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**TRANSIT DISTRICT MEMBERS:**

City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield  
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas  
City of Sand City • City of Seaside • City of Soledad • County of Monterey

**Board of Directors Regular Meeting  
April 14, 2014**

**LOCATION:**

Monterey Bay Unified Air Pollution Control District  
Board Room, 3<sup>rd</sup> Floor  
24580 Silver Cloud Ct., Monterey

**10:00 a.m.**

**TRANSPORTATION:** Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service for your return trip. (Good for a \$17 one-way trip).

**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 2014-19 recognizing Fred Simkins, coach operator, as Employee of the Month for April 2014. (Robert Weber) (pg. 1)
- 2-3. Disposal of property left aboard buses. (Sonia Bannister) (pg. 3)
- 2-4. Minutes of the regular meeting of March 3, 2014. (Deanna Smith) (pg. 5)
- 2-5. Financial Report – January and February 2014. (Michelle Williams) (pg. 11)
- 2-6. Approve appointment of MST representatives to FORA Board. (Carl Sedoryk) (pg. 27)
- 2-7. Approve the purchase of one information technology service truck. (Michael Hernandez) (pg. 29)

- 2-8. Approve the purchase of surveillance video and camera equipment. (Mark Eccles) (pg. 31)
- 2-9. Approve RSTP Master Agreement. (Hunter Harvath) (pg. 33)
- 2-10. Authorize contract for financial consulting services. (Hunter Harvath) (pg. 41)

End of Consent Agenda

### **3. SPECIAL PRESENTATIONS**

- 3-1. April Employee of the Month – Fred Simkins, coach operator. (Robert Weber)
- 3-2. 35 Years of Service – Ann Armbruster, coach operator. (Robert Weber)
- 3-3. 25 Years of Service – Renaldo Hernandez, coach operator. (Robert Weber)
- 3-4. 2013 On-Board Passenger Survey results. (Zoe Shoats) (pg. 43)
- 3-5. Nelson Nygaard Sustainable Service Plan. (Hunter Harvath) (pg. 51)
- 3-6. Update on MST Proposed Sales Tax Measure. (Carl Sedoryk) (pg. 59)

### **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. Facilities Committee minutes of March 3, 2014. (Deanna Smith) (pg. 63)
- 5-2. Mobility Advisory Committee minutes of December 18, 2013. (Cristy Sugabo) (pg. 65)
- 5-3. Mobility Advisory Committee ADA Paratransit Subcommittee (ADAPTR) minutes of December 12, 2013. (Cristy Sugabo) (pg. 71)

## **6. MAJOR PROCUREMENTS**

- 6-1. Award contract for federal legislative services. (Sandra Amorim) (pg. 75)
- 6-2. Authorize the purchase of sixteen medium buses and ITS support equipment. (Michael Hernandez) (pg. 77)

## **7. PUBLIC HEARINGS**

- 7-1. Conduct Public Hearing on MST's proposed FY 2014 Program of Section 5307 federally funded projects, authorizing the filing of grant applications with the Federal Transit Administration and Caltrans. (Michelle Overmeyer) (pg. 79)

## **8. UNFINISHED BUSINESS**

## **9. NEW BUSINESS**

- 9-1 Receive and adopt proposed changes to MST Bylaws, Article VI: Officers. (Carl Sedoryk) (pg. 85)
- 9-2 Consider request from Monterey County Workforce Investment Board to include 19 to 21 year-old participants in the summer youth employment program and to extend the summer youth pass program dates. (Hunter Harvath) (pg. 91)

## **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 – January and February 2014. (pg. 95)
- 10-2. Washington D. C. Lobbyist Report – February and March 2014. (pg. 123)
- 10-3. State Legislative Advocacy Update – February and March 2014. (pg. 125)
- 10-4. TAMC Highlights – January, February, and March 2014. (pg. 129)
- 10-5. Staff Trip Reports. (pg. 135)
- 10-6. Correspondence. (pg. 137)
- 10-7. Staff Announcements.
  - 10-7.1. Coach operator Performance Excellence Awards.

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

- 11-1. Reports on meetings attended by Board Members at MST's expense (AB1234).
- 11-2. Board Member comments and announcements.
- 11-3. Board Member referrals for future agendas.

## **12. ATTACHMENTS**

- 12-1 Detailed Monthly Performance Statistics and Disbursement Journal, January and February, 2014.

Attachments can be found online within the GM Report at  
<http://www.mst.org/about-mst/board-of-directors/board-meetings/>

## **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 property negotiators. (Parcel # APN 259-011-067, 259-011-060, 003-171-024, 003-171-027, 002-248-009-010, 013-312-015-000 011-486-004, 032-171-005, 001-693-002-000, 013-313—002, 259-031-040, L.2.1, 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1).  
(No enclosure) (C. Sedoryk)
- 13-2. Conference with Labor Negotiators – Monterey-Salinas Transit Employees' Association (MSTEA), and MST (No enclosure)  
(D. Laredo, K. Halcon) (§54957.6)

## **14. RETURN TO OPEN SESSION**

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

## **15. ADJOURN**

### ***NEXT MEETING DATE:***

*May 12, 2014  
Monterey Bay Unified Air Pollution Control District Board Room, 3<sup>rd</sup> Floor*

### ***NEXT AGENDA DEADLINE:***

*April 29, 2014*

*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 Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or [dsmith@mst.org](mailto:dsmith@mst.org).*

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**FRED SIMKINS  
APRIL 2014  
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, Fred Simkins started his career with Monterey-Salinas Transit District in March of 2003 as a coach operator. Since that time, he has continued to demonstrate exceptional skills and dedication while performing his duties; and

WHEREAS, Fred Simkins was previously recognized as Employee of the Month for April of 2005 and November of 2008, and was later chosen as the Employee of the Year for 2008; and

WHEREAS, Fred Simkins was awarded his fourth consecutive General Manager's Coach Operator Excellence Award in 2013 for having no preventable accidents, maintaining a scheduled adherence of 87.39 percent, having perfect attendance, and receiving no valid improper conduct complaints. MST requires three essential qualities of its coach operators: be safe, be nice, and be there. Fred Simkins has consistently met or exceeded MST's expectations.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Fred Simkins as Employee of the Month for April 2014; and

BE IT FURTHER RESOLVED that Fred Simkins is to be congratulated and thanked for his excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2014-19 this 14th day of April 2014.

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Maria Orozco  
Chairman

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Carl G. Sedoryk  
Secretary

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To: Board of Directors  
From: Sonia Bannister, Customer Service Supervisor  
Subject: Disposal of unclaimed property left on bus

St. Vincent De Paul (Seaside)

1 bag of cd's	2 sunglasses	1 card holder
2 prescription eyeglasses	1 cd holder	1 duffle bag
1 pair gloves	2 knives	1 suite case
1 hat	3 beanies	2 books
2 scarves	3 sweatshirts	1 head phone
1 knit hat	1 bath set	1 wallet
1 cd player	1 military poncho	5 bikes
1 pair shoes	1 make-up pouch	1 cell phone

To be disposed

2 wallets	1 bag of clothes	4 credit cards
4 sets of keys	1 bag of toiletries	2 water bottles
1 back pack	1 make up	1 umbrella
2 cell phones		

To be retained

\$ 174.12 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. None of the items listed above match those lost by Mr. Fink.

PREPARED BY:  REVIEWED BY:   
Sonia Bannister Carl Sedoryk

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**MST BOARD OF DIRECTORS**

Monterey Bay Unified Air Pollution Control District  
24580 Silver Cloud Ct., Monterey

**Minutes**

March 3, 2014  
10:00 a.m.

**1. CALL TO ORDER**

1-1 Roll call.

1-2 Pledge of Allegiance.

**Chair Orozco called the meeting to order at 10:00 a.m. Roll call was taken the Pledge of Allegiance followed.**

<b>Present:</b>	Tony Barrera	City of Salinas
	Victoria Beach	City of Carmel-by-the-Sea
	Alan Cohen	City of Pacific Grove
	Libby Downey	City of Monterey
	Alvin Edwards	City of Seaside
	Terry Hughes	City of King
	Randy Hurley	City of Greenfield
	Frank O'Connell	City of Marina
	Maria Orozco	City of Gonzales
	David Pendergrass	City of Sand City

<b>Absent:</b>	Fernando Armenta	County of Monterey
	Kristin Clark	City of Del Rey Oaks
	Patricia Stephens	City of Soledad

<b>Staff:</b>	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. General Manager/Finance & Administration
	Michael Hernandez	Asst. General Manager/COO
	Deanna Smith	Executive Assistant/Clerk to the Board
	Kelly Halcon	Director of Human Resources & Risk Management
	Andrea Williams	General Accounting & Budget Manager
	Angela Dawson	Accountant
	Angelina Ruiz	Human Resources Generalist
	Carl Wulf	Facilities Manager
	Mike Gallant	Business Development Planner
	Robert Weber	Director of Transportation Services
	Tom Hicks	CTSA Manager
	Zoe Shoats	Marketing Manager

Dave Laredo  
Miriam Gutierrez

De Lay & Laredo  
Customer Service Representative

**Public:** Jim Fink  
Greg Findley

MST Rider  
Cassidy Turley

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

## **2. CLOSED SESSION**

Chair Orozco moved to Closed Session at 10:02 a.m.

2-1. Conference with property negotiators. (Parcel # APN 259-011-067, 259-011-060, 003-171-024, 003-171-027, 002-248-009-010, 013-312-015-000 011-486-004, 032-171-005, 001-693-002-000, 013-313—002, 259-031-040, L.2.1, 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1).

2-2. General Counsel Performance Evaluation.

## **3. RETURN TO OPEN SESSION**

3-1. Report on Closed Session and possible action.

MST General Counsel, Dave Laredo, reported on action taken in Closed Session.

**Director Pendergrass made a motion on item 2-1, to authorize staff to submit a grant proposal for property acquisition and to commence property negotiations. The motion was seconded by Director Edwards and passed unanimously.**

**The MST Board of Directors unanimously accepted the results of the General Counsel Performance Evaluation, item 2-2, and directed MST General Manager/CEO, Carl Sedoryk, to provide the results to MST General Counsel, Dave Laredo, at the next board meeting.**

Public Comment – none.

## **4. CONSENT AGENDA**

4-1. Review highlights of Agenda.

Carl Sedoryk provided the highlights of the agenda.

4-2. Adopt Resolution 2014-17 recognizing Agustin Ruelas, Advanced Mechanic, as Employee of the Month for February, 2014.

4-3. Adopt Resolution 2014-18 recognizing Angelina Ruiz, Human Resources Generalist, as Employee of the Month for March, 2014.

- 4-4. Disposal of property left aboard buses.
- 4-5. Minutes of the Regular Meeting of January 27, 2014.
- 4-6. Financial Report – December, 2013 and January, 2014.
- 4-7. Highlights of the Regular Meeting of the RTA January 27, 2014.
- 4-8. Authorize Hastus (Giro, Inc.) one-year service maintenance and support contract agreement.
- 4-9. Receive FY 2013 Combined Annual Financial Report (CAFR).
- 4-10. Receive and accept Physical Inventory Report.
- 4-11. Receive and approve Revised MST Procurement Policies and Procedures.
- 4-12. Claim Rejection – McGaughran, Elizabeth.

Mr. Fink pulled item #4-4 and asked if any of the cell phones, backpacks, or credit cards were his. Chair Orozco directed him to contact MST customer service for this request.

Public Comment – none.

**Director Barrera made a motion to approve the Consent Agenda and was seconded by Director Edwards. The motion carried unanimously.**

## **5. SPECIAL PRESENTATIONS**

- 5-1. February Employee of the Month – Agustin Ruelas, Advanced Mechanic.

Michael Hernandez recognized Agustin Ruelas, advanced mechanic, as the February Employee of the Month for his positive contribution to MST and to the entire community.

- 5-2. March Employee of the Month – Angelina Ruiz, Human Resources Generalist.

Kelly Halcon recognized Angelina Ruiz, human resources generalist, as the March Employee of the Month for her positive contribution to MST and to the entire community.

## **6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

Jim Fink stated that MST should value connectivity over time when buses are running late. He requested that all buses be held until the late bus arrives to ensure that riders make their connections.

- 7. COMMITTEE REPORTS**
- 8. MAJOR PROCUREMENTS**
- 9. PUBLIC HEARINGS**
- 10. UNFINISHED BUSINESS**

**10-1. Board Referral – Public Restroom Information Request.**

Michael Hernandez presented an update on restroom facilities at MST locations and a previous public request to install restrooms on MST's large MCI coaches. Given the cost to install and maintain additional restrooms on buses, as well as the problems of drug use, crime, and sanitation issues, staff does not recommend installing restrooms on MST buses. Staff recommends addressing the issue and costs of increasing guard service hours for increased restroom availability at its Salinas and Marina transit centers during the budget cycle for FY 2015. Mr. Hernandez stated that there has been an increase in crime and drug use in the restrooms at the Salinas transit station since increasing their hours of operation.

Director Downey asked if there had been any requests for restroom facilities at the Monterey transit station. Mr. Hernandez stated that since MST does not own the Monterey facility, it is not possible to install a restroom at that location; however, there is a possibility of relocating the transit station where facilities could be provided.

Director Beach feels that MST has not exhausted all options for safe and accessible public restrooms. She asks that staff further research European models that seem to work well.

Director Barrera stated that Chinatown in Salinas has been successful with the public restroom they installed and that the residents of Chinatown "self police" to keep them clean and have a sense of ownership over the facilities. Director Downey agreed with Director Beach and encourages MST staff to continue to find viable solutions to this problem.

**Public Comment**

Mr. Fink suggested MST contract with Salinas and Marina police departments to provide restroom security. He requests that MST move its bus stop at the Prunedale Park & Ride to the Chevron station where there are public facilities.

**Close Public Comment**

Director Pendergrass asked whether there are many public requests for increased restroom hours. Mr. Hernandez said there were occasional requests. Miriam Gutierrez, customer service representative, stated that there is a very real problem of crime and drug use in the restrooms, particularly when it gets dark.

## **11. NEW BUSINESS**

## **12. REPORTS & INFORMATION ITEMS**

12-1. General Manager/CEO Report – November and December, 2013.

12-2. Washington D. C. Lobbyist report – January, 2014.

12-3. State Legislative Advocacy Update – January, 2014.

12-4. TAMC Highlights – December, 2013.

12-5. Staff trip reports.

12-6. Correspondence.

12-7. Staff Announcements.

Hunter Harvath introduced Andrea Williams, MST's new general budget and accounting manager.

## **13. COMMENTS BY BOARD MEMBERS**

13-1. Reports on meetings attended by Board Members at MST expense (AB1234).

13-2. Board Member Comments and Announcements.

Director Edwards asked for more information on the recent traffic accident involving an MST bus. Mr. Sedoryk stated that there was a major traffic accident in the rural Elkhorn area of Prunedale. A vehicle pulled into a major traffic lane and the MST bus was not able to slow down sufficiently to avoid the collision.

Dave Laredo stated that special counsel has been retained for MST's defense, and the accident is currently under technical review. The MST bus is out of operation while the investigation continues. Mr. Laredo has been in contact with the family of the driver, who has sustained profound injuries. No further update can be provided at this time.


13-3. Board Member Referrals for future agendas.

## **14. ATTACHMENTS**

14-1. Detailed Monthly Performance Statistics and Disbursement Journal, December, 2013.

**15. ADJOURN**

**There being no further business, Chair Orozco adjourned the meeting at 11:28 a.m.**

Prepared by:   
Deanna Smith, Deputy Secretary



To: Board of Directors  
From: Angela Dawson  
Subject: Financial Reports – January 2014

**RECOMMENDATION:**

1. Accept report of January 2014 cash flow presented in Attachment #1
2. Approve January 2014 disbursements listed in Attachment #2
3. Accept report of January 2014 treasury transactions listed in Attachment #3
4. Accept January 2014 financial statements listed in Attachment #4

**FISCAL IMPACT:**

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

Beginning balance January 1, 2014	\$12,188,613.83
Revenues	2,700,650.85
Disbursements	<u>&lt;2,666,472.95&gt;</u>
Ending balance January 31, 2014	<u>\$12,222,791.73</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 detail of disbursements can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

Prepared by:

  
Angela Dawson

Reviewed by:

  
Hunter Harvath

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## (REVENUES &amp; DISBURSEMENTS)

**CASH FLOW**

Beginning balance January 1, 2014 \$ 12,188,613.83

## Revenues

Passenger Revenue	599,434.60	
DOD Revenue	95,563.00	
LTF / STA / 5307	1,976,881.32	
Grants	0.00	
TAMC Loan/Rabo LOC advance	0.00	
Non Transit Revenue	28,771.93	
<b>Total Revenues</b>		<b>2,700,650.85</b>

## Disbursements

Operations (See Attachment #2)	1,040,823.96	
Capital	1,625,648.99	
<b>Total Disbursements</b>		<b>(2,666,472.95)</b>

Ending balance January 31, 2014 **\$ 12,222,791.73**

**COMPOSITION OF ENDING BALANCE**

Checking - First National Bank	\$ 4,159.33
Checking - Rabo Bank	(219,762.88)
Checking(s) - Wells Fargo Bank	5,745.63
Local Agency Investment Fund (LAIF)	42,592.58
Money Market - Homeland Security	764,898.89
Money Market - Rabo MM	1,858,811.52
Money Market - PTMISEA	9,096,795.11
Money Market - Rabo Prop. 1 B	398,293.70
Bank of America - Escrow	58,426.00
Petty cash fund, STC Coin Machine, and 2 change funds	8,750.00
RBC Wealth - Fuel Hedging	50,000.00
Rabobank-Regional Taxi Authority	154,081.85
<b>Total</b>	<b>\$ 12,222,791.73</b>

**PAYROLL ACCOUNT**

January 10 Payroll & Related Expenses	469,073.66	
January 24 Payroll & Related Expenses	459,146.49	
Payroll adj	0.00	
Pers & 457	213,931.98	
Garnishments	5,967.76	
	<hr/>	
	1,148,119.89	1,148,119.89

**GENERAL ACCOUNT**

Disbursements on Attached Summary	1,450,738.55	
Paydown loan	-	
Workers Comp. Disbursements	53,340.68	
Interest expense	2,195.84	
Bank Service Charge/Armored Car	12,077.99	
Transfer from WFB		
	<hr/>	
	1,518,353.06	\$1,518,353.06

Total Disbursements	<hr/>	2,666,472.95
Less Capital Disbursements & Transfers		<hr/> (1,625,648.99)
<b>Operating Disbursements</b>		<hr/> <b>\$1,040,823.96</b> <hr/>

**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR January 1, 2014 - January 31, 2014**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 01/03/14	33848 - 33894	415,354.04
Accounts Payable 01/17/14	33895 - 34017	435,200.95
Accounts Payable 01/22/14	34018 - 34019	4,545.62
Accounts Payable 01/23/14	34020	1,707.70
Accounts Payable 01/28/14	34021 - 34033	1,650.00
Accounts Payable 01/31/14	34034 - 34149	592,280.24
<b>TOTAL</b>		<b>1,450,738.55</b>

**CHECKS \$100,000 AND OVER**

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
Coast Oil	Recurring Expense	33855	01/03/14	100,430.60
PERS-Health	Recurring Expense	33886	01/03/14	223,832.88
PERS-Health	Recurring Expense	34113	01/31/14	223,244.04

TREASURY TRANSACTIONS  
FOR JANUARY 2014

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 01/01/14					42,592.58
Transfer to checking for payroll					0.00
Local Agency Investment Fund:					
Interest earned	-	0.000%			0.00
LAIF Treasury Balance at 01/31/14					42,592.58

**RABOBANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 01/01/14					1,396,521.05
01/03/14		To A/P		600,000.00	796,521.05
01/08/14		LTF	1,065,194.18		1,861,715.23
01/09/14		To W/C		20,000.00	1,841,715.23
01/17/14		To A/P		455,000.00	1,386,715.23
01/17/14		LTF	911,687.14		2,298,402.37
01/23/14		To P/R		440,000.00	1,858,402.37
01/31/14		Interest @ 0.26%	409.15		1,858,811.52
RABO MM Balance at 01/31/14					1,858,811.52

ATTACHMENT # 4  
Fixed Route

**MONTEREY - SALINAS TRANSIT**

**Revenue & Expense - Consolidated**

**Budget vs Actual**

For the Period from January 1, 2014 to January 31, 2014

(Amounts are in USD)

(Includes Fund: 001)

(Includes G/L Budget Name: BUDFY14)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	(360,122)	(416,667)	56,544	(2,778,339)	(2,916,667)	138,328
Special Transit	(110,248)	(336,200)	225,952	(1,307,675)	(2,353,400)	1,045,725
Cash Revenue	(18,676)	(31,571)	12,895	(403,708)	(220,996)	(182,713)
Cash Grants & Reimbursement	(1,584,140)	(1,838,306)	254,166	(11,838,841)	(12,868,145)	1,029,304
<b>Total Revenue</b>	<b>(2,073,186)</b>	<b>(2,622,744)</b>	<b>549,558</b>	<b>(16,328,564)</b>	<b>(18,359,208)</b>	<b>2,030,644</b>
<b>Expenses</b>						
Labor	698,666	964,521	(265,855)	5,928,248	6,751,648	(823,400)
Benefits	754,384	646,869	107,516	4,386,072	4,528,081	(142,010)
Advertising & Marketing	5,176	13,542	(8,365)	74,526	94,792	(20,266)
Professional & Technical	32,535	43,799	(11,265)	311,511	306,594	4,917
Outside Services	19,786	18,083	1,702	122,590	126,583	(3,993)
Outside Labor	58,842	55,292	3,550	397,161	387,045	10,116
Fuel & Lubricants	241,670	303,480	(61,810)	1,790,561	2,124,357	(333,796)
Supplies	41,017	52,096	(11,080)	327,358	364,674	(37,316)
Vehicle Maintenance	72,057	53,263	18,794	420,063	372,838	47,226
Marketing Supplies	4,808	2,500	2,308	33,046	17,500	15,546
Utilities	29,210	23,297	5,913	200,737	163,077	37,660
Insurance	29,508	31,329	(1,821)	210,456	219,302	(8,846)
Taxes	12,316	19,833	(7,517)	115,847	138,830	(22,983)
Purchased Transportation	397,805	280,237	117,568	2,412,282	1,961,660	450,622
Miscellaneous Expenses	14,201	12,708	1,493	137,524	88,958	48,566
Interest Expense	2,196		2,196	13,104		13,104
Leases & Rentals	6,035	5,752	283	55,401	40,264	15,137
<b>Total Operating Expenses</b>	<b>2,420,212</b>	<b>2,526,600</b>	<b>(106,388)</b>	<b>16,936,485</b>	<b>17,686,202</b>	<b>(749,717)</b>
<b>Operating (Surplus) Deficit</b>	<b>347,027</b>	<b>(96,144)</b>	<b>443,170</b>	<b>607,921</b>	<b>(673,006)</b>	<b>1,280,927</b>

# MONTEREY - SALINAS TRANSIT

## Revenue & Expense - Consolidated

Budget vs Actual

For the Period from January 1, 2014 to January 31, 2014

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY14)

RIDES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	(28,823)	(32,083)	3,260	(181,333)	(224,583)	43,250
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	(213,041)	(213,041)		(1,491,287)	(1,491,287)	
<b>Total Revenue</b>	<b>(241,864)</b>	<b>(245,124)</b>	<b>3,260</b>	<b>(1,672,620)</b>	<b>(1,715,870)</b>	<b>43,250</b>
<b>Expenses</b>						
Labor	2,101	3,520	(1,419)	24,681	24,643	38
Benefits	3,057	1,728	1,328	17,441	12,097	5,344
Advertising & Marketing						
Professional & Technical		167	(167)		1,167	(1,167)
Outside Services						
Outside Labor	2,865	1,398	1,467	25,035	9,784	15,251
Fuel & Lubricants	22,292	41,667	(19,374)	256,068	291,667	(35,598)
Supplies	400	1,375	(975)	3,333	9,625	(6,292)
Vehicle Maintenance		1,250	(1,250)	791	8,750	(7,959)
Marketing Supplies						
Utilities		704	(704)		4,929	(4,929)
Insurance						
Taxes						
Purchased Transportation	153,136	193,066	(39,930)	1,309,570	1,351,460	(41,889)
Miscellaneous Expenses		250	(250)	213	1,750	(1,537)
Interest Expense						
Leases & Rentals	1		1	1		1
<b>Total Operating Expenses</b>	<b>183,852</b>	<b>245,124</b>	<b>(61,272)</b>	<b>1,637,132</b>	<b>1,715,871</b>	<b>(78,739)</b>
<b>Operating (Surplus) Deficit</b>	<b>(58,012)</b>	<b>0</b>	<b>(58,012)</b>	<b>(35,488)</b>	<b>1</b>	<b>(35,488)</b>



To: Board of Directors  
From: Angela Dawson  
Subject: Financial Reports – February 2014

**RECOMMENDATION:**

1. Accept report of February 2014 cash flow presented in Attachment #1
2. Approve February 2014 disbursements listed in Attachment #2
3. Accept report of February 2014 treasury transactions listed in Attachment #3
4. Accept February 2014 financial statements listed in Attachment #4

**FISCAL IMPACT:**


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


Beginning balance February 1, 2014	\$12,222,791.73
Revenues	2,780,587.69
Disbursements	<u>&lt;4,201,366.23&gt;</u>
Ending balance February 28, 2014	<u>\$10,802,013.19</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 detail of disbursements can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

Prepared by:   
Angela Dawson

Reviewed by:   
Hunter Harvath

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## (REVENUES &amp; DISBURSEMENTS)

## CASH FLOW

Beginning balance February 1, 2014 \$ 12,222,791.73

## Revenues

Passenger Revenue	350,684.07	
DOD Revenue	86,333.00	
LTF / STA / 5307	1,892,902.29	
Grants	417,338.62	
TAMC Loan/Rabo LOC advance	0.00	
Non Transit Revenue	33,329.71	
<b>Total Revenues</b>		<b>2,780,587.69</b>

