



**Board of Directors
Regular Meeting Agenda**

May 31, 2017

1:30 pm

**Fort Bragg
Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room**

Video-Conferenced with:

**Ukiah
Ukiah Valley Conference Center
200 South School Street
Chenin Blanc Room**

AGENDA ITEMS

1. Call to Order:

Public Comment: Anyone is welcome to attend MTA Board meetings to address items that are on the agenda, or to bring other transit related matters to the attention of the Board. The time limit is 3 minutes per speaker.

CONSENT CALENDAR

2. Minutes of March 29, 2017 Board Meeting
Information
3. Service Performance Report: *September, October, and November 2016*
Information
4. Financial Report: February, 2017 to be presented at meeting.
Information
5. Board Meeting Dates and Locations
Information
6. Capital Program: Update/Progress Report
Information

ACTION & DISCUSSION

7. Unmet Needs – Fort Bragg
Action: Solicit Public Input
8. Presentation from Suzanne Pletcher Consulting: MTA Marketing Program
Information
9. Revision of MTA Joint Powers Agreement as pertains to Auditor/Controller
Information
10. RouteMatch Software Update
Information
11. Review FY 2017/2018 Draft Budget
Information: Review and discussion, final budget to be presented at the June, 2017 meeting.
12. Discussion and change of regular Board of Directors meeting date.
Action: Approve and authorize General Manager to change meeting date to third Wednesday of each month.
13. General Manager Annual Evaluation
Action: Process, Date and Time
14. Management Reports oral
15. Matters from Directors oral

ADJOURN Anticipated adjournment is 3:30 pm

Americans With Disabilities Act (ADA) Compliance

The Mendocino Transit Authority complies with ADA requirements and, upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable Interpreter services are available for the meeting by calling 707-462-5765, with seven (7) day advance notice.

**Mendocino Transit Authority
MINUTES
Board of Directors Meeting
March 29, 2017
1:30 p.m.**

Ukiah Valley Conference Center
200 South School Street, Ukiah, CA

Video Conferencing Location
190 East Spruce Street, Fort Bragg, CA

CALL TO ORDER

1. **Chair Mastin** called the Meeting to order at 1:32 p.m.

ROLL CALL:

Directors Present: Mulheren, Rodriquez (arrives 1:50 p.m.), Chair Mastin

Directors Present via Video Conference: Cross, Gjerde, Peters

Directors Absent: Strong, Tarbell

Staff Present: Carla Meyer, General Manager; Sally Webster, Finance/Personnel Manager; Bob Butler, Maintenance facilities Manager; John Pegan, Human Resource Manager; Gary Hall, Finance Manager; Jeffrey Beard, North Coast Supervisor; Heather Lindsteadt, Recording Secretary

Others: Phil Dow, Executive Director, MCOG

PUBLIC COMMENT

No public comment regarding items not listed on Agenda.

CONSENT CALENDAR

2. Minutes of January 25, 2017
3. Service Performance Report: New Route Data Formulas in Filemaker completed, data entry in process, to be presented at April 2017 Board Meeting.
4. Financial Report: January 2017
5. Board Meeting Dates and Locations
6. Capital Program: Update and Progress Report

Upon Motion by **Director Gjerde** and seconded by **Director Peters** Consent Calendar items 2 through 6 were accepted as presented by roll call vote:

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

7. Retirement of Finance Personnel Manager Sally Webster

General Manager Meyer updated the Board on the recent retirement of Sally Webster. She thanked Mrs. Webster for her dedication, diligence, and guidance and wished her luck in her future endeavors.

Directors **Peters, Gjerde, Cross, and Chair Mastin** also thanked Mrs. Webster for her 21 years of service and dedication to MTA.

8. Annual Solicitation of Public Input Regarding Unmet Transit Needs

The Board directed Staff to contact MCOG and request a copy of communications they had received from a Native American Tribe which was seeking additional public transportation service.

No Action Taken

9. Authorize General Manager to Prepare and Present A Project to the April 2017 Transit Productivity Committee and MCOG for Funding from Surplus LTF Reserve Funds to Procure Route Match Fixed Route Software and Push To Talk (PTT) Communication System. Presentation by Teague Kirkpatrick

Upon Motion by **Director Mulheren** seconded by **Director Peters** the Board authorized the General Manager to present a Project to MCOG and Transit Productivity Committee (TPC) in April 2017 for funding from surplus Local Transportation Fund (LTF) Reserves for Route Match Fixed Route Software and Push to Talk Communication System by the following roll call vote:

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

- 10. Review and Direct General Manager to Authorize Renne, Sloan, Holtzman and Sakai, LLP, to amend MTA Joint Powers Agreement Section 6505.6 listing General Manager as the Auditor/Controller; with recommendation and resolution to be presented at April 2017 meeting for bank accounts signatory limits and authorities.**

The Board directed the General Manager to return in April with the following clarifications:

- A. Review MTA Investment Policies to ensure funds are protected in an out of County account;
- B. Provide the Board with 2 scenarios:
 - 1. Full in-house accounting vs.
 - 2. One check per week from Auditor/Controller;
- C. Provide the Board with cost of utilizing a private bank.

No Action taken.

11. Review and Adoption of Resolution 2017-03 MTA Passenger Code of Conduct

Upon Motion by **Director Cross** seconded by **Director Peters** the Board adopted Resolution No. 2017-03 approving an MTA Passenger Code of Conduct Policy by the following roll call vote:

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

12. Review and Adoption of Resolution No. 2017-04 Authorizing General Manager to Apply for FY 16-17 LCTOP Grant Funds

Upon Motion by **Director Cross** seconded by **Director Gjerde** the Board adopted Resolution No. 2017-04 by the following roll call vote:.

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

13. Review and Approve Resolution No. 2017-05 Adopting LCTOP Certifications and Assurances

Upon Motion by **Director Cross** seconded by **Director Gjerde** the Board adopted Resolution No. 2017-05 by the following roll call vote:

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

14. Review and Approval of Resolution No. 2017-06 Adopting a FY 2017-2018 Draft Budget and Claim to MCOG for LTF and STA Funds

Upon Motion by **Director Mulheren** seconded by **Director Gjerde** the Board Adopted Resolution No. 2015-06 approving the FY 17-18 Draft Budget and authorizing a Claim for LTF Funds and STA Funds by the following roll call vote:

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

15. Review and Acceptance of Fiscal Year 2015-2016 Fiscal Compliance Audit/Single Audit

Upon Motion by **Director Peters** seconded by **Director Cross** the Board Accepted the Fiscal Year 2015-2016 Fiscal Compliance Audit/Single Audit by the following roll call vote:

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

16. Review and Adoption of Resolution No. 2017-02 Adopting the MTA Electronic Communications Policy

Upon Motion by **Director Mulheren** seconded by **Director Gjerde** the Board Adopted Resolution No. 2017-02 approving the MTA Electronic Communications Policy by the following roll call vote:

17. General Manager Annual Evaluation (May 23, 2017)

Chair Mastin said he would contact **Vice-Chair Tarbell** and report back to the Board with a process for evaluation.

18. Management Reports

Human Resource Manager, John Pegan, reported on his progress during his first 30 days.

Finance Manager, Gary Hall, thanked Sally for her assistance during his training and said that it was invaluable to him.

General Manager Meyer reported that the advertising company has collected \$50,000 in annual fees and they are highly motivated. She also said that the three Agricultural Vans are now in use.

19. Matters from Directors

Chair Mastin reported that Governor Brown had announced increased funding for infrastructure and transportation in California utilizing vehicle registration increases and gas tax increase.

