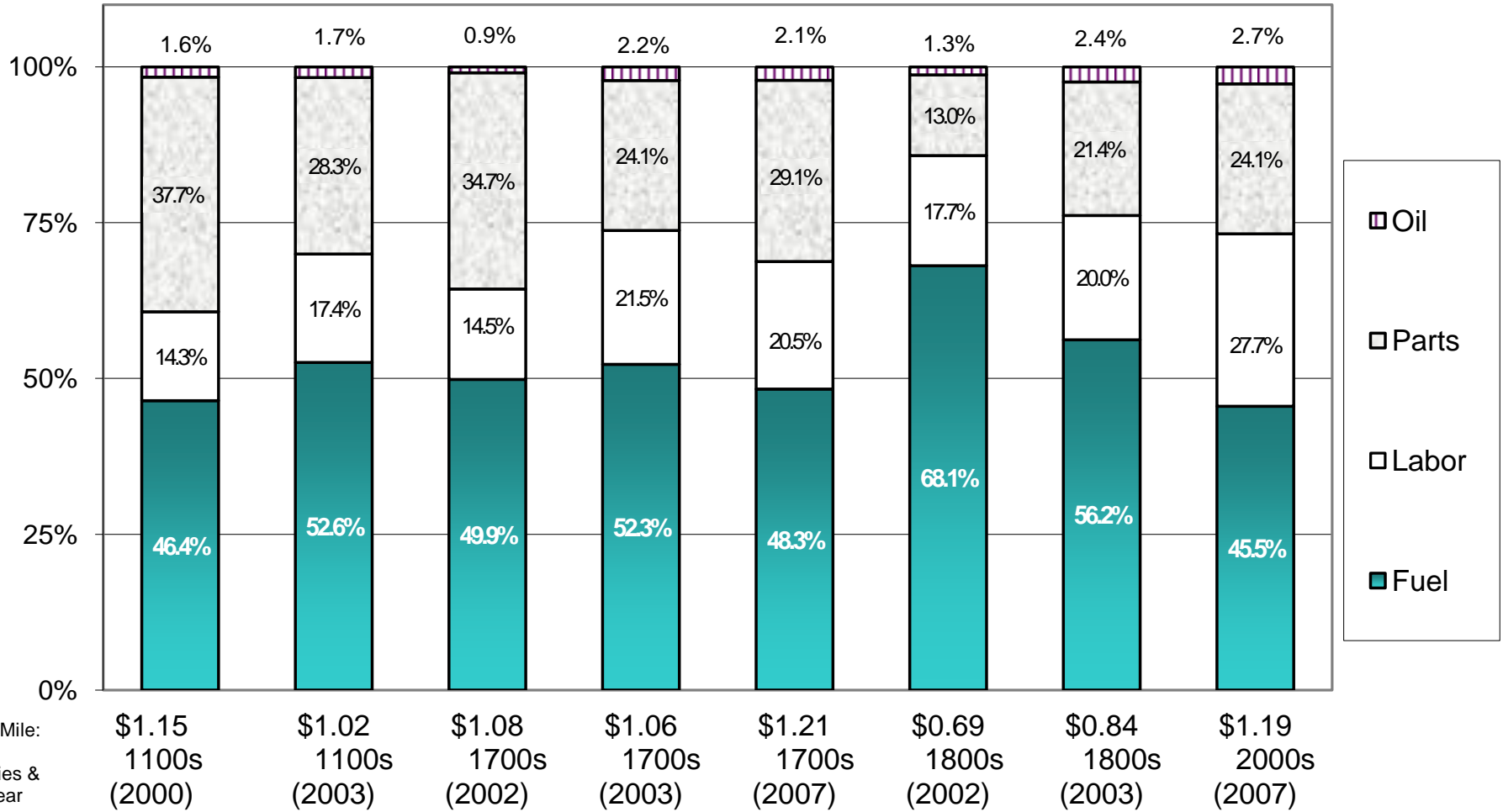




## Fleet Cost Per Mile - March 2010

Fleet Miles: 264,683

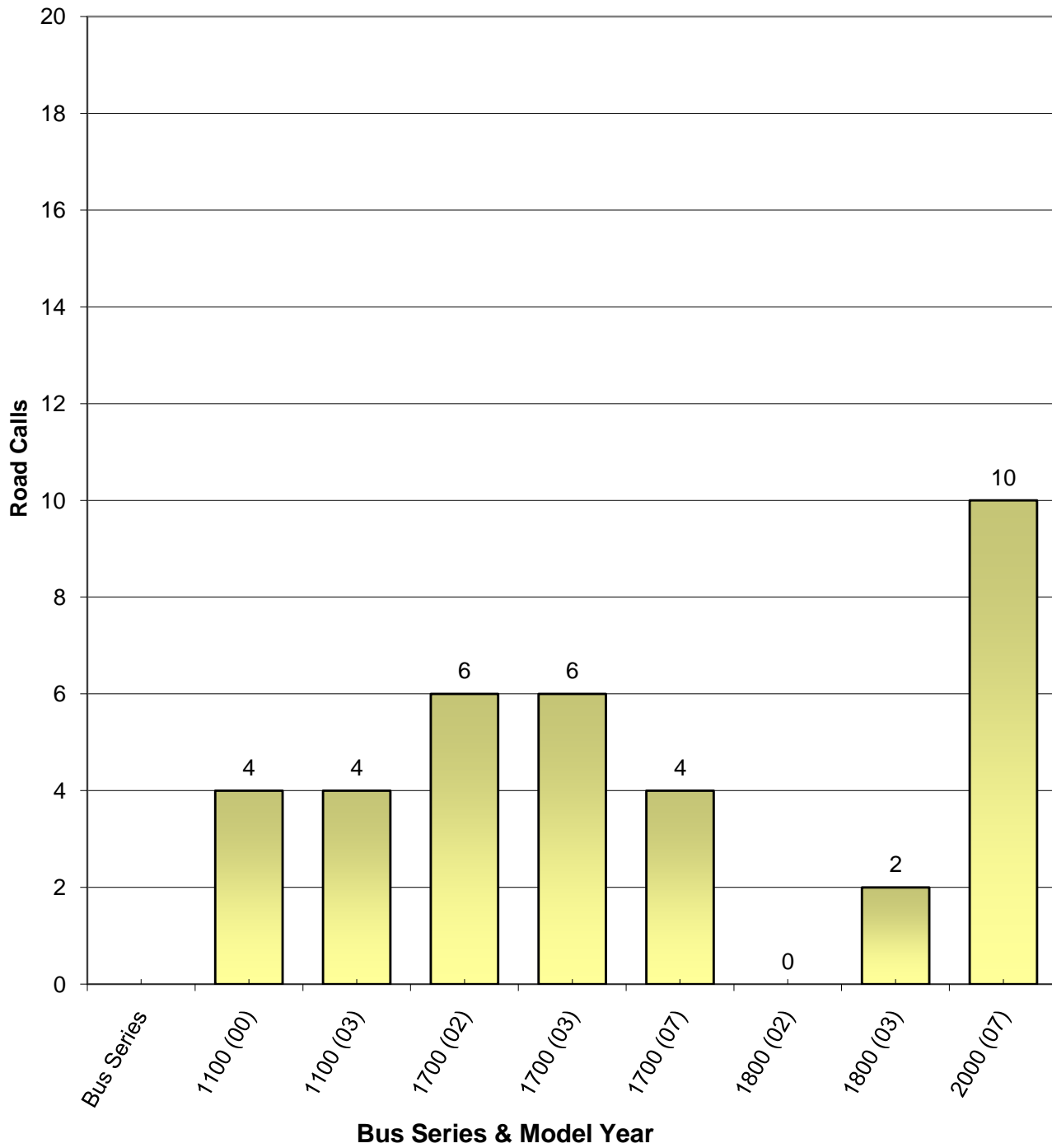
Average Fleet Cost Per Mile: \$ .98



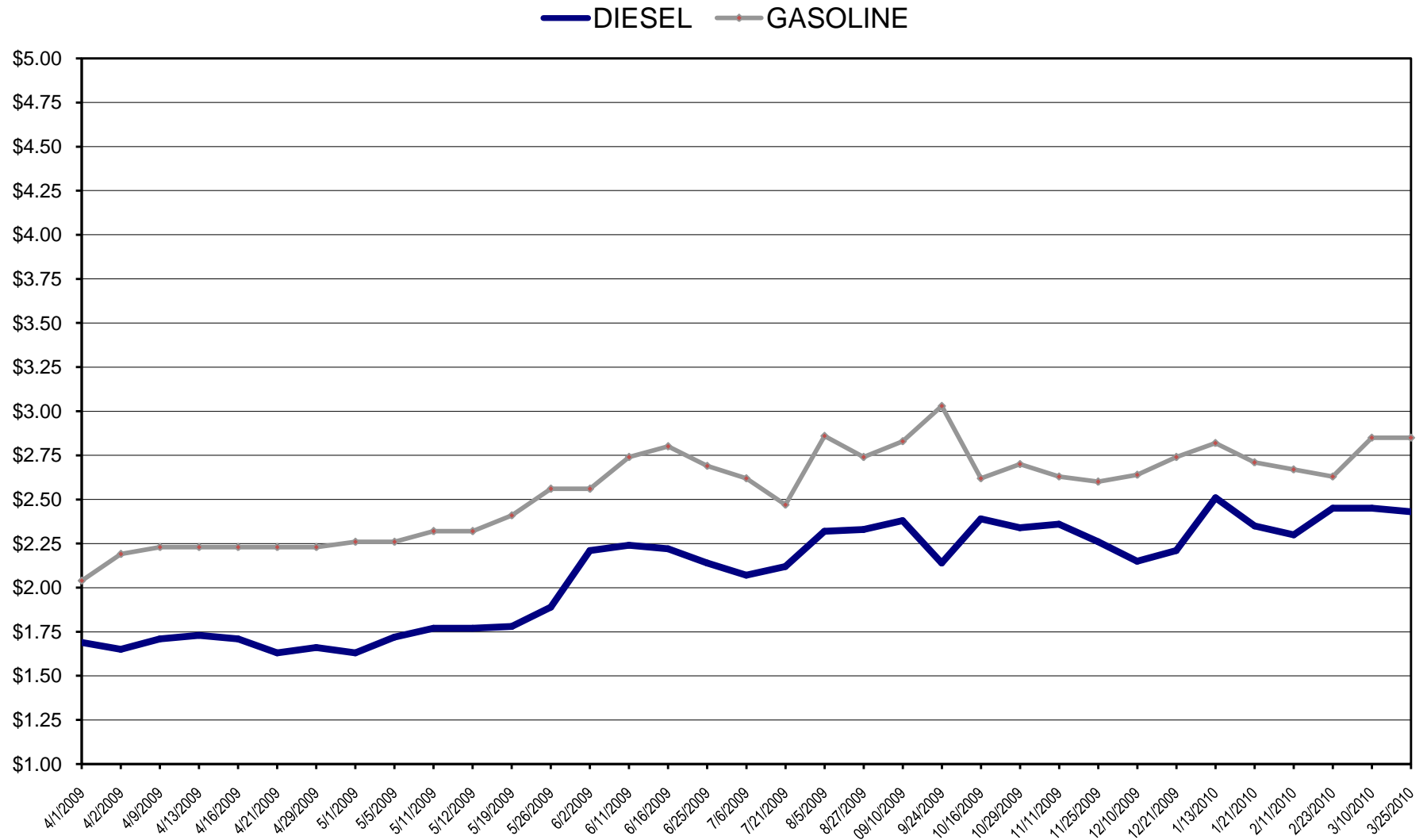
## MECHANICAL ROAD CALLS BY BUS SERIES

March 2010

Total Diesel Miles: 300,920 Roadcalls: 31



## 12 Month Rolling Fuel Cost - As of March 31, 2010



52 Week Review:  
 Diesel: High \$2.39 Low \$1.31, Average \$1.96  
 Gasoline: High \$3.03, Low \$1.74, Average \$2.41  
 B20 use: Aug 15, 2008 - Dec 18, 2008

Date: March 31, 2010

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; Danny Avina, Marketing/Customer Service Manager; Zoe Smallwood, Marketing Analyst

Subject: **Administration Department** Monthly Report March 2010

The following significant events occurred in Administration work groups for the month of March 2010:

