

**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 ride alongs 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.

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

Jim Mastin, Chair

Heather Lindsteadt, Recording Secretary

RIDERSHIP PERFORMANCE BY ROUTE



	JAN	FEB	MAR	APR	MAY	JUNE
01 - Willits Local	1081	1149	1283	1094	1175	1190
03 - Ukiah - DAR	1610	1558	1692	1553	1634	1761
04 - Fort Bragg - DAR	1343	1210	1486	1350	1309	1265
05 - BraggAbout	1475	1385	1839	1509	1907	1542
07 - Jitney	162	191	243	181	241	198
08 - Ukiah Evening	624	662	799	664	796	698
09 - Ukiah Local	9764	10056	12664	9879	10880	10318
20 - Willits - Ukiah	2324	2844	3188	2653	2649	2513
60 - Coaster	932	802	1073	859	1072	981
64 - Ukiah to Fort Bragg	1034	254	346	321	367	373
65 - CC Rider	760	750	908	915	978	969
65A - New Route 65	448	446	591	556	629	714
74 - Saturday Gualala-Ukiah	19	39	70	109	97	70
75 - M-F Gualala to Ukiah	526	407	797	599	780	562
95 - Pt. Arena to Santa Rosa	259	386	480	409	417	438
97 - Redwood Coast Regional	283	287	299	289	291	299
Monthly Totals	22644	22426	27758	22940	25222	23891

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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
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2017

Cancelled due to lack of quorum

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 Initial 2018/19 Budget Discussion

2019/20 Transit Needs: Ukiah

March 28 1:30 Ukiah Fort Bragg 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

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To: MTA Board of Directors
From: Carla Meyer, General Manager
Date: August 30, 2017
Subj: Capital Program: Progress Report

This report is consistent with the capital budget dated June 2017/18

2016-17 Projects – Cont.

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.

7-25-17: The MCOG Board of Directors unanimously voted to provide one-time excess LTF funds in the amount of \$380,000 to supplement the MTA purchase of Fixed Route AVL.

8-10-17: Contract for MTA and RouteMatch signed, project commences. Hopeful operational date within 120 days.

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.
8-2/3-17: Staff training completed.
8-15-17: Dispatch/Bus Operator Go Live

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.


2017-18 Projects

Managed IT Care

\$80,437

Action: – The MTA IT system was currently developed by in-house staff and local Vendors. The original server is at maximum capacity is now being backed up by an external hard drive. Estimated 6 months longevity. Through application for Prop 1B Safety and Security funds, MTA has contracted for a complete revamp of the IT network to include non-existing firewalls, off-site backup of data and utilization of fiber optic.

Problems: Awaiting MCOG Board Resolution approval for access to the funds on October 2, 2017, delaying implementation. However, with the project already approved, it is hoped that after receipt of the resolution, funding will be expedited.

TO: MTA Board of Directors 
FROM: Carla Meyer, General Manager
RE: FY 2017/18 Board of Directors Meeting Schedule
DATE: August 30, 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.

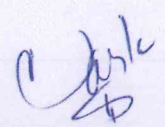


Board of Directors Meeting Schedule

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
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 A. Meyer, General Manager
Date: August 30, 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 \$64,389. 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 **2017-01**, authorizing General Manager apply to the MCOG for FY 2015-16 Safety and Security funds for Managed IT Care.



RESO #: 2017-01

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.

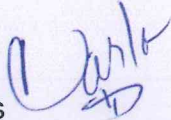
ADOPTION of this **RESOLUTION # 2017-01** was **MOVED** by Director _____ and **SECONDED** by Director _____ at a regular meeting of the MTA Board of Directors on d this **30th** day of **August, 2017**, by the following roll call vote

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jim Mastin, Chair, MTA Board of Directors

Carla A. Meyer, MTA General Manager


To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: August 30, 2017
Subject: Application for FY16/17 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.

The last funding cycle for Prop 1B Safety/Security funds is FY 16/17, which is available for application at this time. Because MTA is the only transit agency in Mendocino County the entire \$60,389 is available only to us.