The Regular meeting of the MTA Board of Directors adjourned at 4:32 p.m.

Jim Mastin, Chair

Heather Lindsteadt, Recording Secretary

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Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December

Subject to Change

Date	Time	Location	Video Conference With	Major Agenda Items
2016				
				<i>CANCELLED</i>
July	28	4:30	Willits	only 2017/18 Transit Needs: Willits
				<i>POSTPONED TO SEPT 1</i>
August	25	4:30	Point Arena	only 2017/18 Transit Needs: Point Arena
September	1	1:30	Willits	only 2017/18 Transit Needs: Willits
September	28	1:30	Fort Bragg	Ukiah 2017/18 Transit Needs: Fort Bragg
October	26	1:30	Point Arena	only 2017/18 Transit Needs: Pt Arena
November	no meeting scheduled			
December	7	1:30	Ukiah	Fort Bragg 2017/18 Transit Needs: Ukiah
2017				
January	25	1:30	Fort Bragg	Ukiah 2018/19 Transit Needs: Ft Bragg
				<i>Cancelled - Lack of Quorum</i>
February	22	1:30	Willits	only 2018/19 Transit Needs: Willits Initial 2017/18 Budget Discussion
				2018/19 Transit Needs: Ukiah
March	29	1:30	Ukiah	Fort Bragg DRAFT 2017/18 Budget & Claim
				<i>Cancelled - Staff Changes -Scheduling Conflicts</i>
April	26	1:30	Point Arena	only 2018/19 Transit Needs: Point Arena
May	31	1:30	Fort Bragg	Ukiah General Manager Evaluation General Manager Contract
June	28	1:30	Ukiah	Fort Bragg FINAL 2017/18 Budget

To: MTA Board of Directors
From: Carla Meyer, General Manager
Date: May 31, 2017
Subj: Capital Program: Progress Report

This report is consistent with the capital budget dated June 2016/17

2015-16 Projects Carryover

Current Budget

Two Senior Center Vehicles (5310)

\$129,161

Action: Van for Ukiah arrived in August 2016 and is now in service.
 Budget was carried over to FY 2016/17

Problems: None

2016-17 Projects

Two-way Radio Replacement incl. Dispatch Console (Prop 1B and STA)

\$125,000

Action: Video project was carried over to FY16/17 and is now complete.

The radio project continues to be problematic due to issues at repeater sites. At the October, 2016 Board of Directors meeting, the Board unanimously agreed to reprogram pending Safety and Security funds to purchase CAD Dispatch software and pursue funding for radios at a later date. Potential funding source is FY 15-16 Safety and Security grant funds.

Problems: Significant delay from Fisher Wireless converting tower sites to digital. Delayed project implementation.

2-22-17: Fisher has been moving ahead on tower conversion to digital. However, Route Match (demand-response CAD) has a push to talk option on the tablets to be installed for Dial-A-Ride. MTA is delaying conversion of radio/dispatch console until further investigation of this option.

5-31-17: Project still delayed by Fisher Communications and pending Board Decision to pursue alternative software options or patchwork existing system.

New Maintenance Truck

\$67,626

Action: Truck has arrived and is in service. Few remaining tools and Upgrades are being completed.

5-31-17: Shop Truck project completed and vehicle is in service.

Three Large Cutaway Buses

\$330,000

Action: Due to PTIMSEA Bond Sale schedules, MTA is receiving \$87,606.70 within 30 days, with the remaining balance of \$219,236.30 after the Spring Bond Sale. While MTA had anticipated receiving all of the funding at once, waiting until the Spring Bond Sale moves the award from \$268,000 to \$304,833. Preliminary vehicle purchase requirements have begun, project will rollover to FY 2017/18.

2-23-17: MTA received \$87,606.70 of the allocated revenues. Remaining funds are due to arrive to MTA within the next 30-60 days.

Additional Trolley Purchase

\$175,139

Action: The original reason for purchasing an additional trolley was to have a Trolley available at Christmas for both Ukiah and Fort Bragg. At this time staff is delaying purchase until completion of Draft FY 2017/18 Budget. At that staff will make a recommendation to the Board of Directors regarding purchase of additional trolley.

Problems: Funding resources.

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TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: MTA Joint Powers Agreement / Finance Division Overhaul
DATE: May 31, 2017

At the March, 2017 meeting of the Board of Directors, there was discussion regarding MTA's current use of the County Auditor's Office for Auditor/Controller of MTA funds vs. the option to amend the MTA Joint Powers Agreement; moving all accounting functions in-house, saving \$45,000 in accounting services fees. As had been previously requested by the Board, a number of transit agencies were polled and the results showed that the accounting process varied across the properties from all in-house accounting to utilizing the individual county auditors for the Auditor/Controller function. For reference, please see Appendix 'A'.

In review, the MTA Finance Department has utilized the County Mendocino for accounting software and check production services. In FY 2015-16, MTA reimbursed Mendocino County \$41,250 for Munis Accounting software access and check production. In FY 16/17, as of January, 2017, \$40,210 had been spent for these services, with a projected year-end cost of \$45,000-\$47,000. Sally Webster, the former MTA Finance Director advised that the majority of the fees (approximately 70%) are 'entries' (or transactions for processing checks) in the Munis System. Her suggestion was to utilize the QuickBooks accounting software (which MTA has already purchased) and run each individual vendor payment check in-house out of QuickBooks, writing only one claim through the Munis System weekly to cover the cost of the checks that were run for that week's batch from QuickBooks. In turn, MTA would only be charged for one check a week instead of 20-40 per week. This would reduce the cost of the transactions services by 70% without the necessity of amending the JPA at this time. MTA would still bag the coin for Brinks each week and deposit the money into the bank account through the treasurer's office. Roughly, MTA would pay \$12,000 to \$14,000 to Mendocino County annually vs. the \$45,000 plus currently.

Prior to making a decision to amend the JPA, Board members requested the additional information as follows:

1) Review of MTA Investment Policies;

Staff researched MTA Policies and could not find a formal Reserve and/or Investment Policy. The need for these policies is now on the "To Do" list for staff to prepare for Board review, input and adoption.

2) Assurances that MTA's funds would be protected outside of Mendocino County's Bank of America account as per the FDIC;

FDIC Insurance is applicable to private individual and private business banking, not governmental entities. Banking industry regulators recognized that taxpayer funded agencies are a necessary operation to the public trust and funds deposited into governmental accounts are necessary for continued operation. Banking institutions that offer governmental banking services, are required to cross-collateralize deposits by purchasing securities that safeguard municipal account funds. Securities protection percentages from state to state. In California, the municipal protection is 100% of all funds deposited.

3) Cost of a private bank account vs. ongoing use of the County Auditor at \$30,000 - \$45,000 per year for services rendered.

Several banking institutions were contacted. Bank of America, Umpqua Bank, Westamerica Bank, Chase and Wells Fargo.

Basically, the answer from each banking institution's Governmental Division representative was the same: Service fees are dependent on the amount of funds being held in the account, usage, etc. etc. To obtain an exact figure would require a RFP, detailing the scope of banking services being requested.

There, however, was one constant. Every representative explicitly stated that the cost of doing banking business over a year's time would not come near the current \$30,000+ per year being paid to Mendocino County.

In light of all the projects currently in process for management staff, the most efficient plan to reduce accounting services costs, at this time, is through utilization of the QuickBooks software currently owned by MTA as suggested by former manager Sally Webster. MTA will contract with a firm that specializes in QuickBooks services to setup the Chart of Accounts and cost centers. Beginning with FY 17/18, MTA finance personnel will begin to issue vendor payments through the QuickBooks software on a bi-weekly AP process, with a singular corresponding claim through the Mendocino County Munis Accounting Software, resulting in 26 entry charges (annually) from Mendocino County vs. 20-24 per week (1040-2080, annually).

