Mendocino Transit Authority **Board of Directors**

Minutes of the Regular Board Meeting January 28, 2016
Ukiah Video-Conferenced with Fort Bragg

Present: Cross, Doble, Gjerde, Mastin, Peters, Tarbell, Strong (1:33 pm)
Excused:
Staff: Richard, Webster, Butler
Others: Ellard, Buckley, Beard

Chair **Mastin** called the Meeting to order at 1:30 PM.

Chair **Mastin** asked for Public Comment

CONSENT CALENDER

Agenda Item #2: Minutes December 10 and December 18, 2015 Board Meetings
Agenda Item #3: Service Performance Report: Nov 2015, and Fall Quarter 2015
Agenda Item #4: Financial Report: November 2015
Agenda Item #5: Board Meeting Dates and Locations (continued on Agenda Item #7)
Agenda Item #6: Capital Program: Update/Progress Report

Agenda Item #5: Dir. **Gjerde** spoke with John Curry with EFDC to check on their meeting dates that might be in the way of changing MTA's meeting dates to the 2nd Thursday of the month. He stated that in February, EFDC will be voting on meeting every other month. Dir. **Gjerde** requested that MTA keep the regular meeting date that currently have, until a future date where there is not a significant conflict with EFDC's meeting date.

Dir. **Tarbell** moved and Dir. **Cross** seconded to accept Agenda Items #2 through #6 of the Consent Calendar.

Moved by Dir. **Tarbell** and seconded by Dir. **Cross** to accept Agenda Items #2 - #6, and approved by the following Roll Call vote:

AYES: Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NO: None
ABSTAIN: None
ABSENT: None

Agenda Item #7: Board Meeting Dates and Locations: Action: review and set new meeting dates if required. See Agenda Item #5 of the consent calendar.

Agenda Item #8: Amend Cafeteria Plan: Action: Adopt Resolution 2016-01. Fin. Mgr. **Webster** stated that the maximum out of pocket reimbursement increased to a maximum of $2,550, and requested modification of MTA's plan to allow for this. Dir. **Cross** suggested that next year the plan should have more general language to allow for the IRS change in regulations.

Moved by Dir. **Cross** and seconded by Dir. **Strong** to adopt **Resolution 2016-01**, and approved by the following Roll Call vote:

AYES:	Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NO:	None
ABSTAIN:	None
ABSENT:	None

Agenda Item #9: Amend Drug & Alcohol Policy: Action: Adopt MTA Resolution 2016-02: Fin. Mgr. **Webster** stated that there had been some changes to the Drug and Alcohol Regulations, and the FTA mandated that all Agencies comply with the changes. The revised policy had to be submitted first to CalTrans, and then approved by the FTA before this policy could be placed before the Board for adoption.

Moved by Dir. **Gjerde** and seconded by Dir. **Strong** to adopt **Resolution 2016-02**, and approved by the following Roll Call vote:

AYES:	Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NO:	None
ABSTAIN:	None
ABSENT:	None

Agenda Item #10: Low Carbon Transit Operations Program (Cap & Trade) 2016/17 grant for free fares for Mendocino College Students: Action: Request Allocation, Adopt MTA Resolution 2016-03: Interim Gen. Mgr. **Richard** stated that MTA just started the phase of the free rides for Mendocino College Students, and the $31,000 from the first round of money is intended for the Spring Semester. The application for the next round is due on Monday and the amount increases to $92,000. It requires the Board approve **Resolution 2016-03**. MTA proposes to do exactly

the same program with the funds for FY16/17. Some analysis will be required during this Spring Semester to get specific data on ridership, and the affect on the amount of funding required for the program. Fin. Mgr. **Webster** reported that at this time, the College decided not to charge the ASB fee to the students. Dir. **Mastin** expressed concern that without participation from the College students, MTA may not be able to go forward with the program. Dir. **Doble** suggested that the motion be amended to say that the Reduced Fare Project for Mendocino College Students be continued for the full *amount of the grant* within the fiscal year rather than the 'full fiscal year'. Dir. **Strong** accepted the amendment.

Moved by Dir. **Strong** and seconded by Dir. **Gjerde** to adopt **Resolution 2016-03**, and approved by the following Roll Call vote:

AYES: Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NO: None
ABSTAIN: None
ABSENT: None

Interim General Manager **Richard** received word this morning that along with **Resolution 2016-03**, another resolution is required for the Certifications and Assurances, and the Board would need to approve a new **Resolution 2016-04** to do this. He requested we add it as an emergency agenda item.

Dir. **Gjerde** moved, Dir. **Cross** seconded, to amend the agenda to include **Resolution 2016-04** as an emergency action item, and approved by the following Roll Call vote:

AYES: Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NO: None
ABSTAIN: None
ABSENT: None

Dir. **Strong** moved, Dir. **Doble** seconded, to approve **Resolution 2016-04**, and approved by the following Roll Call vote:

AYES: Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NO: None
ABSTAIN: None
ABSENT: None

Agenda Item #11: Free Fares for Mendocino College Students update. Fin Mgr **Webster** reported that the drivers and the students were pleased with the program itself. The drivers have seen students struggling to scrape up enough money to ride, and now they are happily presenting their student ID instead of cash.

Agenda Item #12: Recruitment of General Manager and Interim Transportation Manager. Fin. Mgr. **Webster** reported that she began the recruitment on January 4th by saturating the transit market and advertising locally as well. To date, six applications have been received, which was less than desirable. The paper-screening committee will proceed, and if there are not enough qualified candidates, a **Special Board Meeting** will be scheduled for additional alternatives.

Interim Gen. Mgr. **Richard** reported that **Wayne Diggs**, a retired General Manager for Golden Gate Transit is willing to work Part Time as the **Interim Transportation Manager**, and will be starting on next Wednesday, February 3rd.

Fin Mgr **Webster** reported that **Christa Nunez** is willing to work 10 hours a week to fill in for the **Marketing/Planning Manager** vacancy.

Agenda Item #13: Vehicle Replacements and Capital Budget Update. Maintenance Mgr **Butler** reported that we have six vehicle purchases for MTA. One has been delivered, and two more are in Sacramento and should be delivered tomorrow. The last large van and two Medium Duty Buses are still in Indiana. A low floor Braun has been ordered for the **Willits Senior Center** to replace their Honda Oddessy. **Ukiah Senior Center** is in the process of spec'ing their new vehicle. The pavement in the yard has been sealed. The wood wall on the Maintenance Shop has been sealed, and a cover over the Wash Bay Tanks has been completed.

Agenda Item #14: Intercity Bus/Operating Grant Revision of Fort Bragg-Santa Rosa Expansion: Interim Gen Mgr **Richard** reported that MTA will be reapplying for the expansion of the new Route 65/66 to extend all the way from Fort Bragg to Santa Rosa and back. He will be working on a revised application that will clarify the timing, simplify the service design, and adjust the schedules to better serve our passengers. Additionally, MTA may have a shot at recovering the $96,000 in toll credits that was

lost in the last application. Dir. **Gjerde** mentioned that there was desire to improve the service for the College Students in Fort Bragg, Willits and Ukiah now that all of the campuses are integrated with Mendocino College. Interim General Mgr **Richard** stated that this would be considered when he works on this grant.

Agenda Item #15: Procurement of Electric Bus Update: Interim General Mgr **Richard** reported that Dan Baxter had been working with a consortium of rural transit operators to buy an electric bus. It turned out that there could be a conflict of interest with the writer of the grant and the manufacturer of the bus, and he and all of the other operators, except one, have decided to drop the project.

Agenda Item #16: Unmet Transit Needs
Finance Mgr **Webster** reported that as of our last meeting we began our FY17/18 Unmet Transit Needs process. We had two requests at our last meeting. MTA received a couple of requests since the completion of the Board packet. One was to restore the old Coaster Service to and from Mendocino and the other was to add service to Anderson Valley from Ukiah. Dir. **Cross** added a request for more service to the South Coast, which has not been improved in 30 years.

Agenda Item #17: Management Report: Fin. Mgr. **Webster** reported that MTA received the results back from the DBE audit, and it was pretty extensive, and requires that the recommendations be remedied within 60 days. An extension was requested, and MTA is waiting to hear back from the FTA on that. She also reported that CalTrans has now implemented a new web based grant application process, and she will be going to training on this next week. MTA is in the process of recruiting new drivers. MCOG Rep. **Ellard** reported that the CTC took action to reduce the STIP, and deleted 754 million dollars in projects that have already been approved and programmed, and will effect every County in the State. It is on MCOG's agenda on Monday to reconsider a revised RTIP. Interim Gen Mgr **Richard** reminded the Board that the Form 700 is due April 1st.

