



**Board of Directors
Regular Meeting Agenda**

July 26, 2017

1:30 pm

**Willits
Willits City Hall
111 E. Commercial Street
Conference 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.	<u>Minutes of June 26, 2017 Board Meeting Information</u>	1
3.	<u>Service Performance Report: January, 2017 Information</u>	5
4.	<u>Financial Report: With the current transition into QuickBooks and closeout of Pacioli financials will be presented at next month's meeting. Information</u>	-
5.	<u>Board Meeting Dates and Locations Information</u>	9
6.	<u>Capital Program: Update/Progress Report Information</u>	11

ACTION & DISCUSSION

7. Unmet Needs – Willits -
Action: Solicit Public Input
8. Review and approve 2017-2018 Board Meeting Schedule 13
Action: Approve 2017-18 Meeting Schedule
9. Review and approve application to MCOG for FY 15-16 PROP 1B Safety and Safety Security Funds 15
Action: Approve **Resolution: 2018-01**
10. Management Reports oral
11. 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
Board of Directors Meeting
June 28, 2017
1:30 p.m.

MINUTES

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 1:30 p.m.

ROLL CALL:

Directors Present at UVCC: Rodriguez (arrives at 1:35 p.m.), Cross, Mulheren,
Chair Mastin

Directors Present via Video Conference: Tarbell

Directors Absent: Peters, Gjerde

Staff Present: Carla Meyer, General Manager
William Smith, Operations Supervisor
Bob Butler, Maintenance Manager
John Pegan, Human Resource Manager
Rosalind Marshall, Interim Finance Manager
Jeffrey Beard, North Coast Supervisor
Heather Lindsteadt, Recording Secretary

Others: Loretta Ellard, MCOG

PUBLIC COMMENT

J. Arturo Reyes, Mendocino College President, and Jessica Silva, Mendocino College Director of Community Relations and Communication, presented the Board members and General Manager with a plaque recognizing and thanking them for their efforts in providing Mendocino College students with the ability to utilize MTA's transportation options for free. Mr. J. Arturo Reyes said that it has opened new horizons for the students because not only does the free transportation get students to the college but

they can travel outside of Ukiah to places like Willits, Fort Bragg, and Santa Rosa. He added that MTA's participation in the free ride program is invaluable.

Lindsey Guthrie, Executive Director of MCAVHN, addressed the Board to request additional support from MTA to transport MCAVHN clients round-trip from Potter Valley one day per week.

CONSENT CALENDAR

2. Minutes of May 31, 2017
3. Service Performance Report: September, October, and November 2016
4. Financial Report: No Report
5. Board Meeting Dates and Locations
6. Capital Program: Update and Progress Report

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

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

ACTION & DISCUSSION

7. Unmet Transit Needs

Addition of Potter Valley service, Brooktrails service, and Ukiah Shuttle service.

8. Review and Approve 2017-2018 Board Meeting Schedule

Item was tabled until July 2017 to allow for additional review and correction.

9. Review and Adoption of Resolution 2017-06 Approving an Application to MCOG for FY15-16 Prop B Safety and Security Funds

William Smith, MTA Operations Supervisor, presented the Board with a PowerPoint outlining security issues related to MTA's Information Technology (IT) infrastructure.

General Manager Meyer reported that a Request for Proposals (RFP) had been issued requesting an assessment of MTA's IT network. She also said that it is necessary to present an \$80,487 Prop 1B application to MCOG in August 2017 to secure the funding necessary to correct any critical weakness in MTA's internal network.

Item was tabled until July 2017 due to absence of Resolution included in background materials.

10. Review and Adoption of Resolution 2017-07 Approving the Fiscal Year 2017/2018 Final Operations and Capital Budgets

General Manager Meyer presented the FY 2017-2018 Final Budgets and provided the Board a summary of specific budget line items. She said that the Board will be provided an opportunity to review an updated budget once the new accounting system is completed and has been utilized for a period of time.

Upon Action by Director **Rodriguez**, seconded by Director **Mulheren** the Board adopted Resolution 2017-07 approving the Fiscal Year 2017-2018 Operations and Capital Budgets by the following roll call vote:

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

Director Mulheren leaves meeting at 3:05 p.m.

11. Management Reports

General Manager Meyer reported that MCOG recently submitted a Rural Planning Assistance (RPA) Grant Application which will provide MTA with \$75,000 to update its Short-Range Plan. She said that the Transit Productivity Committee met and voted to recommend to the MCOG Board that the grant funding for Fixed-Route and Push-to-Talk systems be approved. She said that the Board Retreat is confirmed for October 18.

