



Board of Directors Regular Meeting Agenda

March 27, 2019

1:30 p.m.

Ukiah

Ukiah Valley Conference Center
200 South School Street
Chardonnay Room

Video-Conference with:

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

AGENDA ITEMS

1. **Call to Order**
2. **Public Comment**

Members of the public are 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

3. **Minutes of February 27, 2019 Board Meeting.**
Action: Approve February 27, 2019 Board Meeting Minutes.
4. **Board Meeting Calendar**
Action: No Action Required. Discussion Only.
5. **Service Performance Report Fiscal Year 18-19**
Action: No Action Required. Discussion Only.
6. **Capital Program: Update/Progress Report.**
Action: No Action Required. Discussion Only.

ACTION & DISCUSSION

7. **Unmet Needs**
Action: Solicit Public Input.

8. Financial Statements July 2018 - January 2019

Action: Accept of Unaudited Financial Statements for July 2018 – January 2019

- A. July 2018-January 2019 Balance Sheet
- B. July 2018-January 2019 Profit & Loss Statement

9. Preliminary Fiscal Year 2019-2020 Budget

Action: Ratification of Finance Committee Recommendation for Approval of Preliminary Fiscal Year 2019-2020 Budget.

10. Consideration of Amendment to MTA Personnel Policies and Procedures Section 7.5.1 Catastrophic Leave Fund Policy

Action: Approve Amendment to Personnel Policies Section 7.5.1.

11. Amendment to Previously Adopted Resolution # 2019-03 - Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Capital Purchase of an All-Electric Transit Bus. Amend dollar amount to reflect \$70,091.

Action: Amend Resolution No. 2019-03 authorizing General Manager to execute the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Capital Purchase of an All-Electric Transit Bus \$70,091.

12. Discontinuation of General Public Paratransit Vehicle (GPPV) Certificate Requirement for Transit Vehicle Operator

Action: Approve Discontinuation of General Public Paratransit Vehicle (GPPV) Certificate Requirement for Transit Vehicle Operator.

13. Management Reports

14. Matters from Directors

ADJOURN

Anticipated adjournment is 3:30 p.m.

Americans with Disabilities Act (ADA) Compliance

The Mendocino Transit Authority complies with AMERICANS WITH DISABILITIES ACT (ADA). Upon request, MTA will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Mendocino Transit Authority by calling (707) 234-6447 at least five days prior to the meeting.



March 27, 2019
Agenda Item # 3

**Board of Directors
Regular Meeting**

Draft Minutes

February 27, 2019

1:30 p.m.

WILLITS, CA

City Hall
111 East Commercial Street
Willits, CA

AGENDA ITEMS

1. Call to Order

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

Directors Present: Mulheren, Tarbell, Rodriguez, Chair Mastin

Directors Absent: Cross, Gjerde, Albin-Smith,

Staff Present: Mark Harvey, CFO
Jacob King, Operations Manager
Bob Butler, Maintenance Manager
Russell Van Antwerp, Finance Assistant
Heather Lindsteadt, Recording Secretary

Others in attendance: Michael O'Connor, CPA, RIA – R.J. Ricciardi, Inc.
Kate Stornetta - Stornetta Fiscal Management

2. Public Comment

No public comment.

CONSENT CALENDAR

4. Board Meeting Calendar

5. Service Performance Report Fiscal Year 18-19

6. Capital Program: Update/Progress Report

Item 3 – Minutes of January 30, 2019 Board Meeting was pulled from consent calendar for further discussion.

Upon Motion by Director **Rodriguez** seconded by Director **Tarbell**, Consent Calendar items 4, 5, and 6 were approved unanimously.

3. Minutes of January 30, 2019 Board Meeting

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, the minutes of January 30, 2019 were approved with the following amendment: Page 2, Agenda Item # 8 should reflect that **Gjerde** and **Cross** were appointed to the Finance Committee. Motion to amend and approve January 30, 2019 minutes carried unanimously.