Finance Division Renovation

Currently, the MTA Finance Division operates a series of cost centers, reporting centers, ridership, Senior Center etc. in a collection of 246 individual spreadsheets that have accumulated since the division was setup by former Finance Manager, Larry Restal.

The current accounting program is Pacioli. Accounts payable/receivable are entered into Pacioli and then entered again into the Mendocino County Munis System. The current method has created a time-consuming maze of multiple manual journal entries from numerous data systems.

After researching options only two approaches presented themselves to provide staff and the Board of Directors with accurate financial, ridership, and other essential operating information in a timely manner. Only one seems fiscally realistic.

- 1) Leave the antiquated system as is, recruit a full-time Finance Manager and allow them significant time to comprehend the system and hire an additional accounting specialist to complete the multiple entry work.

Financial Impact: \$91,603 annually for additional Accounting Specialist

- 2) Retain a specialized governmental accounting firm to work with the General Manager and Finance Director to streamline the spreadsheet methodologies, moving HR and Operational functions to said departments and make recommendations of the "drilled down data" currently tracked vs. actual agency need. Based on this these changes, develop a systematic database system that requires only one point of data entry.

Financial Impact: \$25,000 to \$50,000 one-time Capital Expense

On Friday, May 18, 2017, I contacted Rick Wood, the Finance Director for California Special Districts Association requesting referral of specialized governmental accounting firms that assist public entities with renovation of their finance divisions. One option CSDA recommended was James Marta & Company, David Becker Principle, from Sacramento. I followed up that day and spoke with Mr. Becker. His company has provided consulting services for many governmental agencies for control reviews and assistance with development of policies and procedures and design and implementation of accounting systems. Mr. Becker also provided additional information on other Accounting firms that specialize in this service.

During the conversation with Mr. Woods, he advised me that CSDA provides similar fiscal renovation services and that he was currently subcontracted out to the Alameda Mosquito Abatement Agency for a similar project. However, If MTA elected to utilize CSDA to assist in overhaul of the Finance Department, Mr. Wood would only be available one day per week at the rate of \$110 per hour. Completion of the renovation could well take one-to-two years to complete and in the interim, would require the hire of a temporary accounting clerk to perform the necessary work until the processes were streamlined.

Staff Recommendation: Staff recommends hiring a specialized governmental accounting agency to revamp the current processes and procedures. It is in the best interest of management and the Board of Directors to complete the renovation of the Finance Department in a timely manner. Utilization of the CSDA Finance Director one day per week would take months to complete.

Staff will prepare a Scope of Work for the bid process required by the MTA Procurement Policy and solicit bids from qualifying governmental accounting agencies for assistance with renovation of the MTA Finance Department policies, procedures, design and implementation of streamlined reporting methodologies. At the June, 2016 Board of Directors meeting, an updated 5-year Capital Plan will be presented that will include the cost of this one-time project. In FY 18/19 staff and the Board of Directors will assess the success of the revised accounting process and will then review if revision of the JPA is worthwhile.

APPENDIX 'A'

Sonoma Transit:

Is not a JPA, but, part of the Sonoma County Public Works Department. They currently pay \$250,000 per year to Public Works and the County Auditor's Office for accounting/financial services.

Napa Transportation Authority (The Vine)

Left three messages with Executive Director, no contact made.

Yolo County Transit

Spoke with the Human Resources Director. They were a JPA, but are now a Special District organization. However, she advised that they are discussing the same issues as MTA and considering making a recommendation to their Board of Directors to cut costs by bringing accounting services in-house.

Amador Transit

Is a JPA. They brought accounting services in-house in 2011. However, the Board of Directors has yet to agree on who will be the Auditor/Controller and so they are currently operating outside of their JPA which designates the County of Amador.

Humboldt Transit

Is a Joint Powers Agreement agency. Humboldt Transit's original JPA, which was formed in 1975 is shown in exhibit 'A'. Although their JPA designates the County as the Auditor/Controller, the day to day function is not strictly enforced by the County Treasurer. They have their own depository and revolving account for AP and AR. They only write one-check per week from the County account to cover the funds in their revolving account. Monthly reconciliations are no longer done at the county level and associated service fees from the county are negligible.

El Dorado Transit

Also, a Joint Powers Agency. The El Dorado Transit JPA is shown in Exhibit 'B'. El Dorado Transit Board of Directors named the Executive Director as the Auditor/Controller. The Executive Director has signatory authority up to \$5,000; any amount higher requires signatory of both the Executive Director and Chairman and/or Vice-Chairman of the Board of Directors.

TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: Route Match Fixed Route AVL – Push to Talk Technology
DATE: May 31, 2017

During the October, 2016, meeting the Board of Directors accepted that it was essential to address the on-going safety concern regarding MTA's outdated database program and dying radio system via purchase on RouteMatch Fixed Route AVL, Push to Talk and Route Shout technologies, as being the preferred resolution to these problems, however, no funding resources were available at that time.

At the January and February, 2017 MCOG Executive Committee meeting, staff was advised that as a result of internal accounting procedural changes a one-time fund of excess LTF has been created. How to use these funds was discussed at both the January and February meetings. It was a unanimous decision of the executive committee to program some of the funds to the MTA fuel reserve account held by MCOG and to increase the FY 17/18 LTF allocation to MTA to the same as was received in FY 2016/17. Final disposition of the remaining funds would follow the Transit Productivity Committee Meeting scheduled for April 18, 2017.

During this time, the functionality and reliability of MTA's Base to Mobile communications abilities continued to degrade to a level of serious concern and the problems with the ridership database only magnified. Based on this perfect storm of difficulties in essential MTA functions, staff contacted RouteMatch and requested a field test of the RouteMatch 'Push to Talk' technology in the MTA coverage area. On March 28, 2017, Teague Kirkpatrick of Route Match, Maintenance Manager Bob Butler and General Manager Carla Meyer tested the technology through Booneville, Anderson Valley, north through Mendocino and Fort Bragg, Hwy 20 to Willits and in the Ukiah area.

The conclusions were startlingly conclusive: unlike the current radio system, communications were clear and concise. The new technology would provide MTA with accurate and immensely improved ridership and the real-time location of vehicle data. Realistically given our terrain, there were some areas where cellular communications were eliminated and/or non-existent, however, the areas of disruption in cellular connection were fewer and more limited in extent, than similar areas of poor reception currently experienced with the mountain top repeaters.

Moreover, exploring our options for the future, it was determined that cellular coverage is more likely to be increased by more cell towers versus expansion of the mountain top radio repeater system sites. This makes the Push to Talk cellular technology more adaptive to the future as well as better matching current urgent needs.

At the March 29, 2017 Board of Directors meeting, Teague Kirkpatrick and myself presented the RouteMatch Fixed Route AVL Software, Push to Talk Technology and 'Route Shout', a public app for bus arrival/departure times and associated costs. The Board of Directors authorized the General Manager to present to the Transit Productivity Committee the need for this technology and pursue the

\$390,000 for completion of this system through the excess LTF funds at the MCOG. A special meeting of the Transit Productivity Committee was scheduled for May 12, 2017 at 11:00 at the Ukiah Conference Center for video tie-in with committee members from the coastal communities of Mendocino County.

