

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

ACTION & DISCUSSION

7. Unmet Needs – Willits
Action: Solicit Public Input

8. Review and approve 2017-2018 Board Meeting Schedule **Action:** Approve 2017-18 Meeting Schedule

13

- 9. Review and approve application to MCOG for FY 15-16 PROP 1B Safety and Safety Security FundsAction: Approve Resolution: 2018-01
- 10. Management Reports

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11. Matters from Directors

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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: Rodriquez (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.

<u>Lindsey Guthrie</u>, 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

<u>Upon Motion</u> by **Director Cross** and seconded by **Director Rodriquez** 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, Gierde

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 agendized 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.

Jim Mastin, Chair	Heather Lindsteadt, Recording Secretary

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

MONTHLY PERFORMANCE DEC. 2016

			Operating	(1) Cost
Service	Passengers	Farebox	Cost	Per
Month	per Hour	Ratio	per Hour	Passenger
			producer to an incompany to an incident and an incident and an incident and an incident and account of	George en transmission de la company de la c
<u>Dial-A-Rides</u>				
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 Devia	ted (***)			
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 Bu	s 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				
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

Changed Standards Effective 3/05 to 2/06.

^(**) 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 qualitied passengers up to 3/4 of a mile f

Agenda Item #3

MONTHLY PERFORMANCE DEC. 2016

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Mouries 131,316 27,282 8,695 9,086 227,206 178,210 351,672 24,889 228,033 782,825 90.03 3.1 16.8% 0.042 4.81 1.90	45 Point Arena-Santa Rosa	- Andrews	3,115	2,028	2,286	41,565	31,596	88,492	7,238	54,405	181,732	89.62	1.5	8.8%	0.019	5.15	4.0
v/ce 339,842 178,416 26,177 28,814 465,504 390,515 1,113,458 148,311 696,304 2,348,587 89,72 6.8 14.5% 0.089 1,90 40,637 2,194 662 662 5,728 4,348 25,632 1,077 13,266 44,324 66.93 3.3 91.5% 0.679 18,48 76,782 7,948 418 4,905 4,061 15,505 420 8,314 28,300 67,70 19.0 128,1% -1,000 4,56 76,782 10,142 1,080 10,633 8,409 41,137 1,497 21,581 72,624 67,23 94 105,7% -2,439 7.57 416,624 186,568 27,257 29,895 47,137 1,498 717,884 242,121 1,70% 1,70% 7,70% 7,70% 7,70%	i otal Coastal & Long Routes		27,282	8,695	9,086	227,206	178,231	351,672	24,889	228,033	782,825	90.03	3.1	16.8%	0.042	4.81	15.10
40,637 2,194 662 6,728 4,348 25,632 1,077 13,266 44,324 66,93 3.3 91,5% 0,679 18,48 76,782 10,142 1,080 10,633 8,409 41,137 1,497 21,581 72,624 67,73 19,17% -2,439 7,57 416,624 188,558 27,257 29,895 476,137 39,924 1,154,586 17,784 67,23 67,73 10,00 4,56	Total Public Service	339 842	478 448	24 26	V PO 0C	1000	1.71	400									
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36,245 7,948 418 418 4,905 4,061 15,565 420 8,314 23,152 67.70 19.0 128.1% 1,000 4,56 (1.000 10,633 8,409 41,137 1,497 21,581 72,624 67,23 9.4 105,7% 2,439 7,57 (1.000 10,633 10,648 11,1497 1,	97 Contract Services	40,537	2,194	662	662	5.728	4.348	25.632	1 077	13.266	ACS AA	0 99	0.0	704 50/	C	07 07	
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	Total		188,558	27,257	29,895	476,137	398,924	1.154.595	149.808		1 424 244	88.83	8.0	106 4.5	ט טפע	9.04	46 20

CITYTH I CORPTON TO COLOR	YTD Through
Friday .luly 21 2017	YTD Through Jan-17
to Date Performance Comparison	YTD Through Jan-17 YTD Through
Year	Jan-1
Mendocing Transit Authority	FY15/16 - FY16/17