ACTION & DISCUSSION

7. Unmet Needs

There were no additions to the Unmet Needs list.

8. Draft Fiscal Year 2017-2018 Annual Fiscal Compliance Audit – R.J. Ricciardi Inc.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, the Board accepted the fiscal year 17-18 Annual Fiscal and Compliance Audit as presented. Motion carried unanimously.

9. Formation of Standing MTA Finance Committee.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, the Board appointed Director **Cross** and Director **Gjerde** to the newly formed MTA Finance Committee. Motion carried unanimously.

10. Resolution # 2019-02 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Fare Free Ride Program for Mendocino College Students.

Staff presented an amendment to Resolution # 2019-02 which increased the amount of LCTOP funds requested to \$110,000.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, amended Resolution # 2019-02 was adopted unanimously by roll call vote.

11. Resolution # 2019-03 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) For the following project(s): Capital Purchase of an All-Electric Transit Bus.

Staff presented an amendment to Resolution # 2019-03 which decreased the amount of LCTOP funds requested to \$60,091.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, amended Resolution # 2019-03 was adopted unanimously by roll call vote.

Chair Mastin convened Closed Session at 2:20 p.m.

CLOSED SESSION

12. Personnel Evaluation: General Manager Evaluation of Performance pursuant to Government Code §54957

ANNOUNCEMENT OUT OF CLOSED SESSION

Chair Mastin reconvened Open Session at 3:00 p.m.

Chair Mastin reported that the Board met on one item of Performance Evaluation pursuant to Government Code 54957 and there was no action taken.

13. **Resolution # 2019-04 Adopting General Manager Annual Contract and Annual Compensation Increase.**

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, the Board amended and adopted Resolution #2019-04 unanimously by roll call vote with the following changes:

WHEREAS, the MTA Board of Directors, at their January 2018 Regular Meeting gave a positive performance evaluation, and

WHEREAS, Sufficient funding has been identified in the 2018-2019 budget to finance the proposed compensation improvement.

14. **Management Reports**

Bob Butler reported that MTA provided input related to the Electric Vehicle Buses and said that MTA has been working with the consortium Sonoma Clean Power Agency and reported the agency has reallocated funds to prepare a study to look into electric transit vehicles in Sonoma and Mendocino County.

Heather Lindsteadt updated the Board on the Department of Justice Live Scan background check process. She also requested that any newly appointed Board members provide her with an FPPC Form 700 Assuming Office Statement.

15. **Matters from Directors**

Chair Mastin reported that he would not be seeking reappointment to the MTA Board in June. There was a discussion about the process for appointment.

ADJOURN

Chair Mastin adjourned the meeting at 3:12 p.m.



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	
2018					
July	25	1:30	Willits	only	2018/19 Transit Needs: Willits
August	29	4:30	Point Arena	only	<i>Cancelled - Lack of Quorum</i> 2018/19 Transit Needs: Point Arena
September	26	1:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Fort Bragg
<i>October 31, meeting rescheduled to November 7, 2018</i>					
October	31	4:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
<i>Cancelled - Lack of Quorum</i>					
November	7	4:30	Ukiah	Fort Bragg	2018/19 Transit Needs
December	5	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
2019					
January	30	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
February	27	1:30	Willits	only	2019/20 Transit Needs: Willits Initial 2019/20 Budget Discussion
March	27	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah DRAFT 2019/20 Budget & Claim
April	24	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
May	29	1:30	Fort Bragg	Ukiah	General Manager Evaluation General Manager Contract
June	26	1:30	Ukiah	Fort Bragg	FINAL 2019/20 Budget