## Disbursements

Operations (See Attachment #2)	4,046,292.86	
Capital	155,073.37	
<b>Total Disbursements</b>		<b>(4,201,366.23)</b>

Ending balance February 28, 2014 **\$ 10,802,013.19**

## COMPOSITION OF ENDING BALANCE

Checking - First National Bank	\$ 4,159.33
Checking - Rabo Bank	379,554.89
Checking(s) - Wells Fargo Bank	7,842.99
Local Agency Investment Fund (LAIF)	42,619.98
Money Market - Homeland Security	663,435.28
Money Market - Rabo MM	1,380,475.67
Money Market - PTMISEA	7,870,141.56
Money Market - Rabo Prop. 1 B	168,800.41
Bank of America - Escrow	58,426.00
Petty cash fund, STC Coin Machine, and 2 change funds	8,750.00
RBC Wealth - Fuel Hedging	50,000.00
Rabobank-Regional Taxi Authority	167,807.08
<b>Total</b>	<b><u>\$ 10,802,013.19</u></b>

**PAYROLL ACCOUNT**

February 7 Payroll & Related Expenses	452,061.14	
February 21 Payroll & Related Expenses	475,659.29	
Payroll adj	0.00	
Pers & 457	149,453.11	
Garnishments	6,822.62	
	<hr/>	
	1,083,996.16	1,083,996.16

**GENERAL ACCOUNT**

Disbursements on Attached Summary	3,073,549.84	
Paydown loan	-	
Workers Comp. Disbursements	31,995.80	
Interest expense	1,983.33	
Bank Service Charge/Armored Car	9,841.10	
Transfer from WFB		
	<hr/>	
	3,117,370.07	\$3,117,370.07

Total Disbursements		<hr/> 4,201,366.23
Less Capital Disbursements & Transfers		<hr/> (155,073.37)
Operating Disbursements		<hr/> <hr/> \$4,046,292.86

**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR February 1, 2014 - February 28, 2014**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 02/14/14	34150 - 34273	2,341,283.96
Accounts Payable 02/28/14	34274 - 34390	732,265.88
<b>TOTAL</b>		<b>3,073,549.84</b>

**CHECKS \$100,000 AND OVER**

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
Creative Bus Sales	August 12, 2013	34181	02/14/14	432,684.75
MV Transportation	Recurring Expense	34223	02/14/14	513,525.23
Trapeze Software	September 9, 2013	34258	02/14/14	979,197.75
Wave	December 17, 2012	34268	02/14/14	103,108.25
PERS - Health	Recurring Expense	34354	02/28/14	222,856.29
Trapeze Software	November 4, 2013	34372	02/28/14	105,500.00

TREASURY TRANSACTIONS  
FOR FEBRUARY 2014

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 02/01/14					42,592.58
Transfer to checking for payroll					0.00
Local Agency Investment Fund:					
Interest earned	-		0.236%	27.40	27.40
LAIF Treasury Balance at 02/28/14					42,619.98

**RABOBANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 02/01/14					1,858,811.52
02/03/14		To A/P		475,000.00	1,383,811.52
02/07/14		To P/R		325,000.00	1,058,811.52
02/21/14		To P/R		425,000.00	633,811.52
02/25/14		LTF	1,221,426.29		1,855,237.81
02/27/14		To A/P		475,000.00	1,380,237.81
02/28/14		Interest @ 0.26%	237.86		1,380,475.67
RABO MM Balance at 02/28/14					1,380,475.67

# ATTACHMENT # 4 Fixed Route

## MONTEREY - SALINAS TRANSIT

### Revenue & Expense - Consolidated

#### Budget vs Actual

For the Period from February 1, 2014 to February 28, 2014

(Amounts are in USD)

(Includes Fund: 001)

(Includes G/L Budget Name: BUDFY14)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	(329,869)	(416,667)	86,798	(3,108,207)	(3,333,333)	225,126
Special Transit	(121,535)	(336,200)	214,665	(1,429,211)	(2,689,600)	1,260,389
Cash Revenue	(35,292)	(31,571)	(3,721)	(439,000)	(252,567)	(186,434)
Cash Grants & Reimbursement	(1,921,898)	(1,838,306)	(83,591)	(13,760,739)	(14,706,452)	945,713
<b>Total Revenue</b>	<b>(2,408,594)</b>	<b>(2,622,744)</b>	<b>214,150</b>	<b>(18,737,158)</b>	<b>(20,981,952)</b>	<b>2,244,794</b>
<b>Expenses</b>						
Labor	851,566	964,521	(112,955)	6,779,814	7,716,169	(936,355)
Benefits	629,278	646,869	(17,591)	5,015,349	5,174,950	(159,601)
Advertising & Marketing	941	13,542	(12,601)	75,467	108,333	(32,867)
Professional & Technical	40,620	43,799	(3,180)	352,130	350,393	1,738
Outside Services	19,489	18,083	1,405	142,079	144,667	(2,588)
Outside Labor	48,045	55,292	(7,247)	445,207	442,337	2,869
Fuel & Lubricants	201,729	303,480	(101,750)	1,992,290	2,427,836	(435,546)
Supplies	39,512	52,096	(12,584)	366,871	416,770	(49,899)
Vehicle Maintenance	54,412	53,263	1,149	474,475	426,100	48,375
Marketing Supplies	2,154	2,500	(346)	35,200	20,000	15,200
Utilities	31,288	23,297	7,991	232,024	186,373	45,651
Insurance	29,508	31,329	(1,821)	239,964	250,631	(10,667)
Taxes	10,682	19,833	(9,151)	126,528	158,663	(32,135)
Purchased Transportation	191,735	280,237	(88,502)	2,604,017	2,241,897	362,120
Miscellaneous Expenses	11,829	12,708	(879)	149,353	101,667	47,687
Interest Expense	1,983		1,983	15,088		15,088
Leases & Rentals	5,666	5,752	(86)	61,067	46,016	15,051
<b>Total Operating Expenses</b>	<b>2,170,436</b>	<b>2,526,600</b>	<b>(356,164)</b>	<b>19,106,922</b>	<b>20,212,802</b>	<b>(1,105,881)</b>
<b>Operating (Surplus) Deficit</b>	<b>(238,157)</b>	<b>(96,144)</b>	<b>(142,014)</b>	<b>369,764</b>	<b>(769,150)</b>	<b>1,138,914</b>

RIDES

**MONTEREY - SALINAS TRANSIT**

**Revenue & Expense - Consolidated**

**Budget vs Actual**

For the Period from February 1, 2014 to February 28, 2014

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY14)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	(25,757)	(32,083)	6,327	(207,090)	(256,667)	49,577
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	(213,041)	(213,041)		(1,704,328)	(1,704,328)	
<b>Total Revenue</b>	<b>(238,798)</b>	<b>(245,124)</b>	<b>6,327</b>	<b>(1,911,418)</b>	<b>(1,960,995)</b>	<b>49,577</b>
<b>Expenses</b>						
Labor	3,671	3,520	150	28,351	28,163	188
Benefits	2,457	1,728	729	19,899	13,825	6,074
Advertising & Marketing						
Professional & Technical		167	(167)		1,333	(1,333)
Outside Services						
Outside Labor	2,866	1,398	1,468	27,900	11,181	16,719
Fuel & Lubricants	61,184	41,667	19,517	317,252	333,333	(16,082)
Supplies	1,721	1,375	346	5,054	11,000	(5,946)
Vehicle Maintenance		1,250	(1,250)	791	10,000	(9,209)
Marketing Supplies						
Utilities		704	(704)		5,633	(5,633)
Insurance						
Taxes						
Purchased Transportation	204,584	193,066	11,518	1,514,154	1,544,525	(30,371)
Miscellaneous Expenses		250	(250)	213	2,000	(1,787)
Interest Expense						
Leases & Rentals				1		1
<b>Total Operating Expenses</b>	<b>276,482</b>	<b>245,124</b>	<b>31,358</b>	<b>1,913,615</b>	<b>1,960,995</b>	<b>(47,381)</b>
<b>Operating (Surplus) Deficit</b>	<b>37,685</b>	<b>0</b>	<b>37,685</b>	<b>2,197</b>	<b>1</b>	<b>2,196</b>



To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Approve appointment of MST representatives to FORA Board

**RECOMMENDATION:**

Approve the appointment of Hunter Harvath and Mike Gallant to serve as MST representatives to the Fort Ord Reuse Authority (FORA) Board for the remainder of FY 2014.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

The Monterey-Salinas Transit District bylaws require the board to approve all staff appointments.

**DISCUSSION:**

In June of 2012, your board approved the appointment of Hunter Harvath to serve as the MST representative, and Mike Gallant to serve as the alternate representative, to the FORA Board. The minutes of this meeting reflected the appointments for FY 2013 only; therefore, FORA has requested a record of minutes approving the appointment of representatives for FY 2014.

In June of 2014, your board will hold its regular election of officers and will approve all appointments for FY 2015 and 2016, per the MST district bylaws.

PREPARED BY: \_\_\_\_\_



Carl G. Sedoryk

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To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Authorize the purchase of Information Technology (IT) service truck

**RECOMMENDATIONS:**

Authorize the purchase of one (1) service truck for IT staff from Hanford Toyota, Sacramento.

**FISCAL IMPACT:**

Not to exceed \$27,000. This vehicle is identified for purchase and budgeted in the FY14 Capital Budget.

**POLICY IMPLICATIONS:**

Your Board approves purchases over \$25,000.

**DISCUSSION:**

MST's IT department staff maintains various equipment and components at a number of different locations throughout Monterey County. IT staff requires a vehicle for maintaining MST's communications equipment on Mount Toro and, later this year, for the installation and maintenance of new communications equipment on mountain peaks in south Monterey County and Santa Cruz County. A four-wheel drive truck will allow access to Mount Toro during inclement weather when road conditions make it difficult for other vehicles to reach the antenna/equipment site.

The vehicle will be equipped with tools and supplies required for the maintenance and repair of GPS equipment and security cameras at MST's transit centers and numerous bus stops equipped with "on-street" real-time schedule information including bus stops along the BRT corridor.

MST is eligible to purchase vehicles through the State of California Department of General Services (DGS). Using the DGS meets MST's purchasing requirements and eliminates the need for MST to independently obtain price quotes. Approval of this item authorizes the purchase of one Toyota Tacoma four-wheel drive truck from Hanford Toyota at a price of up to \$27,000 including taxes.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk  
Michael Hernandez Carl Sedoryk

To: Board of Directors

From: M. Eccles, Director of Information Technology

Subject: Authorize purchase of surveillance video and camera equipment

**RECOMMENDATION:**

Authorize the purchase and configuration of surveillance video and camera equipment hardware and software not to exceed \$63,000, to upgrade, expand, and integrate the surveillance video and camera equipment at the MST locations.

**FISCAL IMPACT:**

None. \$63,000 is available from Prop 1B Homeland Security funds.

**POLICY IMPLICATIONS:**

Your Board approves contracts and expenditures over \$25,000.

**DISCUSSION:**

MST has installed video surveillance and associated hardware at all of its facilities locations over the last several years. The surveillance equipment installed at MST locations and on the MST fleet has enabled MST to provide footage to assist local police departments with MST and non-MST related crime and vandalism incidents. The systems have also been used to disprove claims by the public against MST for injuries or other incidents.

Staff has indentified a need enhance security system functionality and reliability, enhance compatibility between systems, improve the overall quality of video recordings, and increase the number of cameras located on MST facilities. By approving this purchase, older security stems at the Marina Transit Exchange and Monterey Mobility Center (Bus Stop Shop) will be upgraded to be made compatible with other surveillance systems at MST for real-time and recorded incident review. The purchase will add 18 additional cameras to Monterey Ryan Ranch Facility, Monterey Mobility Center (Bus Stop Shop), Marina Transit Center, and the Salinas Transit Center. The entire cost of the system upgrade is available in Prop 1B Homeland Security Grant Fund allocations.

PREPARED BY: Mark Eccles

REVIEWED BY: Carl Sedoryk

To: Board of Directors

From: Hunter Harvath, Assistant General Manager of Finance & Administration

Subject: Approve RSTP Agreement with Transportation Agency for Monterey County

**RECOMMENDATION:**

Approve the Regional Surface Transportation Program (RSTP) Agreement with the Transportation Agency for Monterey County (TAMC) in order to receive \$1.4 million in RSTP funds from TAMC to purchase 15 replacement minibuses.

**FISCAL IMPACT:**

Approving the Agreement will enable MST to accept \$1.4 million in TAMC's RSTP funds for the vehicle purchase.

**POLICY IMPLICATIONS:**

Your Board approves all major interagency agreements, especially those with a fiscal impact greater than \$25,000.

**DISCUSSION:**

Periodically, TAMC programs RSTP funds to local projects. The RSTP is a federal program that provides state and local jurisdictions with funding for highway improvements, street rehabilitation, and transportation enhancements. TAMC receives an annual apportionment of RSTP funding, passed through the State, and then typically conducts a call for projects every three years to allocate the funds.

In 2006, the TAMC Board of Directors allocated \$740,000, or 10% of that cycle's RSTP funds, to MST to replace minibuses which had reached or exceeded the Federal Transit Administration-directed useful life of 5 years or 150,000 miles. With many of MST's 60-vehicle minibus fleet once again beyond their FTA-directed live-cycle, the TAMC Board of Directors, at its February 26, 2014, meeting, once again set-aside funds from this year's RSTP program for the purchase of MST replacement minibuses. With the \$1.4 million allocated to MST as a part of this process, it is expected that fifteen of the oldest, high-mileage minibuses used for fixed-route and MST OnCall services would be able to be replaced, pending your Board's approval of item 6-2 on the April 14, 2014, agenda. In order to access this \$1.4 million allocation, TAMC requires that your Board approve an Agreement between the agencies for RSTP exchange funds (Attachment). As such, staff recommends approval of this agreement by your Board.

Attachment: Agreement between the Transportation Agency for Monterey County and Monterey-Salinas Transit for Regional Surface Transportation Program Exchange Funds

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



## **ATTACHMENT 1**

### **AGREEMENT BETWEEN THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY AND MONTEREY-SALINAS TRANSIT FOR REGIONAL SURFACE TRANSPORTATION PROGRAM EXCHANGE FUNDS**

This agreement is made on \_\_\_\_\_ by and between the City of XXXX, a public body, hereinafter referred to as “RSTP Recipient,” and the Transportation Agency for Monterey County, hereinafter referred to as “TAMC.”

WHEREAS, as authorized by section 182.6(g) of the Streets and Highways Code, the TAMC has entered into a separate agreement with the State of California, through the Department of Transportation (Caltrans), to assign a defined portion of its annual Regional Surface Transportation Program (RSTP) apportionment to Caltrans in exchange for state funds for specified fiscal year(s); and

WHEREAS, TAMC is authorized to use these exchanged funds (hereinafter RSTP Exchange Funds) to assist local agencies to promote projects which otherwise qualify for RSTP funds; and

WHEREAS, the TAMC Board has approved the allocation of funds toward the projects listed in Exhibit A; and

WHEREAS, it is contemplated by TAMC and the RSTP Recipient that the amount of funding and the projects designated in Exhibit A may change from time to time as set forth below; and

WHEREAS, the TAMC has requested the Monterey County Auditor-Controller to establish a separate fund for the Federal Apportionment Exchange Program and such a separate fund has been established.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The TAMC agrees to allocate these state funds paid by Caltrans under the Federal Apportionment Exchange Program only for projects as authorized under sections 133(b) and 133 (c) of Title 23, United States Code and Article XIX of the California State Constitution.
2. The RSTP Recipient agrees to use the funds only for the RSTP Exchange project(s) described in Exhibit A, as approved by the TAMC Board of Directors, for the amounts awarded for each project.
3. The projects described in Exhibit A, and the amounts allocated therefore, may be amended from time to time without changing the rest of this Master Agreement, by means of approval by the TAMC Board of Directors of a revised Exhibit A, which shall be designated by a date and number (e.g., “Exhibit A-1 (DATE)”).

4. The RSTP Recipient agrees to submit an annual report to TAMC by April 30 describing the progress towards completion for all projects listed in Exhibit A.
5. The RSTP Recipient agrees to mention TAMC's role in funding the project in any press releases or media events held by the RSTP Recipient to promote a RSTP funded project.
6. The TAMC agrees to reimburse the RSTP Recipient within 30 days of receipt of a completed claim form (Exhibit B) from the RSTP Recipient.
7. The RSTP Recipient agrees to cause the completion of the RSTP Exchange project(s) within three years from the date funds were awarded by the TAMC Board of Directors, as recorded in Exhibit A. Failure to complete the RSTP Exchange project(s) in a timely basis shall allow TAMC to refuse reimbursement and to reprogram such Exchange Funds for other purposes.

#### 8. COST PRINCIPLES

A. RSTP Recipient agrees to comply with Office of Management and Budget Circular A-87, Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B. RSTP Recipient agrees to:

(a) use Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., to determine the allowability of individual project cost items; and

(b) comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

Every sub-recipient receiving Exchange Funds as a contractor or sub-contractor under this AGREEMENT shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

#### 9. THIRD PARTY CONTRACTING

A. RSTP Recipient shall not award a construction contract over \$10,000 or other contracts over \$25,000 on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of Caltrans. This provision shall not apply to professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e), and (f).

- B. RSTP Recipient agrees that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors and only if consistent with Paragraph 12, below.
- C. In addition to the above, the pre-award requirements of third party contractor/consultants with RSTP Recipient shall be consistent with Local Program Procedures as published by Caltrans.

#### 10. ACCOUNTING SYSTEM

RSTP Recipient, its contractors and subcontractors, shall establish and maintain an accounting system and records that properly accumulate and segregate Exchange Fund expenditures by line item. The accounting system of RSTP Recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment claims.

#### 11. RIGHT TO AUDIT

For the purpose of verifying that funds paid hereunder are properly accounted for and proceeds are expended in accordance with the terms of this agreement, the RSTP Recipient, its contractors and subcontractors each agrees to grant State of California and/or TAMC auditors access to the RSTP Recipients books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including but not limited to, the costs of administering those various contracts. All documents shall be made available for inspection by authorized Caltrans or TAMC agents at any time during project development and for a four-year period from date of completion of project or one year after the audit is completed or waived by Caltrans, whichever is later.

#### 12. TRAVEL AND SUBSISTENCE

Payments to RSTP Recipient for travel and subsistence expenses of RSTP Recipient forces and/or its contractors or subcontractors, claimed for reimbursement or applied as local match credit, shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced are in excess of those authorized DPA rates, then RSTP Recipient is responsible for the cost difference and any overpayments shall be reimbursed to TAMC on demand.

#### 13. PROJECT COMPLETION

RSTP Recipient agrees to provide to TAMC a short report summarizing total project costs and milestones, including before and after photos of the project, for each RSTP Exchange Fund project within sixty (60) days of completion.

- 14. GOVERNING LAWS. This Agreement shall be construed and enforced according to the laws of the State of California, and the parties hereby agree that the County of Monterey shall be the proper venue for any dispute arising hereunder.

15. CONFLICT OF INTEREST. RSTP Recipient warrants that it presently has no interest and shall not acquire any interest during the term of this Agreement, which would directly or indirectly conflict in any manner or to any degree with its full and complete performance of all services under this Agreement.
16. CONSTRUCTION OF AGREEMENT. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any exhibit or amendment. To that end, it is understood and agreed that this Agreement has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code Section 1654. Section and paragraph headings appearing herein are for convenience only and shall not be used to interpret the terms of this Agreement.
17. WAIVER. Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.
18. SUCCESSORS AND ASSIGNS. This Agreement and all rights, privileges, duties and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns and heirs.
19. TIME IS OF THE ESSENCE. The parties mutually acknowledge and agree that time is of the essence with respect to every provision hereof in which time is an element. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act, nor shall any such extension create a precedent for any further or future extension.
20. EXECUTION OF AGREEMENT. Any individual executing this Agreement on behalf of an entity represents and warrants that he or she has the requisite authority to enter into this Agreement on behalf of such entity and to bind the entity to the terms and conditions hereof. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
21. ENTIRE AGREEMENT. This document, including all exhibits hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral negotiations and representations between the parties concerning all matters relating to the subject of this Agreement.
22. TERMINATION DATE. This Agreement shall remain in effect for a period of three (3) years from the date of this Agreement.

IN WITNESS WHEREOF, TAMC and RSTP Recipient execute this Agreement as follows:

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

\_\_\_\_\_  
Debra L. Hale  
Executive Director

\_\_\_\_\_  
Date

RSTP Recipient:  
Monterey-Salinas Transit

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

*Approved as to Form:*

\_\_\_\_\_  
Kathryn Reimann  
TAMC Counsel

\_\_\_\_\_  
Date

\_\_\_\_\_  
{Name}  
MST Counsel

\_\_\_\_\_  
Date

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To: Board of Directors

From: Hunter Harvath, Assistant General Manager of Finance & Administration

Subject: Authorize contract for financial consulting services

**RECOMMENDATION:**

Authorize staff to negotiate a new contract with Nancy Whelan Consulting in an amount not to exceed \$53,547 for additional financial consulting assistance.

**FISCAL IMPACT:**

Not to exceed \$53,457. This additional cost would be offset by an equal amount of wages and benefits from the operating budget not being expended for the first half of FY 2014 due to the vacancy of the Budget and Accounting Manager position.

**POLICY IMPLICATIONS:**

Your Board awards contracts in excess of \$25,000.

**DISCUSSION:**

Since mid-December 2012, the agency's Budget and Accounting Manager position has been vacant. While a replacement for this position has been recently hired, a need still exists for this interim period until the new hire is fully trained. At its March 4, 2013, meeting your Board approved hiring a consultant with expertise in transit finance to perform key budget and accounting-related tasks. That firm, Nancy Whelan Consulting, has to date performed well in its work with the agency.

Staff has identified the following needs for continued assistance for tasks to be performed and which deemed critical for MST to remain in compliance with state and federal grant requirements and regulations for the agency. These include:

- Assist New MST Staff with Transit Finance Training -- \$12,425
- Indirect Cost Allocation Plan -- \$11,194
- FY15 Operating and Capital Budget Preparation -- \$12,100
- Request for Reimbursement/Route Cost Allocation Model -- \$7,140
- Calendar of Finance Events --\$1,539
- Monthly Finance Reports to Board -- \$969
- State Controller's Office Reports -- \$5,540
- Travel -- \$2,640

Staff has reviewed the proposed costs and found them to be competitive with similar professional services provided by other consultants. With the completion of this work effort staff does anticipate a regular and ongoing need for further consulting services as staff will be fully trained to perform these tasks.

PREPARED BY:

  
\_\_\_\_\_  
Hunter Harvath

REVIEWED BY:

  
\_\_\_\_\_  
Carl G. Sedoryk



To: Board of Directors  
From: Zoé Shoats, Marketing Manager  
Subject: 2013 On-Board Passenger Survey results

**RECOMMENDATION:**

Receive presentation by Majic Consulting staff on the 2013 On-Board Passenger Survey.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

This survey measures customer satisfaction, one of MST's Four Key Business Drivers, and is consistent with the customer and market focus component of MST's business model.

**DISCUSSION:**

Public transit agencies regularly conduct passenger surveys to gauge opinions of customers. This data can be used to improve services for existing passengers. The last comprehensive passenger survey was conducted in the fall of 2011.

At the September 9, 2013, meeting your Board approved a contract with Majic Consulting to conduct the 2013 On-Board Passenger Survey. During November 2013, 813 passengers (122 in Spanish) were interviewed aboard MST buses and at transit facilities. The conclusions of the survey are summarized in an attachment. For a more detailed review of the survey results, Belynda Johnson, Managing Director of Majic Consulting, will report to your Board the findings and highlights of this project.

Attachment 1: 2013 On-Board Passenger Survey executive summary

Attachment 2: 2013 On-Board Passenger Survey presentation

PREPARED BY:  REVIEWED BY:   
Zoé Shoats Carl Sedoryk



Monterey-Salinas Transit District  
Onboard Passenger Survey

Executive  
Summary

## EXECUTIVE SUMMARY

The Onboard Rider Survey was conducted in Monterey County between Wednesday, Nov. 13, and Tuesday, Nov. 19, 2013. In total, 813 completed onboard surveys were collected, with 691 completed in English and 122 (15.0%) in Spanish. The survey solicited feedback from MST riders regarding their trip purpose, travel patterns, how to best reach them with information, and their level of satisfaction on various areas of Monterey-Salinas Transit (MST) service. A question regarding the voter registration status of riders was also included. The level of confidence is 95% with a 3.5% margin of error (approximately).

The completed surveys were analyzed as a whole and were then broken out and analyzed by primary language spoken at home<sup>1</sup>. Spanish or Spanish and English accounted for 228 surveys (28.0%). English or other (excluding those surveys that indicated both Spanish and English were spoken at home accounted for 552 (67.9%).

The average MST rider is an employed, English speaking white female. Although the greatest percentage of respondents were age 18 to 24 years, the median age was 31.2. She is most likely employed in the *Tourism/Hospitality/Food Service* industries. The most common area of residence is Seaside or Marina. The highest percentage of household incomes were less than \$10,000, although the median income was \$21,804. The majority of riders have either a valid driver's license or someone in their household owns a motor vehicle, but not both. Over half the respondents (53.4%) were not registered to vote.

While the largest percentage of riders have been using MST for less than one year, more than half have been riding three (3) years or more. Twenty percent have been riding for more than 10 years. The majority (71%) use MST because they do not have a car available. Just less than half ride five (5) or more times per week. The most common purpose for the trip is work and job training. The most common method of payment for MST riders is cash. Just fewer than 90% respondents indicate that they will take one or two buses to reach their destination.