Fleet Computing International, the current fleet software system in the MTA shop is now obsolete and no longer has any support. Among the significant improvements happening at MTA, on the maintenance side is the installation of fuel pumps that will interface vehicle mileage and fuel usage to fleet software, daily updating PM schedules and reducing the need for manual entry from handwritten logs from the vehicle fueler to a clerk. In addition, some fleet software packages now available can interface with the Zonar Electronic pre-trip devices, which will electronically upload defect reporting from drivers to the fleet software from the handheld unit or a computer terminal.

Pre and Post-Trips are a critical safety function for the transit industry and are required by the CDL laws for drivers. In 2005, I participated in a Washington State Transit Insurance Pool pilot project to determine the effectiveness of Zonar Electronic Pre/Post Trip Devices. It was an overwhelming success both on the Maintenance side and for bus operators.

RFID tags are placed at strategic locations in and outside the bus and each tag indicates the components within the zone that need to be checked for completion of the pre-trip report. The information is real-time data and wirelessly uploads to the Zonar database. It is a valuable management tool to ensure compliance with DOT mandated pre/post trips vehicle inspection regulations, eliminates potential for missing hand-written documentation and removes paper storage and purging requirements.

The projected cost to MTA to upgrade the maintenance fleet software the purchase the Zonar Pre-Trip Electronic Devices will utilize the full \$60,389 from the Prop 1B Safety and Security Grant.

Recommendation: Review, approve and adopt Resolution **2017-02** authorizing the General Manager apply to the MCOG for FY 2016-17 Safety and Security funds for Fleet Management Software and Zonar Electronic Pre-Trip Devices.

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DRIVER

VEHICLE

Vehicle Beginning Miles

Here:

Use ✓ If OK or X If defects are found: use N/A If it does not apply (Explain beside or below)

Any defects or deficiencies likely to affect safe operation or cause mechanical breakdown of the of the vehicle shall be listed and reported immediately to the maintenance Department or a Supervisor.

Prior to starting Vehicle

(1) Check: General condition and note damage, markings, oil, water, and other fluids as appropriate hoses, check for leaks, check battery connections look for corrosion and fluid securement and wiring, bolts, leaks, advertising

INSIDE VEHICLE unlock farebox if equipped

(1) Ignition on - check all warning lights - Airbag, ABS, Seat belt light etc

(2) Pressure check brakes, vacuum assist check brakes - Hydraulic brakes only

START ENGINE

(1) Other Warning lights, check all gauges oil pressure, volts, engine temp, air, and listen unusual engine noises.

(2) Fuel at least 3/4 of a tank, check driver's seat and adjust, seat belt

OPERATION CONDITION OF CONTROLS & SWITCHES

(1) Heater/AC, defrost controls (frt/rear)

(2) Visor, reading, courtesy & driver lamps

(3) Horn, wipers (front/rear)

(4) Door control, and stoplight(s)

(5) Front & side sign position, light (Change destination if necessary)

SAFETY EQUIPMENT

(1) Radio test

(2) First aid kit sealed, include accident kit, camera (North & South Coast/Willits only)

(3) Fire extinguisher, fuses, triangles, jack

(4) Insurance cert., ID# registration, rule signs

(5) Mirrors proper operation, adjust if necessary

(6) Seats, grab handles, seat belts available Emergency exits clearly marked

(7) Modesty panels, rails, passenger chimes

(8) Floor condition, cleanliness of vehicle

(9) Video Surveillance equipment

(10) Emergency Exits Clearly Marked

WHEELCHAIR ACCESS

(1) Check cover, function, appearance, lubrication & lighting

(2) Cycle lift or ramp, emergency equipment in place

(3) Securement straps or clamps, condition of all belts & operation, passenger chimes

(4) Interlock function

OUTSIDE CHECK

(1) Headlight (low/high beam) and parking lights

(2) Four way flasher, turn signals, marker lights

(3) Doors, emergency release and windows

(4) Wheels, rims, tires & lug nuts, Spare tire if Equipped oil level, in front hubs (coach only)