FY 18-19 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2018-19 YTD	2017-18 YTD	# Change	% Change
01 - Willits Local	850	877	817	910	712	805	940	814					6725	7660	(935)	-12%
03 - Ukiah - DAR	1219	1290	1180	1298	1231	1170	1404	1280					10072	9465	607	6%
04 - Fort Bragg - DAR	1185	1299	1164	1322	1085	1241	1209	1138					9643	8045	1,598	20%
05 - BraggAbout	1269	1542	1656	1714	1515	1476	1309	1493					11974	11882	92	1%
07 - Jitney	267	295	269	424	305	281	310	253					2404	1623	781	48%
08 - Ukiah Evening	799	1016	1034	1253	807	757	1016	849					7531	5299	2,232	42%
09 - Ukiah Local	9199	10377	10154	11902	8704	8600	9533	8875					77344	74532	2,812	4%
20 - Willits - Ukiah	2263	2437	2630	3446	2445	2081	2696	2589					20587	21252	(665)	-3%
60 - Coaster	826	932	1013	1134	855	869	974	836					7439	7551	(112)	-1%
64 - Ukiah to Fort Bragg	449	475	441	421	375	387	309	329					3186	3152	34	1%
65 - CC Rider	1026	1020	1034	1042	1020	913	806	783					7644	8154	(510)	-6%
65A - New Route 65	666	815	613	687	609	606	546	451					4993	5197	(204)	-4%
74 - Saturday Gualala-Ukiah	101	76	70	89	63	81	46	91					617	740	(123)	-17%
75 - M-F Gualala to Ukiah	669	748	734	907	712	571	634	449					5424	5528	(104)	-2%
95 - Pt. Arena to Santa Rosa	659	512	436	502	401	452	358	303					3623	3535	88	2%
97 - Redwood Coast Regional	223	273	262	261	224	244	243	220					1950	2432	(482)	-20%
Monthly Totals	21670	23984	23507	27312	21063	20534	22333	20753					181156	176047	5,109	3%

To: MTA Board of Directors
From: Carla Meyer, General Manager
Date: March 27, 2019
Subject: **Capital Program: Progress Report**

This report is consistent with the capital budget dated June 2018/19

2017-18 Projects Cont.

RouteMatch Fixed Route GPS Dispatching Software

\$268,613

Action:

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.

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.

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 not expected to go "live" in April, 2018.

May 30, 2018: Ongoing install issues with RouteMatch has pushed the RouteShout "Go Live" date out until resolution of all issues involved.

June 20, 2018: New server install at RouteMatch this weekend, freeing up additional space for MTA. In the interim, we are experiencing significant system stability.

July/August 2018: RouteMatch staff in conjunction with MTA staff worked to resolve remaining stability issues with system. System stability increased significantly.

September 13, 2018: Conference call with MTA staff and RouteMatch staff

resolving few remaining issues. Next step in Sept/Oct. will be the development and 'Go Live' for passenger amenity 'RouteShout'.

September 17, 2018: GM conference call with Teague Kirkpatrick from RouteMatch to complete final change order and finalize for payment.

December 1, 2018: Payment finalized. Final Phase is rollout of RouteShout.

January 23, 2019: Few remaining tweaks are being worked out. MTA will rollout RouteShout in February 2019.

February, 2019: RouteShout delayed until March-April, 2019

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.

May 30, 2018: Cal-OES funds have arrived, contract with Comer Technology group has been prepared and awaiting final signatures.

June 17, 2018: Contracts signed, first payment installs to Comer Technology. Server on order, estimated 4 weeks to delivery.

August, 2018: Comer Technology installed new server and other necessary equipment. Transition from old server and individual computers begun...project delayed until completion of Finance Audit (just in case)

September, 2018: Installation continued. Expected completion date, October, 2018.

November 28, 2018: 90% of transition to new server is completed. Remaining is the Finance software.

December, 2018: Transition completed. PROJECT COMPLETED.

FY 2018/19

Maintenance Fleet Software – Electronic Zonar Pre-Trip Technology

\$80,437

Action: The current maintenance/facilities software utilized is outdated and no longer supported. MTA has received Cal-OES funds to purchase new updated maintenance and facilities tracking software. In addition, we will be looking for a maintenance software which interfaces with Zonar Pre-Trip Technology devices. Zonar is a wireless device that scans chips at various locations on a bus in live-time for pre and post trips. The data is stored on the Cloud and is accessible instantly.