Respondents indicate they most frequently learn about MST service changes onboard the bus through the driver or notices or the **MST Riders Guide**, although use of the Internet has grown considerably since the 2011 Survey. The **MST Riders Guide** is most often used when planning a trip on MST, although over half the respondents indicated they are aware they can plan their bus trip online at [www.mst.org](http://www.mst.org).

On average 40% of riders indicated changes in service would result in *no difference*. *More peak hour service* had the highest percentage of respondents who indicated they would ride *more often*. The highest percentage of respondents indicated *Increased fares* would cause them to ride *less often*.

<sup>1</sup> Question 32: What is the primary language spoken at home?

Prepared for

Monterey-Salinas Transit  
On-board Passenger Survey



The overall impression was 3.22 out of a possible 4.00, which is slightly higher than the 2011 Survey (3.18).

Fewer attributes were rated in the 2013 survey and the attributes are not always comparable. The top three (3) rated service attributes were:

1. *Safe Driving* (3.49);
2. *Friendliness/helpfulness of driver* (3.30);
3. *Bus cleanliness and Friendliness/helpfulness of customer service* (3.24-tie);

In the 2013 survey, all benefits of public transit scored slightly above the 2011 survey. Public transit *is good for the community* scored the highest overall aggregate score (3.75). *Saves me/my family money* had the lowest aggregate score, but still rated highly with an overall score of 3.51.




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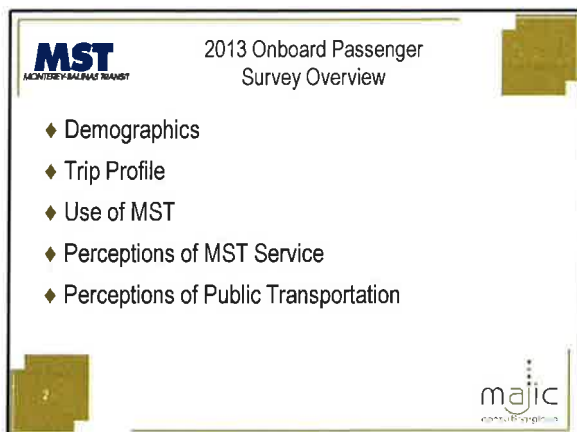
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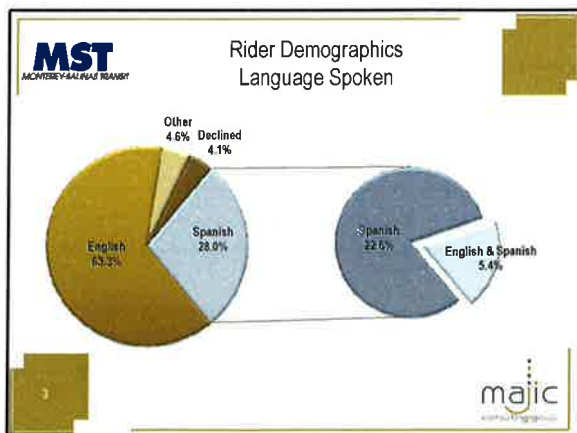
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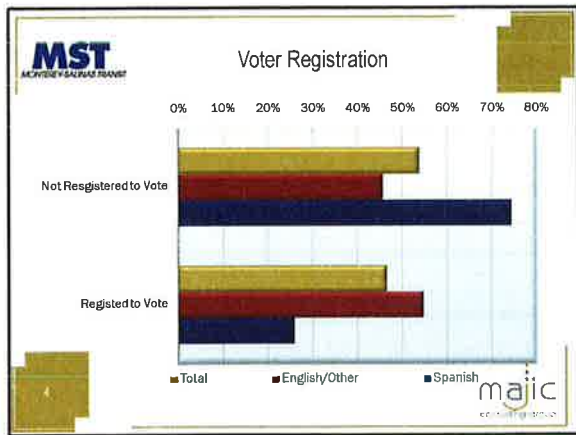
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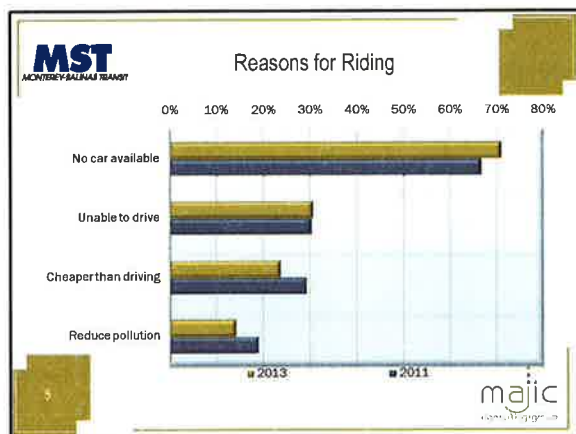
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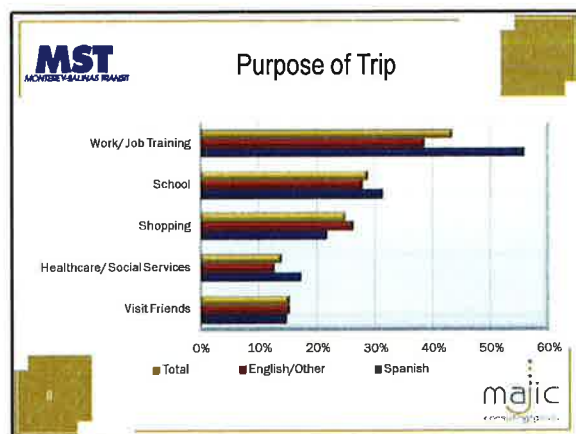
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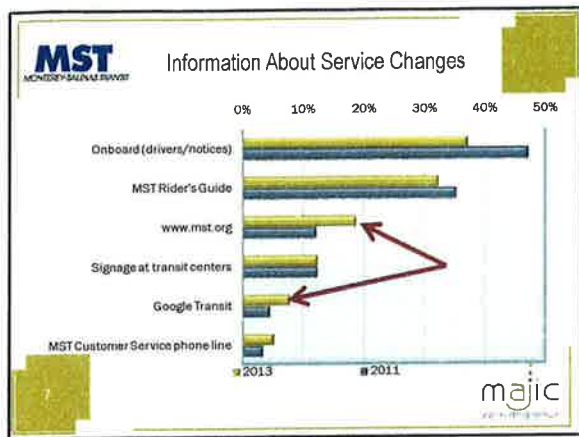
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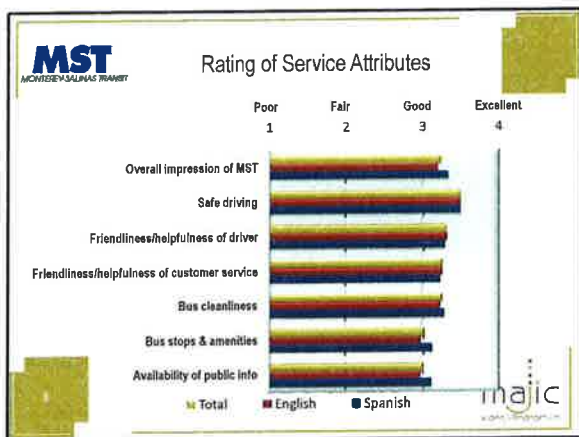
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**Introduction**

- Outlook for Federal funding uncertain
- Neither federal capital nor operating dollars are able to sustainably support MST service
- What does a sustainable MST service network look like?
- How can impacts on existing riders be minimized?

Nelson Axiom

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**Financial Assumptions**

- MST and Nancy Whelan Consulting conducted financial analysis
- Developed "sustainable" financial scenarios based on different funding levels:
  - Shift all or half of \$6.15 million in federal 5307 funding to capital
  - Shift 10% or 20% of revenue hours from contracted service to MST
  - Convert 30% of MST drivers to part-time (maximum allowed by contract)
- Scenario applied: half of 5307 to capital, 10-20% of revenue hours from contractor to MST
- Result: ~17% total reduction in service (~40,000 hours)

Nelson Axiom

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### Service Planning Assumptions

- 40,000 annual service hours reduced
- Balance of contractor and MST operated service
- Cap on number of buses and operators

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### Guiding Principles for Service Planning

- Preserve most heavily used routes/segments/trips – eliminate/reduce least-used services
- Eliminate redundancies (e.g., corridors in which regional and local routes overlap)
- Rely on transfers to maintain secondary connections to major destinations (interline local and regional routes to reduce fare impacts)
- Maintain timed connections, easy-to-remember “clockface” headways
- Maintain evening and weekend service
- Use grant-funded services to provide greater coverage
- Share burden equitably

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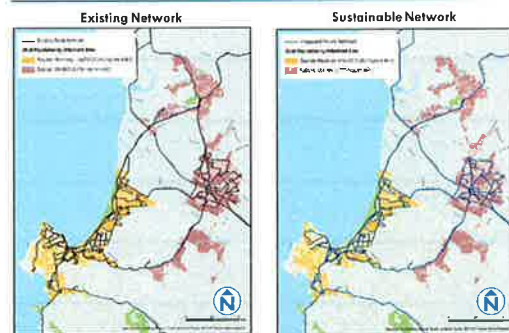
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### Proposed Network



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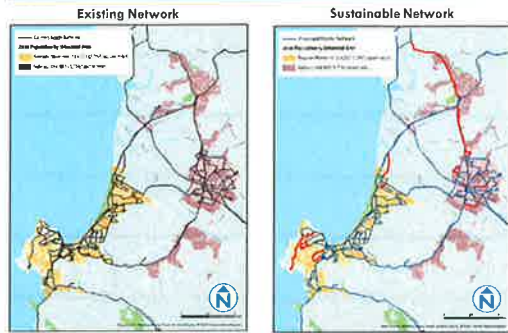
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### Proposed Network – Unserved Corridors Highlighted




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### Salinas-Area Recommendations: Routes 20 & 41

- Along with JAZZ, most important routes in system
- Maintain existing alignments, service levels
- Possible interline to provide one-seat ride between East Salinas and coastal communities

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### Salinas-Area Recommendations: Routes 23, 43 & 49

- Combine segments of 23, 43 (23 weekend route via South Main, Romie – no Hartnell)
- Operate “short” and “long” lines, schedule in combination w/ 95 to provide all-day hourly service to SVMH
- Interline w/ 49
- No service to Blanco Circle (served by 95 instead)
- No service on S. Main south of San Joaquin




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#### Salinas-Area Recommendations: Routes 28, 29 & 44

- Combine segments of 28 & 44 to serve Castroville and Westridge area w/ one route
- Eliminate 29 (Salinas-Watsonville connections via 28, Castroville)
- No service to Boronda, N Davis Rd (56 serves Rossi, Rico & Larkin one AM/one PM trip on weekdays only)



N WELSON  
OFFICIAL

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#### Salinas-Area Recommendations: Rts 45, 47, 48, 95

- 45 – eliminate (56, 95 cover most segments; no service on E Market St)
- 47, 48, 95 – grant-funded, no change

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#### Salinas Area: Service Levels in Major Corridors

- East Salinas-West Alisal-Coastal Cities – 30 mins
- North/South Main – 1 hr
- Salinas-South County – 1 hr peak, 2 hrs off-peak
- Westridge-Castroville-Watsonville – 2 hrs



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#### Marina-Area/CSUMB Recommendations: Route 16

- Operate between campus and Marina only (Sand City and Monterey connections via timed transfer to 20 at Marina Transit Center)
- Eliminate "small loops" in campus housing if needed to maintain schedule
- 26, 75, 76, others cover eliminated segments



NIELSON GROUP

#### Marina-Area/CSUMB Recommendations: Route 27

- Eliminate
- No direct service to Castroville, Watsonville from Marina (transfer in Salinas)
- No service to Moro Cojo

NIELSON GROUP

#### Monterey/Seaside Recommendations: Rts 3, 7 & 13

- 3 –eliminate (92, 94 continue to serve CHOMP; no service on Martin, Via Gayuba, Mar Vista, Skyline, Monte Vista)
- 7 & 13 –eliminate (8, 56, 70 cover most segments)

NIELSON GROUP

#### Pacific Grove Recommendations: Routes 1 & 2

- Combine most productive, direct segments into two-way loop
- Terminate, time connections to JAZZ at Aquarium
- No service on 19<sup>th</sup>/Sinex/Grand, Funston, 17 Mile Dr, Del Monte/Ocean View



- *Note: Contingent on ability to add EB stops on David*

N WELSON

#### Pacific Grove Recommendations: Route 21

- Eliminate; or
- Preserve most productive trips
- If eliminated, no service to Pebble Beach

N WELSON

#### Carmel-Area Recommendations: Route 24

- Maintain hourly service to Carmel Valley during peak periods
- Monterey Transit Plaza-Carmel Rancho only mid-day (length of "gap" to be determined)

N WELSON

#### Overall Impacts

- Proposals would reduce hours/costs by approximately 1/6<sup>th</sup>
- Service levels maintained on routes used by most people
- In urbanized tracts, (pop. density > 8,000/sq. mi.), # of population ...
  - within ¼ mi. of routes would be reduced from 90.3% to 87 %
  - within ½ mi. of routes would be reduced from 99.6% to 99.2%
- Service to Watsonville and environs reduced by more than 50%
- Many riders in low-density areas would have service once or twice a day instead of all-day
- Overall ridership, fare revenue, federal formula grant revenues would drop

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# MST

MONTEREY-SALINAS TRANSIT

Protecting Transportation  
for Seniors, Veterans, and  
People with Disabilities

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## MST: Serving key populations

- Trips for seniors citizens, veterans, and people with disabilities have increased 32% since 2009.
- In 2013 alone, MST provided nearly 200,000 rides covering more than 1 million miles to seniors and people with disabilities.
- Every 2½ minutes, a senior, a veteran or a person with a disability boards an MST bus. For many of these people, MST is their sole means of transportation.



**MST**  
MONTEREY-SALINAS TRANSIT

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## Federal funding eliminated

- Unfortunately, the federal government has recently eliminated set-asides for these vital transit programs for seniors, veterans and people with disabilities.
- The Highway Trust Fund will go bankrupt this fall. We can wait for Congress to solve this problem, or we can take steps to fix it ourselves.
- To protect transit services for seniors, veterans and people with disabilities, we need a local source of funding that cannot be taken by the state or federal government.

**MST**  
MONTEREY-SALINAS TRANSIT

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### A local funding measure

- MST is considering placing a local funding measure on a future ballot.
- A potential small, 1/8-cent special sales tax measure would raise local funds dedicated *exclusively* to programs for seniors, veterans, and people with disabilities.

**MST**  
Monterey Senior Transition

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### Funds would serve veterans

- Monterey County is home to an estimated 25,000 military veterans, including veterans with disabilities.
- MST provides veterans access to housing and job placement services, and transportation to education and career training.

**MST**  
Monterey Senior Transition

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### A local veteran in his own words

“There are hundreds of veterans in Monterey County that rely on MST... I used the program, and it's benefited me, and it's benefiting hundreds of disabled veterans in our community.”

— Robert Jurado, Case Manager Assistant, Veterans Transition Center

**MST**  
Monterey Senior Transition

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## Funds would serve seniors and people with disabilities



- MST provided over 100,000 rides for people with disabilities last year.
- Many seniors rely on MST as their sole means of transportation after giving up driving.
- Services include important rides to medical appointments, the hospital, and destinations such as the pharmacy and grocery store.

**MST**  
MOVING SENIORS TRANSIT

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## Potential 2014 ballot measure

- A small, 1/8-cent special sales tax is being considered.
- Funds would be dedicated *exclusively* to transit programs for senior citizens, veterans, and people with disabilities.
- All funds would be spent only in our community for local services and cannot be taken by the state or federal government.
- In addition to regular audits, MST will create a Citizens' Oversight Committee to see that funds are spent as agreed.
- A final decision to place the measure on the November 2014 ballot will be made this summer.

**MST**  
MOVING SENIORS TRANSIT

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## Questions and Feedback

Your opinions and input are critical to our planning process.

Contact us for more information:

Deanna Smith  
831-393-8192  
[dsmith@mst.org](mailto:dsmith@mst.org)

**MST**  
MOVING SENIORS TRANSIT

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## **Facilities Committee**

March 3, 2014

### **Minutes**

**Location:** Monterey Bay Unified Air Pollution Control District, Board Room, 24580 Silver Cloud Ct.

**Present:** Directors Barrera, Beach, Downey (Chair), Hurley, O'Connell

**Staff:** Carl Sedoryk, Hunter Harvath, Michael Hernandez, Carl Wulf, Deanna Smith; Dave Laredo, MST General Counsel

**Others:** Jim Fink

**1. Call to order.**

Chair Downey called the meeting to order at 9:00 a.m.

**2. Public comment on matters not on the agenda.**

No public comment.

**3. Closed Session.**

Chair Downey moved to Closed Session at 9:03 a.m.

3-1. Conference with property negotiators. (Parcel # APN 259-011-067, 259-011-060, 003-171-024, 003-171-027, 002-248-009-010, 013-312-015-000 011-486-004, 032-171-005, 001-693-002-000, 013-313—002, 259-031-040, L.2.1, 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1). (No enclosure) (C. Sedoryk)

**4. Return to Open Session.**

5-1. Report on Closed Session and possible action.

MST General Counsel, Dave Laredo, reported that the committee voted unanimously to recommend that the MST board authorize staff to submit a grant proposal for property acquisition and to commence property negotiations.

**5. Receive Facilities Department Update.**

Facilities Manager, Carl Wulf, provided a handout summarizing the major activities undertaken by facilities staff from November of 2013 through February 2014 and discussed details.

Director O'Connell asked for an update on the glass removal at select Salinas-area bus shelters. Mr. Wulf stated that there have been no complaints from residents of Salinas regarding the removal.

**6. Adjourn.**

There being no further business, Chair Downey adjourned the meeting at 9:51 a.m.

Prepared by:

  
Deanna Smith, Deputy Secretary

**CTSA Advisory Committee**  
Regular Meeting Minutes  
Wednesday, December 18, 2013

**1. CALL TO ORDER**

Committee Chair Andy Cook called the meeting to order at 1:07 p.m. in the conference room of the Monterey Mobility Management Center.

**Present:**

Maureen McEachen	VNA
Kathleen Murray-Phillips	DSES-AAA
Kasuko Wessendorf	Interim, Inc. (Alternate)
Andy Cook	TAMC Transportation Planner
Melissa McKenzie	Carmel Foundation
Genie Jimenez	Alliance on Aging (Alternate)
Laurie Crosby	CSUMB
Elizabeth Pope	CCCIL

**Excused Absent:**

Nancy Budd-Garvan	ITN Monterey
Ronn Rygg	United Way Monterey County
Rena Weaver Wyant	Blind & Visually Impaired Center

**Staff:**

Tom Hicks	CTSA Manager
Cristy Sugabo	Senior Mobility Specialist
Georgenia Bettencourt	MV Transportation
Beronica Carriedo	Mobility Trainer

**2. CONSENT AGENDA**

2.1 Minutes of the regular meeting of September 25, 2013.

**Member Kathleen Murray-Phillips made a motion to approve the amended minutes on the consent agenda, and was seconded by Genie Jimenez. The motion carried unanimously.**

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

#### **4. SPECIAL PRESENTATION**

##### **4.1 Central Coast Center for Independent Living (Elizabeth Pope)**

Member Elizabeth Pope introduced herself informing the committee that she is new to the area. She is employed as the Community Organizer for the Central Coast Center for Independent Living (CCCIL). Her duties include outreach to people with disabilities in the community who are willing to take action and who have the passion to advocate. Ms. Pope stated CCCIL Centers are located in the Tri-County area of Monterey, Santa Cruz, and San Benito. CCCIL Programs include Independent Living Specialists whose role is to reach out to CCCIL Communities and provide assistance to consumers who need help with applying for Medi-Cal and Social Security benefits. The Specialist also review and plan the consumer's independent living plan that can include finding housing, food preparation, and matching a consumer with a Personal Care Attendant. CCCIL Tri-County is one of the seven sites in California that offer the Traumatic Brain Injury Support Program and do so in Monterey and Santa Cruz Counties. The offices are located in the City of Salinas and in Capitola. Lastly, CCCIL also provides Employment Services Support to community consumers who are seeking employment.

##### **4.2 CSUMB Student Capstone Project (Crystal Trujillo)**

Presenter Crystal Trujillo was not present at the meeting.

#### **5. PUBLIC HEARING**

##### **1.1 Conduct public hearing on TAMC Unmet Transit Needs.**

TAMC Staff Andy Cook explained the purpose of the TAMC unmet transit needs process for Monterey County. Mr. Cook stated the unmet transit needs process is associated with sales taxes allocated to the Monterey-Salinas Transit District for public transit services. However, before allocating funding, the Agency must conduct public hearings to identify unmet transit needs before Staff can recommend adoption of a plan to the TAMC Board of Directors. The Mobility Advisory Committee has been designated by TAMC as their Social Services Transportation Advisory Council (SSTAC). The role of the committee is to identify the unmet transit needs of their clients or constituents and recommend the findings to the TAMC Board of Directors. The unmet transit needs is defined as unmet transit needs reasonable to meet if sufficient funding is available to expand service or without cutting service to existing areas. Further, Mr. Cook stated TAMC has not been able to fund unmet transit needs for a few years due to the economic recession that begun in 2008 where sales tax revenue decreased and just recently begun to recover. Staff previously proposed that the committee maintain and review a standing list of unmet transit needs to prioritize the need every year. Moreover, the Agency accepts unmet transit needs public comments on a continuous basis, however, for consideration as part of the Agency's findings, the Agency is requesting that public comments and questionnaires on unmet transit needs be provided by January 31, 2014.



In addition, Mr. Cook informed the committee that the Agency has received a request through the unmet needs process from the following members of the public:

- 1) Residents of San Lucas, south of King City, are requesting fixed-route bus service. Staff identified the location to be outside the area of fixed-route Line 23 but that it might be served by the RIDES Program.
- 2) Residents of the Interim Transition Housing Community in Preston Park are requesting bus service in the area to the Wellness Center, operated by the Community Hospital. The request is for medical appointments purposes. Staff concluded that services can be met using the MST fixed-route Line 25 but will require transfers to another MST route. Therefore, TAMC Staff will be working with MST Staff to find an alternate route to better meet the need.

#### Public Comments

Ms. Jimenez stated that residents of South Monterey County San Lucas reported they would like a city bus service rather than the RIDES Program.

Ms. Kasuko stated that she thought the situation regarding unmet transit needs for Marina Interim Transitional Housing Residents had to do with the use of taxi vouchers. Ms. Kasuko asked Staff if further information was available.

Ms. Crosby asked if MST OnCall service would be included in the unmet transit needs process since that service is overcrowded with students and, therefore, there is a need for additional bus service in Marina.

Mr. Hicks commented that Spreckels and Las Palmas residents were identified in the unmet transit needs process last year by the committee.

#### Closed Public Comments

**Mr. Cook will report back to the committee at the next meeting and present the matrix of comments received.**

#### **6. UNFINISHED BUSINESS**

#### **7. NEW BUSINESS**

#### **8. SUBJECT ITEM FOLLOW-UP**

- 8.1 Committee requested Staff present information on MST service changes prior to public announcements.

Tom Hicks informed the committee that he talked to MST Assistant General Manager Hunter Harvath who replied he would be able to present to the committee and receive feedback before changes are finalized whenever possible.

## 8.2 Marina OnCall Service

Consumer Laurie Crosby expressed that the Marina MST OnCall is being used as a de facto school bus service. Ms. Crosby stated when she calls for service it is difficult to get through between the hour of 1:00 PM and 4:00 PM. She explained her experience of overcrowding students onboard the bus. She witnessed a few children standing and unable to reach for the standing strap for stability and a child fell when the bus stopped. *(Ms. Crosby's concern will be addressed by TAMC Staff through the unmet transit needs process.)*

## 8.3 Airbus Transportation Accessibility Information

Tom Hicks confirmed that the Monterey Airbus does not have accessible vehicles nor are they required to have them. They are referring passengers to Freedom Non-Medical Transportation Services. He stated MST is a federal funded agency and cannot compete with the Monterey Airbus, a private enterprise transporting passengers to the San Jose Airport, however, MST does offer accessible express bus service to the San Jose Diridon Station where passengers are able to transfer to an alternate transporter for the San Jose Airport.

# 9. SUBJECT ITEM REQUEST

## 9.1 MV Dispatch Issues (Laurie Crosby)

# 10. REPORTS

## 10.1 Transportation Agency for Monterey County (TAMC)

TAMC Staff Andy Cook stated he had no items to report, but he will answer any questions from committee.

## 10.2 ADAPTR liaison report

Member Rena Weaver Wyant was not present to report, however, on behalf of Ms. Wyant, Tom Hicks informed the committee that Lance Atencio, former MV General Manager was present to inform the subcommittee that it was his last attendance. Mr. Atencio accepted a job offer from another transportation company. Mr. Atencio introduced Ms. Georgenia Bettencourt who will be MV Interim Manager until a new general manager is hired. MST Staff Cristy Sugabo also reported that the ADAPTR subcommittee selected Coach Operator Gerome Roberts for December Employee of the Month.

## 10.3 MV Transit report

MV Interim Manager Georgenia Bettencourt was introduced by Tom Hicks. Thereafter, Ms. Bettencourt informed the committee that it was Mr. Atencio's last day at MV.

#### 10.4 Monterey-Salinas Transit report

Mr. Hicks informed the committee that the MST Board of Directors approved the purchase of the Interactive Voice Response System (IVR). It will be operating in conjunction with the Trapeze software currently used for RIDES certification, dispatch, and reservation. The IVR System will have the ability to call RIDES passengers in advance of their scheduled trip to allow the opportunity to cancel the reserved ride. In addition, the IVR will also be able to contact passenger fifteen minutes in advance prior to scheduled pick up time.

Mr. Hicks informed the committee that MST Monterey Mobility Management Center/Bus Stop Shop is operating smoothly again since returning after a flooding incident and MST mandatory furlough days.

Mr. Hicks informed the committee that the Taxi Voucher Program increased in demand. Staff is receiving over fifteen hundred vouchers a month that require Staff to individually process.