### Human Resources

A total employment level for March 2010 is summarized as follows:

<b>Positions</b>	<b>Budget FY10</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	127	138	11
C/O on Long Term Leave *	10	10	0
Coach Operators Limited Duty	1	0	-1
Operations Staff	24	24	0
Maintenance & Facilities	44	44	0
Administration (Interns 2 PT)	22.5	22	-0.5
<b>Total</b>	<b>228.5</b>	<b>238</b>	<b>9.5</b>

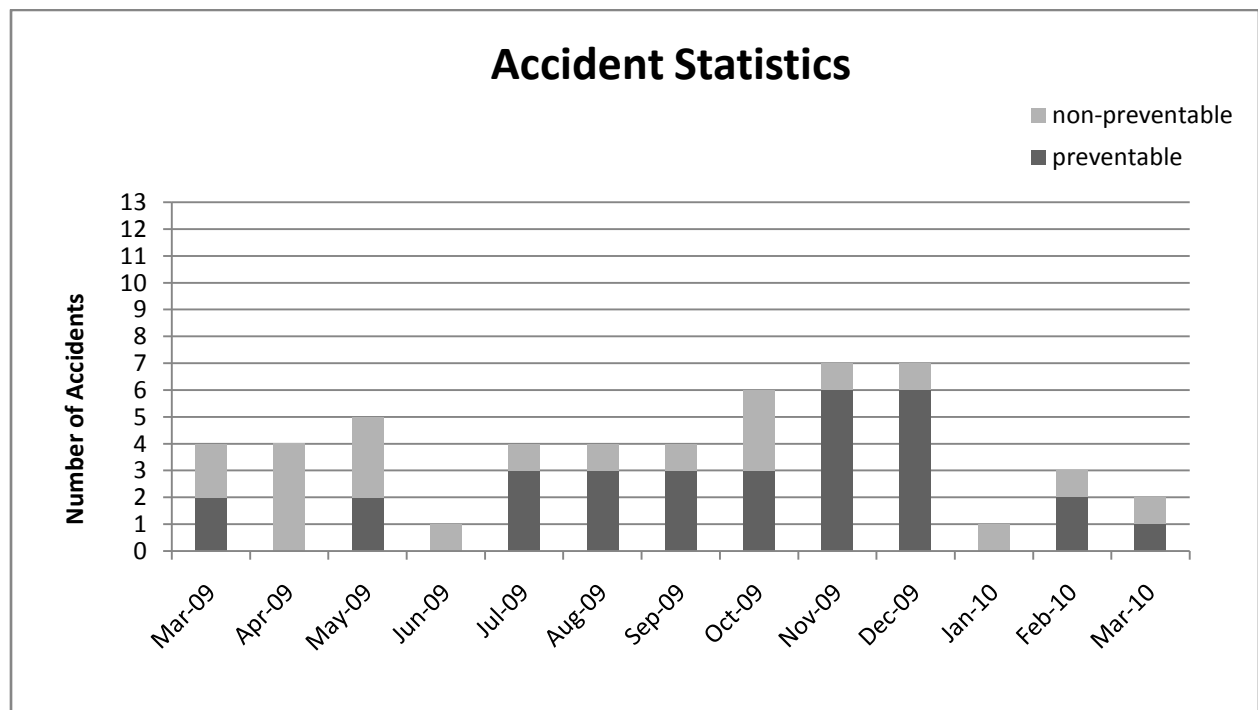
<b>March Worker's Compensation Costs</b>	
<i>Indemnity (paid to employees)</i>	\$16,533.08
<i>Other (includes Legal)</i>	\$9,426.31
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	\$14,435.90
<i>TPA Administration Fee</i>	\$4,000.00
<i>Excess Insurance</i>	\$4,412.58
<b>Total Expenses</b>	\$48,807.87
<b>Reserves</b>	\$1,241,126.97
<i># Ending Open Claims</i>	45
<i># Closed Claims for Current Month</i>	0

## Training

Description	Attendees
Line Instructor Training	9
Lockout/Tagout and Cell Phone Policy	28
Bus Webinar of Preventative Maintenance	5
Performance Management	6
Supervisor Harassment Prevention	1

## Risk Management Update

Description	March 2010 Preventable		March 2009 Preventable	
	Yes	No	Yes	No
Vehicle hits Bus	0	1	0	2
Bus hits object	1	0	2	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>



During the month of March there was one preventable accident and one non-preventable. Our safety trend in preventable incidents continues to be very low.

## Liability Claims Paid/Recovered – Property and Personal Injury

There were \$1,672.26 in recoveries and no claims paid during this period.

## Customer Services Update

Customer Service received 49 customer comments during the month as follows:

Service Report Type	Mar '10	%	Mar '09	%
Employee Compliment	3	6.1%	1	2.8%
Service Compliment	0	0.0%	0	0.0%
Improper Employee Conduct	14	28.6%	5	13.9%
Improper Driving	5	10.2%	6	16.7%
Request To Add Service	4	8.2%	4	11.1%
No Show	4	8.2%	3	8.3%
Late Arrival	4	8.2%	2	5.6%
Fare / Transfer Dispute	3	6.1%	5	13.9%
Bus Stop Amenities	3	6.1%	2	5.6%
Early Departure	2	4.1%	1	2.8%
Passed By	1	2.0%	3	8.3%
Service Schedule	1	2.0%	2	5.6%
Passenger Injury	1	2.0%	0	0.0%
Inaccurate Public Information	1	2.0%	0	0.0%
Service Other	1	2.0%	0	0.0%
Vehicle Maintenance	1	2.0%	0	0.0%
Employee Other	1	2.0%	0	0.0%
Carried By	0	0.0%	1	2.8%
Routing	0	0.0%	1	2.8%
Total	49	100.0%	36	100.0%

“Improper Employee Conduct” reports (14) represented 28.6% of overall service reports for March '10 compared to a monthly average of 13% (6) for the previous twelve months.