On May 11, 2017 staff received the scheduled meeting agenda and MCOG staff report. (Appendix 'A'):

In the report MCOG Staff Recommendation was as follows:

RECOMMENDATION:

Staff is reluctant to recommend funding for Route Match software at this time. This one-time source of local funding is a valuable asset that can be used for multiple purposes. Staff further recommends that this decision await notification of additional funding that will be made available for transit purposes through the recently passed SB 1 legislation. New state funds, notably State Transit Assistance (STA), are anticipated that could potentially fund this proposal.

As a result, until revision of the STA allocations from the State Controller's Office and an update of the MTA Capital Plan would be available, the presentation to the Transit Productivity Committee was put on hold and the meeting the following day cancelled.

In review of the MTA FY16/17 Five-Year Capital Plan, it was discovered that projected STA funds for the following four years had been overstated. Therefore, staff is working on a long-term (10-year window) Capital Plan that will include the future replacement costs of its heavy-duty fleet inclusive of the electric power plant capabilities. These costs combined with the renovation of the current solar canopy that will need to be completed prior to purchase of clean-energy buses will take all of the increased STA funds now being projected as a result of SB1 and more to complete. Other funding sources such as PTMISEA, has only two funding cycles, most of which are projected toward medium-duty fleet replacement and Prop1B Safety/Security funding for small projects outlined in the capital plan. Capital funds that are available through FTA Operating Grants such as 5310 are very limited in scope, and will have to wait another three years before a funding cycle re-opens.

It is difficult to overstate the urgent need of a proper communications location tracking and seamless ridership information input system. While there may be unexplored patchwork solutions that will quilt a temporary fix, the Fixed Route Software was the solution to three (3) foremost problems currently facing MTA.

1) Ridership Data Tracking and Real-Time Route Performance:

With the recent award of the 5310 Mobility Manager grant, to be able to report ridership data semi-annually "correctly", MTA must now expend funds to upgrade its antiquated database system to track ridership as per FTA requirements and if possible, manually enter "actual" hours and minutes of each individual route.

2) On-Time Performance Tracking:

As was noted in the last two MCOG Triennial Reports (six-year window), MTA cannot track bus on-time performance. Staffing levels are not sufficient to have a Supervisor sit in a vehicle on a route and time a bus as it goes by. Not only is this information necessary to NTD reporting, but, very likely is a contributor to ridership decline.

3) Base to Mobile Communications:

The decline in the ability to communicate via the radio system has gone from bad to critical. Daily, Dispatchers are noting in the Dispatch log their inability to communicate with operators. Bob Butler, the MTA Maintenance Manager is obtaining costs to equip each driver with a cell phone and blue tooth device. Failure to do so, will result in a serious safety situation for drivers, passengers and staff.

Staff Recommendation: The General Manager will:

- 1) Complete the 10-year Capital Plan for presentation at the June, 2017 Board of Directors meeting. This plan will provide the detailed costs and capital revenue sources both in the short-term and long-term, determining if any other funding sources are available for the RouteMatch Software purchase.
- 2) Staff will cost out the addition of a cell phone and blue tooth device for each bus operator, as a measure of some communications protection for drivers and passengers.
- 3) The Filemaker Data Base program vendor, who is scheduled to meet with MTA staff the week of June 5th will determine if the current program can be updated to record ridership as mandated by FTA and if any real-time data capabilities exist.

At the June, 2017 Board of Directors meeting, staff will present a recommendation based on costs and effectiveness of the patchwork option outlined above vs. returning to the MCOG to begin the process through the Transit Productivity Committee and the MCOG Board for utilization of the one-time excess LTF funds currently available.

APPENDIX 'A'



SERVING MENDOCINO COUNTY SINCE 1976

May 1, 2017

Mr. Phil Dow, Executive Director
Mendocino Council of Governments
367 N. State Street, #206
Ukiah, CA 95482

Dear Mr. Dow

In November 2016, the MCOG Board of Directors approved utilization of Prop 1B Safety and Security funds for MTA to purchase Route Match Computer Aid Dispatch software (CAD) for the Dial-A-Ride program. At that time, depending upon future grant funding opportunities, additional fixed route software that would provide AVL, on-time performance data and wireless ridership tracking by use of tablets and a public app for bus arrival/departure times was also discussed.

At the January and February, 2017 MCOG Executive Committee meeting, it was explained that as a result of internal accounting procedural changes as mandated in a recent MCOG audit, a one-time fund of excess LTF was created. Discussion for utilization of these funds was touched on at both committee meetings. It was a unanimous decision of the executive committee, at that time, to program some of the funds to the MTA fuel reserve account held by MCOG and to increase the FY 17/18 LTF allocation to MTA to the same as was received in FY 2016/17. Final disposition of the remaining funds would follow the Transit Productivity Committee Meeting scheduled for April 18, 2017. Approximately \$400,000 plus of excess LTF remains.

MTA is proposing to utilize this one-time excess LTF fund to purchase the remainder of the Fixed Route Core Software Management System, the public application called RouteShout and the Push to Talk Communications option for the following reasons:

In the FY 2010-2012 MCOG Triennial Performance Audit of Mendocino Transit Authority, completed in July, 2013, (a repeated recommendation from the FY 2007-2009 Triennial Audit) the number one recommendation is:

“Develop internal goals for collection and measurement of on-time performance”.

The report states: *“On-time performance, or schedule adherence, is an important gauge of customer service in the transit industry.....It is recommended that MTA develop a minimum standard for on-time performance as a means to measure the relative improvement to schedule adherence.....MTA should investigate the capabilities of existing Global Positioning System (GPS) technology as a tool for improved tracking of vehicles and recording of schedule adherence. Reliance on technology to report on-time performance is widely practiced across transit properties...reducing manual input and staff resources.”*

In addition, the MTA 100-Day Organizational Assessment Report of August, 2016 strongly recommended: *“Utilization of modern technology in development of internal processes via transit specific software applications to enhance efficiency of transit services”* as being vital to improvement of MTA processes, procedures and public information services.

The fact that MTA’s ridership continues to decline may be a direct result of on-time performance. Reliability and confidence in timely service are vital to choice riders. At this time, short of sending out personnel to sit in staff vehicles and manually time buses on routes, no methodology is in place to provide consistent tracking of on-time performance and no “real-time” bus information is available to riders. The purchase of RouteShout software will allow passengers to locate their bus of choice from their cell phone.

Benefits of the fixed route software are wireless upload of ridership and fare collection into the Route Match database vs. the current manual data entry from paper copy recorded by drivers on routes. Additional benefits are a reduction of staff tracking of paper, manual data entry into Filemaker (an antiquated database program currently used by MTA), storage of documents and reduction of the “room for error” in data processing and most importantly, ease of use for riders using MTA.

Another benefit is of the Route Match Software purchase is the “Push to Talk” option which will provide resolution to the ongoing three-year radio endeavor. The Maintenance Division has been working with Fisher Communications on changeover from analogue to digital repeaters. Delay after delay in the conversion has had a significant negative impact on MTA’s ability to communicate with drivers in buses. Lack of communication abilities has negatively affected ridership pickup for Dial-A-Ride and is a significant safety liability concern.

Push to Talk transmits communication via cell phone towers, not mountain top repeaters increasing MTA's communications capabilities. Although there are some areas within Mendocino County where cell communications continue to be limited and/or non-existent, these areas are far more limited than mountain top repeater coverage areas and more likely to be resolved by installation of more cell towers than will be mountain top radio repeater sites.

The one-time excess of LTF funds cannot be utilized to add additional service as MTA would not be able to sustain it. However, utilization of these funds for a one-time purchase of transit specific software database, clear and concise communication between base station and vehicles, and a public app for riders to obtain real-time bus information will greatly enhance MTA's ability to provide efficient and effective transportation services to the citizens of Mendocino County.