Regarding the MST Taxi Lease Program, Staff have been encountering difficulty acquiring statistical and maintenance records from the participating taxi cab companies. Therefore, Staff is revising the lease and will continue to work with the companies in maintaining vehicle record keeping.

Mr. Hicks informed the committee that, in January, the MAC will return to its regular meeting schedule. January is the month that the committee will elect new officers. Mr. Hicks requested members to think about the purposes of the Mobility Advisory Committee and to consider an agenda item that each would like to include for the next meeting.

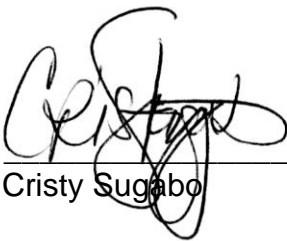
### **11. ANNOUNCEMENTS AND APPRECIATIONS**

Member Laurie Crosby informed the committee that MV Coach Operator Michael Rolland is deceased. He drove the MST OnCall for several years. She had a pleasant experience riding on his route many times. Ms. Crosby wanted to extend her appreciation of his performance as a coach operator.

Member Melissa McKenzie informed the committee that The Carmel Foundation discontinued their transportation program of twelve years because was costing about sixty dollars per ride. The Carmel Foundation partnered with the Independent Transportation Network (ITN) for transportation and subsidized trips for about sixty-two of its members who are sixty-five years of age or older for the first year. Ms. McKenzie also wanted to state how appreciative The Carmel Foundation is for the Senior Taxi Voucher Program. The foundation distributes about six vouchers to each senior a month.

## 12. ADJOURN

There being no further business, Chair Andy Cook adjourned the meeting at 2:00p.m.

**Prepared by**  \_\_\_\_\_  
Cristy Sugabo

**Approved by**  \_\_\_\_\_  
Tom Hicks

**MOBILITY ADVISORY COMMITTEE  
ADA PARATRANSIT SUBCOMMITTEE (ADAPTR)**

Minutes  
December 12, 2013

**1. CALL TO ORDER**

Chair Diana Seay called the meeting to order at 2:08 p.m. in the conference room of the Monterey Mobility Management Center, 150 Del Monte Ave. Monterey.

<b>Present:</b>	Diana Seay	Consumer
	Rena Weaver	Blind & Visually Impaired Center
	Kathy Murray	Consumer
	Eugenia (Genie) Jimenez,	Alliance on Aging

<b>Staff:</b>	Tom Hicks	CTSA Manager
	Lance Atencio	MV Staff
	Cristy Sugabo	Senior Mobility Specialist

<b>Guest:</b>	Georgenia Bettancourt	MV Staff
---------------	-----------------------	----------

**2. CONSENT AGENDA**

2.1 Minutes from the regular meeting of October 10, 2013.

**Member Rena Weaver moved to approve items on the consent agenda. Member Kathy Murray seconded, and the motion carried unanimously.**

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

None.

**4. UNFINISHED BUSINESS**

None.

**5. NEW BUSINESS**

5.1 The subcommittee discussed the December nominations for RIDES Employee of the Month. Member Rena Weaver Wyant nominated Coach Operator

Gerome Roberts. The subcommittee discussed his nomination and unanimously agreed to award him for providing excellent customer service and dedication to the RIDES Program.

## **6. REPORTS AND INFORMATION ITEMS**

6.1 ADAPTR-MAC liaison Rena Weaver Wyant reported to the subcommittee that the MAC November meeting was cancelled.

## **7. MST RIDES UPDATES**

7.1 Mr. Atencio informed the subcommittee that MV has received four new RIDES buses and is awaiting seven more. He also stated that MV will start using the new Mobile Data Terminal (MDT) software onboard the RIDES bus. The MDT software is scheduled to arrive in one month.

Lastly, Mr. Atencio introduced Ms. Georgenia Bettancourt who will be the interim manager for MV Transportation, replacing Mr. Atencio; he has accepted a job position for another company.

## **8. CTSA UPDATES**

8.1 Mr. Hicks informed the subcommittee that the MST Board of Directors approved the purchase of the Interactive Voice Response System (IVR). The IVR system will have the ability to call RIDES passengers in advance of their scheduled trip to allow the opportunity to cancel the reserved ride, call 10-15 minutes before the vehicle arrives, and call reminding them of their RIDES expiration certification, all through voice, email, text, and website interfaces.

Mr. Hicks informed the subcommittee that the MST Board of Directors approved revisions to the RIDES policy that included:

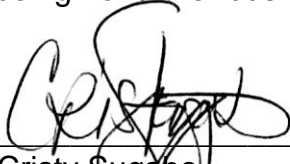
- Changing the *reservation window policy* from fourteen days to seven days,
- Changing the *late cancellation policy* from one hour to two hour prior to the schedule RIDES trip time, and
- The *No Show disciplinary policy* will be based upon percentage of total trips missed, rather than just the number of trips missed.

Mr. Hicks informed the subcommittee that RIDES completed its third year of conducting in-person interviews. The in-person interview expedited the eligibility process and considerably assisted Staff to appropriately determine eligibility certification. For an applicant whose condition is not changing overtime is given a lifetime certification.

## **9. ANNOUNCEMENTS**

## 10. ADJOURN

There being no further business, the meeting was adjourned at 3:10PM.

Prepared by   
Cristy Sugabo  
Senior Mobility Specialist

Reviewed by   
Tom Hicks  
CTSA Manager

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To: Board of Directors

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

Subject: Award contract for federal legislative consulting services

**RECOMMENDATIONS:**

Award a five-year contract in the amount of \$60,000 per year with annual escalators of 3% for an additional year to Thomas Walter & Associates for federal legislative consulting services.

**FISCAL IMPACT:**

\$60,000 per year (plus annual escalators of 3 percent) in funds identified for legislative consulting services as part of MST's annual operating budgets.

**POLICY IMPLICATIONS:**

Your Board approves expenditures exceeding \$25,000.

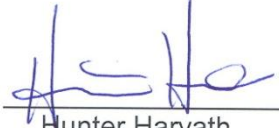
**DISCUSSION:**

Since March of 1997, MST has utilized the services of professional legislative consultants in Washington, DC, to assist with various federal policy and fiscal matters. Thomas Walters and Associates has been MST's legislative consultant for most of those 17 years and has worked with Congressional legislators and staff to ensure that MST's major capital projects, operations, and funding priorities have received attention, support, and financial backing. In addition, Thomas Walters and Associates provides Executive branch advocacy on behalf of MST, especially with the Federal Transit Administration, which grants MST annual operating assistance and capital funds. Over the years the staff of Thomas Walters and Associates has assisted Monterey-Salinas Transit in receiving over \$22 Million in congressionally directed appropriations (earmarks) and competitive grants.

In January of 2014, MST published a Request for Proposals for Legislative Consultant Services and received the following responses:

Proposer	Year 1	Year 2	Year 3	Year 4	Year 5	Contract Total
David Turch & Associates	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$270,000
Carmen Group, Inc.	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
<b>Walters &amp; Associates</b>	<b>\$60,000</b>	<b>\$61,800</b>	<b>\$63,654</b>	<b>\$65,563</b>	<b>\$67,530</b>	<b>\$318,547</b>
Keller McIntyre & Associates, LLC.	\$72,000	\$72,000	\$72,000	\$72,000	\$72,000	\$360,000

Based on the proposal results listed above, MST reviewed and ranked each firm. Given their prior performance and familiarity with MST legislative concerns, staff favors continuing the tested business relationship with Thomas Walters & Associates. While Walters is not the least expensive firm, their proposal is within the competitive range (slightly above the average of the four proposals) and therefore is fair and reasonable for the type of services being procured. In that regard, staff recommends that your Board award a five-year contract to Thomas Walters & Associates.

PREPARED BY:   
 Hunter Harvath

REVIEWED BY:   
 Carl G. Sedoryk

To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Authorize the purchase of sixteen medium buses and IT equipment

**RECOMMENDATIONS:**

Authorize the purchase of sixteen medium (mini) buses from Creative Bus Sales, and the purchase of Intelligent Transportation Systems (ITS) support equipment, for these new vehicles.

**FISCAL IMPACT:**

Total project cost is \$1,499,000 of which \$1,383,328 will fund the purchase of sixteen buses, with the remaining \$115,672 used for various ITS equipment attached to and integral to the operation of the buses, including security camera systems, electronic destination sign components and/or GPS/communication equipment.

This purchase is 100% funded as follows: \$1,400,000 through the Regional Surface Transportation Program (RSTP) for replacement buses and the remaining \$99,000 from the Fort Ord Reuse Authority for one bus for service expansion.

**POLICY IMPLICATIONS:**

Your Board approves all purchases that exceed \$25,000.

**DISCUSSION:**

MST will purchase the vehicles through the CalAct/ Morongo Basin Transit Authority Purchasing Cooperative. The Cooperative previously solicited competitive pricing from vehicle manufacturers and has established itself as a one-stop shopping option for transit properties for the purchase of buses, vans, and shelters. The use of the Cooperative eliminates the need for MST to develop our own specifications and manage a lengthy procurement process.

Medium-size buses are designated by the FTA to have a service life of five years or 150,000 miles. MST typically operates medium buses well beyond their rated service life. Fifteen of these buses will replace model year 2007 to 2011 buses, with a fleet average of over 270,000 miles, and one bus will be used for service expansion.

Delivery of the vehicles is expected between the fall and winter of 2014. The buses will be operated by MST's contractor MV Transportation, Inc.

The support equipment for these vehicles includes the purchase of replacement security camera systems, electronic destination sign components and/or GPS/communication equipment from various vendors.

This action authorizes staff to purchase sixteen medium buses from Creative Bus including the support equipment as outlined above. As approved by your Board in February of 2013, this action also authorizes staff to dispose of the retired vehicles either through auction, sale, donation to non-profit agencies, or scrap metal based on market value and/or condition of the vehicles.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk  
Michael Hernandez Carl Sedoryk

To: Board of Directors  
From: Hunter Harvath, Assistant General Manager- Finance & Administration  
Subject: Conduct public hearing and adopt FY 2014 Program of Projects

**RECOMMENDATION:**

1. Conduct public hearing for FY 2014 Program of Projects
2. Adopt the FY 2014 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:**

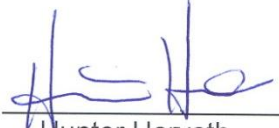
Your Board must conduct a public hearing and approve MST's Program of Projects to comply with federal regulations.

**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 the 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* and the *Californian* on Wednesday, March 5<sup>th</sup> and in *El Sol* on Saturday, March 8<sup>th</sup>. A copy of the notice is attached.

ATTACHMENT: Public Hearing Notice

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

# Monterey County The Herald

www.montereyherald.com

A Media News Group Newspaper

PO BOX 271 • MONTEREY, CALIFORNIA 93942-0271

831-646-4387

Fax: 831-372-4225

Email: mhlegals@montereyherald.com

## MONTEREY SALINAS TRANSIT

Account No. 3578968

ATTN: ACCOUNTS PAYABLE

1 RYAN RANCH ROAD

MONTEREY, CA 93940

Legal No. 0005116689

Public Hearing Notice for 4/14/14

Total Cost: \$277.01

Ordered by: dsmith@mst.org

## PROOF OF PUBLICATION

### STATE OF CALIFORNIA

#### County of Monterey

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Herald, a newspaper of general circulation, printed and published daily and Sunday in the City of Monterey, County of Monterey, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California; that the notice, of which the annexed is a printed copy (set in type not smaller than 7 point), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

03/05/14

I certify (or declare), under penalty of perjury, that the foregoing is true and correct

Executed on 03/05/2014 at Monterey, California.



Signature

This space is reserved for the County Clerk's Filing Stamp

## MST

MONTEREY-SALINAS TRANSIT

### PUBLIC HEARING NOTICE

Monterey-Salinas Transit (MST) will hold a public hearing on MST's proposed program of Section 5307 federally funded projects on April 14, 2014 at 10:00 a.m. at its monthly board of directors meeting at 24580 Silver Cloud Court, Monterey.

Sources of funding are Section 5307 of the Moving Ahead for Progress in the 21st Century Act (MAP-21). The proposed program of federally funded 5307 projects is shown below and depicts the level of federal funding planned for Fiscal Year 2014.

Interested businesses, persons, or private operators wishing to comment but who are unable to attend the public hearing may submit written comments to: Carl Sedoryk, General Manager / CEO, Monterey-Salinas Transit, One Ryan Ranch Road, Monterey, CA 93940. The Program of Projects may be examined at MST at 1 Ryan Ranch Road, Monterey. The deadline to receive written comments is April 11, 2014.

If there are no comments on this proposed Program of Projects as a result of soliciting public comments, then this publication will serve as the final Program of Projects.

#### Monterey-Salinas Transit Final Program of Section 5307 Federally Funded Projects

Project	FY 2014
Fixed-Route Bus Planning & Operations	\$6,819,000
TOTAL	\$6,819,000

Prepared by: \_\_\_/s/\_\_\_ Deanna Smith, Deputy Secretary

Published 3/5/14

**Proof of Publication**  
(2015.5 C.C.P.)

Salinas Newspapers, Inc.  
123 W. Alisal St.  
Salinas, CA 93901  
831-754-4138/Fax: 831-754-7156

State Of California ss:  
County of Monterey

**Advertiser:** MONTEREY SALINAS TRANSIT  
1 RYAN RANCH RD  
MONTEREY , CA 93940

*Deanna Smith*

**RE:** PUBLIC HEARING NOTICE Monterey-Salina  
4/14 Public Hrg

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I hereby certify that the attached advertisement appeared in said newspaper on the following dates:

**Newspaper:** Salinas Californian

**3/5/2014**

I acknowledge that I am a principal clerk of the printer of said paper, which is published in the City of Salinas, County of Monterey, State of California. The Salinas Californian is printed and published daily, except Sunday and has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California. El Sol is printed and published weekly on Saturday and has been adjudged a newspaper of general circulation by the Superior Court of Monterey, State of California.

I certify (or declare) under penalty of perjury that the foregoing is true and correct. Executed on this 5  
day of March, 2014 at Salinas, California.

*O. Clark*

**Declarant**

Our Order # 0000276652  
Net Order Cost \$ 258.64

<b>MST</b> MONTEREY-SALINAS TRANSIT <b>PUBLIC HEARING NOTICE</b>	
Monterey-Salinas Transit (MST) will hold a public hearing on MST's proposed program of Section 5307 federally funded projects on April 14, 2014 at 10:00 a.m. at its monthly board of directors meeting at 24580 Silver Cloud Court, Monterey.	
Sources of funding are Section 5307 of the Moving Ahead for Progress in the 21st Century Act (MAP-21). The proposed program of federally funded 5307 projects is shown below and depicts the level of federal funding planned for Fiscal Year 2014.	
Interested businesses, persons, or private operators wishing to comment but who are unable to attend the public hearing may submit written comments to: Carl Sedoryk, General Manager / CEO, Monterey-Salinas Transit, One Ryan Ranch Road, Monterey, CA 93940. The Program of Projects may be examined at MST at 1 Ryan Ranch Road, Monterey. The deadline to receive written comments is April 11, 2014.	
If there are no comments on this proposed Program of Projects as a result of soliciting public comments, then this publication will serve as the final Program of Projects.	
<b>Monterey-Salinas Transit Final Program of Section 5307 Federally Funded Projects</b>	
<b>Project</b>	<b>FY 2014</b>
Fixed-Route Bus Planning & Operations	\$6,819,000
<b>TOTAL</b>	<b>\$6,819,000</b>
Prepared by: /s/ Deanna Smith, Deputy Secretary March 5, 2014 (276652)	



## Proof of Publication

(2015.5 C.C.P.)

**Salinas Newspapers, Inc.**  
123 W. Alisal St.  
Salinas, CA 93901  
831-754-4138/Fax: 831-754-7156

**State Of California ss:**  
**County of Monterey**

**Advertiser:** MONTEREY SALINAS TRANSIT  
1 RYAN RANCH RD  
MONTEREY , CA 93940

*Deanna Smith*

**RE:** Aviso de Audiencia Pública Monterey S  
Spanish 4/14 Hrg

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I hereby certify that the attached advertisement appeared in said newspaper on the following dates:

**Newspaper:** El Sol-Salinas

**3/8/2014**

I acknowledge that I am a principal clerk of the printer of said paper, which is published in the City of Salinas, County of Monterey, State of California. The Salinas Californian is printed and published daily, except Sunday and has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California. El Sol is printed and published weekly on Saturday and has been adjudged a newspaper of general circulation by the Superior Court of Monterey, State of California.

I certify (or declare) under penalty of perjury that the foregoing is true and correct. Executed on this 8<sup>th</sup> day of March, 2014 at Salinas, California.

*C. Clark*

**Declarant**

Our Order # 0000276679  
Net Order Cost \$ 272.25

**MST**  
MONTEREY-SALINAS TRANSIT  
**Aviso de Audiencia Pública**  
Monterey Salinas Transit (MST) tendrá una audiencia pública para proponer el programa de la sección 5307 de proyectos de fondos federales el 14 de Abril del 2014 a las 10:00 am en la junta mensual de la mesa directiva en 245801 Silver Cloud Court, Monterey.  
Estos fondos provienen de la sección 5307 del Acta Moviendo Mas Allá Para El Progreso En El Siglo 21 (MAP21) El Programa propuesto con fondos federales de la sección 5307 se enseña abajo y describe el nivel de fondos federales planeados para el año fiscal 2014.  
Interesados ya sea negocios, personas del sector privado que deseen opinar pero no pueden asistir a esta audiencia pueden mandar sus comentarios por escrito a: Carl Sedoryk, Gerente General/CEO Monterey Salinas Transit, One Ryan Ranch Road Monterey, CA 93940. El programa de proyectos puede ser examinado a 1 Ryan Ranch Road, Monterey. La fecha límite para recibir comentarios por escrito es el 11 de Abril del 2014.  
Si no hay comentarios de parte del público en los programas propuestos de este proyecto el resultado será que esta publicación servirá como aviso final para los proyectos de este programa.  
**Monterey-Salinas Transit**  
**Programa Final De**  
**Sección 5307 Proyectos de Fondos Federales**  

<b>Proyectos</b>	<b>FY 2014</b>
Operaciones y Planes de Líneas del Bus	\$6,819,000
<b>TOTAL</b>	<b>\$6,819,000</b>

March 8, 2014 (276679)

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To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Receive and adopt proposed changes to MST Bylaws, Article VI: Officers

**RECOMMENDATION:**

Adopt proposed changes to Monterey-Salinas Transit District bylaws to clarify the language in Article VI: Officers, clarifying the language regarding officer terms.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board approves all revisions to the District bylaws. The Monterey-Salinas Transit District bylaws may be amended at any regular meeting of the Board upon the affirmative vote of a majority of members.

**DISCUSSION:**

On the March 19, 2012, board meeting your Board approved the following revisions to the MST bylaws that would encourage the regular rotation of officers, encourage participation in leadership roles, and promote diversity of leadership positions among representatives of all MST jurisdictions:

**ARTICLE VI. OFFICERS**

- a. The Board shall appoint annually members to a Nominating Committee responsible for recommending officer appointments to the full Board. The Nominating Committee will meet prior to the month of July of each calendar year and make their recommendations for Board approval at the July Board meeting.

To ensure a diversity of representation, the Board Chair and Vice Chair shall be nominated in a manner that rotates leadership roles according to the following designations:

1. The Salinas Urbanized Area, to include a representative from the City of Salinas;

2. The Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;
  3. The Non-Urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City; and
  4. The County of Monterey, to include a representative from the Monterey County Board of Supervisors.
- b. 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 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.

Elected Officers shall serve one (1) non-consecutive, two-year (2 year) term.

It has come to the attention of MST staff that there exists a discrepancy in the requirement in Article VI, Section a: "The Board shall appoint annually members to a Nominating Committee responsible for recommending officer appointments to the full Board. The Nominating Committee will meet prior to the month of July of each calendar year and make their recommendations for Board approval at the July Board meeting;" and the language of Article VI, Section b: "Elected Officers shall serve on (1) non-consecutive, two-year (2 year) term."

To correct this discrepancy staff recommends the following revisions be approved, including removing the requirement for the Nominating Committee to meet in July of each calendar year, and changing the terms of all appointments to two years. The recommended final language is included below, and in Attachment 1 with inline revisions.

## **ARTICLE VI. OFFICERS**

- a. The Board shall appoint members to a Nominating Committee responsible for recommending officer appointments to the full Board. The Nominating Committee will make their recommendations for Board approval.

To ensure a diversity of representation, the Board Chair and Vice Chair shall be nominated in a manner that rotates leadership roles according to the following designations:

1. The Salinas Urbanized Area, to include a representative from the City of Salinas;
2. The Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;

3. The Non-Urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City; and
  4. The County of Monterey, to include a representative from the Monterey County Board of Supervisors.
- b. The Board shall elect a Chair and Vice-Chair to serve one (1) non-consecutive, two-year (2 year) term
  - c. The Board shall appoint a Secretary, Deputy Secretary, Treasurer, and Deputy Treasurer to serve a two-year term.

If the positions of 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.

ATTACHMENT: MST Bylaws with recommended revisions

PREPARED BY: \_\_\_\_\_



Carl G. Sedoryk

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## ATTACHMENT 1

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### ARTICLE VI. OFFICERS

- a. The Board shall appoint members to a Nominating Committee responsible for recommending officer appointments to the full Board. The Nominating Committee will make their recommendations for Board approval.

Deleted: annually

Deleted: meet prior to the month of July of each calendar year and

Deleted: approval at the July Board meeting

To ensure a diversity of representation, the Board Chair and Vice Chair shall be nominated in a manner that rotates leadership roles according to the following designations:

1. The Salinas Urbanized Area, to include a representative from the City of Salinas;
2. The Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;
3. The Non-Urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City; and
4. The County of Monterey, to include a representative from the Monterey County Board of Supervisors.

- b. The Board shall elect a Chair and Vice-Chair to serve one (1) non-consecutive, two-year (2 year) term.

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- c. The Board shall appoint a Secretary, Deputy Secretary, Treasurer, and Deputy Treasurer to serve a two-year term.

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Deleted: 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.

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Deleted: Elected Officers shall serve one (1) non-consecutive, two-year (2 year) term.¶

- d. If the positions of 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.

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To: Board of Directors

From: Hunter Harvath, Assistant General Manager of Finance & Administration

Subject: Summer Youth Pass – Monterey County Workforce Investment Board

**RECOMMENDATION:**

1. Approve request from Monterey County Workforce Investment Board (WIB) to include 19 to 21 year-old participants in the agency's summer youth employment program as eligible for MST's \$38 summer youth pass as a demonstration project for the 2014 summer season.
2. Approve request from the WIB to extend the summer 2014 youth pass program rates (pro-rated at 41.3 cents per day) for its participants to include 22 extra days in May concurrent with the summer youth employment program, May 10 to Aug 31, also as a demonstration project for the 2014 summer season.

**FISCAL IMPACT:**

The exact fiscal impact is unknown at this time because the WIB does not yet know how many of its approximately 130 summer youth program participants would fall into the 19 to 21 year-old category. Also, the actual fiscal impact of potential lost fare revenue would be impacted less, as a significant number of summer youth employment program participants, aged 16 to 18 years, would already qualify for the \$38 summer youth pass. In addition, a number of participants may have their own transportation to/from their particular work locations, or may only need a \$90 Basic pass instead of the \$190 Super pass. Upon completion of the demonstration period, staff will perform an analysis of actual financial impacts and report back to your Board with recommendations whether to continue the expanded WIB program in future summer seasons.

**POLICY IMPLICATIONS:**

Your Board sets MST transit fares and is empowered to offer discounts at its discretion.

**DISCUSSION:**

Two years ago, MST began offering a \$38 summer youth pass which is valid for unlimited transportation on all MST local, primary, and regional bus lines (long-distance commuter lines require an additional \$1 surcharge) for the period June 1 through August 31. While an exceptional value at 80% off of regular youth pass rates, the

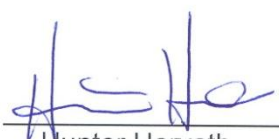
summer youth pass sales have been less than hoped for. (Between 200 and 300 for each of the last two summers that it has been offered.) In that regard, MST staff is attempting to reach further into the community to increase awareness of this summer youth pass. Recent efforts have included a presentation to the Salinas Youth Collaborative in February as well as discussions with WIB staff regarding their programs targeted at young people in the community.

Each summer, the Monterey County WIB offers a summer youth employment program to residents of Monterey County aged 16 to 21 years old. This program enables youth to get on-the-job, “real world” employment experience with a paid hourly wage at a variety of private businesses and public agencies throughout the community. In the past, the Monterey County WIB has paid the MST transit pass costs for those summer youth employment participants to enable them to access the work-sites they are assigned to.

As WIB estimates they only have enough funding to enroll approximately 130 individuals this summer in its program, they are seeking ways to minimize program costs in order to serve as many youth as possible. By using MST’s \$38 summer youth pass this year for 16 to 18 year-old participants instead of buying full-price transit passes as they have in years past, they will be able to devote more program funding to serve additional youth with employment opportunities. To further these program dollars, the WIB Executive Director has submitted a letter (Attachment) to MST requesting that the summer youth pass be expanded to include those 19 to 21 year-olds participating in its summer youth employment program – individuals that MST considers “adults.” In addition, WIB is requesting that the MST summer youth pass pricing be extended to include the period May 10 through August 31 for all of their participants to coincide with the duration of the summer youth employment program.

MST benefits from this proposed program in several ways including: increased transit ridership which impacts MST federal formula funding, increased exposure to local youth and their families regarding the convenience of using public transit, and increased community goodwill by helping local youth find and maintain employment during difficult economic conditions.