Agenda Item #18: Matters from the Directors
Dir. **Tarbell** wanted to thank the Board for the work and diligence of everyone in the month of December to move forward with the future of MTA. Dir. **Mastin** wanted to thank Maintenance Mgr **Butler** and Fin Mgr **Webster** for their work as well.

Dir. **Mastin** closed the **Open Session** and called for **Closed Session** at **3:03 pm.**

Closed Session: General Manager Evaluation, Contract and Salary, pursuant to GC54957(b)(1), Public Employee Evaluation

Dir **Mastin** called for **Opened Session** at **3:30 pm.**

Report out of Closed Session:
Dir **Mastin** reported that the MTA Board determined that MTA will not renew General Manager Baxter's contract.

The Regular meeting of the MTA Board of Directors adjourned at 3:30 pm.

Sally Webster

James W. Mastin, Chair

Sally Webster, Finance/Pers. Mgr.

Mendocino Transit Authority **Board of Directors**

Minutes of the Special Board Meeting February 19, 2016
Ukiah Video-Conferenced with Fort Bragg
Teleconferenced with Bray, England

Present:	Cross, Doble, Gjerde, Peters, Tarbell, Mastin
Excused:	Strong
Staff:	Richard, Webster, Butler, Beard
Others:	None

Vice Chair **Tarbell** called the Meeting to order at **1:00 PM**.

Vice Chair **Tarbell** asked for Public Comment

Agenda Item #2: Low Carbon Transit Operations Program: Official approval of Authorized Agents. Action: Adopt MTA Resolution 2016-05: Interim Gen Mgr. **Richard** submitted the Allocation request for the **LCTOP** for the Reduced Fare Project for Mendocino College. A resolution designating an Authorized Agent is now needed to complete the Allocation Request.

Moved by Dir. **Gjerde** and seconded by Dir. **Peters** to adopt **Resolution 2016-05**, and approved by the following Roll Call vote:

AYES:	Gjerde, Peters, Cross, Doble, Mastin, Tarbell
NO:	None
ABSTAIN:	None
ABSENT:	Strong

Agenda Item #3: General Manager Recruitment Action: Consider Salary Adjustment, re-advertise and Reschedule if necessary: Fin Mgr **Webster** saturated the transit market to advertise for the position, and at final review, there were six applications. There were concerns that the salary may be too low to attract candidates for the position. Fin. Mgr. **Webster** performed a survey of surrounding and like transit agencies. The results showed that MTA was 91% of the median, and ranked second lowest from the bottom of the agencies surveyed. After discussion, it was decided that the GM Position is an individual contract to be negotiated by the selected candidate, with flexibility in regard

to the current salary schedule. Future consideration of increases in salary will be performance based.

Dir. **Peters** moved, Dir. **Gjerde** seconded to proceed with the top five candidates, and that the salary for the position is negotiable and future salary increases will be performance based. Board expectation is that organization/reorganization of the management of the agency is a priority. Motion was approved by the following Roll Call vote:

AYES:	Gjerde, Peters, Cross, Doble, Mastin, Tarbell
NO:	None
ABSTAIN:	None
ABSENT:	Strong

After coordination of calendars, it was decided that the date for the interviews would be **March 8, 2016**, in the Conference Room at the MTA Office Building.

Agenda Item #4: Management Reports, Correspondence. Maintenance Mgr **Butler** reported that he is ready to receive two Medium Duty Buses, 3 of the large vans are here, and the low floor mini van is in Hayward. Interim Gen Mgr **Richard** suggested cancellation of Regular Board Meeting in February.

Agenda Item #5: Matters from the Directors. Dir **Doble** questioned representation of the City Manager Traffic Engineering Committee. Fin Mgr **Webster** stated that MTA Supervisor **Marty Nelson** has been designated representative until our GM is on board. Dir **Peters** reported Santa Barbara Electric Vehicles were purchased from Disneyland, and may be a consideration for future purchases.

The ~~Regular~~ Special meeting of the MTA Board of Directors adjourned at 2:15 pm.

Jim Tarbell, Vice Chair

Sally Webster, Finance/Pers. Mgr.

Agenda #2

Mendocino Transit Authority **Board of Directors**

Minutes of the Special Board Meeting March 8, 2016
Ukiah Facilities - 241 Plant Road
Teleconferenced with Fort Bragg, CA & Nottinghamshire, England

Present:	Cross, Doble, Gjerde, Peters, Tarbell, Mastin, Strong
Excused:	None
Staff:	Richard, Webster, Butler,
Others:	Bryan Albee, Phil Dow

Vice Chair **Tarbell** called the Meeting to order at 8:30 AM.

Vice Chair **Tarbell** asked for **Public Comment**

Vice Chair **Tarbell** closed the **Open Session** and called for **Closed Session** at 8:30 am.

Agenda Item #2: Recruitment of the General Manager/Candidate Interviews - pursuant to Government Code 54957:

Vice Chair **Tarbell** called for Open Session at 4:45 pm.

Agenda Item #3: Report out of Closed Session: Interviews for the General Manager position were held. Selection of the candidate will be considered at a Special Board Meeting to be determined at a later date.

Meeting adjourned at **4:45 pm**.

Jim Tarbell, Vice Chair

Sally Webster, Finance/Pers. Mgr.

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Mendocino Transit Authority **Board of Directors**

Minutes of the Special Board Meeting March 14, 2016
Ukiah, CA Video-Conferenced with Fort Bragg, CA
Teleconferenced with Willits, CA & Bray, England

Present:	Doble, Peters, Tarbell, Mastin, Strong
Excused:	Cross, Gjerde
Staff:	Richard, Webster, Butler, Beard
Others:	None

Vice Chair **Tarbell** called the Meeting to order at 2:12 PM.

Vice Chair **Tarbell** asked for **Public Comment**

Vice Chair **Tarbell** closed the **Open Session** and called for **Closed Session** at 2:12 PM.

Agenda Item #2: Recruitment of the General Manager/Candidate Interviews - pursuant to Government Code 54957:

Vice Chair **Tarbell** called for Open Session at 2:51 pm.

Agenda Item #3: Report out of Closed Session: A candidate was selected for the position of General Manager.

Dir. **Strong** moved, Dir. **Peters** seconded, to amend the agenda to include the formation of a negotiation committee as an emergency action item, and approved by the following Roll Call vote:

AYES:	Mastin, Strong, Doble, Peters, Tarbell
NO:	None
ABSTAIN:	None
ABSENT:	Cross, Gjerde

Agenda Item #4: Negotiations with the Prospective General Manager. Dir **Peters** moved, Dir **Mastin** seconded, to form an Ad Hoc Committee to negotiate with the prospective candidate for a contract as General Manager, and that the Ad Hoc committee would consist of Dir **Peters**, Dir **Doble**, Dir **Strong**, and Fin/Pers Mgr Webster. Motion approved by the following Roll Call vote:

AYES: Mastin, Strong, Doble, Peters, Tarbell
NO: None
ABSTAIN: None
ABSENT: Cross, Gjerde

Fin/Pers Mgr **Webster** will coordinate a date with the committee and the prospective candidate.

Vice Chair **Tarbell** adjourned the Special Board Meeting at **3:00 pm** (or 10:00 pm in England!).

Jim Tarbell, Vice Chair

Sally Webster

Sally Webster, Finance/Pers. Mgr.

Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: February 15, 2016
Subj: Financial Statements as of December 31, 2015

Attached are Financial Statements for the month ending December 2015. The Income Statement shows a gain of $ 85,587 and a $108,778 positive budget performance. Comparing year-to-date through Dec 15 to Dec 14: Operating Revenue is up $29,063 (6.8%). Other Revenue is down (0.7%) and Operating Expenses are down (2.8%) as compared to the previous year. Our operating expenses compared to our budget are down (10.5%).

The Capital Income/Expense Statement reflects a gain of $96,777 this month. For further details to the capital program, please see Agenda Item #6.

Our fiscal year ending June 15 has not been completed as of this date. Changes may be made to accounts depending on the outcome of the actuarial reports and adjustments to the Balance Sheet.

