



**Board of Directors
Regular Meeting Agenda**

March 28, 2018

1:30 pm

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

Video-Conferenced with:

Ukiah
Ukiah Valley Conference Center
200 South School Street
Riesling 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 February 28, 2018 Board Meeting** 1
Information
3. **Service Performance Report: July, 2017 / February, 2018** 5
Information
4. **Financial Report: New CFO Mark Harvey to start at MTA, Monday, April 2, 2018**
Information
5. **Board Meeting Dates and Locations** 7
Information
6. **Capital Program: Update/Progress Report** 9
Information

ACTION & DISCUSSION

7. Unmet Needs – Fort Bragg 13
Action: Solicit Public Input
8. FY 2018-19 Preliminary Budget *(to be presented at meeting)*
Discussion
9. General Manager Contract and Salary 15
Action: Approve Resolution: **2018-03**
10. Management Reports oral
11. Matters from Directors oral

Closed Session:

Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54950:

Personnel Issues
Section 54957
Fort Bragg Supervisor

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
February 28, 2018
2:08 p.m.**

MINUTES

Willits
Willits City Hall
111E. Commercial Street
Willits, CA 95490
Conference Room

CALL TO ORDER

1. Chair Mastin called the meeting to order at 2:08 p.m.

ROLL CALL

Directors Present: Tarbell, Rodriguez, Peters, Chair Mastin

Directors Present via Video Conference: None

Directors Absent: Gjerde, Scalamini, Cross

Staff Present: Carla Meyer, General Manager
Bob Butler, Maintenance Manager
John Pegan, Human Resource Manager
Jacob King, Operations Supervisor

Others: Loretta Ellard, MCOG Representative
Rosalind Marshall, former CFO for Mendocino Transit Authority

PUBLIC COMMENT

Rosalind Marshall, former CFO for MTA, thanked the Board and General Manager Meyer. Chair Mastin and Ms. Meyer thanked her for her service to MTA.

Director Peters read a letter from an individual from Fort Bragg who is concerning problems of alleged drug dealing, and threats to passengers at the bus stop between Franklin and Mc Pherson. Director Peters asked that the item be put on the agenda for the next meeting.

CONSENT CALENDAR

- 2. Minutes of December 6, 2017
Information
- 3. Service Performance Report: July, 2017 / January, 2018
Information
- 4. Financial Report:
Information
- 5. Board Meeting Dates and Locations
Information
- 6. Capital Program: Update/Progress Report
Information
- 7. MTA Boar/Staff Strategic Work Plan
Information

Upon Motion by Director Peters, and seconded by Director Rodriguez, Consent Calendar items 2, 3, 4, 5, 6, and 7 were accepted as presented

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

ACTION & DISCUSSION

8. Unmet Transit Needs

Review possible service to Laytonville, Brooktrails and Willits High School. Additionally, consider after-hours service to Senior Center and a Sunday coast bus run. Director Tarbell inquired how to purchase a bus pass. At this time, General Manager Meyer informed him that passes can be purchased from the driver and in the office but in the near future an individual will be able to purchase passes on-line.

9. Prop 69, Ensuring Dedication of SB1 Funds

Discussion of prop 69 (gas tax). General Manager Meyer indicated that the Transit Association has been active in promoting prop 69. Director Peters mentioned the costs of repairing and constructing new roads has skyrocketed and that there hasn't been an increase since the 1990's. Chair Mastin and General Manager Meyer mentioned that MTA will publicly support the SB through letters, public social media and letters to editors.

10. Review and Adoption of Resolution 2018 - 01 Advertising Criteria Policy

Upon Motion by Director Tarbell, seconded by Director Peters, the Board Adopted Resolution # 2018 - 01 approving MTA Advertising Criteria Policy.

AYES: Tarbell, Peters, Rodriguez, Mastin

NO: None

ABSTAIN: None

ABSENT: Gjerde, Scalamini, Cross

11. Review and Adoption of Resolution 2018 - 02 Low Carbon Transit Operations Program Funds

Upon Motion by Director Peters, seconded by Director Rodriguez, the Board Adopted Resolution # 2018 - 02 authorizing General manager to apply for LCTOP funds.

AYES: Tarbell, Peters, Rodriguez, Mastin

NO: None

ABSTAIN: None

ABSENT: Gjerde, Scalamini, Cross

12. Management Reports

Manager Bob Butler updated the Board regarding three new busses. He reported that the fiber optic internet has been installed, and that the new digital Fisher radios have a clear sound. He reported that the refurbishment of the Administration building is continuing with new flooring and painting.