Attachment: March 27, 2014 letter from WIB Executive Director Joyce Aldrich

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

**MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT**

**Monterey County Workforce Investment Board**

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



730 La Guardia Street  
Salinas, CA 93905  
Phone (831) 796-6434  
Fax (831) 758-3371  
[www.montereycountywib.org](http://www.montereycountywib.org)

March 27, 2014

Monterey-Salinas Transit  
1 Ryan Ranch Road  
Monterey, CA 93940

Re: Summer bus passes

Monterey-Salinas Transit has been an excellent supporter and partner in the Monterey County Youth Employment Program for several years. We would like to ask for consideration of the Board for a change in fare policy regarding the reduced fare of \$39.00 for the Monterey County summer employment program. Our program serves young people ages 16-21 and runs from May through August. Participants in the program have an opportunity to learn work readiness soft skills and entry-level job skills through an 8-week work experience program. Not all individuals begin the same time; therefore, we are requesting the consideration to extend the length of the MST summer pass program as well as the extended age range.

Thank you in advance for reviewing our request for special consideration and/or fare policy change. If you have any questions, I may be reached at 831-759-6644 or [aldrichj@co.monterey.ca.us](mailto:aldrichj@co.monterey.ca.us).

Sincerely,

Joyce Aldrich  
Executive Director

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To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Monthly Report – January and February 2014

Attached are a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for January and February, 2014 (Attachments 1-4).

From February 7-10, 2014, I attended the American Public Transit Association Transit CEO Seminar in New Orleans, LA. At the conference I attended a variety of peer-to-peer presentations on best practices in the following areas: Trends in Labor Relations; Best Practices of Highly Effective Transit Executives; Best Practices of Highly Effective Transit Executives; Building a Strong Partnership with your Board of Directors; How to Attract the Market of People in their Twenties and Early Thirties; The Emerging, Expanding Mobility Management Mission; and Creating Dynamic Training & Development Initiatives for Transit's Future Workforce.

From February 27-28, 2014, I traveled to Washington, DC, to participate in the first California Transit Association group federal lobbying effort. I was featured as a speaker at a luncheon event with three members of Congress and over three dozen members of congressional staff, federal lobbyists, and transit industry leaders. A summary of the meetings that took place during this trip is attached (Attachment 5).

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – January and February 2014

Attachment #3 – Facilities & Maintenance Dept. Report – January and February 2014

Attachment #4 – Administration Dept. Report – January and February 2014

Attachment # 5 – Trip itinerary, Washington, DC

Attachment #6 – Disbursement Journal – January and February 2014

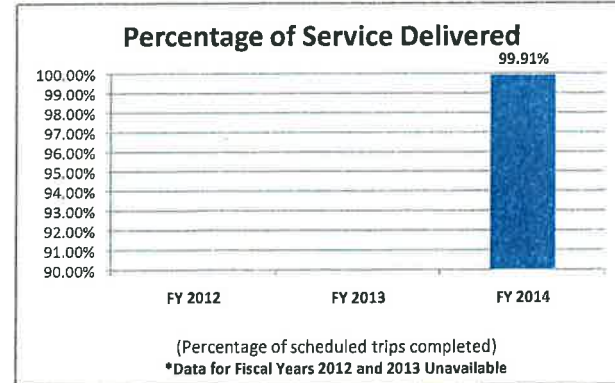
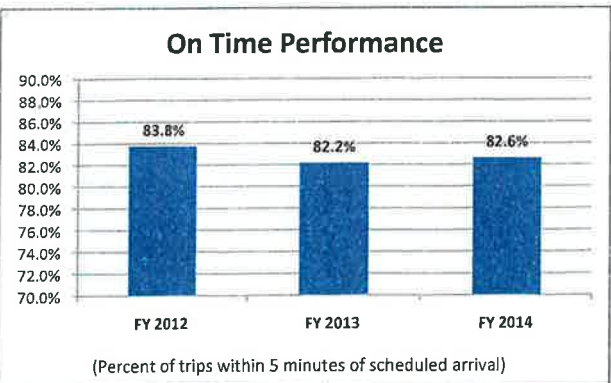
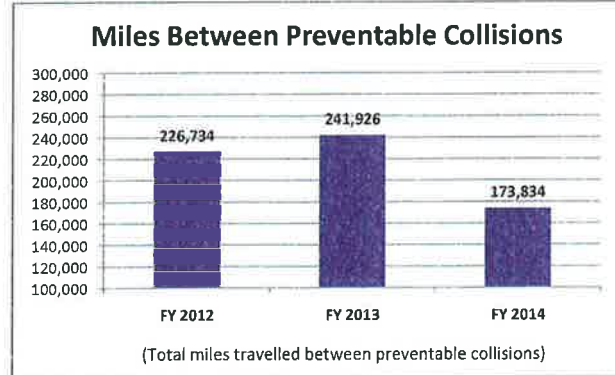
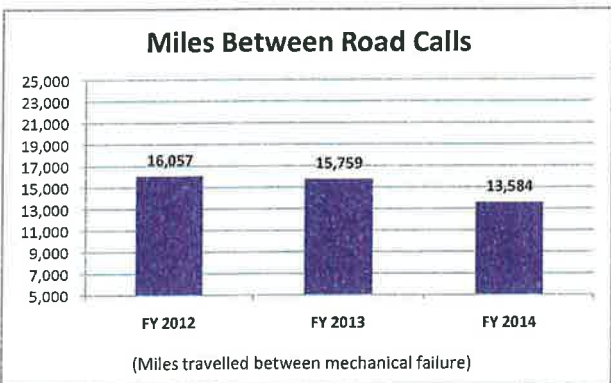
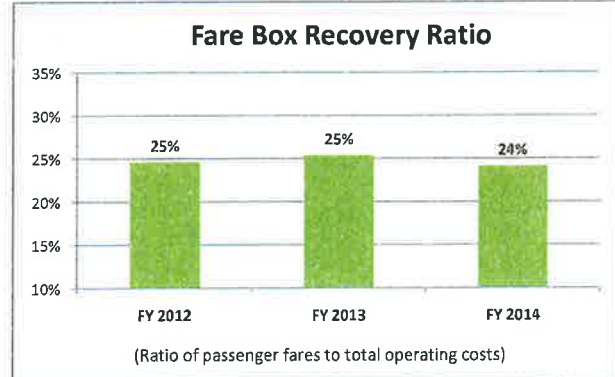
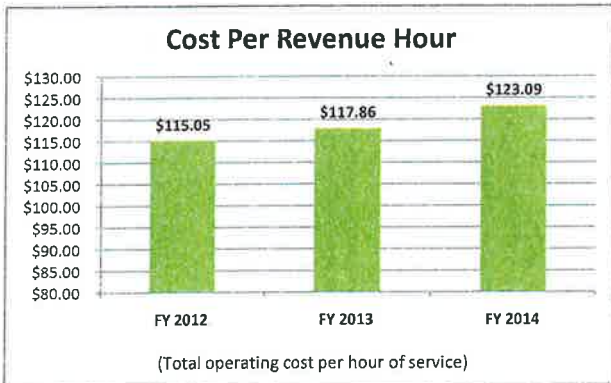
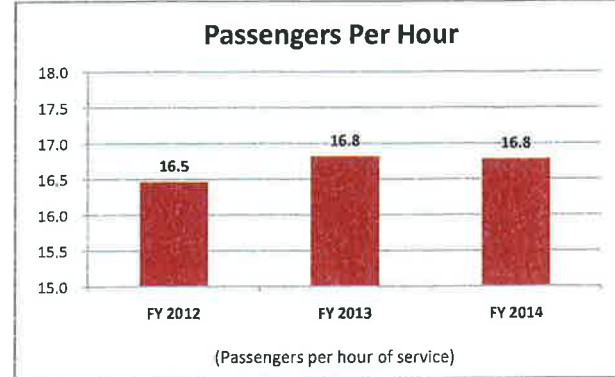
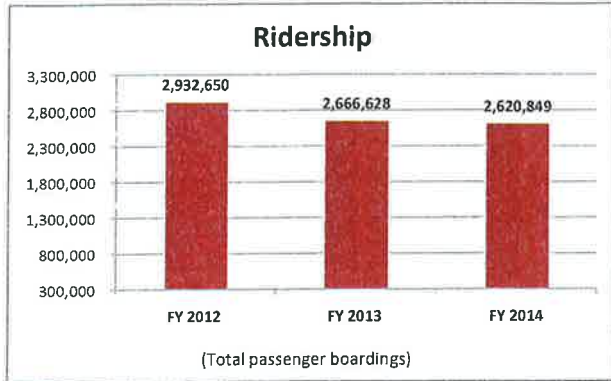
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

PREPARED BY: Carey Salom

# MST Fixed Route

ATTACHMENT #

## YTD Dashboard Performance Comparative Statistics July through February Fiscal Years 2012-2014

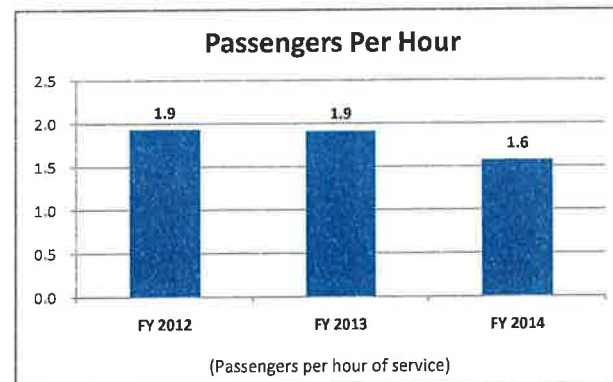
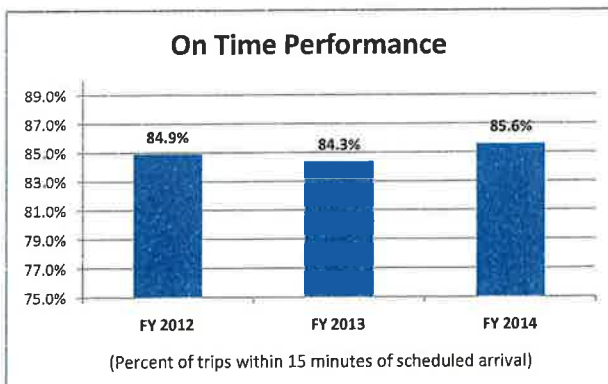
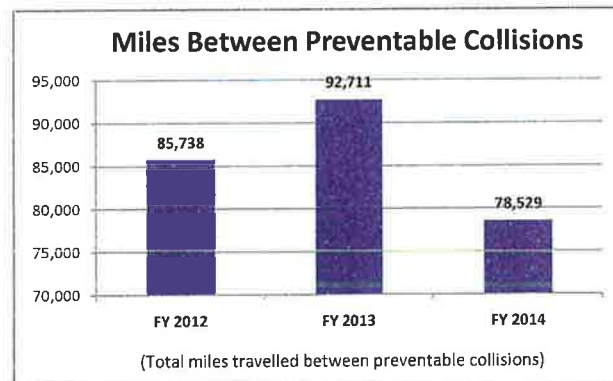
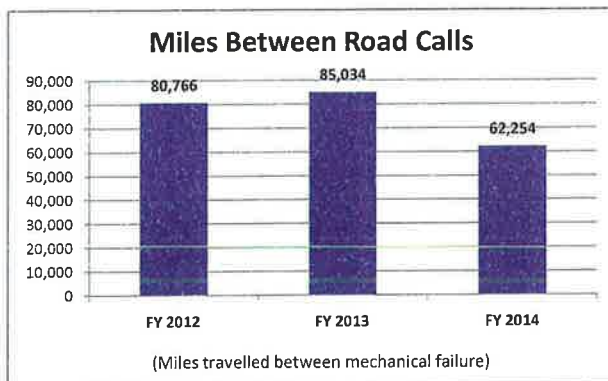
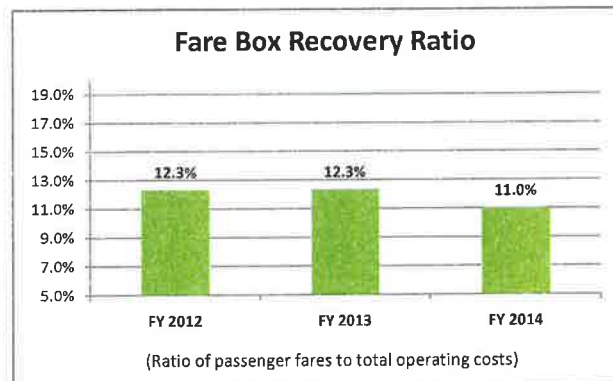
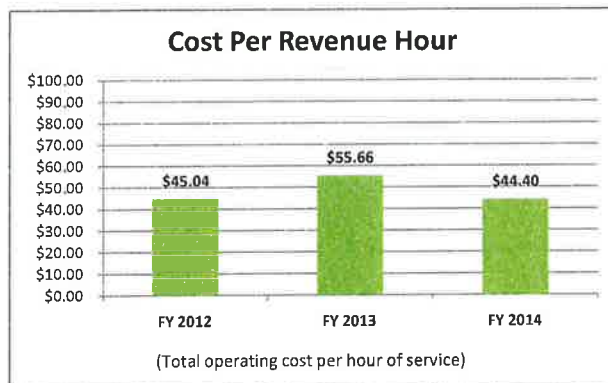
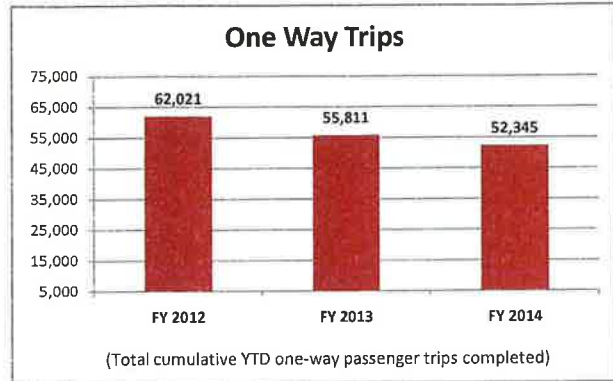
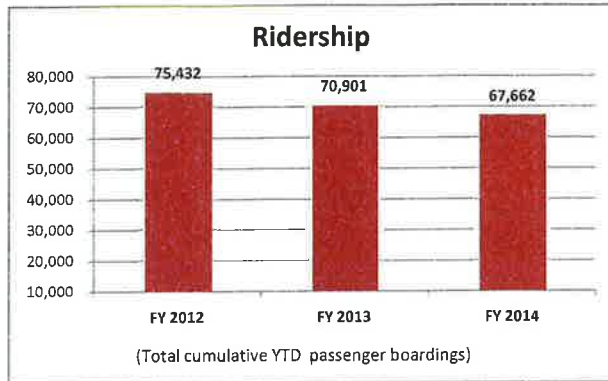


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

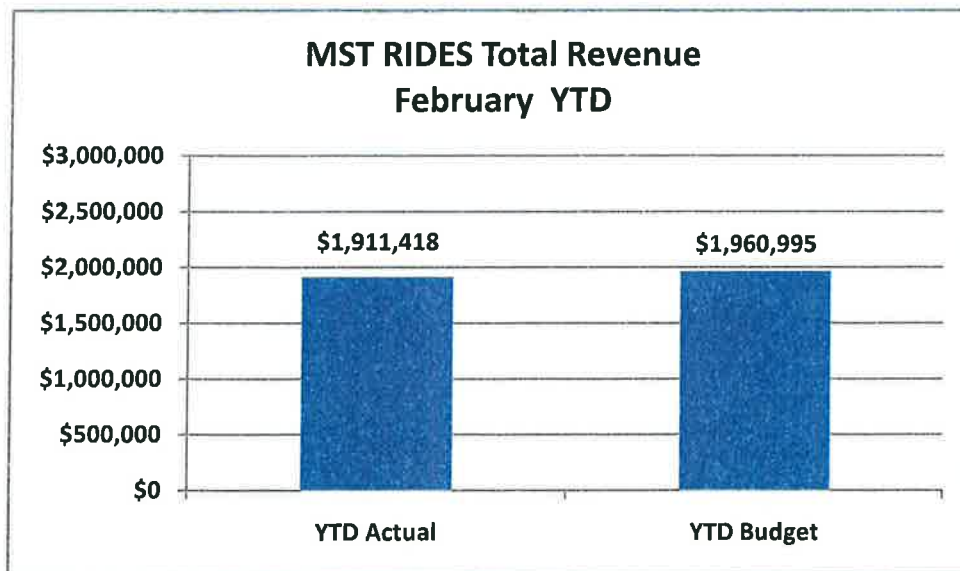
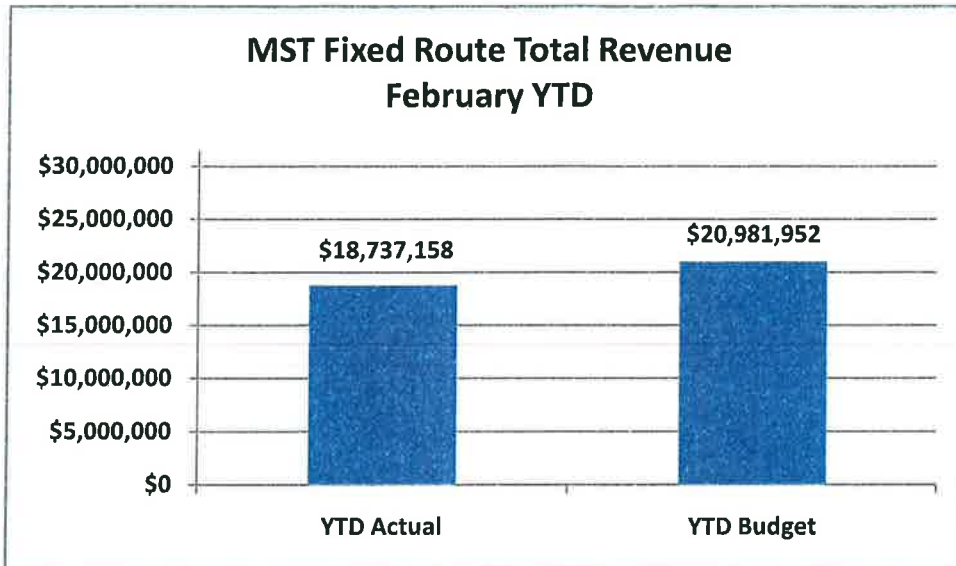
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### Fiscal Years 2012-2014

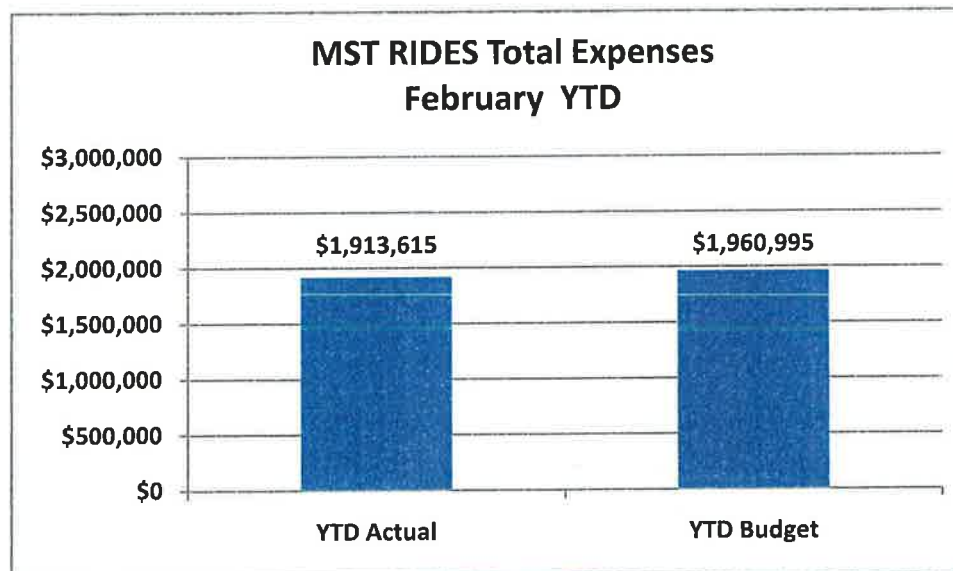
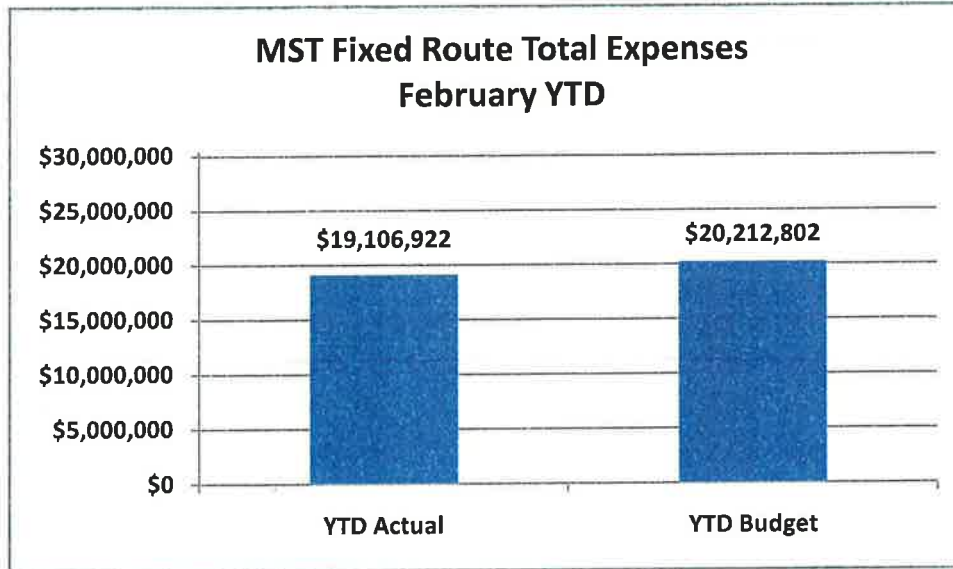




**MST Fixed Route and RIDES**  
**Revenue Performance Comparative Statistics**  
**July through February**  
**Fiscal Year 2014**



**MST Fixed Route and RIDES**  
**Expense Performance Comparative Statistics**  
**July through February**  
**Fiscal Year 2014**



## ATTACHMENT 2

March 24, 2014

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – January 2013**

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### **FIXED ROUTE BUS OPERATIONS:**

#### **System Wide Service: (Fixed Route & On Call Services):**

Preliminary boarding statistics indicate that ridership decreased by 1.83% in January 2014, (278,055), as compared to January 2013, (283,229). Fiscal year-to date, this represents a 1.63% decrease in passenger boardings from last fiscal year.

Productivity decreased slightly from 14.6 passengers per hour (January 2013), to 14.5 PPH in January of this year.

#### **Supplemental / Special Services:**

During the month of January, MST provided special services from the South County and Salinas to the Monterey Bay Aquarium for its “free to learn program” as follows:

<b>Date</b>	<b>Service From</b>	<b>Passenger Boardings</b>
1/11/14	Soledad YMCA	134
1/19/14	Soledad / Salinas (NSC)	130
1/20/14	Soledad (Monterey & Main)	374
1/26/14	Gonzales / Salinas	284
	<b>Total Boardings</b>	<b>922</b>

#### **System Wide Statistics:**

- Ridership: 278,055
- Vehicle Revenue Hours: 19, 156
- Vehicle Revenue Miles: 312,904
- System Productivity: 14.5 Passengers Per Vehicle Revenue Hour
- One-Way Trips Deployed: 26,585

**Time Point Adherence:** Of 104,173 total time-point crossings sampled for the month of January, the TransitMaster™ system recorded 13,956 delayed arrivals to MST's published time-points system-wide. This denotes that **86.60%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2014.*)

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 thirty seven (37) reported trips with 10 or more standees for the month of January. (See *Operations Summary report for further information*)

**Cancelled Trips:** As listed below, there were a total of fifteen (15) cancelled trips for the month of January for both directly operated and contracted services.

<b>Total One - Way Trips Deployed January: 26,585</b>			
<b>Reason</b>	<b>MST</b>	<b>MV Transportation</b>	<b>% Of All Missed</b>
Accident	2		13%
Mechanical	5		33%
Traffic	7		47%
Staffing Shortage	1		7%
<b>Totals</b>	<b>15</b>		<b>100%</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 January 2013 and 2014:

<b>Occurrence Type</b>	<b>January-13</b>	<b>January-14</b>
Collision: MST Involved	2	6
Medical Emergency	1	1
Object Hits Coach	0	0
Passenger Conflict	7	1
Passenger Fall	4	5
Passenger Injury	1	1
Employee Injury	0	0
Other	1	4
Near Miss	0	1
Unreported Damage	1	0
Fuel / fluid Spill	1	3
<b>Total Occurrences</b>	<b>18</b>	<b>22</b>

## **CONTRACTED SERVICES:**

### **MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of January there were 8,390 passenger boardings. This denotes a 5.30% increase in passenger boardings from January of 2013, (7,968). For Fiscal 2014 year to date, this represents a 5.96% decrease in passenger boardings from the previous fiscal year.

- For the month of January, 88.17 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 85.10 % in January of 2013. (See *MST RIDES ~ On Time Compliance Chart FY 2014.*)
- Productivity for January of this year was at 1.95 passengers per hour, increasing from 1.88 in January of 2013.

### **COMMUNICATIONS CENTER:**

In January, the Communications Center summoned public safety agencies on *five* (5) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	3
Emergency Medical Services	Medical Emergency	2

Robert Weber

April 1, 2014

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – February 2013**

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## **FIXED ROUTE BUS OPERATIONS:**

### **System Wide Service: (Fixed Route & On Call Services):**

Preliminary boarding statistics indicate that ridership decreased by 2.44% in February 2014, (285,348), as compared to February 2013, (292,479). Fiscal year-to date, this represents a 1.72% decrease in passenger boardings from last fiscal year.

Productivity decreased slightly from 16.1 passengers per hour (February 2013), to 15.7 PPH in February of this year.