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	15/16	16/17			15/16	16/17			15/16	18/17			de/as	1000	2 - 1	and the second second second second
	Hourly	Hourty	Amount	%		Pass ner	Amount	70) ; { ; {	- 20 - 20 - 00 - 00 - 00	A progression of	è	0 0	ì		
Route/Run	Rate	Rate	一	ŧ	Hour	Hour	ő	Diff.	CONTRACTOR ON			a a	Average	Average	Amount	o :
03 Ukiah - DAR	95.94	94.59	-1.35	-1.4%	3.9	3.7	-0.2	-4.8%	12.9%	12.2%	%2.0-	.5 7%	3.34	2 42	- CO O	011
04 Fort Bragg - DAR	298.67	92.48	-6.19	-6.3%	4.1	4.4	0.3	8.3%	14.8%	18 60%	7080	70/	00.0	200	10.0	0/ 5.2
Total Dial-A-Ride	97.04	93.76	-3.28	-3.4%	3.9	4.0	0.0	0.4%	13.7%	13.5%	-0.2%	-1.2%	3.37	3.20	-0.51	-0.5%
08 Local Evening Service	79.47	82.22	2.75	3.5%	8 8	4.6	4.0	24 00/	7 50/	768.4	700 8	705.00				
Total Flex Routes	79.47	82.22	2.75	3.5%	5.8	4.6	-1.2	-21.0%	7.6%	6.1%	-1.5%	-20.1%	1.05	1.10	0.05	4.6%
04 Willite E(0)	00 50	00 80	***	, Om		MINA DEL CONTROL DE LA CONTROL	WELLENGERS TO THE TOTAL PROPERTY.	TOTAL TRANSPORTED TO THE PROPERTY OF THE PROPE		Property was and angual to proper to		- Contraction of the Contraction	electric de la constitución de l		20:0	0/ 0.4
OF BESSEADENIT	91.20	84.58	-6.87	-7.5%	5.7	5.8	0.0	%2.0	2.8%	7.0%	1.2%	21.0%	0.92	1.02	0.10	11.1%
os plaggApout	00.00	88.04	8.41	10.4%	8.0	7.3	-0.7	-8.8%	8.3%	7.3%	-1.0%	-12.0%	0.83	0.89	90.0	6.6%
0/ Juliey	20.07	91.30	13.51	17.4%	12.6	6.4	-6.2	-49.0%	9.4%	3.3%	-6.1%		0.58	0.47	-0.11	-19.7%
00 LOCAL	07.07	81.81	11.72	16.7%	18.2	16.2	-1,9	-10.7%	23.5%	19.5%	-4.1%		0.91	0.98	70.0	8.1%
20 0 21 VVIIIES	32.36	104.23	11.87	12.9%	10.8	9.5	1.7	-15.4%	16.3%	13.9%	-2.5%		1.39	1.58	0.18	13.1%
ZZ VVIIIIS ZZ	89.54	82.89	3.35	3.7%	1.6	1.4	-0.2	-11.3%	4.3%	3.8%	-0.5%		2.47	2.54	0.07	2.7%
oral mand Routes	08.87	88.36	8.56	10.7%	13.0	11.6	-1.4	~10.6%	16.0%	14.1%	-1.9%		0.99	1.07	0.09	8.8%
o4 Oklail - Ft. Bragg		91.53	91.53	+100.0%		6.8	6.8	+100.0%		11.9%	11.9%	+100.0%	-	1.60	1.60	+100.0%
60 Coaster	96.33	105.27	8.94	9.3%	6.6	8.7	-1.2	-11.8%	8.7%	%0.9	-2.6%	-30.2%	0.84	0.73	-0.11	-13.5%
55 SS New Koute 65	78.51	84.72	6.21	7.9%	1.0	1.8	8.0	78.1%	19.5%	21.4%	1.9%	9.8%	15.48	10.30	-5.18	-33.5%
55 CC Kider	90.62	103.96	13.34	14.7%	3.9	3.6	-0.3	-8.5%	39.8%	30.5%	-9.3%	-23.4%	9.25	8.89	-0.36	-3.9%
74 Gualala - Saturday	83.83	90.88	7.05	8.4%	2.3	2.0	-0.3	-14.8%	7.1%	20.0%	12.9%	181.3%	2.56	9.15	6.59	257.9%
/o Gualala	83.03	91.19	8.17	%8.6	4.3	3.3	-1.0	-23.2%	10.9%	8.4%	-2.5%	-23.0%	2.13	2.35	0.22	10.1%
95 Point Arena-Santa Kosa	81.97	89.62	7.65	9.3%	2.2	1.5	9.0-	-28.9%	12.1%	8.8%	-3.3%	-27.2%	4.60	5.15	0.55	11.9%
lotal Coastal & Long Koutes	85.68	94.29	8.61	10.1%	3.7	3.3	-0.4	-11.4%	20.3%	16.8%	-3.5%	-17.4%	4.69	4.81	0.12	2.5%
	SERVICION DE LA COMPANSION DE LA COMPANS														CONTINUED SERVICE SERV	
lotal Public Service	85.33	91.09	5.76	6.7%	7.8	6.9	6'0-	-11.1%	16.3%	14.5%	-1.9%	-11.4%	1.79	1.90	0.11	6.4%
97 Contract Services	59.19	66.93	7.75	13.1%	3.3	3.3	-0.0	-0.0%	101.8%	91.5%	-10.4%	700 01-	18.19	18.48	86.0	4 60/
U 38 Charter	66.75	67.70	0.95	1.4%	23.7	19.0	4.7	-19.8%	138.4%	128.1%	-10.4%	.7 5%	3 90	4 56	28.0	47.0%
Total Other	62.34	67.23	4.89	7.8%	11.8	9,4	-2.4	-20.6%	118.2%	105.7%	-12.5%	-10.6%	6.23	7.57	134	21 5%
8					The second secon				MCCSOTTS CONCESSOR CONCESSOR CONTROL			Ī	AND DESCRIPTION OF THE PERSON	Name and Address of the Owner, where the Owner, which is the Owne		
Total	84.37	90.13	5.76	8.9%	8.0	7.0	6.0-	-11.8%	19.5%	17.2%	-2.3%	-11.7%	2.07	2.24	0.14	%6.9
					Transport of the Prince of the	AND DESCRIPTION OF THE PERSON	THE STATE OF THE S	service and property of the service	Cancel Supervision (Concessor Supervised)	SECRETARISM STREET, SECRETARISM.	CONTRACTOR	Tracement Sourcement of the	Colore de Marchalle de Contract de Contrac	** Contract of Con	Manage Statement of the	The second second second