(5) Radiator hoses/other leaks, close hood

(6) License plate & light

(7) Windshield and wiper blades

(8) Fuel cap(s) Exhaust pipe secure

(9) Brake lights

(10) Air compressor governor cut in & out - Coach only

(11) Static pressure for air loss not to exceed 2 lbs - coach only

(12) Applied service brake check not to exceed 3 lbs - coach only

(13) Low air pressure warning devices (55-85 lbs) - Coach only

(14) Check the spring brake

(15) Check Service brake and retarder light

(16) Check Parking brake

(17) Check Reverse lights and warning alarm if equipped

Comments:

I hereby certify that I have done a complete pretrip inspection of this vehicle and no defects were found.

I have turned in a copy of this pretrip for items needing attention or repair

Signature of Driver

Date

update Mar-10 Martydocs





RESO #: 2017-02

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 2016-2017 CTSGP funds** in an amount up to **\$64,389 for Zonar Electronic Pre-Trip Devices and Fleet Management Software**; 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 # 2017-02** was **MOVED** by Director _____ and **SECONDED** by Director _____ at a regular meeting of the MTA Board of Directors on d this **30th** day of **August, 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

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To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: August 30, 2017
Subject: Banking Signatory Limits

Public entities are held to a high standard of integrity, transparency, and accountability. They must be particularly vigilant in guarding against any appearance of impropriety, misappropriation of funds, waste or fraud and must comply with various rules and regulations governing their operations.

Strong policies create public trust and convey integrity by ensuring the sound stewardship of organizational assets, accountability, transparency and ethical practices. 'Internal Controls' should be incorporated into financial policies and procedures as a tool for achieving these goals.

There is no single standard for internal controls and individual organizations can have different control structures. However, common internal controls include measures such as having more than one-person handle cash, ensuring that checks are endorsed "For deposit only" immediately upon receipt, retaining records of all expenditures with backup documentation, segregating duties such as accounting from check signing so that funds cannot be misappropriated and records manipulated, ensuring that more than one person examines bank statements, to name a few, are consistent. A key element of internal controls is **segregation of duties**. Segregation of duties creates a system where no one person carries out a single transaction from start to finish – for example, receiving money and depositing it in the bank, or approving payment on an invoice and signing a check. This insures 'checks and balances' intended to decrease opportunities for fraud or catch fraud early.

The most current MTA Financial Policies and Procedures Manual from 2008 is currently under review and being updated to best practices in collaboration with the Finance/Personnel Department restructure. Unfortunately, the only reference to banking signatory authorization and/or limits in the current policy is: "*Checks shall be signed by authorized signers*". It does not clearly segregate duties or designate who authorized signers should be. In a recently located file, documents were found that appear to be the beginnings of a revision to the current policy. However, in those papers the only signatory authority recommended was the General Manager and Finance Manager, which, as previously stated is not an effective internal control.

In the interests of significant cost-savings for MTA, we are going to be issuing vendor payments directly from QuickBooks and transferring the funds from Mendocino County as needed. This will require authorized signers and signatory limits in place prior to revision completion of the Financial Policies and Procedures Manual, and clearly segregate check signing from the Finance Manager and/or Finance staff, now.

Several copies of weekly claims have been included with this packet for your review of standard vendor payments. As MTA is not a large agency and multiple personnel can be unavailable at the same time, to ensure a consistent workflow and staff availability the following signatory authority and signatory limits are recommended to the Board of Directors.

A. General Manager:

\$5,000: *General Manager*

\$5,001 or above: *General Manager and Chairman or Vice-Chairman of the Board of Directors.*

B. In absence of General Manager

\$5,000: *Maintenance Manager and one authorized Operations Supervisor as designated by the General Manager.*

\$5,001 or above: *Maintenance Manager and Chair or Vice-Chairman of the Board of Directors.*

C. In absence of General Manager and Maintenance Manager:

\$5,000: *One authorized Operations Supervisor, as designated by the General Manager and the Chair or Vice-Chairman of the Board of Directors.*

\$5,001 or above: *Chair and Vice-Chair of the Board of Directors*

Recommendation: Review, approve and adopt Resolution 17-03, MTA Banking Signatory Policy.