### **Supplemental / Special Services:**

During the month of February, MST provided special services from the South County area to the Monterey Bay Aquarium for its “free to learn program” as follows:

<b>Date</b>	<b>Service From</b>	<b>Passenger Boardings</b>
2/15/14	Gonzales	561
2/16/14	Gonzales	407
2/17/14	Soledad	510
2/22/14	King City	28
<b>Total Boardings</b>		<b>1,506</b>

February 21 2014; MST provided service from the Sally Griffin Senior Center in Pacific Grove to / from the Monterey Symphony rehearsals being held at Sherwood Hall on N. Main St. in Salinas. The service transported 28 passengers during this event.

### **System Wide Statistics:**

- Ridership: 292,479
- Vehicle Revenue Hours: 18,165
- Vehicle Revenue Miles: 298,465
- System Productivity: 15.7 Passengers Per Vehicle Revenue Hour
- One-Way Trips Deployed: 25,771

**Time Point Adherence:** Of 99,817 total time-point crossings sampled for the month of February, the TransitMaster™ system recorded 16,487 delayed arrivals to MST's published time-points system-wide. This denotes that **83.48%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2014.*)

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 thirty seven (37) reported trips with 10 or more standees for the month of February. (See *Operations Summary report for further information*)

**Cancelled Trips:** As listed below, there were a total of none (9) cancelled trips for the month of February for both directly operated and contracted services.

<b>Total One - Way Trips Deployed February: 25,771</b>			
<b>Reason</b>	<b>MST</b>	<b>MV Transportation</b>	<b>% Of All Missed</b>
Accident	1	0	11.11%
Mechanical	1	0	11.11%
Traffic / Other	3	0	33.33%
Staffing Shortage	4	0	44.44%
<b>Totals</b>	<b>9</b>	<b>0</b>	<b>100</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 February 2013 and 2014:

<b>Occurrence Type</b>	<b>February-13</b>	<b>February-14</b>
Collision: MST Involved	2	5
Medical Emergency	1	1
Object Hits Coach	1	1
Passenger Conflict	2	3
Passenger Fall	4	6
Passenger Injury	1	1
Employee Injury	0	1
Other	1	2
Near Miss	0	1
Unreported Damage	1	1
Fuel / fluid Spill	2	0
<b>Total Occurrences</b>	<b>15</b>	<b>22</b>

## **CONTRACTED SERVICES:**

### **MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of February there were 8,438 passenger boardings. This denotes a 6.11% increase in passenger boardings from February of 2013, (7,952). For Fiscal 2014 year to date, this represents a 4.60% decrease in passenger boardings from the previous fiscal year.

- For the month of February, 88.17 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 84.88 % in February of 2013. (See *MST RIDES ~ On Time Compliance Chart FY 2014.*)
- Productivity for February of this year was at 1.70 passengers per hour, which has remained the same from February of 2013, (1.70).

### **COMMUNICATIONS CENTER:**

In February, the Communications Center summoned public safety agencies on *seventeen* (17) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	15
Emergency Medical Services	Medical Emergency	2

Robert Weber



### ATTACHMENT 3

March 12, 2014

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance Report for January 2014

This monthly report summarizes information about fuel prices and the activities of the Maintenance and Facilities Departments during the past month.

#### Fuel Prices:

<b>FY14 Budget:</b> Diesel: \$3.60 Gas: \$3.90	<b>January Fuel Average</b>	<b>Fuel Average: FY2014</b>
<b>Diesel:</b>	<b>\$3.24</b>	<b>\$3.40</b>
<b>Gasoline:</b>	<b>\$3.17</b>	<b>\$3.39</b>

#### Fleet Status:

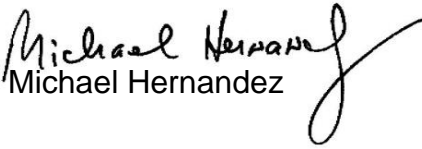
<b>Operating Cost Per Mile:</b>		<b>Road Call Rate Goal: 7,000 Miles</b>	<b>Miles Between Road Calls:</b>
<b>January 2014:</b>	<b>\$1.25</b>	<b>January 2014:</b>	<b>11,624</b>
FY2014 - Year To Date:	\$1.23	FY2014 - Year to Date:	12,962
FY2013:	\$1.17	FY2013 YTD Comparison:	16,323

#### Department Activities/Comments:

There were 30 road calls in January, of which 22 were categorized as “major mechanical” and 8 were related to minor mechanical and/or non-mechanical issues. The highest single mechanical road call category (6) was for cooling system issues. In the non-mechanical category there were an unusually high number of road calls (4) due to passenger illness on the bus.

The fleet operating cost in January increased slightly to \$1.25 per mile due to the replacement of several major components, including two turbos, an axel hub, differential, exhaust system, and transmission repairs.

Facility staff restriped the bus parking area in the CJW yard.

  
Michael Hernandez

March 18, 2014

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance Report for February 2014

This monthly report summarizes information about fuel prices and the activities of the Maintenance and Facilities Departments during the past month.

**Fuel Prices:**

<b>FY14 Budget: Diesel: \$3.60 Gas: \$3.90</b>	<b>February Fuel Average</b>	<b>Fuel Average: FY2014</b>
<b>Diesel:</b>	<b>\$3.26</b>	<b>\$3.38</b>
<b>Gasoline:</b>	<b>\$3.17</b>	<b>\$3.36</b>

**Fleet Status:**

<b>Operating Cost Per Mile:</b>		<b>Road Call Rate Goal: 7,000 Miles</b>	<b>Miles Between Road Calls:</b>
<b>February 2014:</b>	<b>\$1.23</b>	<b>February 2014:</b>	<b>18,192</b>
<b>FY2014 - Year To Date:</b>	<b>\$1.23</b>	<b>FY2014 - Year to Date:</b>	<b>13,584</b>
<b>FY2013:</b>	<b>\$1.17</b>	<b>FY2013 YTD Comparison:</b>	<b>16,148</b>

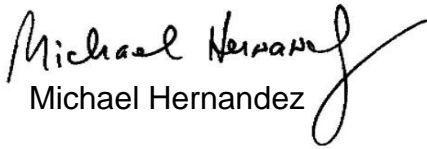
**Department Activities/Comments:**

There were 14 road calls in February. Thirteen were categorized as “major mechanical” and one was related to minor mechanical and/or other non-mechanical issues. The highest single road call categories were for exhaust system (3) issues.

The fleet operating cost per mile in February decreased slightly from the previous month to \$1.23 per mile. Some of the higher cost capital/labor items for the month include: replacement of 2 differentials; wheelchair ramp replacement and an in-frame rebuild on coach 1805.

Major facility improvements or repairs in February included: relocation of the secondary A/C units from the old server room to the remodeled server room; repairs to

the in-ground hoists at both CJW and TDA; installation of a backflow prevention valve and water pipe repairs at the Salinas Transit Center; and the installation of five solar powered signs in South County cities, which provide real-time bus arrival information at these stops through GPS technology.

  
Michael Hernandez

## ATTACHMENT 4

Date: April 14, 2014

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager – Finance & Administration;  
Angela Williams, General Accounting & Budget Manager; Mark Eccles,  
Director of Information Technology; Kelly Halcon, Director of Human  
Resources/Risk Management; Zoe Shoats, Marketing Manager; Sonia  
Bannister, Customer Service Supervisor.

Subject: **Administration Department** Monthly Report – January 2014

The following significant events occurred in Administration work groups for the month of January 2014:

### Human Resources

A total employment level for January 2014 is summarized as follows:

<b>Positions</b>	<b>Budget FY14</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	128	125	-3
C/O on Long Term Leave *	3	0	-3
Coach Operators Limited Duty	2	0	-2
Operations Staff	26	24	-2
Maintenance & Facilities	43	40	-3
Administration (Interns 2 PT)	26	23	-3
<b>Total</b>	<b>228</b>	<b>212</b>	<b>-16</b>

\*Total budget numbers do not include the C/O on Long Term Leave as those numbers are already reflected in the Coach Operators/Trainees number.

<b><i>January Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	<b>\$31,454.24</b>
<i>Other (includes Legal)</i>	<b>\$11,371.75</b>
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	<b>\$9,029.76</b>
<i>TPA Administration Fee</i>	<b>\$5,000.00</b>
<i>Excess Insurance</i>	<b>\$7,341.08</b>
<b><i>Total Expenses</i></b>	<b><i>\$64,196.83</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,189,414.07</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$170,321.36)</i></b>
<i># Ending Open Claims</i>	<b>44</b>

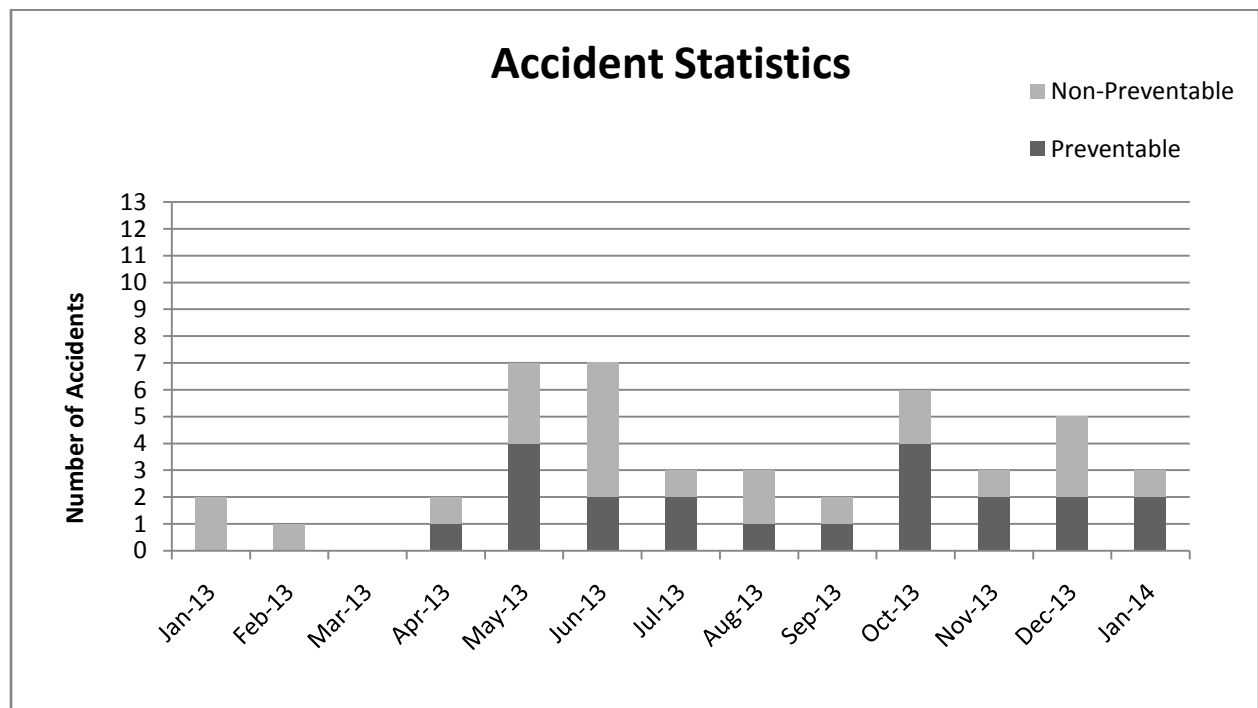
## Training

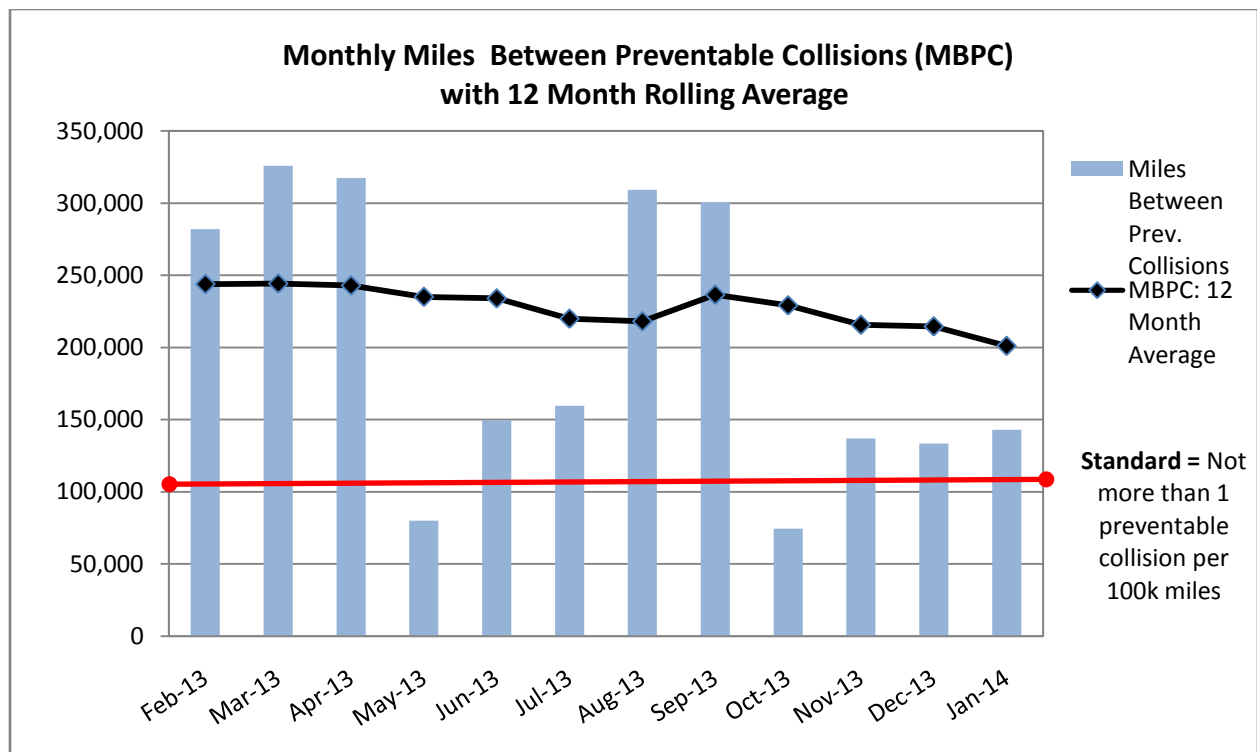
Description	Attendees
Annual VTT Training	10
Line Instructor Training	0

## Risk Management Update

Description	January 2014 Preventable		January 2013 Preventable	
	Yes	No	Yes	No
Vehicle hits Bus	0	1	0	2
Bus hits stationary object	2	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>

During the month of January 2014, there were 2 preventable collisions. One collision occurred when a bus struck the entrance gate pylons at the CJW Division yard. The other collision occurred when the bus mirror housing struck a utility pole at a service stop.





**There were no claim recoveries during this period and no claims paid.**

### Customer Service Update

Service Report Type	Jan '14	# of valid reports	% of reports received	Jan '13	% of reports received
Employee Compliment	1		2.2%	1	3.1%
Service Compliment	1		2.2%	0	0.0%
Improper Employee Conduct	5		11.1%	4	12.5%
Improper Driving	5	4	11.1%	3	9.4%
Employee Other	3	2	6.7%	1	3.1%
Late Arrival	4	1	8.9%	1	3.1%
Passed By	2	1	4.4%	3	9.4%
No Show	3	3	6.7%	1	3.1%
Request To Add Service	2		4.4%	6	18.8%
Early Departure	3	1	6.7%	1	3.1%
Bus Stop Amenities	2		4.4%	1	3.1%
Passenger Injury	2	1	4.4%	1	3.1%
Off Route	2	2	4.4%	0	0.0%
Discriminatory behavior by	1	1	2.2%	0	0.0%

employee				
Fare / Transfer Dispute	1		2.2%	1 3.1%
Passenger Conduct	1		2.2%	0 0.0%
Service Other	5	2	11.1%	6 18.8%
Vehicle Maintenance	0		0.0%	1 3.1%
Request to reduce service	0		0.0%	0 0.0%
Service Schedule	0		0.0%	1 3.1%
Inaccurate Public Information	2	1	4.4%	
	<b>45</b>		<b>100.0%</b>	<b>32 100.0%</b>

## Finance Update

### **General Accounting/Accounts Payable**

During the month of January Staff continued to work effectively to meet accounts payable and financial reporting deadlines. Sales and cash receipt reports were audited and reports were updated.

### **Payroll**

Payroll created multiple new federal and state tax tables to conform with changes in tax rates effective January 1, 2014. A reconciliation of all quarterly returns filed for 2013 was completed to close the year and to generate W-2s for all active and terminated employees by the January 31, 2014 deadline. Hours and earnings reports were provided upon request to the Operations, Planning and Grant Compliance departments. Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis.

### **Grants**

Staff attended a grant workshop at the City of Seaside for the FY14 cycle of Community Development Block Grant (CDBG) awards and worked with consultants to begin MST's Title VI Plan update. Staff attended a kick-off meeting at TAMC to begin the State triennial review audit and submitted the requested documentation to TAMC's consultant. State and Federal grant reports were submitted on time.

### **Purchasing**

During the month of January, staff continued to focus on reducing parts inventory value while maintaining parts availability. Inventory value has increased slightly due to large component failures that have continued to occur on our aging bus fleet. Inventory for the month was \$171, 438, with \$71,000 in consumed parts on buses, the highest dollar value for consumed parts, for fiscal year to date. Staff also continued to negotiate long term contracts that reduce costs, ensure supply, and reduce lead-time.



## **IT Update**

Staff monitored the Trapeze Group TransitMaster system software and hardware. Staff continued to monitor and configure software and hardware for the Trapeze Enterprise Asset Management (EAM) Maintenance system. Staff continued to support and monitor the Serenic Navision Financial system. Staff configured data for the GIRO DDAM Timekeeping system. Staff updated software on workstations. Staff monitored the functionality of the Customer Service database. Staff updated the MST web page and made the appropriate changes as required.

Staff liaised with the County of Monterey Information Technology Radio department regarding the radio configuration of the hardware sited at its Mount Toro antenna site. Staff liaised with the MST Facilities department in completing the configuration of the new computer server room and the installation of the hardware for the upgraded virtual system.

Staff worked with Maintenance Department staff installing AVL equipment into new vehicles. Staff continued to support MST staff as needed, proactively ensuring MST staff was supported fully with their IT needs.

## **Marketing and Sales Update**

Published news stories include: "Jerry Edelen: Transport agency productive in 2013" (Monterey County Herald, 1/10/14); "New hours for taxi driver/vehicle permit office" (Monterey County Business Council's Friday Facts, 1/10/14); "TAMC board adopts 2014 Regional Transportation Improvement Program" (Monterey County Business Council's Friday Facts, 1/10/14); "Excelente! Bike advocacy wins 6 of 10 TAMC Transportation Excellence Awards" (BicyclingMonterey.com, 1/21/14); "Jeff Mitchell: 'Special tax' people aren't the problem – ballot scheduling is" (The Californian, 1/21/14); "TAMC grants Transportation Excellence Awards" (Monterey County Business Council's Friday Facts, 1/24/14); "MST mulls sales tax for transit services" (The Californian, 1/27/14); "Board considers a sales-tax measure for November ballot" (Monterey County Weekly, 1/27/14); "Jeff Mitchell: It's Liu and Somers for judicial seat no. 3" (The Californian, 1/28/14); "Monterey-Salinas Transit hopes sales tax can shore up services for seniors, disabled" (Monterey County Herald, 1/29/14); "MST hopes sales tax can shore up services for seniors, disabled" (Monterey County Business Council's Friday Facts, 1/31/14); "Fort Ord open space fight extends to state-ordered sell-off" (Monterey County Herald, 1/31/14).

Press releases sent include: "Taxi driver and vehicle permit office hours change" (1/6/14); "MST bus service on Martin Luther King Jr. Day" (1/16/14); "Voters support small sales tax dedicated to transit services for seniors, veterans, and people with disabilities" (1/27/14).

Marketing activities: Reviewed proof for 2013 annual report and posted report to mst.org; reviewed polling results and prepared Tulchin Research presentation to finance committee and board; ordered additional Title VI decals for buses; met with staff from CSUMB to discuss bus advertising campaign to promote their Service Learning program; met with staff from local wineries and tasting rooms to brainstorm cross-

promotion for tasting rooms and Grapevine Express; aided operations staff in preparing undercover service inspector to evaluate MST bus services and customer support; attended TAMC Transportation Excellence Awards ceremony to receive award for JAZZ; met with staff to update format for bus stop information signage; attended Monterey Peninsula Chamber of Commerce's Annual Membership Luncheon; began organizing stakeholder list for sales tax outreach meetings; served on Monterey County Convention and Visitor's Bureau's Marketing Committee; managed MST website content, Facebook page and Twitter account; coordinated delivery of printed promotional materials.

## **Planning**

During the month of January, staff continued working with consultant Nelson-Nygaard on a project to design a system-wide route and schedule scenario in the event a significant portion of federal funding is blocked, reduced, or removed on a long-term basis. Staff continued working with the city of Monterey and our consultant team on a second phase of the agency's Bus Rapid Transit program along the Del Monte/Highway 1 corridor. Staff began planning efforts for the next major service change, anticipated to take effect at the end of April 2014. Staff met with CSUMB representatives to discuss ways to improve services and on-time performance on Line 26, which has been experiencing difficulties due to, in part, ongoing campus construction and detours.

Staff continued working with MST's military partners at the Presidio of Monterey, Naval Postgraduate School and Fort Hunter Liggett on improving transportation services to these facilities. Work focused on Naval Postgraduate School and Fort Hunter Liggett as the next sites for implementation of the automated ticket machines required to accommodate the Department of Defense's new Visa debit card-based federal transit benefit program. With military revenues substantially down due to the new VISA card system, staff also continued to work with military partners to increase program participation and revenues and to improve transit services for their employees. In addition, with the expanded federal transit benefit that was reduced by nearly 50% on December 2013, staff continued working with representatives of the Presidio of Monterey to discuss contingency plans for substantial reductions in service or other base-funding mechanisms since Congress did not act to extend the transit benefit.

Staff participated in a kickoff meeting with the consultant performing the state of California Triennial Audit for MST and TAMC and also worked on follow-up items that resulted from the Federal Transit Administration's Triennial Review, which was conducted in December 2013. In addition, staff participated on TAMC's RFP review committee for its upcoming Rail to Salinas project as well in meetings with various local agencies, including the city of Salinas' downtown vibrancy group, the city of Carmel's Trails Committee, the Fort Ord Reuse Authority, Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Workforce Investment Board, Monterey County Business Council, Monterey County Hospitality Association, CHISPA, and the Monterey Symphony.

Date: April 14, 2014

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager – Finance & Administration;  
Angela Williams, General Accounting & Budget Manager; Mark Eccles,  
Director of Information Technology; Kelly Halcon, Director of Human  
Resources/Risk Management; Zoe Shoats, Marketing Manager; Sonia  
Bannister, Customer Service Supervisor.

Subject: **Administration Department** Monthly Report – February 2014

The following significant events occurred in Administration work groups for the month of February 2014:

### Human Resources

A total employment level for February 2014 is summarized as follows:

<b>Positions</b>	<b>Budget FY14</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	128	133	5
C/O on Long Term Leave *	3	0	-3
Coach Operators Limited Duty	2	2	0
Operations Staff	26	24	-2
Maintenance & Facilities	43	42	-1
Administration (Interns 2 PT)	26	23	-3
<b>Total</b>	228	224	-4

\*Total budget numbers do not include the C/O on Long Term Leave as those numbers are already reflected in the Coach Operators/Trainees number.