General Manager Meyer introduced Rosalind Marshall who has recently been hired as MTA's Interim Financial Manager.

Jeffrey Beard reported that he is conducting ridealongs with the new drivers and all is progressing well.

William Smith said that he is optimistic about the future of MTA.

Bob Butler reported that he had received quotes from 2 companies for fiber optic installation and the updated phone system. He said that hopefully the purchase of new large van cutaway vehicles will be completed soon.

John Pegan reported that MTA is currently recruiting for new drivers as well as an in-house recruitment for Relief Dispatcher, permanent Fiscal Manager,

Mobility Manager, and that he is preparing a future recruitment for an Administrative Assistant.

12. Matters from Directors

Director Mulheren asked for a discussion related to the size of transit vehicles and the need for the large coaches for particular routes and said that it may be time to review ridership of particular routes and reexamine the size of vehicle being used. She also said that she has been made aware of the possible need for a local Ukiah Shuttle.

Director Tarbell reported on the status of the General Manager Evaluation and asked if there was a need for Board discussion related to their findings. Chair Mastin said that he thought the Committee was given the authority to complete the evaluation without an agendaized discussion of the matter. He also reported that the move of the Casper MTA bus stop is working out well.

Director Rodriguez said that she would like to add Brooktrails to the Unmet Transit Needs list. She also said that she is optimistic about the direction of MTA and that the changes being implemented are positive.

Chair Mastin adjourned the meeting at 3:28 p.m.

Jim Mastin, Chair

Heather Lindsteadt, Recording Secretary

MONTHLY PERFORMANCE DEC. 2016

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	(1) Cost Per Passenger
Dial-A-Rides				
Dec-15	4.0	14.9%	98.77	24.96
Sep-16	3.9	12.0%	103.09	26.39
Oct-16	4.0	16.0%	81.85	20.66
Nov-16	4.1	15.3%	84.95	20.77
Dec-16	4.3	14.1%	97.63	22.90
STANDARD	4.5	15.0%	95.12	21.14
Fixed- Route Deviated (***)				
Dec-15	4.3	6.5%	76.10	17.87
Sep-16	5.5	6.8%	84.44	15.31
Oct-16	4.7	6.7%	77.48	16.41
Nov-16	4.1	5.5%	84.46	20.37
Dec-16	3.7	5.0%	87.50	23.94
STANDARD	8.2	15.0%	81.62	9.95
Short Distance Bus Routes (**)				
Dec-15	11.0	16.3%	75.43	6.84
Sep-16	12.9	16.8%	85.31	6.60
Oct-16	12.7	16.7%	83.80	6.61
Nov-16	12.5	14.6%	90.62	7.25
Dec-16	11.0	11.6%	100.90	9.14
STANDARD	14.0	15.0%	85.97	6.14
Long Distance Bus Routes (*)				
Dec-15	3.6	20.6%	87.29	24.01
Sep-16	3.7	22.3%	95.14	25.61
Oct-16	3.3	19.6%	86.42	26.02
Nov-16	3.1	18.3%	86.06	27.45
Dec-16	2.8	14.4%	92.14	33.20
STANDARD	3.2	15.0%	90.44	28.26

(*) Includes Routes 60 Coaster, 65 C C Rider, 75 Gualala - Ukiah and 95 Point Arena - Santa Rosa

(**) Includes 5 BraggAbout, 7 Jitney, 9 Local, 20 Willits,

(***) Fixed Route Deviated is fixed route service that operates after complimentary paratransit is closed; deviates for ADA qualified passengers up to 3/4 of a mile f

Changed Standards Effective 3/05 to 2/06.

MONTHLY PERFORMANCE DEC. 2016

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Dec-16	3.7	5.0%	87.50	23.94
STANDARD	8.2	15.0%	81.62	9.95
<u>Short Distance Bus Routes (**)</u>				
Dec-15	11.0	16.3%	75.43	6.84
Sep-16	12.9	16.8%	85.31	6.60
Oct-16	12.7	16.7%	83.80	6.61
Nov-16	12.5	14.6%	90.62	7.25
Dec-16	11.0	11.6%	100.90	9.14
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Year-to-Date Statistics and Performance