Mendocino Transit Authority

Budget to Actual Income Statement for six months ending **Dec-15**

Description	-------Year to Date------- Actual	Budget	Variance	Variance
Revenue	**$**	**$**	**$**	**%**
Operating Revenue	453,927	484,333	(30,406)	-6.3%
Other Revenue	1,612,766	1,704,807	(92,041)	-5.4%
Total Revenue	2,066,693	2,189,140	(122,447)	-5.6%
Operating Expenses				
Transportation	1,354,458	1,532,800	(178,342)	-11.6%
Maintenance	260,387	261,022	(635)	-0.2%
Administration	366,156	419,309	(53,153)	-12.7%
Total Operating Expenses	1,981,001	2,213,131	(232,130)	-10.5%
Other (Income)/Expense	(654)	(800)	146	-18.3%
Mobility Management Program				
Revenue	2,817		2,817	ERR
Expense	(3,576)		(3,576)	ERR
Net Gain/(Loss) Before Depreciation	**85,587**	**(23,191)**	**108,778**	**ERR**

Mendocino Transit Authority

Balance Sheet as of **Dec-15**

Description	**$**	**$**
ASSETS		
Current Assets		
Cash	1,402,721	
A/R, Prepaid Expenses & Inventory	1,251,777	
Total Other Current Assets		2,654,498
Property, Plant & Equip Net of Depreciation		11,651,956
Investment - Deferred		0
Total Assets		**14,306,454**
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	425,629	
Other Liabilities	134,191	
Provision for Restricted Funds	224,936	
Total Current Liabilities		784,756
Deferred Compensation Payable		0
Total Liabilities		784,756
Fund Equity		
Contrtibuted Capital	12,260,003	
Retained Earnings	1,261,695	
Total Fund Equity		13,521,698
Total Liabilities and Equity		**14,306,454**

Mendocino Transit Authority

REVENUE - Budget to Actual Comparison

Date: 15-Feb-16

Dpt	A/C #	Description	Dec-15 Budget	Dec-15 Actual	Dec-15 Variance	Dec-15 %	YTD Budget	YTD Actual	YTD Variance	YTD %
		Operating Revenue								
40.	401.100	Fares-Passenger	35,630	31,997	(3,633)	-10.2%	232,004	214,233	(17,771)	-7.7%
40.	401.200	Fares Paid by Agencies	17,077	21,723	4,646	27.2%	111,197	95,812	(15,385)	-13.8%
40.	402.200	Contract Service	5,417	5,062	(355)	-6.5%	32,500	33,333	833	2.6%
40.	405.100	Charter	8,034	150	(7,884)	-98.1%	17,944	31,596	13,652	76.1%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	4,688	2,300	(2,388)	-50.9%
40.	409.200	Sonoma County Participation	14,333	12,540	(1,793)	-12.5%	86,000	76,654	(9,346)	-10.9%
		Total	**81,273**	**71,472**	**(9,801)**	**-12.1%**	**484,333**	**453,928**	**(30,405)**	**-6.3%**
		Other Revenue								
40.	409.100	TDA - Operations	207,660	207,660	1	0.0%	1,245,957	1,245,956	(1)	-0.0%
40.	409.110	STA - Operations	14,583	14,583	(0)	-0.0%	87,500	87,500	0	0.0%
40.	411.100	State Planning Grant	0	0	0	ERR	5,000	0	(5,000)	-100.0%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	248,000	248,000	0	0.0%
40.	413.110	Fed Sec 5311(f) Operating Grant	15,000	0	(15,000)	-100.0%	90,000	0	(90,000)	-100.0%
40.	413.200	Fed Planning Grant	0	0	0	ERR	0	0	0	ERR
40.	407.200	Senior Center Admin/Dispatch	2,158	2,158	(0)	-0.0%	12,950	12,950	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	3,073	573	22.9%	15,000	17,527	2,527	16.8%
40.	407.220	Maintenance Parts Revenue	0	219	219	ERR	0	453	453	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	35	(32)	-47.5%	400	379	(21)	-5.3%
		Total	**283,301**	**269,061**	**(14,240)**	**-5.0%**	**1,704,807**	**1,612,765**	**(92,042)**	**-5.4%**
		Combined - Oper/Other Rev	364,574	340,533	(24,041)	-6.6%	2,189,140	2,066,693	(122,447)	-5.6%
		Revenue - Mobility Management Program								
41.	401.100	Fares-Passenger		0	0			2,817	2,817	
41.	401.200	Fares Paid by Agencies			0				0	
41.	402.200	Contract Service			0				0	
41.	411.100	State Grant - Ag Worker/Commute Study			0				0	
41.	413.110	Federal Operating Grant - JARC			0				0	
41.	413 200	Federal Planning Grant - Commute Study			0				0	
41.	407.500	Other Income			0				0	
		Total	**0**	**0**	**0**		**0**	**2,817**	**2,817**	
		Combined	364,574	340,533	(24,041)	-6.6%	2,189,140	2,069,510	(119,630)	-5.5%
		Fares - Passenger/Agency	52,708	53,720	1,012	1.9%	343,201	310,045	(33,156)	-9.7%

Mendocino Transit Authority - Public Service

File:(Budget16\EXPCUMBA)

Budget to Actual Comparison FY 2015/16 YTD thru Dec-15 | YTD thru Dec-15 | Monday February 15,2016

Description	Budget Transp	Budget Maint	Budget Admin	Budget Total	Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
Wages	709,722	128,931	173,597	1,012,249	661,636	142,476	149,719	953,831	(58,418)	-5.8%		953,831
Wages-Vac/Sick/Hol	118,356	25,806	32,972	177,134	118,192	26,326	30,601	175,119	(2,015)	-1.1%		175,119
Health	238,939	31,176	31,176	301,291	195,528	30,593	23,776	249,897	(51,394)	-17.1%		249,897
Workers Comp	63,458	7,709	1,020	72,187	58,741	8,270	1,057	68,068	(4,119)	-5.7%		68,068
Retirement	73,359	14,409	18,300	106,068	58,320	13,769	16,003	88,092	(17,976)	-16.9%		88,092
Payroll Taxes	23,381	4,083	5,991	33,454	23,200	4,385	6,241	33,826	372	1.1%		33,826
Uniform Allowance	4,150	3,300		7,450	2,565	3,297		5,862	(1,588)	-21.3%		5,862
Travel Expenses	2,925	1,710	4,540	9,175	6,397	941	3,795	11,133	1,958	21.3%		11,133
Outside Labor	3,738	2,772	48,536	55,046	1,060	3,953	54,422	59,435	4,389	8.0%	1,299	60,734
Fuel-Revenue Vehicles	187,666			187,666	143,281			143,281	(44,385)	-23.7%	1,150	144,431
Lube-Revenue Vehicles	4,175			4,175	7,755			7,755	3,580	85.7%	1,126	8,881
Tires/Tubes-Revenue Vehicles	12,134			12,134	6,542			6,542	(5,592)	-46.1%		6,542
Parts-Revenue Vehicles		14,156		14,156		6,325		6,325	(7,831)	-55.3%		6,325
Expense Parts		1,200		1,200		453		453	(747)	-62.3%		453
Non-Capital Equipment	1,250	1,200	1,000	3,450	385	434	1,663	2,482	(968)	-28.1%		2,482
Office Supplies	150		6,750	6,900	(71)		4,492	4,421	(2,479)	-35.9%		4,421
Subscriptions		1,400	586	1,986	355		512	867	(1,119)	-56.3%		867
Dues & Memberships			1,175	1,175			4,957	4,957	3,782	321.9%		4,957
Janitorial Supplies		6,570		6,570		8,008		8,008	1,438	21.9%		8,008
Shop Supplies		1,500		1,500		669		669	(831)	-55.4%		669
R & M-Buildings & Property		5,150		5,150		4,681		4,681	(469)	-9.1%		4,681
Shelter Expense		1,200		1,200		224		224	(976)	-81.3%		224
Telephone	5,220	720	6,450	12,390	6,095	896	8,801	15,792	3,402	27.5%		15,792
Utilities	3,980	430	5,830	10,240	3,885	49	7,212	11,146	906	8.8%		11,146
Insurance	57,361	4,500	7,509	69,369	42,998	4,001	7,983	54,982	(14,387)	-20.7%		54,982
Purchased Transportation	900			900	746			746	(154)	-17.1%		746
Marketing			70,048	70,048			42,657	42,657	(27,391)	-39.1%		42,657
Training	7,595	2,500	1,000	11,095	2,039	410	819	3,268	(7,827)	-70.5%		3,268
Board Expense			2,600	2,600			1,364	1,364	(1,236)	-47.5%		1,364
Miscellaneous	1,524	300	60	1,884	323	151		474	(1,410)	-74.8%		474
Vehicle Rental										ERR		
Equipment Rental		300	170	470		75	82	157	(313)	-66.6%		157
Property Rental	12,818			12,818	14,483			14,483	1,665	13.0%		14,483
Total	1,532,800	261,022	419,309	2,213,130	1,354,455	260,386	366,156	1,980,997	(232,133)	-10.5%	3,575	1,984,572
	1,532,800	261,022	419,309	2,213,130	1,354,455	260,386	366,156					
# of Empl (Health benefits)	46	6	6	58								