<b><i>February Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	\$19,621.20
<i>Other (includes Legal)</i>	\$1,403.40
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	\$10,695.68
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,341.08
<b><i>Total Expenses</i></b>	<b><i>\$44,061.36</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,155,501.17</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$166,209.08)</i></b>
<b><i># Ending Open Claims</i></b>	<b><i>45</i></b>

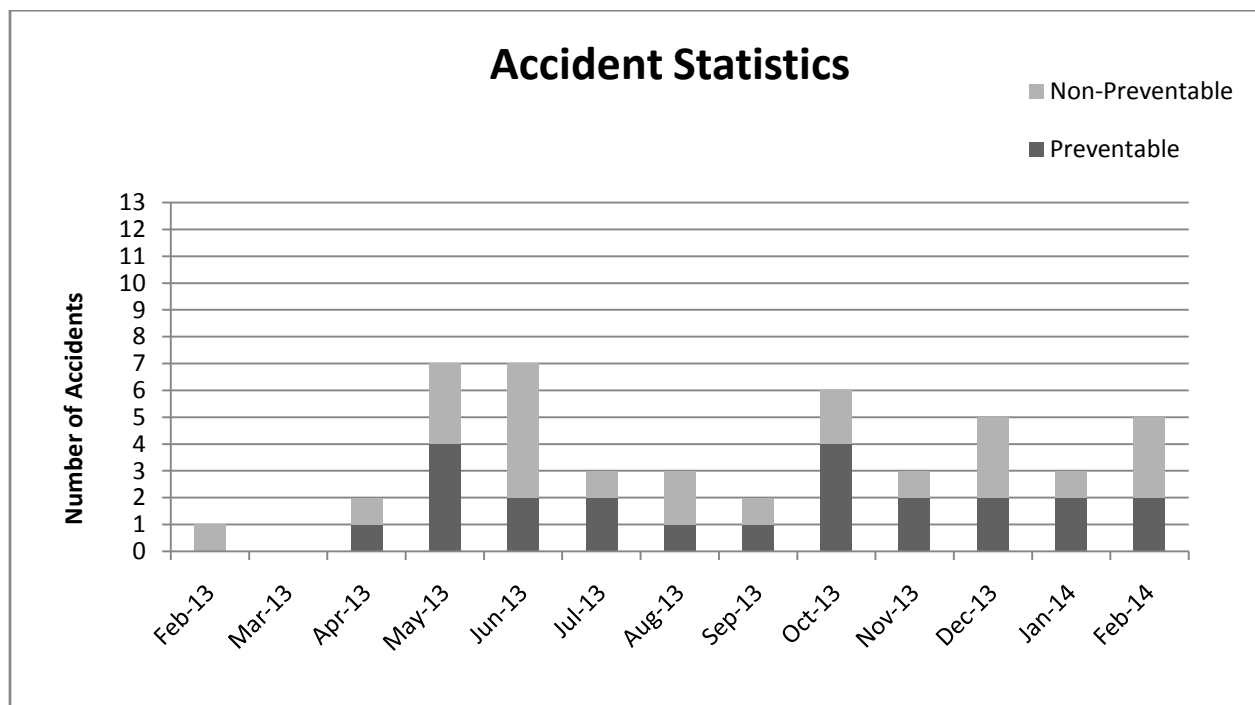
## Training

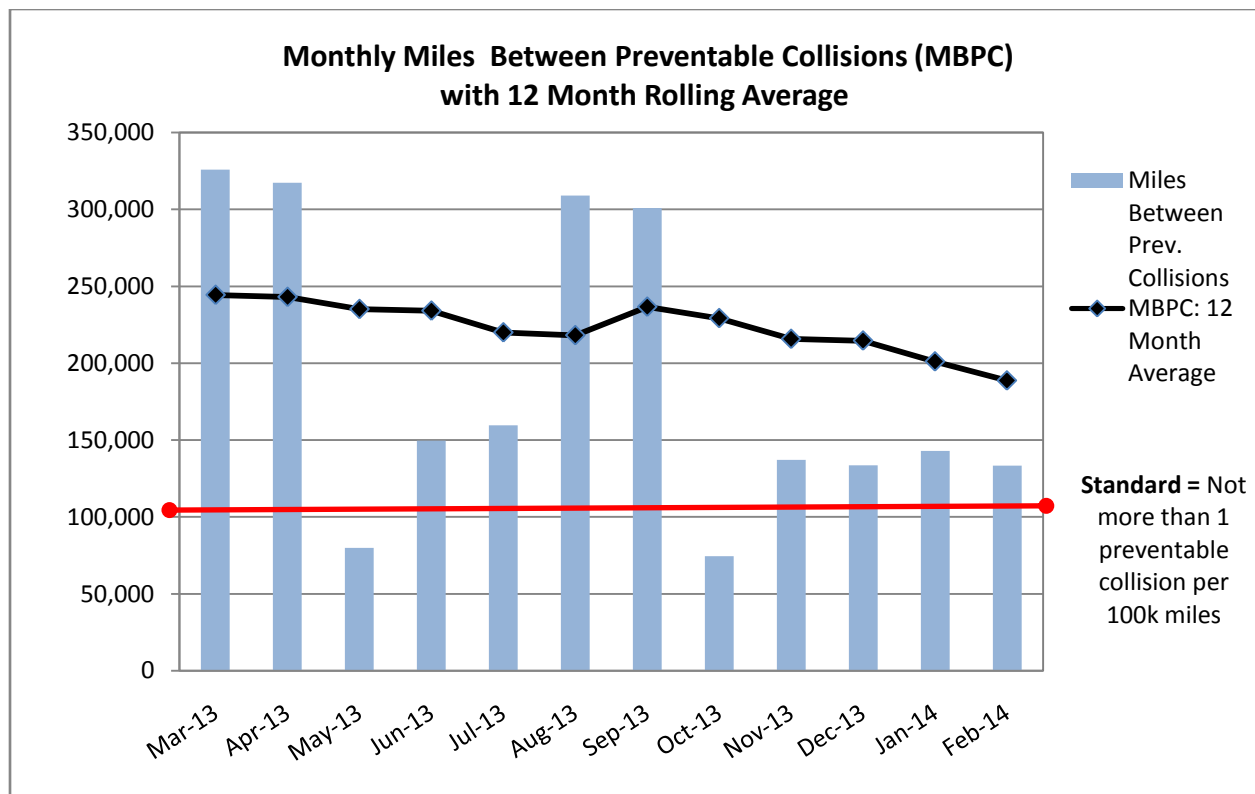
Description	Attendees
Annual VTT Training	16
Line Instructor Training	0

## Risk Management Update

Description	February 2014 Preventable		February 2013 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	3	0	1
Bus hits vehicle	2	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>

During the month of February, there were 2 preventable collisions involving a parked vehicle and an accident with a vehicle at an intersection.





There were no claim recoveries during this period and no claims paid.

### Customer Service Update

Service Report Type	Feb '14	# of valid reports	% of reports received	Feb '13	% of reports received
Employee Compliment	1		3.7%	2	6.5%
Service Compliment	0		0.0%	0	0.0%
Improper Employee Conduct	2	1	7.4%		
Improper Driving	2		7.4%	6	19.4%
Employee Other	3		11.1%	1	3.2%
Late Arrival	1		3.7%		
Passed By	3	1	11.1%	5	16.1%
No Show	1		3.7%	4	12.9%
Request To Add Service	0		0.0%	1	3.2%
Early Departure	2	2	7.4%	1	3.2%
ADA Compliance	1		3.7%	0	0.0%
Passenger Injury	2		7.4%	1	3.2%
Off Route	0		0.0%	1	3.2%
Passenger Conduct	0		0.0%	1	3.2%

Fare / Transfer Dispute	1	3.7%	4	12.9%
Routing	1	3.7%	0	0.0%
Service Other	5	18.5%	3	9.7%
Unsafe Conditions	0	0.0%	1	3.2%
Full Bus / Left Behind	0	0.0%	0	0.0%
Late Departure	1	3.7%	0	0.0%
Inaccurate Public Information	1	3.7%	0	0.0%
	<b>27</b>	<b>100.0%</b>	<b>31</b>	<b>100.0%</b>

## Finance Update

### **General Accounting/Accounts Payable**

During the month of February Staff continued to work effectively to meet accounts payable and financial reporting deadlines. Sales and cash receipt reports were audited and reports were updated.

### **Payroll**

Payroll completed year-end submissions of W-2s to the Social Security Administration. Payroll continued to provide hours and earnings reports upon request to MST departments. Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis.

### **Grants**

Staff continued working with consultants on MST's Title VI Plan update. The semi-annual report was submitted to the Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) program at Caltrans. Staff also participated in the State Air Quality Improvement Plan working group, the 5310 Program Advisory Committee meeting, and an Easter Seals Project Action webinar on the Americans with Disabilities Act.

### **Purchasing**

During the month of February, staff worked on RFP's for large procurements such as Federal Legislative Services, and negotiated smaller contracts such as consulting support services for finance. Inventory value has continued to increase as large component failures have continued on the aging bus fleet. Inventory value for the month was \$182,120, a 6% increase over January.

### **IT Update**

Staff monitored the Trapeze Group TransitMaster system software and hardware. Staff received hardware needed for the upgrade of the Automatic Vehicle Location (AVL) system. Staff continued to monitor and configure software and hardware for the Trapeze Enterprise Asset Management (EAM) Maintenance system. Staff continued to support and monitor the Serenic Navision Financial system. Staff

continued to configure data for the GIRO DDAM Timekeeping system. Staff updated software on workstations. Staff monitored the functionality of the Customer Service database. Staff updated the MST web page and made the appropriate changes as required.

Staff liaised with the County of Monterey Information Technology Radio department regarding the radio configuration of the hardware sited at its Mount Toro antenna site. Staff worked with computer personnel in planning the configuration of the virtual computer system hardware and software.

Staff worked with Maintenance Department staff installing AVL equipment into new vehicles. Staff continued to support MST staff as needed, proactively ensuring MST staff was supported fully with their IT needs.

### **Marketing and Sales Update**

Published news stories include: “JAZZ line puts a cultural spin on public transit” (Carmel Magazine, Winter 2014); “Bus stop” (Monterey County Weekly, 2/18/14); “MST bus service on Presidents Day” (Monterey County Business Council’s Friday Facts, 2/14/14); “Police briefs: One hurt in crash with MST bus” (Monterey County Herald, 2/18/14); “Looking to the future of mobility management: a transit CEO perspective” (National Center for Mobility Management, 2/24/14); “MST using solar signs to denote arrival times” (The Californian, 2/27/14); “MST installs five solar-powered ‘Next Bus’ signs in South County” (Monterey County Business Council’s Friday Facts, 2/28/14).

Press releases sent include: “MST bus service on Presidents Day” (2/11/14); “MST installs five solar-powered next bus signs in South County” (2/26/14).

Marketing activities: Coordinated mass mailing of 2013 annual report; met with staff from Monterey Jazz Festival to finalize bus schedule to their event; coordinated Grapevine Express pass donation as a part of MCCVB’s “Live with the glass half full” sweepstakes; analyzed bus wrap advertising rates across similar-sized transit agencies in California for potential future implementation and ad revenue generation; transitioned to vendor-supported website updates; organized and began scheduling stakeholder meetings for sales tax outreach; reviewed and provided edits for 2013 Onboard Rider Survey report; prepared advertising plan for English/Spanish awareness campaign focusing on MST’s services for seniors, veterans, and people with disabilities; coordinated bus service to 2014 Artichoke Festival; attended Salinas Valley Chamber Annual Awards Luncheon; served on Monterey County Convention and Visitor’s Bureau’s Marketing Committee; managed MST website content, Facebook page and Twitter account; coordinated delivery of printed promotional materials.

### **Planning**

During the month of February, staff continued working with consultant Nelson-Nygaard on a project to design a system-wide route and schedule scenario in the event a significant portion of federal funding is blocked, reduced, or removed on a long-term basis. Staff continued working with the city of Monterey and our consultant team on a second phase of the agency’s Bus Rapid Transit program along the Del Monte/Highway

1 corridor. Staff continued planning efforts for the next major service change, anticipated to take effect at the end of April 2014. Of particular note was development work on the new Line 81 Fort Hunter Liggett-San Jose Express, which will provide first-time MST service into the San Jose Airport with a stop at the USO club. Staff also continued to study potential improvements for the routing and scheduling of the Line 24 Carmel Valley Grapevine Express in the downtown Monterey area to better facilitate on-time performance and transfers to other connecting routes. Staff participated on a conference call with representatives of Greyhound to discuss potential partnership opportunities. Staff also continued its oversight role with the city of Salinas on their train station rehabilitation project, the grant funding for which is managed by MST. Staff met with representatives of the Monterey County Behavioral Health office to discuss improved transportation access to their new health clinic on the former Fort Ord. Staff participated as a guest lecturer at a CSUMB class on alternative transportation.

Staff continued working with MST's military partners at the Presidio of Monterey, Naval Postgraduate School and Fort Hunter Liggett on improving transportation services to these facilities. Work focused on Naval Postgraduate School and Fort Hunter Liggett as the next sites for implementation of the automated ticket machines required to accommodate the Department of Defense's new Visa debit card-based federal transit benefit program. With military revenues substantially down due to the new VISA card system, staff also continued to work with military partners to increase program participation and revenues and to improve transit services for their employees. In addition, with the expanded federal transit benefit that was reduced by nearly 50% on December 2013, staff continued working with representatives of the Presidio of Monterey to discuss contingency plans for substantial reductions in service or other base-funding mechanisms since Congress did not act to extend the transit benefit.

Staff traveled to New Orleans, Louisiana, to participate in the American Public Transportation Association's CEO's Seminar as well as to Washington, DC, to participate in the California Transit Association's first California Lobby Day. In addition, staff continued participation on TAMC's RFP review committee for its upcoming Rail to Salinas project as well in meetings with various local agencies, including the city of Salinas' downtown vibrancy group, the Salinas Youth Collaborative, the Fort Ord Reuse Authority, Transportation Agency for Monterey County, Santa Cruz Metropolitan Transportation District, Association of Monterey Bay Area Governments, the Monterey County Workforce Investment Board, Monterey County Hospitality Association, and the Monterey Symphony.



## ATTACHMENT 5

### February 27 – 28 Washington, DC, Meeting Itinerary

#### February 27, 2014

10:00 a.m. Aaron Ringel, Legislative Director to Congressman Michael Grimm (R-NY)  
512 Cannon House Office Building  
Contact: Aaron Ringel – 225-3371  
Subject: Federal Commuter Tax Benefits

12:00 Noon-1:00 p.m. CTA Lunch  
Rayburn House Office Building  
Room B 338  
Subject: California Federal Transit Priorities 2014, including MAP-21 reauthorization, budget priorities, and various California specific public transportation efforts

1:30 p.m. Senate Banking, Housing and Urban Affairs Committee Staff  
Homer Carlisle, Rachel Johnson Jackie Schmitz  
Dirksen Senate Office Building Room 534  
Subject: California Federal Transit Priorities

2:00 p.m. Vincent Valdes, Associate Administrator  
Office of Research, Demonstration and Innovation  
Federal Transit Administration  
East Building, 1200 New Jersey Avenue, S.E., 4th Floor, Room E43-314  
Contact: Vincent Valdes – 366-4052  
Subject: Low-emission/No-emission Electric Trolley Project

2:30pm House Subcommittee on Highways and Transit Staff  
Andrew Brady, Murphie Barrett  
Rayburn House Office Building, Room B-376  
Subject: California Federal Transit Priorities

3:30pm Federal Transit Administration Meeting  
Therese McMillan, Dorval Carter  
DOT Headquarters 1201 4<sup>th</sup> Street, N.E.  
Subject: California Federal Transit Priorities

5:00pm Chris Martin – APTA Staff re: BOSS Testimonial  
1666 K Street, NW Suite 1100  
Contact 202.496.4882

#### February 28, 2014

10:00 a.m. Richard Davis, Acting Administrator  
Rural Housing Service (RHS)  
U.S. Department of Agriculture  
South Agriculture Building  
1400 Independence Avenue, S.W., Room 5014  
Contact: Richard Davis – 202-720-1500  
Subject: USDA's Community Facilities Grant Program.

11:00 a.m.	Sally Rose Larson, Professional Staff to Congressman Phil Gingrey (R-GA) 442 Cannon House Office Building Contact: Sally Rose Larson -225-2931 Subject: 13c Issue
12:00 Noon	Luncheon with Debbie Merrill, Legislative Director and Tom Tucker, Executive Assistant to Congressman Sam Farr (D-CA) Location: TBD
2:00 p.m.	Andrew Brady, Professional Staff to Chairman Petri (R-WI) House Transportation and Infrastructure Subcommittee on Highways and Transit B-376 Rayburn House Office Building Contact: Andrew Brady – 225-6715 Subject: 13c Issue

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

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March 31, 2014

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

- Arranged Congressional and agency meetings for Washington, DC, advocacy.
- Provided logistical support for MST staff advocacy meetings.
- Participated in California Transit Association meeting to discuss Federal priorities for 2014, including MAP-21 reauthorization, budget priorities, and various California specific public transportation efforts.
- Provided drafting assistance for MST project description and funding justification document.
- Requested support from Senator Feinstein for MST bus replacement efforts in her role as senior member of the Senate Appropriations Committee.
- Contacted Congressional staff to follow up Washington, DC, advocacy meetings.
- Provided updates to MST on transportation and appropriations legislation.
- Advised on lobbying strategies and opportunities.

TPW:dwg

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To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Advocacy Update February and March, 2014

The Governor's proposed budget provides \$373.1 million for the State Transit Assistance program, down slightly from the amount projected for the current fiscal year due to a reduction in the incremental tax rate and lower projected consumption of diesel fuel. Additionally, the budget proposes to appropriate \$793 million in remaining Public Transportation Modernization, Improvement and Service Enhancement Account funds, \$600 million from the Cap and Trade program to transportation, and the early repayment of \$351 million in loans to the general fund. Finally, the Governor is proposing changes to Infrastructure Financing District law to make it easier for cities and counties to utilize this financing tool.

### **Cap and Trade Funding**

The Governor proposes \$850 million from the Greenhouse Gas Reduction Fund to be spent in three program areas, the most substantial of which is Sustainable Communities and Clean Transportation:

#### **Sustainable Communities and Clean Transportation (\$600 million)**

- **Sustainable Communities Implementation Program (\$100 million):**  
Funding to support regions in the implementation of the sustainable communities strategies required by SB 375 (Steinberg). The Strategic Growth Council would develop and administer a statewide competitive grant program and would provide funding for specific types of projects including: transit capital; affordable housing; active transportation; transit-oriented development; agricultural land preservation; and planning.
- **Low Carbon Transportation (\$200 million):**  
Funding to the Air Resources Board (ARB) to accelerate the transition to low carbon freight and passenger transportation, with a priority for disadvantaged communities. The ARB administers existing programs that provide rebates for zero-emission cars and vouchers for hybrid and zero-emission trucks and buses.
- **Rail Modernization (\$300 million):**  
Funding of \$250 million to the High Speed Rail Authority and \$50 million to CalSTA for rail integration and connectivity projects, as follows:

**High-Speed Rail** — \$250 million for the High-Speed Rail Authority for construction of the Central Valley initial construction segment and further environmental and design work on the statewide system. The Governor's proposed trailer bill would allocate 33 percent of the revenues in the fund, as well as the \$400 million balance of the unpaid loan, to the high-speed rail project, beginning in FY2015-2016.

**Integration of Rail Systems** — \$50 million to CalSTA for a competitive grant program for existing intercity, commuter, and urban rail operators for transit capital and system integration projects.

### **Energy Efficiency and Clean Energy (\$140 million)**

Funding for energy efficiency opportunities in residential and public buildings, agricultural and industrial operations, and water system and use efficiency. Two-thirds of the funding in this category will go toward expanding weatherization programs for low-income households.

### **Natural Resources and Waste Diversion (\$110 million)**

Investments in strategies to reduce and sequester emissions from effective natural resource management, including forest health, composting, and recycling.

The following summarizes the specific and highest priority policy goals the California Transit Association is pursuing in 2014, including sponsored legislation that has been secured:

- **Vehicle Weight Limits:**  
Sponsor legislation to enable technical cleanup of AB 1706 (Eng) [Chapter 771, Statutes of 2012] bill language to address weight limits for buses over 20,500 lbs./axle in 2013 and 2014 and going forward, as necessary. Design a long-term legislative solution for enactment before 2015, if possible.
- **Transportation / Transit Funding from Cap and Trade:**  
Advocate for a new transit funding stream from the Cap and Trade regulation adopted by the Air Resources Board (ARB). Seek the entirety of the fuels-related revenues for transit and greenhouse gas-reducing transportation. Also pursue rebates from the Public Utilities Commission's (PUC) Cap and Trade revenue source, or appropriate cost exemptions, to mitigate increased electricity costs to transit systems.
- **Bond Funding: Proposition 1A Rail Transit and Proposition 1B Public Transit Modernization, Improvement, Service Enhancement Account (PTMISEA) and Transit System Safety, Security, Disaster Response Account (TSSSDRA) Funding:**

Monitor and/or actively pursue action if necessary to ensure full allocation of the \$950 million in regional rail connectivity funds provided by the Proposition 1A High-Speed Rail bond to all program recipients. Seek the appropriation and allocation of the remaining amount of PTMISEA and TSSSDRA funds to keep up with transit capital needs.

- **Transportation Development Act (TDA) Funding:**  
Convene a task force on TDA and collaborate with key Executive and Legislative Committee members to develop a list of “fixes” to or to make TDA more efficient. This is a two-year effort.
- **Extend Design-Build Authority for Transit Operators:**  
Sponsor legislation to extend design-build authority for transit operators beyond the January 1, 2015, sunset for current design-build authority.
- **CEQA:**  
Advocate that any modifications to the CEQA process advantage public transit projects, including bicycle, pedestrian, and TOD projects. Modest revisions are expected.
- **Transportation Fees for Community Colleges:**  
Sponsor legislation to clarify existing statute regarding community college transportation fees to ensure flexibility at the campus and district levels for enacting the fees.
- **MAP-21 Implementation:**  
Support legislation and administrative strategies to implement MAP-21 in a way that ensures the best possible outcome for transit.
- **Pension Reform and Health Care Reform:**  
Monitor and respond as appropriate to state implementation of new pension reform law and state efforts to reform health care.

The California Transit Association has secured legislation for each of its priorities and is currently sponsoring the following bills:

**AB 1720 (Bloom):** Current law generally prohibits a publicly owned or operated transit system from procuring a transit bus whose gross weight on any single axle exceeds 20,500 pounds. Current law, until January 1, 2015, exempts from this prohibition a transit system that is procuring a new bus that is of the same or lesser weight than the bus it is replacing or if it is incorporating a new fleet class into its inventory and its governing board makes certain findings. This bill would extend the operation of those exceptions until January 1, 2016. The bill also clarifies that the interim procedures in current law reference buses of a *gross weight* equal to 20,500 pounds over any *single* axle (as opposed to a bus of a gross weight equal to 20,500 pounds, period). While there are substantive provisions in the bill, it really stands for the product of a yet-to-be-completed negotiation between the Association and stakeholders – such as cities,

counties, and Caltrans – who all need a long-term solution. We are awaiting the publication this spring of a national Transit Cooperative Research Program study on the subject to jump those negotiations into high gear.

**AB 2445 (Chau):** This bill would specify that a community college district is authorized to enter into a contract for the provision of public transportation services if a majority of the students of that district *or* campus of that district, as appropriate, approve the payment of the fee within the same time period. This clarifies the practice of some districts that prefer campus-by-campus only votes, as opposed to district-wide votes, of their students.

**SB 1433 (Hill):** This bill would eliminate the sunset date on a transit operator's existing authority to engage in the design-build method of procurement for design and construction of a project, as well as remove outdated statutory requirements that have been in the Public Contract Code since the law was first enacted in 2000. The current authority is set to expire on January 1, 2015.

Submitted by: 



## TRANSPORTATION AGENCY FOR MONTEREY COUNTY

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

### HIGHLIGHTS

January 22, 2014 Meeting

### TAMC HONORS TRANSPORTATION EXCELLENCE AWARD WINNERS

The Transportation Agency for Monterey County celebrated its Twelfth annual Transportation Excellence Awards, Wednesday, January 22, 2014. The ten individuals, projects, and programs receiving awards have shown outstanding efforts to improve transportation in Monterey County and the Transportation Agency would like to express its appreciation for their dedication and hard work. The recipients are:

#### Individual:

- **Eric Petersen** is recognized for his many years of service as a transportation activist. Mr. Petersen has been with the City of Salinas' Traffic and Transportation Commission for 15 years and on TAMC's Bicycle Pedestrian Facilities Advisory Committee for 12 years. Eric is a long-time advocate for sustainable traffic solutions – promoting more than a dozen bicycle events in Salinas, and working with various non-profit groups to promote youth cycling.
- **Jim Warwick** is recognized for the instrumental role he plays in building and enhancing the bike culture of Salinas High School. From his position as Assistant Coach of the Salinas High Cowboys Racing mountain bike team through all of his volunteer work, Mr. Warwick promotes bicycling while helping to build character and self confidence in his students.
- **Casey Andrews** is recognized for his work on TRIPwise, CSUMB's alternative transportation program. Mr. Andrews' efforts to provide ongoing outreach and effective, creative advertisements have been important to promoting CSUMB's transportation services, and CSUMB has seen a substantial increase in transit ridership. Casey has made outreach for transportation on campus more fun and noticeable; the entire CSUMB community has benefited from his work.
- **Richard Vasquez** is recognized for his work to create an identity package, marketing materials, and façade treatments for the CSUMB Bike Bunker, a TRIPwise project. Mr. Vasquez's work, part of his Senior Capstone, helped increase bike ridership at CSUMB, develop bike culture at CSUMB, and promote the much needed and highly used Bike Bunker.

#### Project:

- **The Bike Bunker** at CSUMB is recognized for its contribution to the cyclists of CSUMB. The Bike Bunker is an indoor, secure membership-based bicycle parking facility on the CSUMB campus. The facility holds 32 bicycles and is currently FULL, answering a great demand for secure indoor bike parking.
- **The JAZZ Bus Rapid Transit** is Monterey County's first Bus Rapid Transit Line and serves the busy Fremont and Lighthouse corridors. MST recognized for

all the complex work that went into building and now operating the JAZZ line. Since opening, the passengers who commute using this route on a regular basis have seen commute times cut by 18 percent, while local traffic congestion has also eased.

- **The Pacific/Del Monte Intersection Improvement Project** is recognized for its contribution to vehicle and pedestrian safety. The intersection of Pacific / Del Monte experienced the highest number of vehicle-pedestrian crashes of any intersection in Monterey in the last ten years, three times more than any other location in the City. The intersection improvements created better separation between vehicles turning left and pedestrians crossing Pacific Street, which was the primary cause of vehicle-pedestrian crashes.
- **The Rocky Creek Viaduct** is recognized for its improvements to Highway 1 along the Big Sur coast. The viaduct repaired and improved a section of Highway 1 severely damaged by storms and ensures long-term stability and reliability. Major challenges that were overcome include the rough terrain and maintaining an aggressive schedule while minimizing impacts to the travelling public. Construction started in October of 2012 and the project was completed in November of 2013.

#### **Programs:**

- **ITN Monterey County** is recognized for its service as a not-for-profit volunteer based service providing door-to-door, arm-tough-arm transportation on the Monterey Peninsula and Salinas for seniors and adults with visual impairments. Rides can be taken any day of the week, 24 hours per day within the ITN service area. Since December 2011, ITN Monterey County has provided over 5,200 rides!
- **Ciclovía Salinas** is recognized for its work to encourage the residents of Salinas to utilize city streets and create an overall sense of well-being and vitality through physical activity. With their first event, in October 2013, Ciclovía Salinas worked to establish healthier transportation and living habits, positively impact economic development in Salinas, and foster a sense of belonging for the city residents.

#### **TRANSPORTATION AGENCY ELECTS OFFICERS FOR 2013 TERMS**

The Transportation Agency Board of Directors elected a new slate of officers for the 2014 calendar year as follows:

**Chair:** Jane Parker, 4<sup>th</sup> District Supervisor  
**1<sup>st</sup> Vice Chair:** Kimbley Craig, Salinas City Councilmember  
**2<sup>nd</sup> Vice Chair:** Fernando Armenta, 1<sup>st</sup> District Supervisor  
**Past Chair:** Jerry Edelen, Del Rey Oaks City Mayor  
**City Representative:** Alejandro Chavez, City of Soledad  
**County Representative:** Dave Potter, 5<sup>th</sup> District Supervisor

TAMC thanks past Chair Edelen for all his service during 2013, in particular for his tireless promotion of Monterey County's transportation needs and services, and for his

great personal warmth. TAMC looks forward to another successful year with County Supervisor Jane Parker serving as Chair.