Route/Run	Thru		Jan-17		YTD Service Miles	YTD Service Hours	YTD Paid Hours	Mileage Based Costs	Hourly Based Costs	38.62	717,884	2,421,211	Total Costs	Hourly Rate	Pass per Hour	Fare Box Ratio	Pass per \$ Subsidy	Average Fare	Rev per Svc Hr
	YTD Revenue	YTD Pass	YTD Service Hours	YTD Service Miles															
03 Ukiah - DAR	38,415	12,266	3,328	34,977	26,566	146,418	47,831	93,942	314,567	94.59	3.7	12.2%	0.044	3.13	11.54				
04 Fort Bragg - DAR	31,177	9,456	2,156	23,945	18,165	84,092	37,760	59,379	199,396	92.48	4.4	15.6%	0.056	3.30	14.46				
Total Dial-A-Ride	69,592	21,722	5,484	58,922	44,731	230,510	85,591	153,321	514,153	187	4.0	13.5%	0.049	3.20	12.69				
08 Local Evening Service	6,989	6,349	1,393	15,654	11,902	61,178	7,257	34,173	114,509	82.22	4.6	6.1%	0.059	1.10	5.02				
Total Flex Routes	6,989	6,349	1,393	15,654	11,902	61,178	7,257	34,173	114,509	82.22	4.6	6.1%	0.059	1.10	5.02				
01 Willits - Flex	8,379	8,232	1,426	17,859	13,570	63,996	6,893	35,904	120,363	84.39	5.8	7.0%	0.074	1.02	5.87				
05 Bragg>About	10,132	11,403	1,557	21,213	16,106	76,368	4,639	41,482	138,595	89.04	7.3	7.3%	0.089	0.89	6.51				
06 Bragg>About - Saturday	691	0	0	0	0	0	0	0	0	0.00	0.0	0.0%	0.000	0.00	0.00				
07 Jitney	79,848	81,203	5,008	3,169	3,083	11,107	549	6,323	21,062	91.30	6.4	3.3%	0.073	0.47	3.00				
09 Local	32,399	20,545	2,243	52,720	54,346	103,018	6,256	70,143	233,764	104.23	9.2	13.9%	0.102	1.58	14.45				
15 Laytonville-Willits	497	196	141	5,553	4,223	4,762	313	3,818	13,116	92.89	1.4	3.8%	0.016	2.54	3.52				
20 & 21 Willits																			
22 Willits 22																			
40 Potter Valley																			
52 Talmage																			
54 Hopland																			
Total Inland Routes	131,946	123,063	10,605	163,722	155,651	470,099	30,574	280,776	937,100	88.36	11.6	14.1%	0.153	1.07	12.44				
64 Ukiah - Ft. Bragg	2,586	1,616	631	21,320	21,785	0	0	0	21,785	34.55	2.6	11.9%	0.084	1.60	4.10				
60 Coaster	5,529	7,594	869	1,130	23,484	17,831	43,709	2,604	91,820	105.27	8.7	6.0%	0.088	0.73	6.36				
65a New Route 65	26,677	2,591	1,469	39,065	29,695	54,016	3,237	37,461	124,409	84.72	1.8	21.4%	0.027	10.30	18.17				
65 CC Rider	65,045	7,320	2,051	65,672	49,894	93,314	6,130	63,829	213,167	103.96	3.6	30.5%	0.049	8.89	31.72				
70 Coast to Coast	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
74 Guialala - Saturday	4,831	528	266	6,000	4,519	11,579	931	7,163	24,193	90.88	2.0	20.0%	0.027	9.15	18.15				
75 Guialala	10,610	4,518	1,382	30,100	22,911	60,561	4,750	37,799	126,021	91.19	3.3	8.4%	0.039	2.35	7.68				
95 Point Arena-Santa Rosa	16,038	3,115	2,028	41,565	31,596	88,492	7,238	54,405	181,732	89.62	1.5	8.8%	0.019	5.15	7.91				
Total Coastal & Long Routes	131,316	27,282	8,695	227,206	178,231	351,672	24,889	228,033	782,825	90.03	3.1	16.8%	0.042	4.81	15.10				
Total Public Service	339,842	178,416	26,177	465,504	390,515	1,113,458	148,311	696,304	2,348,687	89.72	6.8	14.5%	0.089	1.90	12.98				
97 Contract Services	40,537	2,194	662	5,728	4,348	25,632	1,077	13,266	44,324	66.93	3.3	91.5%	0.579	18.48	61.22				
98 Charter	36,245	7,948	418	4,905	4,061	15,505	420	8,314	28,300	67.70	19.0	128.1%	-1,000	4.56	86.71				
Total Other	76,782	10,142	1,080	10,633	8,409	41,137	1,497	21,581	72,624	67.23	9.4	105.7%	-2,439	7.57	71.08				
Total	416,624	188,558	27,257	29,895	476,137	358,924	1,154,595	149,808	717,884	2,421,211	88.83	6.9	17.2%	0.094	2.21	15.29			
													Total Mileage, Labor & Direct Costs		1,703,327			42%	