The MTA Board of Directors heartily supports the implementation and utilization of software applications that modernize MTA's internal processes and procedures.

The total cost of the RouteMatch Fixed Route Core Management System, RouteShout, the public app and Push to Talk Communications software/hardware is \$380,000

Thank you for your consideration.

Sincerely,

Carla A. Meyer
General Manager



MENDOCINO COUNCIL OF GOVERNMENTS

367 North State Street~Ukiah~California~95482
www.mendocinocog.org

PHILLIP J. DOW, EXECUTIVE DIRECTOR

Administration: Suite 206
(707) 463-1859
Transportation Planning: Suite 204
(707) 234-3434

Transit Productivity Committee

AGENDA

DATE: Friday, May 12, 2017 at 11:00 a.m. to appx. 12:00 p.m.

LOCATIONS by Video-conference:

Ukiah Valley Conference Center
Chenin Blanc Room
200 S. School St., Ukiah

MTA's Diana Stuart Fort Bragg Division
190 East Spruce St., Fort Bragg

All items are considered for action unless otherwise noted.

1. Call to Order
2. Public Expression
Participation is welcome in Council meetings. Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard. "Public Expression" time is limited to matters under the Council's jurisdiction that may not have been considered by the Council previously and are not on the agenda. No action will be taken. Members of the public may comment also during specific agenda items when recognized by the Chair.
3. Review & Recommendation on Funding of Mendocino Transit Authority's Request for Local Transportation Funds to Purchase "Route Match Fixed Route AVL, Push to Talk Software / Hardware" – *presentation by Carla Meyer, General Manager*
4. Miscellaneous / Members' Concerns / Announcements
5. Adjournment

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the MCOG office at (707) 463-1859, at least 72 hours before the meeting.

POSTED by 5/8/2017



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 3
TPC Meeting
5/12/2017

STAFF REPORT

TITLE: Review & Recommendation on Funding of Mendocino Transit Authority's Request for Local Transportation Funds to Purchase Route Match Software/Hardware

SUBMITTED BY: Janet Orth, Deputy Director/CFO
with Phil Dow, Executive Director

DATE PREPARED: 5/10/2017

BACKGROUND:

MCOG has received a request, attached, from Mendocino Transit Authority (MTA) for \$380,000 to purchase an additional component to their existing Route Match system to improve on-time performance, data collection, communications and other benefits. MTA General Manager Carla Meyer will give a presentation at our meeting.

As discussed in committee meetings during this season's FY 2017/18 budget development, MCOG has a one-time unallocated balance of Local Transportation Funds (LTF) that is available this year, from two months of sales tax revenues at \$596,200. Recommendations to MCOG's Board of Directors for allocations to LTF Reserve and MTA's annual transit claim have reduced that balance to \$421,059.

Eligible allocations. In order of MCOG's allocation priorities under the Transportation Development Act (TDA), LTF funds may be allocated to Administration, Bicycle & Pedestrian facilities (up to 2%), Planning, and Transit. So this one-time "windfall" is available for all of these purposes. MCOG staff has indicated that no additional funds are currently needed for Administration. From the Executive Committee minutes of January 20, discussion of options included:

- Set aside funds for a rainy day
- Augment funding/fill gap of the FY 2016/17 transit need being met – Route 65 expansion
- Identify planning needs for local funds
- Allocate a proportionate (2%) amount to bicycle and pedestrian projects.

Recommendations to date for the remaining balance:

- Executive Committee, February 21
 - Temporarily reserve a balance of LTF prior-year unallocated revenues of \$350,194 during budget development, at least until the Unmet Transit Needs annual cycle is completed. (\$70,865 was later added from MTA's audit as ineligible and payable to MCOG, less adjustment of a draft budget error.)
- Transit Productivity Committee (TPC), April 19
 - Reserve \$421,059 as unallocated revenues until Unmet Transit Needs have been considered; and
 - Make a finding that eight needs on the FY 2017/18 list are reasonable to meet, contingent on approval of MTA's grant proposal under the FTA Section 5310 program for mobility management. (Note this grant is in line for award as recommended by CTC staff for Commission approval.)

Procedure for allocation/award. Mendocino Transit Authority may claim funds under Article 4, Section 99260(a) as detailed in Section 99262. The MCOG Board makes transit allocations annually in June, for the fiscal year to begin July 1. Also at the June meeting, the Board makes a finding of whether any of the Unmet Transit Needs, identified at MCOG's public hearing last December, are "reasonable to meet" according to MCOG's adopted definitions. The TPC's recommendations on MTA's annual transit claim and the unmet needs finding were reported to the Board at MCOG's May 1 budget workshop. If the current request is recommended for funding, the allocation should be added to MTA's annual claim for TDA compliance.

ACTION REQUIRED:

Hear MTA's presentation, review the request for funds along with this staff report, and make a recommendation to the full Council.

ALTERNATIVES:

- Inquire into the funding gap for last year's reasonable-to-meet Unmet Transit Need, Route 65 expansion, and how this need would be fully funded
- Discuss MTA's ability to sustain potential Unmet Transit Needs funded with the unallocated reserve
- Inquire into other sources of funding for MTA's current request for Route Match software/hardware
- Consider an allocation from MCOG's State Transit Assistance (STA) funds toward this request
- Ask for details of the Route Match cost proposal
- Recommend full, partial, or no funding of MTA's current request
- Delay a decision on this request
- Other options to be identified in the meeting after receiving more information as presented.

RECOMMENDATION:

Staff is reluctant to recommend funding for Route Match software at this time. This one-time source of local funding is a valuable asset that can be used for multiple purposes. Staff further recommends that this decision await notification of additional funding that will be made available for transit purposes through the recently passed SB 1 legislation. New state funds, notably State Transit Assistance (STA), are anticipated that could potentially fund this proposal.

Enclosure:

MTA's letter requesting LTF funds dated May 1, 2017

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TO: MTA Board of Directors
FROM: Gary Hall, Interim Finance Manager
RE: FY 2017/18 Preliminary Budget
DATE: May 31, 2017

Directors:

Included herein are 4 budgetary financial statements:

- **Annual Income Statement including 2015/16 (As Audited) and compared to budgets for FYs 2016/17 and 2017/18**
- **Operating Cost Comparison for budgets of FYs 2016/17 and 2017/18, detailed by Transportation, Maintenance and Administration**
- **Statistical budgets FYs 2016/17 and 2017/18 by Ridership, Fare Revenue and Service Hours**
- **Performance Measures FYs 2016/17 and 2017/18 with Passengers per Hour, Farebox %, Cost per Hour and Average Fare Budget**

Also included is the 2017/18 Wage and Staffing Table, effective July 1, 2017.