FR17/18



07/28/2017 16:11
mta3

MENDOCINO COUNTY PRODUCTION v10.5
Invoice Browse

P 1
apinvent

Vendor Name	Rem Document	Invoice	PO	Contract	Invoice Amt	Voucher
27789 YP WESTERN DIRECTORY	1 409913664	07122017			168.00	596603
40610 ACCOUNTEMPS	0 409913665	48795048/001539506			2,835.20	596604
40610 ACCOUNTEMPS	0 409913666	48794802/001539506			106.32	596605
8008 BLUE SHIELD	1 409913667	171950010445			32,078.24	596606
8922 BJ'S EMBROIDERY	0 409913668	12526			21.48	596607
17481 BUS & EQUIPMENT REP	0 409913669	66392			173.68	596608
8161 BEELER'S MUFFLER	0 409913670	7955			139.80	596609
3806 COMMUNITY ACTION	0 409913671	07282017			500.00	596610
7958 DEEP VALLEY SECURITY	0 409913672	07282017			104.80	596611
39486 EROOMETRICS & APPLIE	0 409913673	129158			133.38	596612
7789 GILLIG	0 409913674	40362236			132.69	596613
31685 GOFORTH KELLY	0 409913675	07222017			28.89	596614
8195 INTERSTATE BATTERIES	0 409913676	360783			649.20	596615
32505 NORTH BAY PETROLEUM	1 409913677	1861953			5,016.74	596616
27934 PETERSON TRUCKS INC	1 409913678	273957P			124.76	596617
2071 REDWOOD COAST FIRE	0 409913679	07282017			628.73	596618
30915 SEAKAY INC	0 409913680	1167 08262017			170.00	596619
15840 TPX COMMUNICATIONS	0 409913681	92947670-0			2,244.31	596620

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CLERK: mta3 BATCH: 8900

YR/PER	ORG	ACCOUNT	ACCOUNT DISTRIBUTION SUMMARY	DESCRIPTION	AMOUNT	REMAINING BUDGET
2018	02	UG	4090-00-000-0409-000-00-000000-0000000-862239-	SPEC DEPT EXP	45,256.22	.00

REPORT TOTALS 45,256.22

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Vendor Name	Rem Document	Invoice	PO	Contract	Invoice Amt	Voucher
40610 ACCOUNTemps	0 409913555	48575913 / 001539506			3,207.32	591448
27133 AL PUNTO	0 409913556	1347			342.00	591448
8008 BLUE SHIELD	1 409913557	171640011354			24,600.64	591448
3396 FEDEX	1 409913558	5-836-97945			13.76	591448
17754 GREEN GLEN	0 409913559	89108			526.67	591448
7692 MEDICAL EYE SERVICES	0 409913560	171621728901			216.50	591450
7747 MENDOCINO TRANSIT	0 409913561	06232017			110,000.00	591450
36090 CAVE INVESTMENTS INC	1 409913562	10387 / 05312017			642.16	591450
7825 PRINTING PLUS	0 409913563	8621			126.70	591450
11800 PITNEY BOWES	1 409913564	1004361825			81.50	591450
7776 P G & E	1 409913565	06082017			173.46	591450
7815 PRESS DEMOCRAT	1 409913566	06112017			398.28	591450
12636 RENNE SLOAN	0 409913567	34991			213.40	591450
1312 UKIAH OXYGEN	0 409913568	437656 / U141204			253.12	591460

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CLERK: mta3 BATCH: 8343

ACCOUNT DISTRIBUTION SUMMARY

YR/PER ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2017 12 UG	4090-00-000-0409-000-00-0000000-0000000-862239-	SPEC DEPT EXP	140,795.51	.00