Mendocino Transit Authority
FY15/16 - FY16/17

Year to Date Performance Comparison

Friday July 21, 2017

File(Budget12ROUTEYTD)

Route/Run	YTD Through 15/16		YTD Through 16/17		YTD Through 15/16		YTD Through 16/17		YTD Through 15/16		YTD Through 16/17		YTD Through 15/16		YTD Through 16/17		
	Hourly Rate	Amount Diff	% Diff	Pass per Hour	Pass per Hour	Farebox Ratio	Farebox Ratio	Amount Diff	% Diff	Average Fare	Average Fare	Amount Diff	% Diff	Average Fare	Average Fare	% Diff	
03 Ukiah - DAR	95.94	-1.35	-1.4%	3.9	3.7	12.9%	12.2%	-0.2	-4.8%	3.21	3.13	-0.07	-2.3%	3.21	3.13	-0.07	-2.3%
04 Fort Bragg - DAR	98.67	-6.19	-6.3%	4.1	4.4	14.8%	15.6%	0.3	8.3%	3.60	3.30	-0.31	-8.5%	3.60	3.30	-0.31	-8.5%
Total Dial-A-Ride	97.04	-3.28	-3.4%	3.9	4.0	13.7%	13.5%	0.0	0.4%	3.37	3.20	-0.17	-4.9%	3.37	3.20	-0.17	-4.9%
08 Local Evening Service	79.47	2.75	3.5%	5.8	4.6	7.6%	6.1%	-1.2	-21.0%	1.05	1.10	0.05	4.6%	1.05	1.10	0.05	4.6%
Total Flex Routes	79.47	2.75	3.5%	5.8	4.6	7.6%	6.1%	-1.2	-21.0%	1.05	1.10	0.05	4.6%	1.05	1.10	0.05	4.6%
01 Willits - Flex	84.39	-6.87	-7.5%	5.7	5.8	5.8%	7.0%	0.0	0.7%	0.92	1.02	0.10	11.1%	0.92	1.02	0.10	11.1%
05 Bragg/About	89.04	8.41	10.4%	8.0	7.3	8.3%	7.3%	-0.7	-8.8%	0.83	0.89	0.06	6.6%	0.83	0.89	0.06	6.6%
07 Jitney	77.79	13.51	17.4%	12.6	6.4	9.4%	3.3%	-6.2	-49.0%	0.58	0.47	-0.11	-19.7%	0.58	0.47	-0.11	-19.7%
09 Local	70.20	11.72	16.7%	18.2	16.2	23.5%	19.5%	-1.9	-10.7%	0.91	0.98	0.07	8.1%	0.91	0.98	0.07	8.1%
20 & 21 Willits	92.36	11.87	12.9%	10.8	9.2	16.3%	13.9%	-1.7	-15.4%	1.39	1.58	0.18	13.1%	1.39	1.58	0.18	13.1%
22 Willits 22	89.54	9.28	10.5%	1.6	1.4	4.3%	3.8%	-0.2	-11.3%	2.47	2.54	0.07	2.7%	2.47	2.54	0.07	2.7%
Total Inland Routes	79.80	8.56	10.7%	13.0	11.6	16.0%	14.1%	-1.4	-10.6%	0.99	1.07	0.09	8.8%	0.99	1.07	0.09	8.8%
64 Ukiah - Ft. Bragg	91.53	91.53	+100.0%	-	6.8	-	11.9%	11.9%	6.8	+100.0%	1.60	1.60	+100.0%	-	1.60	1.60	+100.0%
60 Coaster	96.33	105.27	8.9%	9.9	8.7	8.7%	6.0%	-1.2	-11.8%	0.84	0.73	-0.11	-13.5%	0.84	0.73	-0.11	-13.5%
65a New Route 65	78.51	84.72	7.9%	1.0	1.8	19.5%	21.4%	0.8	78.1%	15.48	10.30	-5.18	-33.5%	15.48	10.30	-5.18	-33.5%
65 CC Rider	90.62	103.96	14.7%	3.9	3.6	39.8%	30.5%	-0.3	-8.5%	9.25	8.89	-0.36	-3.9%	9.25	8.89	-0.36	-3.9%
74 Guialala - Saturday	83.93	90.88	8.4%	2.3	2.0	7.1%	20.0%	0.3	14.8%	2.66	9.15	6.59	257.9%	2.66	9.15	6.59	257.9%
75 Guialala	83.03	91.19	9.8%	4.3	3.3	10.9%	8.4%	-1.0	-23.2%	2.13	2.35	0.22	10.1%	2.13	2.35	0.22	10.1%
95 Point Arena-Santa Rosa	81.97	89.62	9.3%	2.2	1.5	12.1%	8.8%	-0.6	-28.9%	4.60	5.15	0.55	11.9%	4.60	5.15	0.55	11.9%
Total Coastal & Long Routes	85.68	94.29	8.6%	3.7	3.3	20.3%	16.8%	-0.4	-11.4%	4.69	4.81	0.12	2.5%	4.69	4.81	0.12	2.5%
Total Public Service	85.33	91.09	6.7%	7.8	6.9	16.3%	14.5%	-0.9	-11.1%	1.79	1.90	0.11	6.4%	1.79	1.90	0.11	6.4%
97 Contract Services	59.19	66.93	7.5%	3.3	3.3	101.8%	91.5%	-0.0	-0.0%	18.19	18.48	0.28	1.6%	18.19	18.48	0.28	1.6%
98 Charter	66.75	67.70	0.9%	23.7	19.0	138.4%	128.1%	-4.7	-19.8%	3.90	4.56	0.66	17.0%	3.90	4.56	0.66	17.0%
Total Other	62.34	67.23	4.8%	11.8	9.4	118.2%	105.7%	-2.4	-20.6%	6.23	7.57	1.34	21.5%	6.23	7.57	1.34	21.5%
Total	84.37	90.13	6.8%	8.0	7.0	19.5%	17.2%	-0.9	-11.8%	2.07	2.21	0.14	6.9%	2.07	2.21	0.14	6.9%