Comparison	YTD Through	hough	Jan-17	
FY15/16 - FY16/17				
	ľ		Amount	, e
Description	15/16	16/17	#ö	a a a
Mileage	321,575	476,137	154,562	48.1%
Mileage Based Costs	262,644	398,924	136,280	51.9%
Hourly Based Costs	735,811	1,154,595	418,784	56.9%
Direct Costs	144,607	149,808	5,201	3.6%
Overhead Costs	476,465	717,884	241,419	50.7%
Total Costs	1,619,527	1,619,527 2,421,211	801,684	49.5%

Cost per mile calculation:	tion:	Plus	Pius	Hourly Rate Calcul	lation:	
		42.10%	10.0%	Actual Hourly Rate		62
	Actual	Overhead	Profit	Plus Direct Costs		%0
Minivan	*******	************	*********	Hourly Rate	43	63
Van/Small Bus	2.748		4.29	Plus Overhead	42.10%	%(
Coach	3.352	4.76	5.24	Hourly Rate	62	00
Combined	2.904	•	4.54	Plus Profit 20.0%		40



Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December Subject to Change

	Time	Location	Video Conferenc	e Major Agenda Items
	111116	LOCATION	AAITI	Major Agenua Reins
	٠			
26	1:30	Willits	only	2018/19 Transit Needs:Willits
	7.00			
30	1:30	Point Arena	only	2018/19 Transit Needs: Point Arena
07		Caut Duanu	l II-il-	0040/40 Transit Name day Fort Day and
	1:30	Fort Bragg	Uklan	2018/19 Transit Needs: Fort Bragg
25	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
r	no meet	ing scheduled		11M 1-11
			grave d grave,	
6	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
31	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
				2019/20 Transit Needs: Willits
28	1:30	Willits	only	Initial 2018/19 Budget Discussion
				2019/20 Transit Needs: Ukiah
28	1:30	Ukiah	Fort Bragg	DRAFT 2018/19 Budget & Claim
25	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
30	1:30	Fort Bragg	Ukiah	General Manager Evaluation
				General Manager Contract
27	1:30	Ukiah	Fort Bragg	FINAL 2018/19 Budget
	27 25 6 31 28 28 25 30	30 1:30 27 1:30 25 1:30 no meet 6 1:30 28 1:30 28 1:30 25 1:30 30 1:30	26 1:30 Willits 30 1:30 Point Arena 27 1:30 Fort Bragg 25 1:30 Ukiah no meeting scheduled 6 1:30 Ukiah 31 1:30 Fort Bragg 28 1:30 Willits 28 1:30 Ukiah 25 1:30 Fort Bragg 30 Fort Bragg 30 Fort Bragg	Time Location With 26 1:30 Willits only 30 1:30 Point Arena only 27 1:30 Fort Bragg Ukiah 25 1:30 Ukiah Fort Bragg no meeting scheduled 6 1:30 Ukiah Fort Bragg 31 1:30 Fort Bragg Ukiah 28 1:30 Willits only 28 1:30 Ukiah Fort Bragg 25 1:30 Point Arena only 30 1:30 Fort Bragg Ukiah

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 balan p 11 \$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.

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

	A delen ese seus del del en leco y procesy a cleve y le			Video Conferenc	: e
Date		Time	Location	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	r	no meet	ing 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
June	27	1:30	Ukiah	Fort Bragg	General Manager Contract FINAL 2018/19 Budget

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.

SERVING MENDOCINO COUNTY SINCE 1976



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 **26**th 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