Mar '09	Apr '09	May '09	Jun '09	July '09	Aug '09	Sep '09	Oct '09	Nov '09	Dec '09	Jan '10	Feb '10	Monthly Avg.
5	2	6	4	9	9	8	2	5	6	8	7	5.9
13.9%	7.4%	13.3%	9.0%	16.0%	24.3%	12.7%	8%	11.3%	11.7%	16.6%	11.2%	12.99%

This represents the highest overall percentage in a single month since the previous high was reached in October '08 (27.1%). “Improper Employee Conduct” reports in March '10 included RIDES service complaints (2), rude behavior by coach operator (5), refused service (3), and coach operator refused to lower bus for elderly lady.

“Improper Driving” reports (5) decreased from the previous month (10) and were comprised of varied complaints including speeding, being cut off, coach operator texting

while driving, coach operator using a cell phone while driving, and a near accident. Of the five "Improper Driving" reports in March '10, one involved MST contracted services.

MST received three "Employee Compliment" reports in March '10 as follows:

- Passenger complimented Johnny Grey stating "MST's coach operator provided a very safe and smooth ride. I found the CO to be very courteous to his passengers -- handling a particularly difficult passenger (attempting to short fare the ride) in a professional manner."
- Passenger complimented and thanked coach operator Rudy Mora and stated "this c/o gave great service, especially because I had just broken some ribs, and really needed some extra help, and this c/o went the extra mile."
- Passenger MST supervisory staff stating "I would like to thank MST supervisors for their efficient response to my recent driver concern. I sincerely hope this driver stays in the ranks of Sandra, Marc, and Doug, and other drivers that do an outstanding service day in and day out. Thanks for your prompt organization response in this matter and keep up the great service."

## **Marketing and Sales Update**

MST signed advertising contracts totaling \$7,447 with the Big Sur International Marathon and The Pied Piper.

Published news stories include: "Opinion: Happy to see Trolley returning but she wants PG to get it right this time" (Cedar Street Times, 3/12/10); "53<sup>rd</sup> Annual Monterey Jazz Festival presented by Verizon features legendary jazz icons, visionary new artists, classic collaborations" (Hip Hop Press, 3/29/10); "53<sup>rd</sup> Annual Monterey Jazz Festival" (Jazz News, 3/30/10)

Marketing activities: Finalized paint scheme and decal placement for MCI coaches; refined design and organization for new MST website; met with Redshift Internet Services to discuss website coding; worked on design for Monterey Bay Bus Operations and Maintenance Center exterior signage; researched and purchased car card frames for MCI coaches and minibuses; coach operator photo shoot; met with executives from Monterey Bay Blues Festival to plan 2010 event service; met with TPO Human Resources to discuss sustainability practices; met with The Offset Project to discuss Monterey Bay Offset Fund and MST's potential involvement; ; Pacific Grove Trolley photo shoot; standards and consistency meeting to review route names; worked on content for "mobility" portion of new website; managed vendor and group discount programs; attended Leadership Monterey Peninsula Business/Economic Development class day; Leadership Monterey Peninsula class of 2010 student participating in "Care for the Caregiver" team community service project in coordination with CHOMP's Westland House hospice; ordered MST promotional products

## **Planning Update**

During the month of March, staff continued planning work on MST's new Monterey Bay Operations and Maintenance Center on the former Fort Ord. Staff continued meeting with representatives of the military to fine tune and further develop bus services to the Presidio and Naval Postgraduate School. Staff worked on developing a new partnership with Fort Hunter Liggett to provide new transit service to that military installation in south Monterey County. Staff worked with TAMC to explore new transit services through the unmet needs process and worked with staff from Pacific Grove and the Aquarium on developing a new trolley route through that community. Staff had internal discussions on standardizing the names and formats of MST bus routes, stops and signage and met with the transit planner for CSU Monterey Bay to further discuss MST's possible future role in providing increased bus service to the campus.

Staff participated in a site visit to the Salinas Train Station with TAMC staff and Boardmember Karen Sharp to learn more about the commuter rail project and the Intermodal Transit Center. Staff met with representatives of the city of Salinas to discuss impacts to transit from their road construction improvements in the eastern part of the municipality. Staff appeared on the Your Town public access television and radio program to discuss MST's Bus Rapid Transit Program.

Staff traveled to St. George, Utah, for a site visit to American Logistics Company to learn how the company could provide assistance for MST's transit programs for the elderly and disabled as well as for the provision of taxi services in the county. Staff also joined members of the MST Legislative Committee at the 2010 Legislative Conference of the American Public Transportation Association in Washington, DC. Staff participated in regularly scheduled meetings of the Monterey County Business Council, Monterey County Hospitality Association, TAMC, AMBAG and FORA.

## **Accounting Update**

Staff continued working on existing projects during the month of March.

Payroll and Accounts Payable staff continue to meet their weekly deadlines.

General Accounting continues to gain ground on training new staff and is learning more about our Navision system and the capabilities.

The implementation of DDAM has remained on track and is moving toward complete automation.

## **CTSA Update – March 2010**

During March, the CTSA Advisory Committee (also known as the Mobility Advisory Committee – MAC) held its bi-monthly meeting on March 10<sup>th</sup> in Salinas. Thirteen of fifteen members were present. Heidi Quinn, Attorney with Delay & Laredo, made a presentation on the Brown Act and answered questions from members regarding how the Act affects their committee and subcommittees. Also, Robert Weber, Director of



Transportation Services for MST, made a presentation on the history and current status of ADA Paratransit in Monterey County. The next meeting of the Committee will be on May 12<sup>th</sup> in Supervisor Parker's office in Castroville.

Staff participated in the March meeting of the 211 Monterey County Steering Committee to provide 211 staff with guidance and direction regarding expanding marketing efforts into underserved populations.

Staff visited Para Cruz, Santa Cruz Metro's paratransit program. The Para Cruz program is run entirely by agency employees with the exception of contracts with local taxi providers that augment their bus service. Agency staff shared lessons learned in employing a mix of agency and contract services and personnel.

Staff continued to meet with the staff of the Monterey County Office of Emergency Services, along with their consultant and many other agency and County staff. The purpose was to draft emergency plans, for possible natural or civil disasters, that are specifically focused on providing transportation and other services for seniors, persons with disabilities, and others who may need special consideration.

### **Information Technology Update**

Staff continuously monitored the TrapezeITS Transitmaster system configuration. Staff continued to monitor and configure software and hardware for the Assetworks Maintenance system. Staff continued to support 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 kept the MST web page updated and made the appropriate changes as required. Staff conferred with Outside contractors regarding the proposed FJL facility IT requirements. Staff continued to support MST staff as needed, proactively ensuring MST staff were supported fully with their IT needs.