HR Manager John Pegan reported that the HR department will coordinate on-line driver training. He reported that the CFO interviews will be Thursday and Friday. He thanked Jacob King and Bob Butler for their assistance to MTA created by the computer server crash. HR is in the process of rebuilding data bases and forms. He mentioned that HR will sign the Board Members up for State mandated training.

Jacob King Operations Supervisor reported that all positions are fully staffed. He reported on last week's TAC committee's discussion of future transit guidelines.

Loretta Ellard, MCOG Representative, thanked Jacob King for advocating for funding at the TAG Committee Meeting. Loretta mentioned that the Monday (3/12/18) MCOG meeting has been cancelled.

General Manager Meyer expressed her appreciation to the Board for their well wishes and beautiful flowers. She would like to acknowledge Jacob King, Bob Butler, John Pegan and Marty Nelson for pitching in during her absence. She reported to the Board that contractors for IT management are being evaluated and references have been requested. General manager Meyer reported that a night shift supervisor has been hired from within MTA driver's ranks, and dispatch will be open until 11:00PM.

She discussed the necessity of a transit hub where seamless transportation with other carriers such as Lake County Transit or Greyhound will translate into increased ridership.

She reported on progress on the rehabbing of the Administration building, the possibility of using the old shop. She noted that the MTA property requires better signage.

13. Matters from Directors:

Director Rodriguez asked about the MTA trolley usage during 4th of July or other events around Mendocino County. General Manager Meyer will discuss a seasonal schedule for the trolley.

Director Tarbell thanked General Manager Meyer and the MTA staff for keeping up with everything during difficult times. He also wanted to thank former CFO Rosalind Marshall for her work.

Chair Mastin said to the assembled group that he was thankful to General Manager Meyer and the dedicated staff members who continue to rise to challenges. He gave his thanks to former CFO Rosalind Marshall.

14. Adjournment

The Board Meeting was adjourned at 3:22pm for a Closed Session. In accordance with Government Code sections 54950. Personnel Issues: General Manager Contract

15. Re-opened

Chair Mastin reopened the meeting at 3:40pm and reported out a COLA increase for the General Manager, of which, the Resolution will be provided at the March, 2017 meeting. Guests and staff were invited back to the meeting room.

16. Adjournment

Chair Mastin adjourned the meeting at 3:42 p.m.

Jim Mastin, Chair

Jan Michele, Recording Secretary



FY 17-18 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2017-18 YTD	2016-17 YTD	# Change	% Change
01 - Willits Local	978	1288	859	1061	965	935	851	723					7660	9381	171	18%
03 - Ukiah - DAR	1450	710	882	1222	1392	1318	1324	1167					9465	13824	1450	32%
04 - Fort Bragg - DAR	1142	705	604	1033	1180	1224	1229	928					8045	10666	2621	25%
05 - Bragg>About	1478	1591	1490	1544	1454	1360	1539	1426					11882	12788	906	7%
07 - Jitney	126	215	257	208	183	190	222	222					1623	1675	52	3%
08 - Ukiah Evening	621	861	830	710	536	566	553	622					5299	7011	1712	24%
09 - Ukiah Local	9145	9790	10513	10424	8936	8523	8209	8992					74532	91259	16727	18%
20 - Willits - Ukiah	2274	3035	3303	3009	2573	2068	2322	2668					21252	23389	2137	9%
60 - Coaster	935	858	967	1106	882	855	992	956					7551	8396	845	10%
64 - Ukiah to Fort Bragg	390	489	473	385	368	314	360	373					3152	2090	1062	51%
65 - CC Rider	1083	982	944	1077	1155	1021	954	938					8154	8070	-84	-1%
65A - New Route 66	636	723	738	736	638	675	524	527					5197	3013	2184	72%
74 - Saturday Gualala-Ukiah	106	78	118	101	86	93	73	85					740	567	-173	-31%
75 - M-F Gualala to Ukiah	483	649	830	900	593	646	683	744					5528	4925	-603	-12%
95 - Pt. Arena to Santa Rosa	482	509	537	388	411	405	397	406					3535	3501	-34	-1%
97 - Redwood Coast Regional	260	300	289	321	350	341	309	332					2502	2481	-21	-1%
Monthly Totals	21589	22783	23634	24225	21702	20534	20541	21109	0	0	0	0	2E+05	203036	25710	13%