REPORT TOTALS 140,795.51



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Vendor Name	Rem Document	Invoice	PO	Contract	Invoice Amt	Voucher
5230 ALHAMBRA & SIERRA	0 409913538	5104308 060917			42.13	590312
40610 ACCOUNTEMPS	0 409913539	48534497			2,799.76	590314
8255 ARAMARK SERVICES	0 409913540	05312017			2,742.76	590315
39463 ARROW BENEFITS	0 409913541	04302017			2,468.48	590316
39463 ARROW BENEFITS	0 409913542	05312017			2,373.84	590317
8922 BJ'S EMERGENCY	0 409913543	12509			42.84	590318
22640 AMERICAN DRIVING REC	0 409913544	S44590517			15.00	590319
8297 FORT BRAGG WATER	0 409913545	06022017			120.43	590320
3384 LIGHTHOUSE PEDDLER	0 409913546	060353			116.00	590321
7590 KZYX AND KZYX	1 409913547	MTAUW 01MAY-31JUL			800.00	590322
7819 MOTION INDUSTRIES	1 409913548	05262017			356.09	590323
27934 PETERSON TRUCKS INC	1 409913549	272153P			101.38	590324
13841 REDWOOD COAST FUELS	1 409913550	1851994			2,107.99	590325
1782 STAPLES	1 409913551	05152017			1,153.92	590326
1486 TAG/AMS	0 409913552	2719461			212.03	590327
1984 THOMSON REUTERS BARC	1 409913553	836338390			351.14	590328
1828 UVAH	0 409913554	IN19327			442.50	590329

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CLERK: mta3 BATCH: 8256

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2017 12	UG	4090-00-000-0409-000-00-0000000-0000000-862239-	SPEC DEPT EXP	14,246.29	.00

REPORT TOTALS 14,246.29

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Vendor Name	Rem Document	Invoice	PO	Contract	Invoice Amt	Voucher
40610 ACCOUNTEMPS	0 409913498	48413550			7,105.72	589205
27133 AL PUNTO	0 409913499	1328			342.00	589210
39483 ARROW BENEFITS	0 409913500	1404			2,326.52	589211
17481 BUS & EQUIPMENT REP	0 409913501	66019			172.46	589212
6689 COMCAST SPOTLIGHT	0 409913502	WC627640			236.10	589213
6689 COMCAST SPOTLIGHT	0 409913503	WC626769			387.04	589214
31084 CAN COOPERATIVE MEDI	0 409913504	MTA 038			110.13	589215
12293 CRISS JAMES	0 409913505	05262017			80.25	589216
9436 COMCAST	1 409913506	06182017			106.10	589217
11898 CULLIGAN	0 409913507	05172017			145.50	589218
7575 WASTE MANAGEMENT	1 409913508	2705414-2561-6			219.75	589219
39486 ERGOMETRICS & APPLIE	0 409913509	128722			176.75	589220
2592 FISHER WIRELESS	0 409913510	DOC# 053221			1,372.42	589221
12790 CALIFORNIA NEWSPAPER	3 409913511	1052740			171.42	589222
9883 FRIEDMAN'S HOME IMP	0 409913512	05312017			458.96	589223
7789 GILLIG	0 409913513	06012017			1,327.88	589224
31685 GOFORTH KELLY	0 409913514	06032017			28.89	589225
7820 UKIAH CHAMBER OF COM	1 409913515	8220			675.00	589226
35090 JOHNSON LYNN	0 409913516	05272017			28.89	589227
3330 SCHWAB TIRE CENTER	0 409913517	06022017			3,406.20	589228
7783 MENDOCINO BEACON	0 409913518	06292017			39.00	589229
8144 MENDO MILL	0 409913519	05312017			67.12	589230
7747 MENDOCINO TRANSIT	0 409913520	06152017			106,000.00	589231
24837 THE OFFICE SPOT	0 409913521	05312017			122.81	589232
23490 O'REILLY AUTO PARTS	0 409913522	05282017			70.09	589233
7570 AMERICAN PUBLIC TRA	0 409913523	265529			113.00	589234
7776 P G & E	1 409913524	05312017			61.72	589235
27934 PETERSON TRUCKS INC	1 409913525	271887P			7.94	589236
13841 REDWOOD COAST FUELS	0 409913526	1237059			18,404.40	589237
32505 NORTH BAY PETROLEUM	1 409913527	1847201 / 1850785			11,574.87	589238
13841 REDWOOD COAST FUELS	1 409913528	1848856			1,053.99	589239
7799 SOLID WASTE SERVICES	0 409913529	342-2017			26.56	589240
8631 TELECOM SERVICES	0 409913530	8844			918.75	589241
7797 CITY OF UKIAH	1 409913531	06162017			300.00	589242
10737 CITY OF UKIAH	1 409913532	05252017			116.28	589243
5294 VERIZON WIRELESS	0 409913533	9785932554			595.11	589244
8282 WHISPERING PINES	0 409913534	20170531			50.00	589245
8091 WILLITS CITY OF	1 409913535	06302017			77.89	589246
12790 CALIFORNIA NEWSPAPER	2 409913536	1052741			1,492.78	589247
1427 MENDOCINO TRANSIT	0 409913537	05312017			36.25	589248