Notes to the Preliminary Budget:

Revenues

- **Transit fares, Contracts and Charters expected to be similar to 2016/17**
- **Bus Display Ads projected conservatively at \$150k, an increase of \$140k**
- **TDA, STA and Grant changes anticipated net to similar revenue as 2016/17**

Operating Expenses

- **Total budgeted increase about \$170k**
- **COLA increase (6% 7/1/17) and other wage related expenses account for majority of the increase, while employee health coverage increases by over 14% 9/1/17. Admin budget decreases, as does not include Operations Manager (>\$100k).**
- **We need to collate additional data regarding all liability insurances, e.g., plus other projected expenses to finalize the 2017/18 Budget in June.**

Mendocino Transit Authority

Annual Income Statement

Actual FY 2015/16, Budgets FYs 2016/17, 2017/18

Description	Audit Yr End FY 2015/16	Budget FY 2016/17	Budget FY 2017/18	Bud Diff Amount	Difference %
OPERATING REVENUE					
Fares	608,560	677,808	677,808	0	0.0%
Contract Service Revenue	67,512	65,000	65,000	0	0.0%
Charters	52,301	25,226	18,000	(7,226)	-28.6%
Display Ads	7,800	9,375	150,000	140,625	1500.0%
Sonoma County Participation	152,875	172,000	172,000	0	0.0%
Total Operating Revenue	889,048	949,409	1,082,808	133,399	14.1%
OTHER REVENUE					
TDA - Operations	2,860,678	2,549,563	2,549,563	0	0.0%
STA - Operations	175,000	175,000	250,000	75,000	42.9%
State Planning Grant	10,785	25,000	50,000	25,000	100.0%
Fed Sect 5311 Operating Grant	409,047	469,217	469,217	0	0.0%
Fed Operating Grant - 5311(f)	222,198	300,000	122,832	(177,168)	-59.1%
Fed Sect 26a Planning Grant		0	71,000	71,000	100%
Senior Center Admin/Dispatch	25,900	26,500	26,500	0	0.0%
Maintenance Labor Revenue	39,052	30,000	30,000	0	0.0%
Rental Income		0	0	0	0.0%
Other Income	833	800	800	0	0.0%
Total Other Operating Revenue	3,743,493	3,576,080	3,569,912	(6,168)	-0.2%
Grand Total Operating Revenue	4,632,541	4,525,489	4,652,720	127,231	2.8%
OPERATING EXPENSES:					
Transportation	3,010,944	3,216,810	3,363,915	147,105	4.6%
Maintenance	488,739	544,142	590,297	46,155	8.5%
Administration	723,879	813,454	790,036	(23,418)	-2.9%
Total Operating Expenses Before Depr	4,223,562	4,574,406	4,744,248	169,842	3.7%
Net Gain/(Loss) Operations	408,979	(48,918)	(91,529)	(42,611)	87.1%
Interest Income (Expense)	3,184	3,200	3,200	0	0.0%
Change in Net Position Before Depreciaition	412,163	(45,718)	(88,329)	(42,611)	93.2%

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Friday May 26,2017

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Mendocino Transit Authority

Operating Cost Comparison - FY 2016/17 vs 2017/18 Budgets

	Description	Budget FY16/17 Transp	Budget FY16/17 Maint	Budget FY16/17 Admin	Budget FY16/17 Total	Budget FY17/18 Trans	Budget FY17/18 Maint	Budget FY17/18 Admin	Budget FY17/18 Total	Diff Amount	Diff %
1	Wages	1,482,423	264,516	294,494	2,041,432	1,568,568	298,025	335,611	2,202,204	160,772	7.9%
2	Wages-Vac/Sick/Hol	228,698	52,254	57,234	338,186	228,774	58,500	48,957	336,232	(1,955)	-0.6%
3	Health	463,267	62,712	62,712	588,692	500,905	67,326	56,105	624,335	35,643	6.1%
4	Workers Comp	169,757	19,621	2,150	191,528	183,470	19,921	2,160	205,551	14,023	7.3%
5	Retirement	167,513	32,560	34,433	234,506	189,053	39,165	40,451	268,669	34,163	14.6%
6	Payroll Taxes	49,622	8,348	10,200	68,171	52,123	9,383	11,152	72,658	4,488	6.6%
7	Uniform Allowance	8,200	6,600		14,800	8,200	6,600		14,800		
8	Travel Expenses	5,700	3,420	12,180	21,300	5,700	3,420	10,000	19,120	(2,180)	-10.2%
9	Outside Labor	7,326	7,242	133,664	148,232	7,326	2,450	82,664	92,440	(55,792)	-37.6%
10	Fuel-Revenue Vehicles	361,351			361,351	348,075			348,075	(13,275)	-3.7%
11	Lube-Revenue Vehicles	10,925			10,925	10,925			10,925		
12	Tires/Tubes-Revenue Vehicles	28,755			28,755	27,552			27,552	(1,203)	-4.2%
13	Parts-Revenue Vehicles		32,589		32,589		31,226		31,226	(1,363)	-4.2%
14	Expense Parts		2,400		2,400		2,400		2,400		
15	Non-Capital Equipment	2,500	2,400	3,000	7,900	2,500	2,400	3,000	7,900		
16	Office Supplies	400		13,500	13,900	400		13,500	13,900		
17	Subscriptions	1,265	1,400	1,617	4,282	1,265	1,400	1,617	4,282		
18	Dues & Memberships	575		6,550	7,125	575		6,000	6,575	(550)	-7.7%
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	13,420	1,800	18,450	33,670	13,420	1,800	18,450	33,670		
24	Utilities	8,640	1,490	10,306	20,436	8,640	1,490	10,306	20,436		
25	Insurance	163,124	9,000	15,967	188,091	163,124	9,000	15,967	188,091		
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	5,900	21,967	10,817	5,000	3,000	18,817	(3,150)	-14.3%
29	Board Expense			5,550	5,550			5,550	5,550		
30	Miscellaneous	4,990	600	120	5,710	4,990	600	120	5,710		
31	Vehicle Rental			340	640		300	340	640		
32	Equipment Rental	25,713			25,713				25,713		
33	Property Rental	3,217,030	544,142	813,454	4,574,626	3,363,915	590,297	790,036	4,744,248	169,622	3.7%
Total						3,363,915	590,297	790,036	4,744,248		
Total						3,363,915	590,297	790,036	4,744,248		
# of FT/PT Empl (Health benefits)		46	6	6	58	45	6	5	56		