Comparison Description	YTD Through 15/16		YTD Through 16/17		YTD Through 15/16		YTD Through 16/17	
	Amount	% Diff	Amount	% Diff	Amount	% Diff	Amount	% Diff
Mileage	321,575	476,137	154,562	48.1%	154,562	48.1%	154,562	48.1%
Mileage Based Costs	262,644	398,924	136,280	51.9%	136,280	51.9%	136,280	51.9%
Hourly Based Costs	735,811	1,154,595	418,784	56.9%	418,784	56.9%	418,784	56.9%
Direct Costs	144,607	149,808	5,201	3.6%	5,201	3.6%	5,201	3.6%
Overhead Costs	476,465	717,884	241,419	50.7%	241,419	50.7%	241,419	50.7%
Total Costs	1,819,527	2,421,211	801,684	49.5%	801,684	49.5%	801,684	49.5%

Charter Rate Calculation
Cost per mile calculation:

Minivan	2.748	Plus	42.10%	Actual	2.748
Van/Small Bus	3.352	Plus	10.0%	Overhead	3.90
Coach	2.904	Plus	10.0%	Profit	4.29
Combined		Plus	20.0%	Hourly Rate	62.00
		Plus		Plus Profit	74.40

Hourly Rate Calculation:

Actual Hourly Rate	38.62
Plus Direct Costs	13.0%
Hourly Rate	43.63
Plus Overhead	42.10%
Hourly Rate	62.00
Plus Profit	20.0%
	74.40



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	
2017					
July	26	1:30	Willits	only	2018/19 Transit Needs: Willits
August	30	1:30	Point Arena	only	2018/19 Transit Needs: Point Arena
September	27	1:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Fort Bragg
October	25	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
November	no meeting scheduled				
December	6	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
2018					
January	31	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
February	28	1:30	Willits	only	2019/20 Transit Needs: Willits Initial 2018/19 Budget Discussion
March	28	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah DRAFT 2018/19 Budget & Claim
April	25	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
May	30	1:30	Fort Bragg	Ukiah	General Manager Evaluation General Manager Contract
June	27	1:30	Ukiah	Fort Bragg	FINAL 2018/19 Budget

To: MTA Board of Directors
 From: Carla Meyer, General Manager
 Date: July 26, 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)

\$451,635

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.

6-26-17: Project presented to the MCOG Transit Performance Committee for review and comment. Sent on to MCOG for approval of use of one-time excess LTF funds for purchase of RouteMatch AVL and Push to Talk software which will eliminate the need for continued work with Fisher Communications.

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.

6-19-17: Advised by CalTrans, remaining \$219,236 to be sent out on 6/23/17.