Staff liaised with vendor regarding complete installation of security cameras on the entire MST fleet of vehicles including the contractor 17feet fleet. Staff continued installation of Transit Master Advanced Communication System (ACS) hardware and security camera hardware on both of the MCI coaches.

Director of Information Technology attended the annual Trapeze ITS User Conference Phoenix, Arizona. Trapeze ITS purchased the original company that developed the MST ACS system. The conference was attended by over a hundred transit agency personnel and vendors displaying the latest technological integrations available to MST.

**Thomas Walters & Associates, Inc.**  
25 Massachusetts Avenue, N.W., Suite 570  
Washington, D.C. 20001  
(202) 737-7523

**MONTEREY-SALINAS TRANSIT**

Washington, D.C. Itinerary

Fernando Armenta, MST Board Chair  
Kristin Clark, MST Board Member  
Libby Downey, MST Board Member  
Carl Sedoryk, General Manager/CEO  
Hunter Harvath, Assistant General Manager

March 15-16, 2010

**MONDAY, MARCH 15, 2010**

**10:00am**                      **Tom Yedniak, Federal Transit Administration**  
**Carl and Hunter only to discuss financing of FJL Facility**

**11:45 a.m.**                      **Tom Walters and Don Gilchrest will meet you at the JW Marriott**  
1331 Pennsylvania Avenue Northwest  
Washington, DC 20004  
Contact: Don Gilchrest (202) 737-7523 office or (703) 615-4775 mobile

**Noon**                              **Lunch**  
**With Tom Walters and Don Gilchrest**  
TenPenh  
1001 Pennsylvania Avenue Northwest  
Washington, DC 20004  
(202) 393-4500

**TUESDAY, MARCH 16, 2010**

**11:00 a.m.**                      **Senator Barbara Boxer or Staff (D-CA)**  
SD-406 Dirksen Senate Office Building  
**California Transit Association and multiple transit organizations**

**1:00 p.m.**                      **Matt Nelson or Ben Kramer, Professional Staff to Senator Dianne Feinstein (D-CA)**  
SH-331 Hart Senate Office Building  
**California Transit Association and multiple transit organizations**

**4:00 p.m.**                      **Congressman Sam Farr (D-CA)**  
1126 Longworth House Office Building  
Contact: Tom Tucker – 225-2861  
**Subject: FY 2011 Transportation Appropriations; SAFETEA-LU Reauthorization**

## **TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

[www.tamcmonterey.org](http://www.tamcmonterey.org)

### ***HIGHLIGHTS***

**April 28, 2010 Meeting**

#### **GOLDEN HELMET AWARDED**

The first annual Golden Helmet Award was presented to Frank Henderson for his dedication to bicycling to and from work. Mr. Henderson commutes 100 miles a week between Salinas and Monterey for his job as Tutorial Service Coordinator at Hartnell Community College and his volunteer position at the Monterey Bay Aquarium. Mr. Henderson was awarded a \$100 gift certificate to a local bike shop of his choice as a prize.

A Silver Helmet Award was also presented to Alejandro Pujols for his dedication to riding his bike to and from work and for his commitment to promoting Monterey County Bike Week.

The aim of this award is to highlight the benefits of bicycle commuting and inspire others to utilize alternative transportation modes. The Agency received a total of 71 nomination forms for ten different award nominees. The Transportation Agency Bicycle and Pedestrian Facilities Advisory Committee appointed a subcommittee to review, rank and recommend a winner to the Transportation Agency Board. The winner was determined base on dedication to bicycling as an alternative form of transportation, as well as, frequency and length of travel, history of bicycle commuting, persistence in inclement weather or other materially adverse conditions, adoption of best practice such as courteous riding habits, bicycle advocacy, and inspiration to others.

#### **AIRPORT BOULEVARD INTERCHANGE IMPROVEMENTS WILL BID IN MAY**

Bids for construction of a new Airport Boulevard interchange and new on and off ramps on the east side of Highway 101 will be open this May 2010 with construction scheduled to start this July and completed in 12 months.

One of the Transportation Agency's top 5 priorities this project has both regional and national significance. From March through November, 2,700 interstate trucks leave the Airport Boulevard Interchange area of South Salinas each day transporting fresh vegetables and other goods to the rest of the nation. Currently, traffic backs up into gridlock due to the outdated interchange design.

To expedite the construction, the project was split into two phases. The first phase will address traffic on the east side of US 101 and reconfigure the on and off ramps to better facilitate the traffic. This phase will also add one new eastbound lane to the existing bridge to help relieve the congestion. Phase 1 is expected to help relieve the majority of the congestion around the interchange for the next 10 years. The second phase to be programmed in the future, will

construct a new 4 or 5 lane structure over US 101. It will also construct new on and off ramps improve traffic flow on adjacent local roads and at nearby intersections on the westside of the highway. The new bridge will utilize the newly constructed ramps on the eastside of the highway.

### **MONTEREY BRANCH LINE LIGHT RAIL VIDEO SIMULATION**

The Transportation Agency viewed a video simulation of what light rail could look like running and stopping at stations on the Monterey Branch Line corridor through Monterey Peninsula cities. This simulation will provide residents a better idea of what the light rail line will look and feel like. Key simulation locations include: a station located at Custom House Plaza in Monterey, a station at Reservation Road in Marina, and a view of Window on the Bay as the light rail train passes.

Presentations of the video simulation will be shown at City Council meetings along the corridor this Spring. The simulation will be shown at the Monterey City Council meeting on Tuesday, May 18, 2010. To learn more about the project and to keep updated on future public meeting dates visit the Monterey Branch Line webpage at:

<http://www.tamcmonterey.org/programs/rail/montereyline.html>.

The Transportation Agency is currently completing the federal and state environmental review documents for the Monterey Branch Line project in preparation for requesting a major contribution of federal transit funds for construction. Start of service is planned for early 2015.