**TAMC BIDS ADIEU, SAYS WELCOME, AND RECOGNIZES SERVICE**

The Transportation Agency said farewell to Outreach Coordinator Sharon Gavin, who took a position with the City of Atlanta, Georgia, promoting their new streetcar system. Ms. Gavin will be deeply missed at TAMC. TAMC also welcome Grant Leonard into fulltime service. Grant has been interning with TAMC for the last year, and is excited to fully join the TAMC team.

Additionally, TAMC Senior Transportation Engineer Hank Myers, and Accounting Clerk Lynn Terry were each recognized for their five years of service with the Agency.

## **TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

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

### ***HIGHLIGHTS***

#### **February 26, 2014 Meeting**

#### **\$14.1 MILLION IN TAMC FUNDS AVAILABLE FOR LOCAL PROJECTS**

The TAMC Board adopted updated guidelines and policies for using Regional Surface Transportation Program funds. The funds are assigned to local projects through competitive grants and a population based formula. The estimated amount of funding available for fiscal years 2014/15, 2015/16, and 2016/17 is \$14.1 million. This cycle, the TAMC Board decided to dedicate \$1,410,000 for Monterey Salinas Transit to replace mini-buses; \$300,000 to support jurisdiction's efforts to evaluate if roundabouts or traffic signals are most appropriate at new or modified intersections; \$1,410,000 for Board directed transportation projects; and the remaining balance of \$10,980,000 to be split 50% by formula to the County and cities in Monterey County, and 50% for a competitive grant program. Grant applications are due to the Transportation Agency May 1, 2014 by 12:00 PM.

#### **MORE THAN JUST BIKE LANES: TAMC PROMOTES COMPLETE STREETS**

The Transportation Agency received a report about the many different applications of complete street planning, and a short video about complete streets in New York City was shown. Many of the innovative ideas featured in the video can be used locally too, and some already have. Examples of local complete street planning include the roundabouts on Reservation road in Marina, the 4<sup>th</sup> St. downtown area of Gonzales, and the walkability of downtown Carmel. TAMC encourages local jurisdictions to consider potential complete street enhancements for any and all future street projects.

The video shown was created by Streetfilms and titled: Complete Streets: "It's About More than Bike Lanes" (<http://www.streetfilms.org/complete-streets-its-about-more-than-just-bike-lanes/>)

#### **TAMC HONORS ARIANA GREEN AS EMPLOYEE OF THE QUARTER**

Transportation Planner Ariana Green was selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for October – December 2013. Agency employees selected Ariana for this recognition because of her Community outreach efforts on the Marina-Salinas Multimodal Corridor as well as her work on the Monterey Bay Area Complete Streets Guidebook. Great job, Ariana!

## **TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

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

### ***HIGHLIGHTS***

#### **March 26, 2014 Meeting**

#### **TAMC SECURES MILLIONS IN FUNDING FOR PRIORITY PROJECTS**

On March 20<sup>th</sup> the Transportation Agency secured millions in additional funding for important local transportation projects. Among the new funding, the Transportation Agency received \$18.6 million for the construction of the Capitol Corridor Extension to Monterey County, \$3.3 million towards the Imjin Road Widening project, and an additional \$2 million for the purchase of new buses for Monterey-Salinas Transit. The additional funding is part of Monterey County's 2014 Regional Transportation Improvement Program, which reflects TAMC's dedication to improving statewide and regional travel by constructing high-priority highway, road, rail, bicycle, and pedestrian transportation projects. To learn more about the Transportation Agency's 2014 Regional Transportation Improvement Program, please visit <http://www.tamcmonterey.org/programs/fund/PDF/2014-RTIP.pdf>

#### **TAMC SEEKS PUBLIC INPUT ON PLANNING FOR A SUSTAINABLE TRANSPORTATION FUTURE.**

The Transportation Agency is thinking about Monterey County's transportation needs over the next 20 years, and it needs your help. On Wednesday, the TAMC Board held a public hearing to gather input on TAMC's draft update to the 20 year Regional Transportation Plan. The draft plan identifies \$4.4 billion in prioritized funding for transportation needs in Monterey County over the next 20 years. The Monterey County Regional Transportation Plan is updated every four years, and this time in coordination with AMBAG as part of developing a Sustainable Communities Strategy for the Monterey Bay Area. The Transportation Agency encourages Monterey County residents to review the Draft Monterey County Regional Transportation Plan and submit any comments by **April 8**. The Draft Monterey County Regional Transportation Plan is available online at [www.tamcmonterey.org/programs/rtp](http://www.tamcmonterey.org/programs/rtp). Comments should be sent to Andy Cook, Senior Transportation Planner, at [andy@tamcmonterey.org](mailto:andy@tamcmonterey.org).

#### **DANGER: TRANSPORTATION FISCAL CLIFF AHEAD**

The reason for many of California's transportation funding difficulties was explored at the TAMC Board meeting. A short video was shown that explains how with the expiration of Proposition 1B, California's one-time infusion of \$19 billion to transportation project, local agencies are increasingly finding it more difficult to fund key projects. In California, 81% of

roadways are operated by cities and counties, however, state funding for local roadways is increasingly diverted to other priorities. Without increases to local roadway funds, California's roads and bridges are not likely get the attention they need. Increased awareness about the impending transportation fiscal cliff is needed to avoid taking the unwelcome plunge. The video shown was sponsored by Californian Alliance for Jobs and titled: The Transportation Fiscal Cliff: Introduction (<http://rebuildca.org/videos/californias-looming-transportation-fiscal-cliff/>)



April 3, 2014

To: Carl Sedoryk

From: Hunter Harvath, AICP – Assistant General Manager – Finance & Administration

**Subject: TRIP REPORT – February 2014**

From February 8<sup>th</sup> through 11<sup>th</sup>, I traveled to New Orleans, LA, to participate in the American Public Transportation Association's 2014 Transit CEO's Seminar. While there I attended the following meetings and sessions:

- FTA Workshop on MAP-21
- Bus & Paratransit CEO's Committee Meeting
- Opening General Session – America's Future is Riding on Public Transportation
- A Conversation with Millennials: What's Driving Them to Public Transit
- Small Transit Operators Facilitated Discussion – Views & Insights
- APTA Chair and President's Roundtable – Hot topics and discussions
- Funding & Financing Trends in Public Transportation
- The Board-Savvy CEO
- Embracing the Emerging, Expanding Mobility Management Mission
- Trends in Labor Relations
- CEO's XChange – Peer-to-Peer Presentations
- The Human Factor: Public Transit's Greatest Asset
- Five Best Practices of Highly Effective Transit Executives
- The New Rules of Media Relations

From February 26<sup>th</sup> through 29<sup>th</sup> I traveled to Washington, DC, to participate in the first-ever California Transit Association Lobby Day. The purpose of this Lobby Day was to bring select key transit CEO's and their support staff from small, medium and large transit operators in the state to Washington to meet with Congressional and Federal Transit Administration officials outside of the crowded and congested atmosphere of the APTA Legislative Conference in March. While there I also met with representatives from the following offices:

- Congressman Sam Farr (D-CA) to provide an update on MST's key projects and priorities
- Congressman Michael Grimm (R-NY) on the federal commuter tax benefit which funds MST's military partnerships
- Congressman Phil Gingrey (R-GA) to discuss trends in labor relations
- FTA to discuss alternative energy programs, including the potential for additional funding for MST's impending electric trolley program.
- US Department of Agriculture to explore potential grant programs to fund the construction of community facilities (i.e. public transit) in rural areas



Hunter Harvath



AGENDA ITEM # 10-6

To: Zoé Shoats, Marketing Manager, Monterey-Salinas Transit  
831-393-8122, [zshoats@mst.org](mailto:zshoats@mst.org)

From: Richard A. Gray, Division Director  
Youth Center/ Food Service/Maintenance  
831-759-6709, [grayr@co.monterey.ca.us](mailto:grayr@co.monterey.ca.us)

Re: MST donation for graduates of Youth Center Bicycle Repair and Safety Class

Date: February 19, 2014

Thank you for your support of the Monterey County Probation Department Youth Center's Bicycle Repair and Safety Class, as shown by your donating graduation gifts to at-risk youth.

Boys entering the Youth Center are ages 14-17, and they come from all over Monterey County. Community support is part of the reason we have been able to offer this class, which was established in April 2012.

We appreciate your kind response when Mari Lynch, a community volunteer, requested gifts for bike class graduates. This acknowledges receipt of the following, mailed to Mari on February 19, 2014.

Three 31-day Super Discount GoPasses @ \$95/each      \$285.00

Thank you for helping these boys to make use of the healthy transportation options of bicycling and our local bus system. Every bicyclist has times when their schedule or stamina means it isn't possible to bike all the way to their destination, and the bicycle racks on the MST buses are a great option for such times. Being able to load their bike on the bus can help these boys get to work, class, or other destinations safely and on time.

We appreciate your generosity in providing these as *Super* GoPasses, making it possible for the boys to travel on any MST primary, local, regional, or commuter routes. This allows the boys not to worry about whether their passes cover any MST route, making it easier for them to board an MST bus with confidence.

Thanks again for your support.

RG:pe:ml

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# MST

MONTEREY-SALINAS TRANSIT

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**TRANSIT DISTRICT MEMBERS:**

*City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield  
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas  
City of San Jose • City of Seaside • City of Soledad • County of Monterey*

March 2, 2014

Mr. Jon Wunderlich, PPBA  
State of California  
Office of the Director of Finance  
Forecasting, Labor and Transportation Unit  
915 L Street  
Sacramento, CA 95814

**RE: 13(c) Litigation – Monterey-Salinas Transit \$176,524 Loan Request**

Dear Mr. Wunderlich:

Pursuant to Section 2 of Chapter XX, Statutes of 2013, and AB 1222, Monterey-Salinas Transit (MST) requests a cash flow loan in the amount of \$176,524 due to non-certification by the US Secretary of Labor for funds that lapsed on September 30, 2013.

On behalf of MST, Caltrans submitted grant application CA-90-Z117 to the Federal Transit Administration (FTA) requesting \$176,524 in Federal Section 5316 Jobs Access Reverse Commute funds for the ongoing operating costs of MST's mobility management activities. These federal transportation funds needed to be encumbered in an FTA grant by September 30, 2013. The funds lapsed because the US Secretary of Labor did not certify the amendment request by that date due to a transit union objection based on the California Public Employee Reform Act of 2013.

Funds are needed immediately to continue to fund costs that include staff salaries, benefits and training activities, office rent and other mobility management operations expenditures allowed under the terms of the grant program. If you have any questions on the information contained in this loan request or if you need additional information to process this request, please contact Hunter Harvath, MST's Assistant General Manager, at [hharvath@mst.org](mailto:hharvath@mst.org) or (831) 393-8129.

Sincerely,



Carl G. Sedoryk  
General Manager/CEO

cc: Jane Perez, Chief – Caltrans Division of Mass Transportation

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF MASS TRANSPORTATION MS 39

1120 N STREET

P. O. BOX 942874

SACRAMENTO, CA 94274-0001

PHONE (916) 654-8811

FAX (916) 654-9366

TTY 711

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*Flex your power!  
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March 6, 2014

Mr. Jon Wunderlich  
State of California  
Office of the Director of Finance  
Forecasting, Labor, and Transportation Unit  
915 L Street  
Sacramento, CA 95814

Dear Mr. Wunderlich:

The California Department of Transportation (Caltrans), Division of Mass Transportation, concurs and supports with the Monterey-Salinas Transit (MST) request for a cash flow loan in the amount of \$176,524 for FTA grant application CA-90-Z117 pursuant to Section 2 of Chapter XX, Statutes of 2013, and AB 1222. This loan is necessary due to non-certification by the US Secretary of Labor for funds that lapsed on September 30, 2013. Caltrans is the recipient of these funds. As the sub-recipient, MST requests these funds be loaned immediately so that costs for continued operational activities associated with this Job Access Reverse Commute project can be maintained.

If you have any questions about the information contained in this concurrence letter, please contact me at (916) 654-8144. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jane E. Perez".

Jane E. Perez, Chief  
Division of Mass Transportation

cc: Carl G. Sedoryk, General Manager/CEO, Monterey-Salinas Transit  
Hunter Harvath, Assistant General Manager, Monterey-Salinas Transit  
Brian Annis, Undersecretary, California State Transportation Agency  
Mathew George, Deputy Attorney IV, Caltrans



DEPARTMENT OF  
**FINANCE**

EDMUND G. BROWN JR. • GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

March 13, 2014

Ms. Casandra Moore-Hudnall  
California State Controller  
County Cost Plans and Local Apportionments Section  
Division of Accounting and Reporting  
P.O. Box 942950  
Sacramento, CA 94250

Dear Ms. Moore-Hudnall:

Pursuant to Section 2 of Chapter 527, Statutes of 2013 (AB 1222), the Department of Finance (Finance) has received a request from Monterey-Salinas Transit for a loan in the amount of \$176,524 from the Public Transportation Account in the State Transportation Fund. Finance has reviewed the request and determined that it meets the criteria established in law and therefore authorizes the release of funds.

In accordance with statute (see Enclosure 1), Finance requests that the funds be released within 14 days of receipt of this letter.

Should you have any questions or concerns, please contact Robert Nelson at (916) 322-2263 or by e-mail at [Robert.Nelson@dof.ca.gov](mailto:Robert.Nelson@dof.ca.gov).

Thank you for your assistance with this matter.

MICHAEL COHEN  
Director  
By:

KRISTIN SHELTON  
Program Budget Manager

Enclosure

cc: Mr. Brian Annis, Undersecretary, California Transportation Agency  
Mr. Steven Keck, Acting Chief Financial Officer, Department of Transportation  
Mr. Ron Sheppard, Acting Chief, Budgets, Department of Transportation

**Assembly Bill No. 1222**

**CHAPTER 527**

An act to amend Section 7522.02 of the Government Code, relating to public employees' retirement, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor October 4, 2013. Filed with Secretary of State  
October 4, 2013.]

*The people of the State of California do enact as follows:*

**SECTION 1.**

Section 7522.02 of the *Government Code* is amended to read:  
7522.02.

(a) (1) Notwithstanding any other law, except as provided in this article, on and after January 1, 2013, this article shall apply to all state and local public retirement systems and to their participating employers, including the Public Employees' Retirement System, the State Teachers' Retirement System, the Legislators' Retirement System, the Judges' Retirement System, the Judges' Retirement System II, county and district retirement systems created pursuant to the County Employees Retirement Law of 1937, independent public retirement systems, and to individual retirement plans offered by public employers. However, this article shall be subject to the Internal Revenue Code and Section 17 of Article XVI of the California Constitution. The administration of the requirements of this article shall comply with applicable provisions of the Internal Revenue Code and the Revenue and Taxation Code.

(2) Notwithstanding paragraph (1), this article shall not apply to the entities described in Section 9 of Article IX of, and Sections 4 and 5 of Article XI of, the California Constitution, except to the extent that these entities continue to be participating employers in any retirement system governed by state statute. Accordingly, any retirement plan approved before January 1, 2013, by the voters of any entity excluded from coverage by this section shall not be affected by this article.

(3) (A) Notwithstanding paragraph (1), this article shall not apply to a public employee whose interests are protected under subsection (b) of Section 5333 of Title 49 of the United States Code until a federal district court rules that the United States Secretary of Labor, or his or her designee, erred in determining that the application of this article precludes certification under that section, or until January 1, 2015, whichever is sooner.

(B) If a federal district court upholds the determination of the United States Secretary of Labor, or his or her designee, that application of this article precludes him or her from providing a certification under subsection (b) of Section 5333 of Title 49 of the United States Code, this article shall not apply to a public employee specified in subparagraph (A).

(b) The benefit plan required by this article shall apply to public employees who are new members as defined in Section 7522.04.

(c) Individuals who were employed by any public employer before January 1, 2013, and who became employed by a subsequent public employer for the first time on or after January 1, 2013, shall be subject to the retirement plan that would have been available to employees of the subsequent employer who were first employed by the subsequent employer on or before December 31, 2012, if the individual was subject to reciprocity established under any of the following provisions:

- (1) Article 5 (commencing with Section 20350) of Chapter 3 of Part 3 of Division 5 of Title 2.
- (2) Chapter 3 (commencing with Section 31450) of Part 3 of Division 4 of Title 3.

(3) Any agreement between public retirement systems to provide reciprocity to members of the systems.

(d) If a public employer, before January 1, 2013, offers a defined benefit pension plan that provides a defined benefit formula with a lower benefit factor at normal retirement age and results in a lower normal cost than the defined benefit formula required by this article, that employer may continue to offer that defined benefit formula instead of the defined benefit formula required by this article, and shall not be subject to the requirements of Section 7522.10 for pensionable compensation subject to that formula. However, if the employer adopts a new defined benefit formula on or after January 1, 2013, that formula must conform to the requirements of this article or must be determined and certified by the retirement system's chief actuary and the retirement board to have no greater risk and no greater cost to the employer than the defined benefit formula required by this article and must be approved by the Legislature. New members of the defined benefit plan may only participate in the lower cost defined benefit formula that was in place before January 1, 2013, or a defined benefit formula that conforms to the requirements of this article or is approved by the Legislature as provided in this subdivision.

(e) If a public employer, before January 1, 2013, offers a retirement benefit plan that consists solely of a defined contribution plan, that employer may continue to offer that plan instead of the defined benefit pension plan required by this article. However, if the employer adopts a new defined benefit pension plan or defined benefit formula on or after January 1, 2013, that plan or formula must conform to the requirements of this article or must be determined and certified by the retirement system's chief actuary and the system's board to have no greater risk and no greater cost to the employer than the defined benefit formula required by this article and must be approved by the Legislature. New members of the employer's plan may only participate in the defined contribution plan that was in place before January 1, 2013, or a defined contribution plan or defined benefit formula that conforms to the requirements of this article.

(f) The Judges' Retirement System and the Judges' Retirement System II shall not be required to adopt the defined benefit formula required by Section 7522.25 or 7522.30 or the compensation limitations defined in Section 7522.10.

(g) This article shall not be construed to provide membership in any public retirement system for an individual who would not otherwise be eligible for membership under that system's applicable rules or laws.

#### SEC. 2.

(a) Notwithstanding any other law, the Director of Finance may authorize a cashflow loan of up to twenty-six million dollars (\$26,000,000) from moneys in the Public Transportation Account in the State Transportation Fund to local mass transit providers upon their request to the Director of Finance. The cashflow loans shall be provided as follows:

(1) The loan to a local mass transit provider shall be in an amount equal to the federal transportation grant not received by the provider due to the noncertification by the United States Secretary of Labor, or his or her designee, under subsection (b) of Section 5333 of Title 49 of the United States Code for the funds scheduled to lapse on September 30, 2013, as determined by the Director of Finance.

(2) The Director of Finance shall provide a schedule to the State Controller for the disbursement of the loan amount for each local mass transit provider that receives a loan under paragraph (1).

(3) The Controller shall draw warrants against the Public Transportation Account in the State Transportation Fund per the schedule provided by the Director of Finance in paragraph (2) within 14 days of receipt of the schedule.

(b) (1) On or before 60 days after a federal district court rules that the United States Secretary of Labor, or his or her designee, erred in determining that application of the California Public Employees' Pension Reform Act of 2013 precludes certification under subsection (b) of



Section 5333 of Title 49 of the United States Code, or longer if so authorized by the Director of Finance, a local mass transit provider shall repay the amount loaned pursuant to subdivision (a) to the Public Transportation Account in the State Transportation Fund with the interest calculated at the rate earned by the Pooled Money Investment Account at that time of loan, unless interest charges are waived by the Director of Finance.

(2) On or before 60 days after a certification by the United States Secretary of Labor, or his or her designee, that results in the receipt of funds described in paragraph (1) of subdivision (a), a local mass transit provider shall repay the amount loaned pursuant to subdivision (a) to the Public Transportation Account in the State Transportation Fund with the interest calculated at the rate earned by the Pooled Money Investment Account at that time of loan, unless interest charges are waived by the Director of Finance.

(3) No later than January 1, 2019, if neither of the contingencies described in paragraph (1) or (2) have occurred, a local mass transit provider shall repay the amount loaned pursuant to subdivision (a) to the Public Transportation Account in the State Transportation Fund with the interest calculated at the rate earned by the Pooled Money Investment Account at that time of loan, unless interest charges are waived by the Director of Finance.

(c) A cashflow loan from the Public Transportation Account in the State Transportation Fund authorized by this section does not constitute budgetary expenditures. A cashflow loan, and the repayment of a cashflow loan, made under this section shall not affect the budgetary reserve.

SEC. 3.

This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to preserve the funding for essential transportation infrastructure projects while balancing the public's need to control the costs of public employee pension benefits, it is necessary that this measure take effect immediately.





Date: 03/14/14

To: Carl Sedoryk, General Manager / CEO

From: R. Weber, Director – Transportation Services

**Subject: MV Transportation – Management Transition Update**

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The following is a brief update on MV's Management Transition Plan, and other developments within their operation.

Jason Snow will assume the position of GM starting on Monday March 17, 2014. Georgenia Bettencourt (Special Projects Manager) will remain on property for the next 30 days or so to ensure a smooth transition.

Claudia Castro has settled in as their new Operations Manager and seems to be bringing the operation under control. For the month of February only one (1) Customer Service Report (CSR) was received for King City On-Call in where the reporting party stated that all calls went to voice mail and were not returned by the Driver. (Turns out the cell phone failed and they could not power it up – MST has replaced the phone)

There have been zero (0) Customer Service Reports (CSR) received for RIDES in February and the system has maintained an on time performance of over 88% for January and Feb, which is well above the <sup>1</sup> average system performance that was achieved under the previous management team.

Joey Hathcock has stepped down as their Safety Training Manager and is now a Road Supervisor. They are currently recruiting for a replacement.

There is still no word on filling the new Transit Supervisor position – I think that will be Jason's decision once he settles in.

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<sup>1</sup> RIDES System average prior to November 2014 = **84%**

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## City of Salinas

OFFICE OF THE CITY COUNCIL • 200 Lincoln Avenue • Salinas California 93901 • (831) 758-7201 • Fax (831) 758-7368

March 17, 2014

Kelley Robertson  
Director of Human Resources and Labor Relations  
5910 N. Central Expwy., Suite 1145  
Dallas, TX 75206

Dear Mr. Robertson:

I am a City Council Member for the City of Salinas in California, and am writing to you to express my deep concern that your employees are working without contract, and your reluctance to come to the bargaining table.

The routes which are managed by MV service a significant number of people in my council district, including, but not limited to, Para Transit services. When riders and residents of this community become aware that there is a significant difference in salaries and benefits between your agency and the Monterey-Salinas Transit agency, there will be general sympathy and outrage for the MV workers and staff.

As I understand the situation, there was a 2 cent raise offered to staff who have worked at MV for less than 10 years. To say that this is outrageously insulting could certainly be called an understatement. Many of your employees live in Salinas, with families, and are struggling to make ends meet. These types of low wages for critical jobs are not only unfair, but hurt a community.

I will be asking the Mayor and full City Council to support a return to the bargaining table so that this issue will be resolved as soon as possible. A strike, no matter how justified, is never good for a community, and always leaves everyone with bad feelings.

Last year, MV received a \$6 million dollar contract with MST. Please honor this community, your riders and workers by resuming negotiations for a fair and livable wage. I am also expressing my concerns to the board and management staff of MST.

Sincerely

*Jyl Lutes*  
Jyl Lutes

Salinas City Council, District 6  
200 Lincoln Ave.  
Salinas, CA 93901

CC: SEIU, Local 521

**MST**

Salinas City Council and Mayor

*Dear Call - I am  
sending a second copy to you  
to share with your board  
members. Thank you!  
Jyl Lutes*

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*We Provide Freedom™*

March 23, 2014

Robert Weber, Director of Transportation Services  
Monterey-Salinas Transit  
One Ryan Ranch Road  
Monterey, CA 93940

Re.: *Status of Negotiations between MV Transportation and the SEIU Local 521*

Greetings Mr. Weber;

I am writing to provide your agency with the status of our negotiations with the union representing our drivers, and to offer some insight as to why negotiations have been delayed, as I have been informed.

The company began negotiations with the union during the final months of the prior CBA term, which expired in June of 2013. However, both parties became somewhat removed while responding to a number of grievances that were filed by members; each relating to the company's application of wage increases. The company had honored the wage-increase scale established within the CBA, resulting in its driver workforce enjoying 5-6 percent wage increases over the past few years, despite a challenging economic climate. These grievances were ultimately brought to arbitration, from which the company prevailed.

Negotiations resumed toward the end of calendar 2013, but have slowed somewhat due to a lapse of consistent dialogue. The general manager and area vice president, both of whom were central to negotiations, left the company in December of '13 and February of '14, respectively.

I began as general manager on Monday, March 17<sup>th</sup>, and am receiving direct support from the company's area president and labor relations director on this matter. We have been in communication and are scheduled to meet with union leadership on Tuesday, April 1<sup>st</sup>. We are not aware of any specific issues in the dialogue thus far, which would suggest that negotiations have reached an impasse and we are fully prepared to resume good faith negotiations, as mutually schedule with the union.

Please feel free to contact me directly if you should have any questions, or would like additional information.

Best Regards,

Jason Snow, General Manager

Copy to: John Siragusa, President, MV Transportation  
Kelley Roberson, Director of Human Resources and Labor Relations, MV Transportation

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**MV TRANSPORTATION, INC.**  
1375 Burton Avenue | Salinas, CA 93901  
P 831.754.2007 | F 831.752.2009  
[www.mvtransit.com](http://www.mvtransit.com)

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