6-29-17: Funds have been received, Purchase Order has been issued and vehicles are on order.

RouteMatch Demand Response Software

\$80,000

Action: **5-18-17:** Approval for project change from Cal-OES.

5-19-17: Contracts signed

6-16-17: Kickoff Meeting with Project Manager

6-20-17: Project Manager Daniel Mulkey at MTA to fully assess current operation and start design of MTA IT system.

7-1-17: System design completed, equipment has been ordered. After arrival at RouteMatch, they will enter data into software. Staff Training is being scheduled.

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.

6-19-2017: At this time, both the General Manager and Maintenance Manager agree that purchase of an additional trolley for charter purposes is not advisable. However, until complete transition of the current financials are completed into QuickBooks and Capital funding accounts are clearly defined, recommendation to the Board of Directors will be delayed until FY 18/19

Problems: Funding resources.

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TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: FY 2017/18 Board of Directors Meeting Schedule
DATE: July 26, 2017

The FY 2017/18 Board of Directors Meeting Schedule is the same as has been presented in previous years. As was discussed at the May, 2017 Directors Meeting, the scheduled date will continue to be the last Wednesday of each month.

This schedule allows MTA to conduct Unmet Needs Hearings in all the communities listed in the Joint Powers Agreement and also contains reminders for Budget Claims, Preliminary Budget, Final Budget Presentation and the annual General Manager Evaluation.

Recommendation: Review and approve the FY 2017/18 Board of Directors Meeting Schedule.



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	
2017					
July	26	1:30	Willits	only	2018/19 Transit Needs: Willits
August	30	1:30	Point Arena	only	2018/19 Transit Needs: Point Arena
September	27	1:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Fort Bragg
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To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: July 26, 2017
Subject: Application for FY15/16 Prop1B Safety and Security Funds

Proposition 1B made available statewide \$900,000,000 in bond funds over ten (10) years starting in FY 07/08 to improve transit safety and security. Because MTA is the only transit agency in Mendocino County the entire \$80,487 is available only to us.

At the October, 2016 Board of Directors meeting, Resolution 2016-16, was approved authorizing the General Manager to apply for FY 2014-15 Safety and Security Grant Funding for RouteMatch Computer Aided Software for the demand response (Dial-A-Ride) program.

MTA has two more cycles of Safety/Security Funding available, FY 2015-16 for \$80,487 and the FY 16/17 for approximately \$60,000. While both projects have been available for application for the last six (6) months, prior to making recommendations to the Board of Directors for the best utilization of these funds, assessment of MTA's needs was necessary.

In April, 2017 MTA conducted a Request for Bid's from qualified Managed IT Firms. The only firm that was willing to provide managed care in the Mendocino County area is Coastal Business Systems located in Redding, Eureka and Chico CA. However, in checking with other known Managed IT Providers, they come highly recommended.

In June, 2017, Coastal Business Systems conducted an on-site assessment of the current MTA IT system. William Smith, our Operations IT Supervisor presented a brief PowerPoint of their findings and remediation at the June 28, 2017 meeting justifying the need to upgrade the current MTA IT system as soon as possible.

The projected cost to MTA to upgrade and secure the network and IT infrastructure, including 15 months of support will utilize the full \$80,437 from the Prop 1B Safety and Security Grant.

Recommendation: Review, approve and adopt Resolution 2018-01, authorizing General Manager apply to the MCOG for FY 2015-16 Safety and Security funds for Managed IT Care.



RESO #: 2018-01

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Mendocino Transit Authority is eligible to receive CTSGP funds; and

WHEREAS, the Mendocino Transit Authority will apply for FY 2015-2016 CTSGP funds in an amount up to \$80,487 for "IT Managed Care" for protection of highly confidential passenger data; and further to provide offsite backup and restoration, should a natural disaster destroy local databases needed to aid the local emergency services evacuate residents of Mendocino County in the event of an emergency; and

WHEREAS, Mendocino Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Mendocino Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Mendocino Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE MENDOCINO TRANSIT AUTHORITY THAT CARLA A. MEYER, GENERAL MANAGER, is hereby authorized to execute for and on behalf of Mendocino Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

ADOPTION of this **RESOLUTION # 2018-01** was **MOVED** by Director _____ and **SECONDED** by Director _____ at a regular meeting of the MTA Board of Directors on d this **26th** day of **July, 2017**, by the following roll call vote

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

Jim Mastin, Chair, MTA Board of Directors

Carla A. Meyer, MTA General Manager