Mendocino Transit Authority

Budget to Actual Income Statement for six months ending Dec-15

Description		Year to Date Actual $	Annual Budget (Revised Feb 2015) $	Remaining $	Actual as % of Budget
Capital Revenue:					
State Grants			395,549	395,549	0.0%
STA - Capital		112,279	224,558	112,279	50.0%
R/STIP				0	ERR
Federal			407,000	407,000	0.0%
Transfer from Transit Reserve			94,550	94,550	0.0%
Local - Other			37,500	37,500	0.0%
Sale of Assets		2		(2)	ERR
Interest Income		282		(282)	ERR
Other				0	ERR
Total Revenue		112,563	1,159,157	1,046,594	9.7%

Capital Expenses:	**Project**					
1 Staff Maintenance Van		96		50,396	50,396	0.0%
1 Heavy Duty Bus				0	0	ERR
2 Paratransit Vans				0	0	ERR
4 Large Vans		97	1,206	358,320	357,114	0.3%
2 Medium Duty Buses		98	603	346,080	345,477	0.2%
2 Paratransit Vans				0	0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
Transportation		27		8,500	8,500	0.0%
Maintenance		28	4,499	53,700	49,201	8.4%
Office		29	2,104	37,500	35,396	5.6%
Bus Stops		30	2,230	49,500	47,270	4.5%
					0	ERR
Security Cameras/Projects		80			0	ERR
Transmissions/Major Repairs			5,144		(5,144)	ERR
Vehicle Equipment (Fare Boxes)				126,000	126,000	0.0%
					0	ERR
				0	0	ERR
Admin/Ops - Preliminary Design	c/o	89			0	ERR
Admin/Ops - Construct		93			0	ERR
					0	ERR
				0	0	ERR
Ukiah Senior Center		116		79,161	79,161	0.0%
Willits Senior Center		117		50,000	50,000	0.0%
Misc - Other					0	ERR
Total Expenses			15,786	1,159,157	1,143,371	1.4%

Net Gain/(Loss) before Carryover	**96,777**	**0**	**(96,777)**	

FY 2014/15 Carryover					
STA - Capital			224,093	224,093	0.0%
Transfer from Transit Reserve				0	ERR

Net Gain/(Loss)	**96,777**	**224,093**	**127,316**	

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Board of Directors Meeting Schedule

Fourth Thursday of January through October and December 8
Subject to Change

Date		Time	Location	Video Conference With	Major Agenda Items
2016					
January	28	1:30	Fort Bragg	Ukiah	
~~February~~	~~25~~	~~1:30~~	~~Willits~~	~~only~~	~~Initial 2016/17 Budget Discussion~~
March	24	1:30	Ukiah	Fort Bragg	General Manager Contract DRAFT 2016/17 Budget & Claim
April	28	1:30	Point Arena	only	
May	26	1:30	Fort Bragg	Ukiah	
June	23	1:30	Ukiah	Fort Bragg	FINAL 2016/17 Budget
July	28	1:30	Willits	only	2017/18 Transit Needs:Willits
August	25	1:30	Point Arena	only	2017/18 Transit Needs: Point Arena
September	22	1:30	Fort Bragg	Ukiah	2017/18 Transit Needs: Fort Bragg
October	27	1:30	Ukiah	Fort Bragg	2017/18 Transit Needs: Ukiah
November		no meeting scheduled			
December	8	1:30	Ukiah	Fort Bragg	

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Agenda Item # 6

To: MTA Board of Directors
From: Bruce Richard, interim General Manager
Date: March 23, 2016
Subj: **Capital Program: Progress Report**

This report is consistent with the capital budget dated July 25, 2015

2015/16 Projects

Current Budget

Bus Stop Improvements (Other) **$49,500**
NEW ACTION: None.
PROBLEMS: None.

Two Senior Center Vehicles (5310) **$129,161**
NEW ACTION: A low-floor minivan has been received for Willits. Van for Ukiah has been ordered.
PROBLEMS: None

Two Medium Duty Buses (5311f) **$346,080**
NEW ACTION: Buses have been delivered; one accepted.
PROBLEMS: The other has major suspension problem.

Four Large Vans (Prop 1B and STIP) **$358,320**
NEW ACTION: All have been delivered, two accepted.
PROBLEMS: The project was under budgeted.

Two-way Radio Replacement incl. Dispatch Console (Prop 1B and STA) **$125,000**
NEW ACTION: Staff is requesting a shift of funding from radios to video cameras and recording equipment.
PROBLEMS: Options for radio equipment are unsettled.

Maintenance Service Van (STA) **$50,386**
NEW ACTION: Researching new Vehicles.
PROBLEMS: Project will be carried over to 16/17.

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Agenda Item # 7

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: March 21, 2016
Subj: **FY 2016/17 Budget and Claim for Funds**

MTA Operating Budget begins with a baseline budget, which assumes no changes in unfunded service or fares. The Teamsters negotiated a 2.25% increase (COLA) in compensation for FY16/17, therefore, the baseline budget this year includes a 2.25% increase for all employees. In addition, last year's 5311f Intercity Grant Funded service is included in this budget, but the expansion is not included at this time. The DRAFT Budget, presented today, follows in four pages: the Annual Income Statement, Operating Cost Comparisons, Operating Statistics, and Performance. It reflects a ($135,117) budget deficit. Revenues have increased by $51,466, which includes the Federal 5311f Intercity grant of $180,000, and **the same amount of STA revenue** as the previous year. Although the auditor's fund estimate for TDA decreased by 0.3%, or ($10,275) for FY16/17, MTA's portion increased $57,649, or 2.3%. This was due to excess sales tax from FY14/15, which is allocated in FY16/17. Expenses have increased by $114,797 as compared to last year. Most of the increase in expenses can be attributed to wages and wage related expenses required to staff the new service, and the reinstatement of two unfilled positions in FY15/16. At this time, it is far too early to determine many of the expenses attributed to the FY16/17 budget. Insurance costs, retirement costs, and fuel estimates will be incorporated into the budget when more information is available in the next few months.

It is not necessary, at this time, to submit a balanced budget. The law only requires that transit operators submit the annual claim for funds by April 1. No matter how we finish the balancing, the amount of TDA available to us will not change and is not sufficient to cover the deficit. Therefore the Claim can be approved based on the DRAFT budget even if it does not balance.

Senior Center Operating Subsidies are still determined by formula. The Centers and MTA Operations receive the same percentage change in TDA funds. The change for the budget year is 2.3%.

MTA & Senior Center Capital budget is 1.1 million that includes replacement of two Senior Center Vehicles, 1 Staff Maintenance Truck, 3 Large Vans, 1 Paratransit Van, 1 Trolley, minor Equipment Improvements, and the completion of the design on the Admin/Ops building. Funding for the design of the Admin/Ops building would come from competitive grants that are not secured at this time. Prop 1B funding of $230,000 would be used for three large vans, along with $87,700 of programmed STIP money that may be cut by the CTC. Prop 1B funding will also be used for the Paratransit vehicle, and STA funding for the Trolley. The primary funding source for the Senior Center vehicles is Federal 5310 grants.

The Summary of the Claim for Funds is in three parts. Allocations to the Local Transportation Fund (LTF) for MTA Operations and Senior Centers amount to $3,022,621. State Transit Assistance Funding claims $533,612 for MTA Capital. Capital Reserve projects in FY16/17 amount to $14,000 with the balance allocated to Long-Term Reserve.