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AUDIT REVIEW
C. MEYER



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CLERK: mta3 BATCH: 8176

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2017	12	UG	4090-00-000-0409-000-0000000-0000000-862239-	160,006.54	.00

REPORT TOTALS 160,006.54

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2017-03**

WHEREAS: MTA is a public entity that holds high standards of integrity, transparency and accountability for public funds;

1. It is the intent of MTA staff to create public trust and convey integrity by ensuring sound stewardship of organizational assets; and
2. To segregate duties and establish strong internal control measures to ensure that public funds are not misappropriated or manipulated;

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

Approve banking signatory authority and signatory limits as follows:

A. General Manager:

\$5,000: *General Manager*

\$5,001 or above: *General Manager and Chairman or Vice-Chairman of the Board of Directors.*

B. In absence of General Manager

\$5,000: *Maintenance Manager and one authorized Operations Supervisor as designated by the General Manager.*

\$5,001 or above: *Maintenance Manager and Chair or Vice-Chairman of the Board of Directors.*

C. In absence of General Manager and Maintenance Manager:

\$5,000: *One authorized Operations Supervisor, as designated by the General Manager and the Chair or Vice-Chairman of the Board of Directors.*

\$5,001 or above: *Chair and Vice-Chair of the Board of Directors.*


ADOPTION of this RESOLUTION was MOVED by Director _ and SECONDED by Director _ at a regular meeting of the MTA Board of Directors on August 30, 2017 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager


To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: August 30, 2016
Subject: Public Requests for Information Policy

Access to information concerning the conduct of the people's business by state and local agencies is a fundamental right of every person in California. To ensure this right, the California Public Records Act ("CPRA") gives every person the right to inspect any public record during a state or local agency's regular business hours. If an agency receives a request to inspect an identifiable, disclosable record, the agency must promptly make the record available. Requests for copies of identifiable, disclosable records must be responded to within prescribed periods and must also be promptly made available for anyone who pays the applicable agency duplication costs or the applicable statutory fee. The agency must provide an exact copy unless it is impracticable to do so, although the agency must also redact any confidential or exempt information from the copy. The CPRA covers requests for electronic and computer data; and public records that are stored in an electronic format must generally be made available in such electronic format if so requested.

Although the fundamental precept of the CPRA is access to records, the CPRA exempts certain records from disclosure and requires agencies to keep certain other records confidential. If an agency improperly withholds records, a member of the public may seek a court order to enforce the right to inspect or copy the records sought and may receive payment for court costs and attorney fees if such person prevails in the lawsuit.

Some agencies have found it useful to adopt electronic records policies governing whether personal devices (computers, smart phones, etc.) may be used for agency business, and what records (for example emails, texts, etc.) and other attributes of the electronic information on such devices are considered "retained in the ordinary course of business" for purposes of the CPRA. The MTA Board of Directors has approved and adopted such with the Electronic Communications Policy on January 25, 2017. In February, 2017, training to all MTA staff regarding the above policy was conducted.