THIS PAGE INTENTIONALLY LEFT BLANK



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	4:30	Willits	only	<i>Cancelled due to lack of quorum</i> 2018/19 Transit Needs: Willits
August	30	4:30	Point Arena	only	<i>Rescheduled to Ukiah 9-7-17</i> 2018/19 Transit Needs: Point Arena
September	7	1:30	Ukiah	Ft. Bragg	<i>Special Mtg. due due previous two cancellations</i>
September	27	1:30	Point Arena	only	2018/19 Transit Needs: Pt. Arena
October	25	1:30	Willits	only	2018/19 Transit Needs: Willits
November	no meeting scheduled				
December	6	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
2018					
January	31	1:30	Fort Bragg	Ukiah	<i>Cancelled due to illness.</i> 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	Fort Bragg	Ukiah	2019/20 Transit Needs: Fort Bragg DRAFT 2018/19 Budget & Claim
			Ukiah	Fort Bragg	
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

THIS PAGE INTENTIONALLY LEFT BLANK

To: MTA Board of Directors
From: Carla Meyer, General Manager
Date: March 28, 2018
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.

9-20-17: RouteMatch Fixed Route AVL, Push to Talk Kickoff meeting completed; RouteMatch staff to arrive at MTA second week in October for initial fleet assessment and installation process begins.

10-12-17: RouteMatch staff on-site for fleet assessment and data entry for fixed route assessment.

Jan./Feb 18: MTA was contacted by Fisher Wireless who has now updated to digital radio. In review of their proposal and learning that the RouteMatch Push to Talk was still a prototype program, MTA contracted with Fisher Wireless to install digital radio's in the fleet. The installation is completed, the reception is exceptional. The remaining decision on radio consoles replacement will be forthcoming upon review of cost savings and discussion with the MCOG. However final design on the fare methodology has been agreed to and installation of the GPS and tablets for fixed route is scheduled for early March, 2018.

March 28, 2018: Due to delay in tablet installation, RouteMatch fixed route

database development, MTA is no expected to go "live" in April, 2018.

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.

12-6-2017: Buses are going onto production line, Maintenance Supervisor Bob Butler to fly to Indiana next week for oversight.

Jan/Feb 2018: New buses are on the property and are being readied for revenue service.

March, 2018: Buses are in revenue service.

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

10-10-17: Conditional Acceptance Signed

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.

10-02-17: MCOG Board of Directors approved allocation of Prop1B Safety and Security funds.

10-09-17: Receipt of signed resolutions; grant documents mailed to Cal-OES

Jan, 2018: MTA was hit with high tech ransomware and the existing service is shutdown. Decision on the final vendor for the managed care will be decided next week. Unfortunately, due to an error at the State Controller's office arrival of the Cal-OES approved grant funds could be delayed 2 more months. Staff is discussing alternatives and will present to the Board.

March, 2018: Three bids have been obtained from IT Managed Care Providers. MTA has selected Comer Technology Group from Chico, CA for the managed care. MTA is still awaiting the delayed Cal-OES approved grant funds from the State Controller's office.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: General Manager Contract and Salary
DATE: March 28, 2018

At the February, 28, 2018 Board of Directors meeting, the Board approved the 2016 – 2018 Collective Bargaining Agreement 2017-18 COLA of 6% for the General Manager Salary.

The current General Manager salary is \$108,745 annually.

Addition of the 2017-18 6% COLA would increase the GM Salary to \$115,629.

Recommendation: Approve Resolution 2018-03, approving the represented and non-represented COLA increase of 6% for the General Manager.

THIS PAGE INTENTIONALLY LEFT BLANK

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2018-03**

WHEREAS:

- 1) The MTA Board of Directors is empowered to and responsible for establishing wage and salary levels, and
- 2) The MTA Board of Directors, at their December, 2017 meeting approved a 6% COLA for all represented and non-represented employees, and
- 3) Sufficient funding has been identified to finance the proposed compensation improvement.

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

Authorize the Chair to amend the General Manager's Contract in order to reflect a wage increase of 6% on the amount of \$108,745 to equal \$115,629 as amended, effective July 1, 2017.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _ _____ at a regular meeting of the MTA Board of Directors on March 28, 2018 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager

THIS PAGE INTENTIONALLY LEFT BLANK