Recommendation: Adopt Resolution 2016-06 which authorizes submittal of the attached Claim for Funds.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-06

AUTHORIZING SUBMITTAL OF CLAIMS AND
GRANT APPLICATIONS FOR FISCAL YEAR 2016/2017

WHEREAS:

1. Transportation Development Act statutes require submittal of Budgets and Claims for Transit Funding to the Regional Transportation Planning Agency no later than the April 1 of the preceding fiscal year,

2. The MTA Board has reviewed and discussed draft budgets,

3. The draft budgets require approval of separate FTA grants and other revenues.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby:

1. Adopts the 2016/2017 Claim for Funds, dated March 23, 2016, as may be amended at the meeting of March 24, 2016, with the knowledge that future amendments may be made.

2. Directs the Finance Manager to transmit that document to the Mendocino Council of Governments for the purpose of claiming Transportation Development Act, State Transit Assistance, and Capital Reserve funds for the Fiscal Year 2016/2017, with the knowledge that future amendments may be made.

3. Directs and authorizes the Finance Manager to submit applications for State and Federal grants as specified in the draft budgets as may be amended.

ADOPTION of this RESOLUTION was MOVED by Director_____, and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on March 24, 2016 the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____ _____

Dan Gjerde, Director Sally Webster, Finance Manager

Mendocino Transit Authority

Annual Income Statement

Budgets FY 2015/16 vs 2016/17

Description	Budget FY 2015/16	Budget FY 2016/17	Bud Diff Amount	Difference %
OPERATING REVENUE				
Fares	677,808	**677,808**	(0)	-0.0%
Contract Service Revenue	65,000	**65,000**	0	0.0%
Charters	25,226	**25,226**	0	0.0%
Display Ads	9,375	**9,375**	0	0.0%
Sonoma County Participation	172,000	**172,000**	0	0.0%
Total Operating Revenue	949,409	**949,409**	(0)	-0.0%
OTHER REVENUE				
TDA - Operations	2,491,914	**2,549,563**	57,649	2.3%
STA - Operations	175,000	**175,000**	0	0.0%
State Planning Grant	5,000	**25,000**	20,000	400.0%
Fed Sect 5311 Operating Grant	496,000	**469,217**	(26,783)	-5.4%
Fed Operating Grant - 5311(f)	180,000	**180,000**	0	0.0%
Fed Sect 26a Planning Grant	0	**0**	0	ERR
Senior Center Admin/Dispatch	25,900	**26,500**	600	2.3%
Maintenance Labor Revenue	30,000	**30,000**	0	0.0%
Rental Income	0	**0**	0	ERR
Other Income	800	**800**	0	0.0%
Total Other Revenue	3,404,614	**3,456,080**	51,466	1.5%
Total Revenue	4,354,023	**4,405,489**	51,466	1.2%
OPERATING EXPENSES:				
Transportation	3,073,355	**3,131,288**	57,933	1.9%
Maintenance	523,257	**536,241**	12,984	2.5%
Administration	832,397	**876,277**	43,880	5.3%
			0	ERR
Total Operating Expenses	4,429,009	**4,543,806**	114,797	2.6%
Net Gain/(Loss) Operations	(74,986)	**(138,317)**	(63,331)	84.5%
Interest (Income)/Expense	(3,200)	**(3,200)**	0	-0.0%
Net Income/Loss) before Depr	(71,786)	**(135,117)**	(63,331)	

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Mendocino Transit Authority

Operating Cost Comparison - FY 2015/16 vs 2016/17 Budgets

	Description	Budget FY15/16 Transp	Budget FY15/16 Maint	Budget FY15/16 Admin	Budget FY15/16 Total	Budget FY16/17 Trans	Budget FY16/17 Maint	Budget FY16/17 Admin	Budget FY16/17 Total	Diff Amount	Diff %
1	Wages	1,430,548	259,095	350,246	2,039,889	1,453,825	264,516	361,613	2,079,953	40,065	2.0%
2	Wages-Vac/Sick/Hol	230,662	50,379	64,415	345,456	222,659	52,254	64,779	339,692	(5,764)	-1.7%
3	Health	479,596	63,263	63,263	606,122	483,161	63,263	63,263	609,688	3,565	0.6%
4	Workers Comp	126,782	15,418	2,048	144,248	156,105	19,621	2,612	178,338	34,091	23.6%
5	Retirement	147,167	28,818	36,735	212,719	148,520	29,464	37,774	215,758	3,039	1.4%
6	Payroll Taxes	46,912	8,165	12,025	67,103	47,381	8,348	12,365	68,094	991	1.5%
7	Uniform Allowance	8,200	6,600		14,800	8,200	6,600		14,800		
8	Travel Expenses	5,700	3,420	9,430	18,550	5,700	3,420	12,180	21,300	2,750	14.8%
9	Outside Labor	7,326	6,475	96,304	110,105	7,326	6,453	116,304	130,083	19,978	18.1%
10	Fuel-Revenue Vehicles	373,561			373,561	371,478			371,478	(2,084)	-0.6%
11	Lube-Revenue Vehicles	10,925			10,925	10,925			10,925		
12	Tires/Tubes-Revenue Vehicles	24,153			24,153	24,018			24,018	(135)	-0.6%
13	Parts-Revenue Vehicles		28,178		28,178		28,021		28,021	(157)	-0.6%
14	Expense Parts		2,400		2,400		2,400		2,400		
15	Non-Capital Equipment	2,500	2,400	2,000	6,900	2,500	2,400	2,000	6,900		
16	Office Supplies	400		13,500	13,900	400		13,500	13,900		
17	Subscriptions	1,265	1,400	1,528	4,193	1,265	1,400	1,617	4,282	89	2.1%
18	Dues & Memberships	575		6,175	6,750	575		6,550	7,125	375	5.6%
19	Janitorial Supplies		13,140		13,140		13,140		13,140		
20	Shop Supplies		3,000		3,000		3,000		3,000		
21	R & M-Buildings & Property		11,350		11,350		11,350		11,350		
22	Shelters Expense		2,400		2,400		2,400		2,400		
23	Telephone	11,140	1,440	13,650	26,230	13,420	1,800	18,450	33,670	7,440	28.4%
24	Utilities	7,740	1,015	11,815	20,570	8,640	1,490	10,306	20,436	(134)	-0.7%
25	Insurance	114,721	9,000	15,017	138,738	121,621	9,000	15,967	146,588	7,850	5.7%
26	Purchased Transportation	1,800			1,800	1,800			1,800		
27	Marketing			125,086	125,086			125,086	125,086		
28	Training	11,067	5,000	3,450	19,517	11,067	5,000	5,900	21,967	2,450	12.6%
29	Board Expense			5,250	5,250			5,550	5,550	300	5.7%
30	Miscellaneous	4,990	600	120	5,710	4,990	600	120	5,710		
31	Vehicle Rental										ERR
32	Equipment Rental		300	340	640		300	340	640		
33	Property Rental	25,625			25,625	25,713			25,713	88	0.3%
	Total	3,073,355	523,257	832,397	4,429,009	3,131,288	536,241	876,277	4,543,806	114,797	2.6%
						3,131,288	536,241	876,277	4,543,806		
	# of FT/PT Empl (Health benefits	46	6	6	58	46	6	6	58		