The California Special Districts Association recommendations for Public Requests Policies are as follows:

- 1) Adopt a local policy and guidelines to ensure consistent procedures.
- 2) Document the date of receipt of requests.
- 3) Route the request to the district's designated employee for CPRA compliance, who in turn should notify all affected departments and employees.
- 4) Refer questioned items to the district's legal counsel.
- 5) Respond timely to requests.
- 6) If a denial is made, identify in writing the appropriate exemption or privilege.
- 7) Do not overcharge for copies.
- 8) Treat difficult and repetitive requests professionally.

The MTA 'Public Requests for Information' policy is compliant with the recommendations of the California Special Districts Association and has been reviewed by legal counsel.

Recommendation: Review, approve and adopt Resolution **17-04**, MTA Public Records Request Policy.



REQUESTS FOR PUBLIC INFORMATION POLICY

As approved and adopted by the Board of Directors on August 30, 2017

MENDOCINO TRANSIT AUTHORITY REQUESTS FOR PUBLIC INFORMATION POLICY

Overview

Legislation enacting the California Public Records Act (hereinafter, "CPRA") was signed in 1968, culminating a 15-year-long effort to create a general records law for California.

The fundamental precept of the CPRA is that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so. Most of the reasons for withholding disclosure of a record are set forth in specific exemptions contained in the CPRA.

There are two recurring interests that justify most of the exemptions from disclosure. First, several CPRA exemptions are based on a recognition of the individual's right to privacy (e.g., privacy in certain personnel, medical or similar records). Second, a number of disclosure exemptions are based on the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda). If a record contains exempt information, the agency generally must segregate or redact the exempt information and disclose the remainder of the record.

Request for Records and Agency Response

1. Receipt of Request

- A. When Mendocino Transit Authority, (MTA) receives a mail request for public information, the request will be date-stamped and the requestor will be mailed an MTA *Request for Information* form to complete and return.
- B. When MTA receives a request for public information by telephone, fax, or e-mail, the requestor will be mailed, faxed or emailed an MTA *Request for Information* to complete and return.
- C. When MTA receives a completed *Request for Information* form, it will be date-stamped and forwarded to the General Manager, who will determine whether the records requested are disclosable.
- D. This determination will be made within ten (10) days from the date the request was received. If more time is required, the General Manager may extend this timeframe in writing by an additional 14 days, or provide a timeline in which to respond, pursuant to law.
- E. Any request deemed as potentially non-disclosable, the MTA General Manager will refer to contracted legal representation for review and direction.

2. Request Fulfillment

- A. **Non-Disclosable Records:** If the General Manager determines that the public records requested are legally non-disclosable, MTA will notify the requestor in writing.
- B. **Approved Requests:** When a request for disclosable information is approved by the General Manager, she/he will sign and date the *Request for Information* form and forward it to the appropriate MTA department for fulfillment.

3. Fees

- A. If the General Manager determines that no fee is required, the requested information will be reproduced and forwarded to the requestor in a timely manner, or provide pursuant to law, a timeline for compliance.
- B. If the General Manager determines that a fee is required for reproduction of the requested information, MTA will notify the requestor of the fee due.
- C. When MTA receives payment, the requested information will be reproduced and forwarded to the requestor in a timely manner.

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----- *Mendocino Transit Authority use only* -----

Date request received: _____

Date approved: _____

Date information sent: _____

Cost to requestor: _____

Date payment received: _____

Signature of General Manager: _____

Date: _____

Updated 08-15-2017

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2017-04

WHEREAS: MTA is a public entity and recognizes that information of the people's business by state and local agencies is a fundamental right of every person in California; and

1. That the California Public Records Act ('CPRA') gives every person the right to inspect any public record; and
2. That requests for copies of identifiable, disclosable records must be responded to within prescribed periods; and
3. That the CRPA exempts certain records from disclosure and requires agencies to keep certain other records confidential;

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

1. Approves and Adopts the MTA Request for Public Records Information Policy.

ADOPTION of this RESOLUTION was MOVED by Director _ and SECONDED by Director _ at a regular meeting of the MTA Board of Directors on August 30, 2017 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager

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