### **BEACH RANGE ROAD BICYCLE IMPROVEMENTS TO START CONSTRUCTION**

Improvements to Beach Range Road, in Fort Ord Dunes State Park, paralleling the west side of the existing California Department of Transportation Recreation Trail will begin this summer. As one of the projects identified in the Monterey Bay Sanctuary Scenic Trail Master Plan improvements will include slurry seal, striping and signage, and safety improvements. Areas of interest along the path will also be highlighted with interpretive panels, and picnic tables and bicycle racks will be installed.

After the improvements are made, a bicycle and pedestrians paths will be placed on the road, which will offer users a greater separation from traffic on the highway and at interchanges. The agency will administer the project on behalf of the State Parks Department. Funding is provided through a federal appropriation sponsored by Congressman Farr.

### **SUPPORT FOR GREEN ROUTES TO SCHOOLS GRANT**

Santa Cruz, San Benito and Monterey counties are applying for between \$500,000 and \$1,000,000 in Reformulated Gasoline Settlement Funds to fund a Green Routes to School program. The Reformulated Gasoline Settlement Fund is the result of a settlement of class action lawsuits against Union Oil Company of California and Unocal Corporation.

Non-profit organizations can compete for approximately \$7 million for projects that are designed to achieve fuel or air emission benefits for consumers in California. Santa Cruz Ecology Action is applying for this grant to fund a Green Routes to School program for the tri-county Monterey Bay area.

The Green Routes to School program will build upon the existing Ecology Action's bicycle and sustainable transportation program, and aim to serve school children between kindergarten and 12th grade. The program has several components, including carpooling, busing, electric vehicles, and walking and bike safety education.

### **MST RECIEVES FEDERAL TRANSIT FUNDS**

Monterey Salinas Transit will receive \$371,573 in federal rural transit funds this year to operate service on rural routes, such as line 23 in South Monterey County, Line 24 in Carmel Valley and Line 22 to Big Sur. The Federal Transit Administration's Section 5311 grant provides federal funding for public transportation projects and intercity city bus projects serving areas with a population of 50,000 or less. The grant is intended to provide access to employment, education, health care, shopping and recreation in small towns and rural areas.

**Monterey-Salinas Transit**  
*Washington, D.C. Office*

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FAX DATE: April 28, 2010

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

- Contacted Senate Banking Committee staff regarding MST and the Surface Transportation Legislation reauthorization process.
- Discussed FY 2011 appropriations requests with Senator Boxer's appropriation staff.
- Provided updates to MST on funding opportunities and transportation legislation.
- Advised on lobbying strategies and MST Federal agenda and priorities.
- Represented MST at APTA Washington Area Transit Industry Representatives Task Force meeting.

TPW:dwg

April 27, 2010

To: Carl Sedoryk

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

**Subject: TRIP REPORTS**

On March 4<sup>th</sup> through 5<sup>th</sup>, I traveled to St. George, Utah, to conduct a site visit to the headquarters of American Logistics Company. ALC provides mobility solutions to transit agencies and transportation providers throughout the country and may be able to assist MST with elderly, disabled and taxi-based transportation demands in a cost-effective manner. During the site visit I toured ALC's call centers and visited with members of the various teams of call takers and their supervisors. In addition, I met the software programmer responsible for much of ALC's proprietary technology that operates the call locating for and dispatching of trips.

On March 13<sup>th</sup> through 17<sup>th</sup>, I traveled to Washington, DC to participate in the 2010 American Public Transportation Association Legislative Conference. While in the nation's capital, I also attended meetings and briefings with key elected officials, including Senator Barbara Boxer and Congressman Sam Farr. At the conference, I attended sessions dealing with legislative issues facing the public transit industry including presentations from the following officials with oversight over transportation:

- U.S. Representative Earl Blumenauer
- U.S. Representative Peter DeFazio
- U.S. Representative Steve LaTourette
- U.S. Senator Robert Menendez

In addition, representatives from various congressional committees and subcommittees gave briefings on current issues related to public transit. And, I attended a meeting of the APTA Access Committee, which addressed transportation issues related to elderly and disabled individuals.

Hunter Harvath

April 5, 2010

To: Carl Sedoryk

From: Mark Eccles, Director of Information Technology

**Subject: TRIP REPORT**

On March 29th -30<sup>th</sup>, I travelled to Phoenix to attend the Trapeze ITS User Conference. Trapeze ITS is the parent company that owns several of the MST hardware and software Intelligent Transportation Systems (ITS) computer systems.

The conference sessions covered all aspects of the Intelligent Transportation Systems (ITS) technology including upgrades to MST existing systems and included the following:

- Data management systems
- Automated Vehicle Location systems
- Green Technology

There are plans to streamline the integrated connections for the current MST ITS systems.



March 4, 2010

To: Carl Sedoryk

From: Mark Eccles, Director of Information Technology

**Subject: TRIP REPORT**

On February 22<sup>nd</sup> -24<sup>th</sup>, I travelled to Fort Lauderdale to attend the American Public Transportation Association (APTA) Transitech Conference. This event is the national conference for the latest technology innovations available to Public Transit agencies.

The conference sessions covered all aspects of the Intelligent Transportation Systems (ITS) technology including upgrades to MST existing systems and included the following:

- Electronic data security
- Data management systems
- Automated Vehicle Location systems
- "Green Technology"
- Electronic Payment Systems

May 3, 2010

To: Robert Weber, Director of Transportation Services

From: Ken Smith, Senior Operations Supervisor

Subject: "All Hazards Preparedness" (on 4/14/10)

I attended the "All Hazards Preparedness" seminar sponsored by DHS and FEMA. The co-speakers for this seminar were Bob Lowery and Tony Betz. Both have extensive hands on experience and training in these areas as well as law enforcement backgrounds.

Major categories covered were, 1) Planning; 2) Organizing/Training/Equipping; 3) Exercising; 4) Evaluating and Improving; 5) Incident Management. Discussion points were made on Preparedness, Natural Disasters vs. Man-Made Disasters. Additionally there was a Workshop Scenario which outlined actions of individuals(perps) that in the end detonated multiple bombs, causing death, injury or harm to 400 plus citizens. During the scenario it was pointed out by our instructors that normal plans may not be adequate to support all incidents. So, at some point during any incident there may be a need to "Improvise, Adapt and Overcome". One of the other points stressed was that an investment in training for incidents must be made. A plan can be perfect in it's outline, but if no one has been trained to implement the plan, you're leaving it to luck to pull it together.