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Friday May 26, 09:32 AM

Mendocino Transit Authority

Statistics - FY 2016/17 vs 2017/18 Budgets

Route/Run	Ridership Budget 2016/17	Ridership Budget 2017/18	Ridership Amount Diff	Ridership % Diff	Fare Rev Budget 2016/17	Fare Rev Budget 2017/18	Fare Rev Amount Diff	Fare Rev % Diff	Svc Hrs Budget 2016/17	Svc Hrs Budget 2017/18	Svc Hrs Amount Diff	Svc Hrs % Diff
02 Willits - DAR	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%
03 Ukiah - DAR	24,624	24,624	0	0.0%	71,174	71,174	0	0.0%	6,913	5,454	(1,459)	-21.1%
04 Fort Bragg - DAR	15,652	15,652	0	0.0%	60,371	60,371	(0)	-0.0%	4,118	4,110	(9)	-0.2%
Total Dial-A-Ride	40,276	40,276	0	0.0%	131,545	131,545	(0)	-0.0%	11,031	9,563	(1,468)	-13.3%
08 Local Evening Service	12,829	12,829	0	0.0%	15,553	15,553	(0)	-0.0%	2,710	2,699	(11)	-0.4%
Total Flex Routes	12,829	12,829	0	0.0%	15,553	15,553	(0)	-0.0%	2,710	2,699	(11)	-0.4%
01 Willits - Flex/Local	12,381	12,381	0	0.0%	12,561	12,561	0	0.0%	2,810	2,799	(11)	-0.4%
05 BraggAbout	21,774	21,774	0	0.0%	17,754	17,754	0	0.0%	2,671	2,661	(10)	-0.4%
07 Jitney	5,032	5,032	0	0.0%	3,592	3,592	0	0.0%	336	335	(1)	-0.4%
09 Local	157,982	157,982	0	0.0%	171,041	171,041	(0)	-0.0%	8,884	8,886	2	0.0%
15 Laytonville	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%
20 & 21 Willits	42,793	42,793	0	0.0%	71,884	71,884	(0)	-0.0%	3,908	3,893	(15)	-0.4%
30 Redwood Valley	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%
Total Inland Bus Routes	239,962	239,962	0	0.0%	276,832	276,832	(0)	-0.0%	18,609	18,572	(37)	-0.2%
60 Coaster	16,432	16,432	0	0.0%	16,456	16,456	(0)	-0.0%	1,495	1,489	(6)	-0.4%
65 CC Rider	14,875	14,875	0	0.0%	136,500	136,500	0	0.0%	3,093	3,377	284	9.2%
66 New CC Rider Service	5,000	5,000	0	0.0%	35,000	35,000	0	0.0%	5,451	5,425	(26)	-0.5%
74 Gualala - Saturday	926	926	0	0.0%	3,036	3,036	0	0.0%	469	478	9	1.9%
75 Gualala	9,664	9,664	0	0.0%	21,521	21,521	0	0.0%	2,273	2,264	(9)	-0.4%
95 Point Arena-Santa Rosa	7,467	7,467	0	0.0%	41,364	41,364	0	0.0%	3,348	3,346	(2)	-0.1%
Total Coast Bus Routes	54,364	54,364	0	0.0%	253,877	253,878	1	0.0%	16,129	16,379	250	1.6%
Total Public Service	347,431	347,431	0	0.0%	677,807	677,808	1	0.0%	48,479	47,214	(1,265)	-2.6%
97 Contract Service	6,320	6,320	0	0.0%	65,000	65,000	0	0.0%	966	962	(4)	-0.4%
98 Charter	10,450	10,450	0	0.0%	25,226	18,000	(7,226)	-28.6%	305	305	0	0.1%
Total Other	16,770	16,770	0	0.0%	90,226	83,000	(7,226)	-8.0%	1,271	1,268	(3)	-0.3%
Total	364,201	364,201	0	0.0%	768,033	760,808	(7,225)	-0.9%	49,750	48,481	(1,269)	-2.6%

Route/Run	Miles Budget 2016/17	Miles Budget 2017/18	Miles Amount Diff	Miles % Diff	Op Cost Budget 2016/17	Op Cost Budget 2017/18	Op Cost Amount Diff	Op Cost % Diff	Paid Hrs Budget 2016/17	Paid Hrs Budget 2017/18	Paid Hrs Amount Diff	Paid Hrs % Diff
03 Ukiah - DAR	76,233	60,029	(16,204)	-21.3%	658,297	752,434	94,137	14.3%	7,469	5,857	(1,612)	-21.6%
04 Fort Bragg - DAR	50,215	50,127	(88)	-0.2%	326,446	411,199	84,753	26.0%	4,522	4,513	(9)	-0.2%
Total Dial-A-Ride	126,448	110,156	(16,292)	-12.9%	984,743	1,163,633	178,890	18.2%	11,991	10,369	(1,622)	-13.5%
08 Local Evening Service	31,525	31,400	(125)	-0.4%	202,152	194,275	(7,877)	-3.9%	2,936	2,924	(12)	-0.4%
Total Flex Routes	31,525	31,400	(125)	-0.4%	202,152	194,275	(7,877)	-3.9%	2,936	2,924	(12)	-0.4%
01 Willits - Flex/Local	34,398	34,262	(137)	-0.4%	221,455	213,719	(7,736)	-3.5%	3,177	3,164	(13)	-0.4%
05 BraggAbout	34,448	34,312	(136)	-0.4%	220,748	221,657	909	0.4%	3,135	3,122	(13)	-0.4%
07 Jitney	4,183	4,167	(16)	-0.4%	28,114	27,311	(803)	-2.9%	420	418	(2)	-0.4%
09 Local	111,941	111,976	35	0.0%	736,434	716,272	(20,162)	-2.7%	9,689	9,689	(0)	-0.0%
20 & 21 Willits	94,943	94,573	(370)	-0.4%	424,778	418,558	(6,220)	-1.5%	4,649	4,631	(18)	-0.4%
Total Inland Bus Routes	279,913	279,289	(624)	-0.2%	1,631,529	1,597,517	(34,012)	-2.1%	21,070	21,025	(45)	-0.2%
60 Coaster	42,386	42,218	(168)	-0.4%	149,035	150,533	1,498	1.0%	1,803	1,795	(8)	-0.4%
65 CC Rider	126,566	113,532	(13,034)	-10.3%	352,334	363,790	11,456	3.3%	3,833	4,146	313	8.2%
66 New CC Rider Service	192,504	182,692	(9,812)	-5.1%	528,380	524,294	(4,086)	-0.8%	6,231	6,313	82	1.3%
74 Gualala - Saturday	11,492	11,713	221	1.9%	43,513	46,278	2,765	6.4%	546	557	11	2.0%
75 Gualala	51,408	51,204	(204)	-0.4%	208,291	216,417	8,126	3.9%	2,647	2,636	(11)	-0.4%
95 Point Arena-Santa Rosa	81,022	81,022	(0)	-0.0%	312,671	325,948	13,277	4.2%	3,886	3,884	(2)	-0.0%
Total Coast Bus Routes	505,378	482,381	(22,997)	-4.6%	1,594,224	1,627,261	33,037	2.1%	18,946	19,332	386	2.0%
Total Public Service	943,264	903,225	(40,039)	-4.2%	4,412,648	4,582,685	170,037	3.9%	54,943	53,650	(1,293)	-2.4%
97 Contract Service	11,592	11,546	(46)	-0.4%	81,963	81,717	(246)	-0.3%	1,323	1,318	(5)	-0.4%
98 Charter	3,633	3,633	0	0.0%	23,516	23,347	(169)	-0.7%	327	327	0	0.1%
Total Other	15,225	15,179	(46)	-0.3%	105,479	105,063	(416)	-0.4%	1,650	1,645	(5)	-0.3%
Total	958,489	918,405	(40,084)	-4.2%	4,518,127	4,687,748	169,621	3.8%	56,593	55,295	(1,298)	-2.3%