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Mendocino Transit Authority

Statistics - FY 2015/16 vs 2016/17 Budgets

Route/Run	Ridership Budget 2015/16	Ridership Budget 2016/17	Ridership Budget Diff	Ridership Budget Diff	Fare Rev Budget 2015/16	Fare Rev Budget 2016/17	Fare Rev Budget Diff	Fare Rev Budget Diff	Svc Hrs Budget 2015/16	Svc Hrs Budget 2016/17	Svc Hrs Budget Diff	Svc Hrs Budget Diff
02 Willits - DAR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
03 Ukiah - DAR	24,624	24,624	0	0.0%	71,174	71,174	0	0.0%	6,950	6,913	(37)	-0.5%
04 Fort Bragg - DAR	15,652	15,652	0	0.0%	60,371	60,371	(0)	-0.0%	4,142	4,118	(24)	-0.6%
Total Dial-A-Ride	**40,276**	**40,276**	**0**	**0.0%**	**131,545**	**131,545**	**(0)**	**-0.0%**	**11,092**	**11,031**	**(61)**	**-0.5%**
08 Local Evening Service	12,829	12,829	0	0.0%	15,553	15,553	(0)	-0.0%	2,731	2,710	(21)	-0.8%
Total Flex Routes	**12,829**	**12,829**	**0**	**0.0%**	**15,553**	**15,553**	**(0)**	**-0.0%**	**2,731**	**2,710**	**(21)**	**-0.8%**
01 Willits - Flex/Local	12,381	12,381	0	0.0%	12,561	12,561	0	0.0%	2,832	2,810	(22)	-0.8%
05 BraggAbout	21,774	21,774	0	0.0%	17,754	17,754	0	0.0%	2,692	2,671	(21)	-0.8%
07 Jitney	5,032	5,032	0	0.0%	3,592	3,592	0	0.0%	339	336	(3)	-0.9%
09 Local	157,982	157,982	0	0.0%	171,041	171,041	(0)	-0.0%	8,951	8,884	(67)	-0.7%
15 Laytonville	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
20 & 21 Willits	42,793	42,793	0	0.0%	71,884	71,884	(0)	-0.0%	3,942	3,908	(34)	-0.9%
30 Redwood Valley	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
Total Inland Bus Routes	**239,962**	**239,962**	**0**	**0.0%**	**276,832**	**276,832**	**(0)**	**-0.0%**	**18,756**	**18,610**	**(146)**	**-0.8%**
60 Coaster	16,432	16,432	0	0.0%	16,456	16,456	(0)	-0.0%	1,507	1,495	(12)	-0.8%
65 CC Rider	14,875	14,875	0	0.0%	136,500	136,500	0	0.0%	3,653	3,642	(11)	-0.3%
66 New CC Rider Service	5,000	5,000	0	0.0%	35,000	35,000	0	0.0%	2,386	2,386	0	0.0%
74 Gualala - Saturday	926	926	0	0.0%	3,036	3,036	0	0.0%	460	469	9	2.0%
75 Gualala	9,664	9,664	0	0.0%	21,521	21,521	0	0.0%	2,291	2,273	(18)	-0.8%
95 Point Arena-Santa Rosa	7,467	7,467	0	0.0%	41,364	41,364	0	0.0%	3,356	3,348	(8)	-0.2%
Total Coast Bus Routes	**54,364**	**54,364**	**0**	**0.0%**	**253,877**	**253,878**	**1**	**0.0%**	**13,653**	**13,614**	**(39)**	**-0.3%**
Total Public Service	**347,431**	**347,431**	**0**	**0.0%**	**677,807**	**677,808**	**1**	**0.0%**	**46,232**	**45,965**	**(267)**	**-0.6%**
97 Contract Service	6,320	6,320	0	0.0%	65,000	65,000	0	0.0%	974	966	(8)	-0.8%
98 Charter	10,450	10,450	0	0.0%	25,226	25,226	0	0.0%	305	305	0	0.1%
Total Other	**16,770**	**16,770**	**0**	**0.0%**	**90,226**	**90,226**	**0**	**0.0%**	**1,279**	**1,271**	**(8)**	**-0.6%**
Total	**364,201**	**364,201**	**0**	**0.0%**	**768,033**	**768,034**	**1**	**0.0%**	**47,511**	**47,236**	**(275)**	**-0.6%**

Route/Run	Miles Budget 2015/16	Miles Budget 2016/17	Miles Budget Diff	Miles Budget Diff	Op Cost Budget 2015/16	Op Cost Budget 2016/17	Op Cost Budget Diff	Op Cost Budget Diff	Paid Hrs Budget 2015/16	Paid Hrs Budget 2016/17	Paid Hrs Budget Diff	Paid Hrs Budget Diff
03 Ukiah - DAR	76,624	76,233	(391)	-0.5%	688,734	702,235	13,501	2.0%	7,509	7,469	(40)	-0.5%
04 Fort Bragg - DAR	50,484	50,215	(269)	-0.5%	335,970	342,144	6,174	1.8%	4,548	4,522	(26)	-0.6%
Total Dial-A-Ride	**127,108**	**126,448**	**(660)**	**-0.5%**	**1,024,704**	**1,044,379**	**19,675**	**1.9%**	**12,057**	**11,991**	**(66)**	**-0.5%**
08 Local Evening Service	31,775	31,525	(250)	-0.8%	209,138	217,399	8,261	3.9%	2,959	2,936	(23)	-0.8%
Total Flex Routes	**31,775**	**31,525**	**(250)**	**-0.8%**	**209,138**	**217,399**	**8,261**	**3.9%**	**2,959**	**2,936**	**(23)**	**-0.8%**
01 Willits - Flex/Local	34,671	34,398	(273)	-0.8%	229,426	238,184	8,758	3.8%	3,202	3,177	(25)	-0.8%
05 BraggAbout	34,722	34,448	(274)	-0.8%	228,089	231,840	3,751	1.6%	3,160	3,135	(25)	-0.8%
07 Jitney	4,216	4,183	(33)	-0.8%	29,150	30,237	1,087	3.7%	423	420	(3)	-0.7%
09 Local	112,799	111,941	(858)	-0.8%	762,006	790,502	28,496	3.7%	9,765	9,689	(76)	-0.8%
20 & 21 Willits	95,899	94,943	(956)	-1.0%	445,795	459,370	13,575	3.0%	4,693	4,649	(44)	-0.9%
Total Inland Bus Routes	**282,307**	**279,913**	**(2,394)**	**-0.8%**	**1,694,466**	**1,750,132**	**55,666**	**3.3%**	**21,243**	**21,070**	**(173)**	**-0.8%**
60 Coaster	42,723	42,386	(337)	-0.8%	156,909	159,500	2,591	1.7%	1,817	1,803	(14)	-0.8%
65 CC Rider	102,404	102,056	(349)	-0.3%	362,101	369,773	7,672	2.1%	4,075	4,063	(12)	-0.3%
66 New CC Rider Service	59,124	59,124	0	0.0%	217,113	226,743	9,630	4.4%	2,661	2,661	0	0.0%
74 Gualala - Saturday	11,271	11,492	221	2.0%	45,056	46,553	1,497	3.3%	536	546	10	1.9%
75 Gualala	51,816	51,408	(408)	-0.8%	221,210	222,345	1,135	0.5%	2,668	2,647	(21)	-0.8%
95 Point Arena-Santa Rosa	81,245	81,022	(223)	-0.3%	330,639	334,331	3,692	1.1%	3,895	3,886	(9)	-0.2%
Total Coast Bus Routes	**348,583**	**347,488**	**(1,095)**	**-0.3%**	**1,333,028**	**1,359,246**	**26,218**	**2.0%**	**15,652**	**15,606**	**(46)**	**-0.3%**
Total Public Service	**789,773**	**785,374**	**(4,399)**	**-0.6%**	**4,261,336**	**4,371,155**	**109,819**	**2.6%**	**51,911**	**51,603**	**(308)**	**-0.6%**
97 Contract Service	11,684	11,592	(92)	-0.8%	87,027	90,247	3,220	3.7%	1,334	1,323	(11)	-0.8%
98 Charter	3,633	3,633	0	0.0%	24,746	25,903	1,157	4.7%	327	327	0	0.1%
Total Other	**15,317**	**15,225**	**(92)**	**-0.6%**	**111,773**	**116,150**	**4,377**	**3.9%**	**1,661**	**1,650**	**(11)**	**-0.6%**
Total	**805,090**	**800,599**	**(4,491)**	**-0.6%**	**4,373,109**	**4,487,306**	**114,197**	**2.6%**	**53,572**	**53,253**	**(319)**	**-0.6%**

File(Budget17\ROUTECOS)
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Mendocino Transit Authority