I enjoyed having the opportunity to attend this seminar and feel that the content will help me in the future.

Submitted by,

Ken Smith

## TRIP REPORT

League of Cities  
Monterey, California  
March 24th - 26th 2010  
Debra Daniels  
Senior Operations Supervisor  
MONTEREY-SALINAS TRANSIT

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### ***Wednesday March 24<sup>th</sup>, 2010***

#### First General Session: The Economy 2010 - Will it Delight Disappoint or Dismay?

Moderated by: Emmanuel Ursu, Planning Director, Orinda  
Guest speaker: Carol Rodoni, Bamboo Consulting

Carol Rodoni is a dynamic speaker and covered many interesting topics regarding the financial future of California and the economy in which we currently exist. Carol outlined the financial collapse of the housing market and the impact to local cities and governments as they plan for new development and transportation infrastructure. The trend is encouraging however California has some hard work ahead to recover fully with jobs, small business and government programs.

### ***Wednesday March 24<sup>th</sup>, 2010***

#### California Statewide Blueprint Planning

Presider: Donna Kerger, Planning Commissioner, San Ramon  
Speaker: Gordon Garry, Director of Research and Analysis, SACOG  
Bob Leiter, San Diego Association of Governments, San Diego

The Blueprint Planning process is an example of collaborative land use and transportation planning. Representatives from SACOG and SANDAG shared their experiences and addressed challenges such as the requirements of SB 375 and assisting local governments in implementing Blueprint planning principles into their general plans.

### ***Wednesday March 24<sup>th</sup>, 2010***

#### Legislative Update

Presider: Bob Nichols, Planning Commission Chairperson, Danville  
Speaker: Bill Higgins, Legislative Representative, League of California Cities, Sacramento  
Speaker: Dane Wadle, Legislative Analyst, League of California Cities, Sacramento

Very interesting and detailed update on total budget for State of California and 313 million dollars in cuts to transit funding. This update focused on the SB375 process, specifically, the actions of the Regional Targets Advisory Committee and pending actions by the Air Resources Board.

***Thursday March 25<sup>th</sup>, 2010***

General Session League Update

Presider: Donna Kerger, Planning Commissioner, San Ramon

Speaker: Dwight Stenbakken, Deputy Executive Director, League of California Cities, Sacramento

Topic: Reading People From the Outside In:

A humorous and intriguing idea of using facial expressions to assist in communications with staff, co-workers and business associates. During the time we are communicating with another person 7% of that contact is verbal and the other 55% is non-verbal. Learning how to read facial expressions and body language is extremely valuable in getting your message across and learning how to listen. Acknowledging the efforts and good work of others is most important and being specific about their accomplishments is more valuable than a general compliment.

***Thursday March 25<sup>th</sup>, 2010***

Ensuring Mobility in a Changing Era

Presider: Steve Sanders, Program Director, Land Use and Environment, Institute for Local Government, Sacramento

Speakers: Andy Hamilton, President, WalkSanDiego, San Diego

Janet Ruggiero, FAICP, Former Community Development Director, Citrus Heights

Joan Twiss, Executive Director, Center for Civic Partnerships, Sacramento

America's communities are rapidly changing. Spreading foreclosures, rising traffic congestion, escalating commute costs, transit cutbacks, increasing diversity, an aging population - these trends and more are contributing to a growing mobility crisis at the same time that SB 375 aims to cut carbon emissions. How can we plan communities so residents of all ages and abilities can fully participate in community life while also reducing Vehicle Miles of Travel (VMT)? Promising approaches were covered in this session to enhance neighborhood mobility and compliance.

***Thursday March 25<sup>th</sup>, 2010***

High Speed Rail

Presider: Robert Combs, Planning Commissioner, Danville

Speakers: Erci Fredericks, Associate Transportation Planner, California High-Speed Rail Authority

Jo Linda Thompson: Executive Director, Association for California High Speed Trains

This session was a comprehensive overview of the development of the High Speed Rail. Specific topics included route plans, updates on efforts to secure financing at the federal level and economic stimulus projections associated with the High Speed Rail.

***Friday March 26<sup>th</sup>, 2010***

Changing Climate, Changing Regulations: Climate Proofing Your Community:

Presider: Terrell Watt, AICP, California Attorney General's Office  
Climate Planning Advisor, State of California, San Francisco  
Speakers: Autumn Bernstein, Director, Climate Plan, Sacramento  
Chandra K. Krout, AICP, Environmental Programs Administrator, Community Development Dept., Irvine  
Richard Taylor, Partner, Shute, Mihaly and Weinberger LLP, San Francisco

Planners and City Leaders are confronting not only climate change but an uncertain future of regulation and strained finances. This session discussed practical, cost-effective planning tools that can be used now to meet community needs and put Monterey County in a position to satisfy future legal requirements. There was an excellent presentation on "complete streets" and Transit Oriented Development including the use of bus rapid transit.

***Friday March 26<sup>th</sup>, 2010***

Closing General Session: Local Strategies for Creating Healthy Communities

Presider: Gwynne Pugh, Planning Commissioner, Santa Monica  
Speaker: Dr. Robert Ogilvie, Program Director, Planning for Healthy Places, Public health Law and Policy, Oakland

Dr. Robert Ogilvie gave a dynamic presentation on the growing awareness of how neighborhoods are planned and built that has a profound influence on public health. He presented many ideas on ways cities can use planning, economic development, redevelopment and other tools to create healthier neighborhoods for all their residents. A short video of the Oakland neighborhood redevelopment through the 60's and 70's was a fascinating story.

End

**PARTICIPANTS' NOTES**  
**Debra Daniels**  
**Senior Operations Supervisor**  
**Trip Report**

**Senior Officials Workshop for All Hazards Preparedness**  
**(DHS MGT 312)**

Wednesday, April 14, 2010  
Monterey County Office of Education  
8:30 a.m. – 3:30 p.m.