Mendocino Transit Authority
Performance Measures - FY 2016/17 vs 2017/18 Budgets

Route/Run	Pass/Hr Budget 2016/17	Pass/Hr Budget 2017/18	Pass/Hr % Diff	Farebox Budget 2016/17	Farebox Budget 2017/18	Farebox % Diff	Cost/Hr Budget 2016/17	Cost/Hr Budget 2017/18	Cost/Hr % Diff	Avg Fare Budget 2016/17	Avg Fare Budget 2017/18	Avg Fare % Diff
03 Ukiah - DAR	3.6	4.5	25.4%	10.8%	9.5%	-12.4%	95.23	137.97	44.9%	2.89	2.89	0.0%
04 Fort Bragg - DAR	3.8	3.8	0.8%	18.5%	14.7%	-20.6%	79.27	100.06	26.2%	3.86	3.86	0.0%
Total Dial-A-Ride	3.7	4.2	13.8%	13.4%	11.3%	-15.6%	89.27	121.68	36.3%	3.27	3.27	0.0%
Dial-A-Ride Performance Standards	4.5	4.5		15.0%	15.0%		95.12	95.12				
08 Local Evening Service	4.7	4.8	1.2%	7.7%	8.0%	4.0%	74.60	71.98	-3.5%	1.21	1.21	0.0%
Total Flex Routes	4.7	4.8	1.2%	7.7%	8.0%	4.0%	74.60	71.98	-3.5%	1.21	1.21	0.0%
Flex Route Performance Standards	8.2	8.2		15.0%	15.0%		81.62	81.62				
01 Willits - Flex/Local	4.4	4.4	1.2%	5.7%	5.9%	3.1%	78.82	76.37	-3.1%	1.01	1.01	0.0%
05 Bragg/About	8.2	8.2	-0.2%	8.0%	8.0%	0.1%	82.64	83.31	0.8%	0.82	0.82	0.0%
07 Jitney	15.0	15.0	0.2%	12.8%	13.2%	2.8%	83.67	81.61	-2.5%	0.71	0.71	0.0%
09 Local	17.8	17.8	-0.1%	23.2%	23.9%	2.9%	82.89	80.61	-2.7%	1.08	1.08	0.0%
20 & 21 Willits	10.9	11.0	0.9%	16.9%	17.2%	1.6%	108.69	107.52	-1.1%	1.68	1.68	0.0%
Total Inland Bus Routes	12.9	12.9	0.2%	17.0%	17.3%	1.9%	87.67	86.02	-1.9%	1.15	1.15	0.0%
Inland Performance Standards	14.0	14.0		15.0%	15.0%		85.97	85.97				
61 Coaster - Saturday	11.0	11.0	0.3%	11.0%	10.9%	-0.6%	99.68	101.08	1.4%	1.00	1.00	0.0%
65 CC Rider	4.8	4.4	-8.2%	38.7%	37.5%	-3.0%	113.90	107.74	-5.4%	9.18	9.18	0.0%
66 New CC Rider Service	0.9	0.9	2.4%	6.6%	6.7%	1.1%	96.94	96.65	-0.3%	7.00	7.00	0.0%
74 Gualala - Saturday	2.0	1.9	-3.2%	7.0%	6.6%	-6.3%	92.77	96.80	4.3%	3.28	3.28	0.0%
75 Gualala	4.3	4.3	-0.7%	10.3%	9.9%	-3.5%	91.64	95.59	4.3%	2.23	2.23	0.0%
95 Point Arena-Santa Rosa	2.2	2.2	1.4%	13.2%	12.7%	-3.9%	93.38	97.41	4.3%	5.54	5.54	0.0%
Total Coast Bus Routes	3.4	3.3	-2.4%	15.9%	15.6%	-1.9%	98.84	99.35	0.5%	4.67	4.67	0.0%
Coastal/Long Performance Standards	3.2	3.2		15.0%	15.0%		90.44	90.44				
Total Public Service	7.2	7.4	2.2%	15.4%	14.8%	-4.0%	91.02	97.06	6.6%	1.95	1.95	0.0%
Total Public Service Standards				14.7%	14.7%							
97 Contract Service	6.5	6.6	1.1%	79.3%	79.5%	0.3%	84.85	84.93	0.1%	10.28	10.28	0.0%
98 Charter	34.2	34.2	0.1%	107.3%	77.1%	-28.1%	77.01	76.46	-0.7%	2.41	1.72	-28.6%
Total Other	13.2	13.2	0.2%	85.5%	79.0%	-7.6%	82.97	82.89	-0.1%	5.38	4.95	-8.0%
Contract/Charter Standards				100.0%	100.0%							
Total	7.3	7.5	2.9%	17.0%	16.2%	-4.5%	90.81	96.69	6.5%	2.11	2.09	-0.9%

Mendocino Transit Authority
2017/18 WAGE & STAFFING TABLE

Effective July 1, 2017

APPENDIX A - REPRESENTED

Sunday March 26, 2017

Job Title	Step	Step	Step	Step	Step	Step
	A	B	C	D	E	F
MAINTENANCE						
Mechanic	23.87	25.06	26.31	27.63	29.01	30.46
Lead Mechanic	26.25	27.57	28.94	30.39	31.91	33.51
Mechanics Helper	18.44	19.37	20.33	21.35	22.42	23.54
Shelter Maintenance Cleaners	15.87	16.66	17.49	18.37	19.29	20.25
Cleaner	13.27	13.93	14.62	15.36	16.12	16.93

Job Title	A	B	C	D	E	F
	OPERATIONS					
Dispatchers	17.52	18.40	19.32	20.28	21.30	22.36
Dispatcher - Bilingual	18.86	19.80	20.79	21.83	22.92	24.07
Assistant Dispatcher	15.04	15.80	16.59	17.41	18.29	19.20

Job Title	Step	Step	Step	Step	Step	Step
	A	B	C	D	E	F
DRIVERS						
Transit Vehicle Operators	16.69	17.52	18.40	19.32	20.29	21.30
Substitute Drivers	Same as Above	Same as Above	Same as Above	Same as Above	Same as Above	Same as Above
Driver Trainer	18.33	19.24	20.21	21.22	22.28	23.39
Driver in Training	Flat Rate: Minimum Wage + \$0.25, Increase \$1.00 after Class B License is obtained					

Minimum Wage: 1/01 \$6.25, 1/02 \$6.75, 1/07 \$7.50, 1/08 \$8.00, 1/14 \$9.00, 1/16 \$10.00, 1/17 \$10.50, 1/18 \$11.00

APPENDIX A - NON-REPRESENTED

Job Title	Step	Step	Step	Step	Step	Step
	(Probation) A	2nd 6 mos B	C	D	E	F
ADMINISTRATION						
(1) General Manager	94,771	-----	--- by contract ---	-----	-----	120,956
(1) Finance & Personnel Manager	32.31	33.93	35.62	37.40	39.27	41.24
(1) Marketing & Planning Manager	32.31	33.93	35.62	37.40	39.27	41.24
Finance & Personnel Assistant	23.93	25.13	26.38	27.70	29.09	30.54
Marketing & Planning Assistant	23.93	25.13	26.38	27.70	29.09	30.54
Mobility Management Coordinator	23.93	25.13	26.38	27.70	29.09	30.54
Administrative Secretary	18.79	19.73	20.71	21.75	22.84	23.98
Cash Counting	16.69	17.52	18.40	19.32	20.29	21.30
Bilingual Receptionist	14.75	15.49	16.27	17.08	17.93	18.83

Job Title	Step	Step	Step	Step	Step	Step
	A	B	C	D	E	F
MAINTENANCE						
(1) Maintenance Manager	36.63	38.46	40.38	42.40	44.52	46.75

Job Title	Step	Step	Step	Step	Step	Step
	A	B	C	D	E	F
OPERATIONS						
(1) Operations Manager	36.63	38.46	40.38	42.40	44.52	46.75
(1) Transportation Superintendent	27.44	28.81	30.25	31.76	33.35	35.02
Operations Supervisors	22.87	24.01	25.22	26.48	27.80	29.19

(1) Exempt Position

TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: Board of Directors Meeting Date
DATE: May 31, 2017

It has been requested that the Board of Directors meeting be changed to a fixed date, the 3rd Wednesday of each month. Moving the meeting date to the 3rd Wednesday vs. the last Wednesday of the month provides staff adequate time to have resolutions completed for grant deadlines that could otherwise be missed.

In a Doodle Poll to all the directors, 6 of the 7 directors responding indicated that the date change will work for their schedules.

Staff Recommendation: Effective July 1, 2017, the MTA Board of Directors meeting will be regularly scheduled for the 3rd Wednesday of each month.

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TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: General Manager Evaluation
DATE: May 31, 2017

At the March, 2017 Board of Directors meeting, Chairman Jim Mastin and Vice-Chairman Jim Tarbell were unanimously selected to conduct the annual General Manager evaluation.

As the directors for the evaluation process have been chosen, the next step is methodology, date the time.