Performance Measures - FY 2015/16 vs 2016/17 Budgets

Route/Run	Pass/Hr Budget 2015/16	Pass/Hr Budget 2016/17	Pass/Hr Budget Diff	Farebox Budget 2015/16	Farebox Budget 2016/17	Farebox Budget Diff	Cost/Hr Budget 2015/16	Cost/Hr Budget 2016/17	Cost/Hr Budget Diff	Avg Fare Budget 2015/16	Avg Fare Budget 2016/17	Avg Fare Budget Diff
03 Ukiah - DAR	3.5	3.6	0.5%	10.3%	10.1%	-1.9%	99.11	101.58	2.5%	2.89	2.89	0.0%
04 Fort Bragg - DAR	3.8	3.8	0.6%	18.0%	17.6%	-1.8%	81.12	83.09	2.4%	3.86	3.86	0.0%
Total Dial-A-Ride	**3.6**	**3.7**	**0.5%**	**12.8%**	**12.6%**	**-1.9%**	**92.39**	**94.68**	**2.5%**	**3.27**	**3.27**	**0.0%**
Dial-A-Ride Performance Standards	4.5	4.5		15.0%	15.0%		87.19	87.19				
08 Local Evening Service	4.7	4.7	0.8%	7.4%	7.2%	-3.8%	76.57	80.23	4.8%	1.21	1.21	0.0%
Total Flex Routes	**4.7**	**4.7**	**0.8%**	**7.4%**	**7.2%**	**-3.8%**	**76.57**	**80.23**	**4.8%**	**1.21**	**1.21**	**0.0%**
Flex Route Performance Standards	8.2	8.2		15.0%	15.0%		89.80	89.80				
01 Willits - Flex/Local	4.4	4.4	0.8%	5.5%	5.3%	-3.7%	81.01	84.77	4.6%	1.01	1.01	0.0%
05 BraggAbout	8.1	8.2	0.8%	7.8%	7.7%	-1.6%	84.72	86.79	2.5%	0.82	0.82	0.0%
07 Jitney	14.9	15.0	0.8%	12.3%	11.9%	-3.6%	86.07	89.99	4.6%	0.71	0.71	0.0%
09 Local	17.7	17.8	0.7%	22.4%	21.6%	-3.6%	85.13	88.98	4.5%	1.08	1.08	0.0%
20 & 21 Willits	10.9	10.9	0.9%	16.1%	15.6%	-3.0%	113.09	117.54	3.9%	1.68	1.68	0.0%
Total Inland Bus Routes	**12.8**	**12.9**	**0.8%**	**16.3%**	**15.8%**	**-3.2%**	**90.34**	**94.04**	**4.1%**	**1.15**	**1.15**	**0.0%**
Inland Performance Standards	14.0	14.0		15.0%	15.0%		88.16	88.16				
61 Coaster - Saturday	10.9	11.0	0.8%	10.5%	10.3%	-1.6%	104.12	106.67	2.5%	1.00	1.00	0.0%
65 CC Rider	4.1	4.1	0.3%	37.7%	36.9%	-2.1%	99.11	101.52	2.4%	9.18	9.18	0.0%
66 New CC Rider Service	2.1	2.1	-0.2%	16.1%	15.4%	-4.2%	90.98	95.02	4.4%	7.00	7.00	0.0%
74 Gualala - Saturday	2.0	2.0	-1.9%	6.7%	6.5%	-3.2%	97.94	99.25	1.3%	3.28	3.28	0.0%
75 Gualala	4.2	4.3	0.8%	9.7%	9.7%	-0.5%	96.55	97.82	1.3%	2.23	2.23	0.0%
95 Point Arena-Santa Rosa	2.2	2.2	0.2%	12.5%	12.4%	-1.1%	98.53	99.85	1.3%	5.54	5.54	0.0%
Total Coast Bus Routes	**4.0**	**4.0**	**0.3%**	**19.0%**	**18.7%**	**-1.9%**	**97.63**	**99.84**	**2.3%**	**4.67**	**4.67**	**0.0%**
Coastal/Long Performance Standards	3.2	3.2		15.0%	15.0%		90.18	90.18				
Total Public Service	**7.5**	**7.6**	**0.6%**	**15.9%**	**15.5%**	**-2.5%**	**92.17**	**95.10**	**3.2%**	**1.95**	**1.95**	**0.0%**
Total Public Service Standards				14.7%	14.7%							
97 Contract Service	6.5	6.5	0.8%	74.7%	72.0%	-3.6%	89.38	93.42	4.5%	10.28	10.28	0.0%
98 Charter	34.2	34.2	0.0%	101.9%	97.4%	-4.5%	81.04	84.83	4.7%	2.41	2.41	0.0%
Total Other	**13.1**	**13.2**	**0.6%**	**80.7%**	**77.7%**	**-3.8%**	**87.39**	**91.36**	**4.5%**	**5.38**	**5.38**	**0.0%**
Contract/Charter Standards				100.0%	100.0%							
Total	**7.7**	**7.7**	**0.6%**	**17.6%**	**17.1%**	**-2.5%**	**92.04**	**95.00**	**3.2%**	**2.11**	**2.11**	**0.0%**

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Mendocino Transit Authority
Senior Center Subsidy Program
Fiscal Year 2016/17

Center	TDA Subsidy FY 2015/16	TDA Subsidy FY 2016/17	Change FY 2015/16 To FY 2016/17	
Anderson Valley	$26,440	$ 27,052	$612	2.31346%
Redwood Coast	$150,529	$ 154,011	3,482	2.31346%
South Coast	$23,001	$ 23,533	532	2.31346%
Ukiah	$139,001	$ 142,217	3,216	2.31346%
Willits	$97,489	$ 99,744	2,255	2.31346%
Subtotal	$436,460	$ 446,557	10,097	2.31346%
MTA Administration	$25,900	$ 26,499	599	2.31346%
Grand Total	$462,360	$ 473,057	$ 10,697	2.31346%

15/16 TDA	2,954,275
16/17 TDA	3,022,621
	2.31%

MTA & SENIOR CENTER CAPITAL PROGRAM

Revised March 22, 2016

2015/16

#		COST	FEDERAL FTA 5311	FEDERAL State of Good Repair	FEDERAL FTA TIGGER	STATE STIP	STATE PROP 1B Modernizatior	STATE PROP 1B Security	LOCAL Other	LOCAL Cap & Trade	LOCAL Reserve	LOCAL STA	TOTAL
	Vehicle Acquisition:												
	0 Staff - Hybrid	0	--	--	--	0		--	--		0	0	0
	0 Staff - Electric	0	--	--	--	--		--	--		0	0	0
96	0 Staff - Mtc Van	0	--	--	--	--		--	--		--	0	0
	0 Staff - Mtc Truck	0	--	--	--	--		--	--		--	--	0
	0 Vans - Paratransit	0	--	--	--	0			0		0	0	0
97	4 Large Vans	428,000	--	--	--	7,000	300,000	19,300	--		48,470	53,230	428,000
98	2 Medium Duty	346,080	300,000	--	--	--					46,080	0	346,080
	0 Buses, Heavy Duty	0	--	--	--			--	--		--	--	0
	0 van pool vans	0	--	--	--	--		--	--		--	--	0
	Equipment & Minor Facilities:												
	Transportation	3,000	--	--	--	--		--	--		--	3,000	3,000
	Vehicles	130,144	--	--	--	--		125,000	--		--	5,144	130,144
	Maintenance	61,459	--	--	--	--			--		--	61,459	61,459
	Administration	8,000	--	--	--	--		--	8,000		--	0	8,000
	Shelters & Benches	20,106	--	--	--	--		--	--		--	20,106	20,106
	Security	0	--	--	--	--		--	--		--	--	0
	Major Facilities												
	Facility Solarization&Modernization	0											0
	TOTALS	996,789	300,000	0	0	7,000	300,000	144,300	8,000	0	94,550	142,939	996,789
													996,789

Senior Center Capital

#	For Vans unless noted.	COST	5311 f	5310	Misc.	R/STIP	PROP 1B	Senior Center	Other	Reserve	STA	TOTAL
	0 Anderson Valley	0	0	0	0	0	0	0	0	0	0	0
	0 Redwood Coast	0	0	0	0	0	0	0	0	0	0	0
	0 South Coast	0	0	0	0	0	0	0	0	0	0	0
116	1 Ukiah	79,161	0	67,000	0	0	0	0	0	0	12,161	79,161
117	1 Willits	50,000	0	40,000	0	0	0	0	0	0	10,000	50,000
	2 **total**	129,161	0	107,000	0	0	0	0	0	0	22,161	129,161
	COMBINED >	**1,125,950**	**300,000**	**107,000**		**7,000**	**300,000**	**144,300**	**8,000**	**94,550**	**165,100**	**1,125,950**