**PRESENTERS:**

Bob Lowrey and Tony Betz of the National Emergency Response & Rescue Training Center

**CONTACT INFORMATION:**

Bob Lowrey, Training Manager Executive Programs  
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College Station, Texas 77840  
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**HANDOUTS (PowerPoint slides) INCLUDED IN THESE NOTES:**

Senior Officials Workshop for All Hazards Preparedness (30pps)  
Threat Management Teams (6pps)  
School Violence Prevention Seminar (9 pps)

**NOTES PREPARED BY & FOR QUESTIONS:**

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**KEYS TO SUCCESSFUL EMERGENCY PREPAREDNESS & RESPONSE:**

- **Relationships:** build relationships between agencies & the key people in those agencies
- **Agreements:** develop written agreements on mutual aid, transportation, evacuation, shelter, and any other current agreements needed to ensure safety\*
- **Writing (Get It In):** All plans and agreements must be in writing and annually reviewed/renewed.
- **Exercise/Practice It:** live and tabletop exercises are invaluable and help conduct a gap analysis (A gap analysis is an assessment tool that helps an organization to compare its actual performance with its desired or potential performance.)

- **Get In Front of the Information Curve:** Take control of the situation before the media and rumor machine takes control. Not only traditional press, but online sources such as Tweeter, MySpace, Facebook, and so forth.
- **Master the Incident Command System (ICS):** fully staff the ICS and include back-up staff. Develop a directory of contact information for the entire ICS. Set-up and supply the Emergency Operations Center (EOC) BEFORE an event.

## **LEADERS & LEADERSHIP**

**VIDEO:** Gov. Frank Keating of Oklahoma. Three months after taking office, the Alfred Murrah Federal Building on Oklahoma City was destroyed in a bombing that was an act of domestic terrorism. 168 lives were lost. Over 800 people were injured. Gov. Keating immediately mobilized relief and rescue teams. Over 12,000 people participated in relief and rescue operations. Keating declared a state of emergency, which allowed FEMA to activate Urban Search and Rescue Teams. Keating was a former Special Agent in the FBI and Associate U.S. Attorney General – well seasoned and prepared for this event.

He was not expecting to be placed in the role of leading the incident response. He did not know at the outset what his role would be. He worked to reassure the public: “give a lot of hugs.”

His advice is to give elected officials a visible job to do early in the incident. They are the public face of the response. Workshop Participant comments: Politicians can unintentionally hamper the response because they only see the political reasons. Elected officials do not necessarily implement the response plan. Again, they are the media face.

## **MINNESOTA BRIDGE COLLAPSE**

Workshop Participant comments:

Preparation is key.

Train at ALL levels. After training, review and assess – and, do something to improve based on the findings.

Assist the victims (The Family Center).

Control the message from the start.

Reverse 9-1-1 and mass notification systems are critical. Monterey County has them: see Office of Emergency Services.

Overall, a well coordinated and unified response. “Minnesota nice.” Succeeded because it was based on pre-planning and training.

The questions for those at the incident were: what can we do ourselves (gas shut-offs, etc.); the need to dissolve boundary lines in jurisdictions and levels of government; meet staffing needs through “required volunteers” (In California, by Government Code Sec. 3100, all public employees are “disaster service workers.”), How to deal with contract issues with the unions/bargaining units; importance of aid agreements, i.e. Red Cross.

## **TRAINING OPPORTUNITIES:**

*"The Department of Homeland Security, Federal Emergency Management Agency (FEMA), National Preparedness Directorate, National Integration Center (NIC), Training and Exercise Integration/Training Operations (TEI/TO) encourages states, territories, and urban areas to use Homeland Security Grant Program (HSGP) funds to enhance the capabilities of state and local emergency preparedness through the development of a state homeland security training program. Allowable training-related costs under National Preparedness Directorate (NPD) and Grants Program Directorate (GPD) grant programs include the establishment, support, conduct, and attendance for training programs specifically identified under the State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), Law Enforcement Terrorism Prevention Program (LETPP), Metropolitan Medical Response System (MMRS), Emergency Management Performance Grant (EMPG) and Citizen Corps Program (CCP) grant programs within existing training academies, universities, or junior colleges. The target audience for training courses include emergency prevention, protection, response, and recovery personnel, emergency managers and public/elected officials within the following disciplines: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, and the private sector."*

GO TO: [https://www.firstrespondertraining.gov/odp\\_webforms/](https://www.firstrespondertraining.gov/odp_webforms/)

## **NATIONAL PLANNING SCENARIOS:**

The Federal interagency community has developed fifteen all-hazards planning scenarios (the National Planning Scenarios or Scenarios) for use in national, Federal, State, and local homeland security preparedness activities. The Scenarios are planning tools and are representative of the range of potential terrorist attacks and natural disasters and the related impacts that face our nation. The objective was to develop a *minimum number of credible* scenarios in order to establish the *range of response requirements* to facilitate preparedness planning.

The Stafford Act provides the legal authority for FEMA's requirement (44 *Code of Federal Regulations* [CFR] Part 201) that State, Territorial, Tribal, and Local governments produce mitigation plans under the 15 scenarios as a condition of receiving funding for mitigation grants.

The scenarios are:

1. Nuclear Detonation – 10-Kiloton Improvised Nuclear Device
2. Biological Attack – Aerosol Anthrax
3. Biological Disease Outbreak – Pandemic Influenza
4. Biological Attack – Plague
5. Chemical Attack – Blister Agent
6. Chemical Attack – Toxic Industrial Chemicals
7. Chemical Attack – Nerve Agent
8. Chemical Attack – Chlorine Tank Explosion
9. Natural Disaster – Major Earthquake
10. Natural Disaster – Major Hurricane
11. Radiological Attack – Radiological Dispersal Devices
12. Explosives Attack – Bombing Using Improvised Explosive Devices
13. Biological Attack – Food Contamination



- 14. Biological Attack – Foreign Animal Disease (Foot and Mouth Disease)
- 15. Cyber Attack

**\* EXAMPLES OF AGREEMENTS:**

- Shelter: such as American Red Cross
- RACES amateur radio operators in the area
- Road Service: garages, towing, fuel, etc.
  - Transportation: buses
- Fire & Rescue
- Law Enforcement
- Contractors & dealers for heavy equipment
- Medical: such as hospitals, clinics, retired professionals
- Business Partnerships for resources (big box stores, supermarkets, hardware stores – agreements for purchase with reimbursement at a later date)
- Schools
- Animal Shelters
- Volunteer groups or local community groups
- Area clubs
- Community Emergency Response Teams (CERT)

<End>