2016/17

#		COST	FEDERAL FTA 5311	FEDERAL State of Good Repair	FEDERAL FTA TIGGER	STATE STIP	STATE PROP 1B Modernization	STATE PROP 1B Security	LOCAL Other	LOCAL Cap & Trade	LOCAL Reserve	LOCAL STA	TOTAL
	Vehicle Acquisition:												
	0 Staff - Hybrid	0	--	--	--	--		--	--		--	--	0
	0 Staff - Electric	0	--	--	--	--		--	--		--	--	0
	0 Staff - Mtc Van	0	--	--	--	--		--	--		--	--	0
10	1 Staff - Mtc Truck	67,111	--	--	--	--		--	--		14,000	53,111	67,111
11	1 Vans - Paratransit	76,843	--	--	--	--	76,843	--	--				76,843
99	3 Large Vans	330,000	--	--	--	87,700	230,000		--		--	12,300	330,000
12	1 Trolley	178,231	--	--	--	--		--	--		--	178,231	178,231
13	0 Buses, Heavy Duty	0	--	--	--	--		--	--		--	--	0
	0 van pool vans	0	--	--	--	--		--	--		--	--	0
	Equipment & Minor Facilities:												
	Transportation	8,500	--	--	--	--		--	--		--	8,500	8,500
	Vehicles	3,900	--	--	--	--		--	--		--	3,900	3,900
	Maintenance	32,000	--	--	--	--		--	--		--	32,000	32,000
	Administration	8,500	--	--	--	--		--	0		--	8,500	8,500
	Shelters & Benches	19,500	--	--	--	--		--	--		--	19,500	19,500
	Security	0	--	--	--	--		--	--		--	--	0
	Major Facilities												
	Facility Solarization&Modernization												
89	Finish Design Admin/Ops	250,000		200,000			25,500	11,000				13,500	250,000
93	Construct Admin/Ops	0											0
	TOTALS	974,585	0	200,000	0	87,700	332,343	11,000	0	0	14,000	329,542	974,585
													974,585
				Competitive, not secured			pending sale of Prop 1B bonds						

Senior Center Capital

	For Vans unless noted.	COST	5311 f	5310	Misc.	R/STIP	PROP 1B Modernization	Senior Center	Other	Reserve	STA	TOTAL
	0 Anderson Valley	0	0	0	0	0	0	0	0		0	0
118	1 Redwood Coast	81,535	0	67,000	0	0	0	0	0	0	14,535	81,535
119	1 South Coast	81,535	0	67,000	0	0	0	0	0	0	14,535	81,535
	0 Ukiah	0	0	0	0	0	0	0	0	0	0	0
	0 Willits	0	0	0	0	0	0	0	0	0	0	0
	2 **total**	163,071	0	134,000	0	0	0	0	0	0	29,070	163,070
	COMBINED >	**1,137,656**	**0**	**334,000**	**0**	**87,700**	**332,343**	**11,000**	**0**	**0**	**14,000**	**358,612**	**1,137,655**

Mendocino Transit Authority

Summary of 2016/2017 Claim for Funds

23-Mar-16

Source	Authority	Purpose	FY 2015/16 Amount	FY 2016/17 Amount
Local Transportation Fund:				
PUC, Sec. 99260(a)		MTA Operations	$2,491,914	$2,549,564
PUC, Sec. 99260(a)		Unmet Transit Needs		$0
PUC, Sec. 99400(c)		Senior Center Operations	$462,360	$473,057
PUC, Sec. 99260(a)		MTA & Senior Capital	$0	$0
CCR, Sec. 6648		Transit Capital Reserve	$0	$0
PUC, Sec. 99260.6		Rail Passenger Subsidy	$0	$0
		Total	**$2,954,274**	**$3,022,621**
				$3,022,621
State Transit Assistance Fund:				
CCR, Sec. 6730(a)		MTA Operations	$175,000	$175,000
CCR, Sec. 6731(b)		Senior Center Operations	$0	$0
CCR, Sec. 6730(b)		MTA & Senior Capital	$165,100	$224,536
CCR, Sec. 6752		Reclaim for MTA Capital	$0	$134,076
CCR, Sec. 6648		Transit Capital Reserve		$0
		Total	**$340,100**	**$533,612**
Capital Reserve				
CCR, Sec. 6648		MTA Capital	$94,550	$14,000
CCR, Sec. 6648		Senior Capital	$0	$0
CCR, Sec. 6631		Long-Term Capital Reserve	$320,264	$306,264
		Total	**$414,814**	**$320,264**
		Total Claim	**$3,709,188**	**$3,876,497**

Mendocino Transit Authority

Summary & Comparison of Revenues

Wednesday March 23,2016

Budget Area	2015/16 Budget	2016/17 Budget	% Change
MTA - Operating:			
Contract & Charter	$90,226	$90,226	0.0%
Fares	$677,808	$677,808	0.0%
Local - TDA	$2,491,914	$2,549,564	2.3%
Local - TDA (Unmet Needs)	$0	$0	ERR
Local - STA	$175,000	$175,000	0.0%
State	$5,000	$25,000	400.0%
Federal	$676,000	$649,217	-4.0%
Other	$241,275	$241,875	0.2%
Carryover from FY 14/15	$71,786	$130,317	81.5%
Total	**$4,429,009**	**$4,539,007**	**2.5%**
Senior Centers:			
Matching funds	$152,975	$142,877	-6.6%
Local (TDA)	$462,360	$473,057	2.3%
Carryover	$0	$0	ERR
Total	**$615,335**	**$615,934**	**0.1%**
MTA & Seniors - Capital:			
Local (TDA)	$0	$0	ERR
Local (STA)	$165,100	$224,536	36.0%
Local (STA) Carryover	$0	$134,076	ERR
Other	$459,300	$431,044	-6.2%
Federal	$407,000	$334,000	-17.9%
From Capital Reserve	$94,550	$14,000	-85.2%
Total	**$1,125,950**	**$1,137,656**	**1.0%**
Rail Passenger Subsidy			
Local (TDA)	$0	$0	ERR
Carryover from FY96/97			
Total	**$0**	**$0**	**ERR**
Total Revenues	**$6,170,294**	**$6,292,597**	**2.0%**
	$0	$0	
Capital Reserve:			
CCR, Sec. 6648	$94,550	$14,000	
Local (TDA)	$0	$0	ERR
Local (STA)	$0	$0	ERR
Total	**$94,550**	**$14,000**	**-85.2%**

Summary & Comparison of Expenditures

File(Budget17\CLAIMCOG)

Budget Area	2015/16 Budget	2016/17 Budget	% Change
MTA - Operating:			
Public Service	$4,261,336	$4,371,155	2.6%
Contingency			
Contract/Charter/Senior			
Admin/Senior Dispatch/			
Outside Vehicle Maintenance	$167,673	$167,852	0.1%
Total	**$4,429,009**	**$4,539,007**	**2.5%**
Senior Centers:		Prelim	
Anderson Valley	$31,947	$31,947	0.0%
Indian	$0	$0	ERR
Long Valley	$0	$0	ERR
Redwood Coast	$189,120	$189,120	0.0%
South Coast	$42,395	$42,395	0.0%
Ukiah	$190,989	$190,989	0.0%
Willits	$134,984	$134,984	0.0%
Administration	$25,900	$26,499	2.3%
Total	**$615,335**	**$615,934**	**0.1%**
MTA & Seniors - Capital:			
Facilities	$0	$250,000	ERR
Vehicles	$774,080	$652,185	-15.7%
Equipment	$222,709	$72,400	-67.5%
Seniors	$129,161	$163,071	26.3%
Total	**$1,125,950**	**$1,137,656**	**1.0%**
Rail Passenger Subsidy			
Userside Subsidy			ERR
Total	**$0**	**$0**	**ERR**
Total Expenditures	**$6,170,294**	**$6,292,597**	**2.0%**
Capital Reserve:			
CCR Sec 6648 MTA Capital	$94,550	$14,000	-85.2%
CCR Sec 6648 Senior Capital	$0	$0	ERR
CCR Sec 6631 LT Capital Reserve	$320,264	$306,264	-4.4%
Total	**$414,814**	**$320,264**	**-22.8%**

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Agenda Item #8

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: March 21, 2016
Subj: Federal 5311 Regional Apportionment Grant Application

Background:
Staff is applying for the 5311 Regional Apportionment grant for operating assistance for FY15/16. This grant requires that staff be authorized by the Board in order to sign and submit the application. Although we have a blanket authorization for submittal, execution, and certification for most grants, this is specific to the Grant in which we are applying.

Recommendation:
Adopt resolution 2016-07 authorizing the Finance/Personnel Manager to sign and submit the 5311 Regional Apportionment Grant for FY15/16.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-07

AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS:

The U.S Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

The California Department of Transportation (Department) has designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

The MTA desires to apply for said financial assistance to permit operation of service/purchase of capital equipment; and

The MTA has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby:

1) Authorize the Finance/Personnel Manager to file and execute applications on behalf of MTA with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

2) That the the Finance/Personnel Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

3) That the the Finance/Personnel Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

4) That the the Finance/Personnel Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

ADOPTION of the RESOLUTION was MOVED by Director _____, and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on March 24, 2016 the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____ _____

Dan Gjerde, Director

Sally Webster, Finance/Personnel Manager

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