September/October 2018: Research maintenance/facilities software programs, request three (3) bids and select. Zonar is sole-source procurement as it is the only technology vendor of this type.

December, 2018: Zonar bid completed. Final demo and decision for implementation will be in January 24, 2019.

January, 2019: Purchase Order issued to Zonar for pre/post-trip inspection devices. Staff is developing pre-check items for each zone on the coach. Expected training and implementation, late Spring, early Summer, 2019

Dispatch Radio Console Replacement

Action: The current MTA Dispatch consoles are large and outdated. After solicitation of maintenance software and Zonar pre-trip devices, MTA will purchase new digital consoles if budget allows.

January, 2019: Cal-OES funding for Zonar and Maintenance software utilized all of the available funds. MTA will seek other funding source for new Dispatch consoles.

Replacement Fixed Route Cutaway Buses (3)

Action: MTA will replace buses 726, 727 and 730, currently in use for fixed route.

January, 2019: Maintenance Manager Bob Butler is researching CalACT bid for available fleet replacement.

February, 2019: Order for two replacement cutaways buses has been completed through CalACT consolidated bid.

Ukiah Senior Center Accessible Mini-Van

Action: MTA will handle procurement process for the Ukiah Senior Center for purchase of one accessible mini-van. This van will be utilized to resolve some of the FY 17-18 unmet needs.

October, 2018: Mini-Van has been ordered and awaiting arrival at MTA.

January, 2019: Creative Bus Sales failed to order van as had been submitted by MTA. Order is pending as the mini-van available on the CalACT contract does not fit the need of the Ukiah Senior Center.



Meeting Date: March 27, 2019

Agenda Item: #8

AGENDA SUMMARY REPORT

SUBJECT:

Unaudited Financial Statements July 2018 - January 2019

SUMMARY:

Draft Unaudited Financial Reports for the first seven months of 2018-2019 from MTA's QuickBooks accounting system including the Balance Sheet and Profit & Loss will be presented at the March 2019 Board Meeting.

We will be presenting monthly internal financial statements beginning with the February 2019 statements at the April 2019 meeting. We will be lagging one month to allow sufficient time for reconciliation and closing.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2018 – January 2019

ATTACHMENTS:

- A. Balance Sheet for January 31st, 2019
- B. Profit & Loss Statement for July 2018 to January 2019 (First Seven Months of FY 2018-2019)

Mendocino Transit Authority
Balance Sheet
As of January 31, 2019

March 27, 2019
Agenda Item # 8

ASSETS

Current Assets

Checking/Savings

101.900 - Cash 1,702,645.63

Total Checking/Savings 1,702,645.63

Accounts Receivable 18,182.32

Other Current Assets

102.900 - Receivables Other 826,860.79

102.990 - Grants Receivable Total 1,304,056.00

103.990 - Inventory 302,187.76

104.199 - Prepaid Expenses Total 126,996.79

104.200 - Undeposited Funds 1,795.40

Total Other Current Assets 2,561,896.74

Total Current Assets 4,282,724.69

Fixed Assets

111.900 - Fixed Assets 20,625,108.76

111.910 - Accumulated Depreciation -9,820,595.29

121.900 - Intangible Total 15,000.00

121.910 - Accum Amortization Total -15,000.00

Total Fixed Assets 10,804,513.47

Other Assets

131.900 - Deferred Outflows of Resource 701,870.00

Total Other Assets 701,870.00

TOTAL ASSETS 15,789,108.16

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 152,661.58

Credit Cards 26,820.96

Other Current Liabilities

203.160 - CalPERS Loan Repayments 6,988.20

205.700 - Uncashed Checks 6,491.04

205.900 - Accruals Total

202.100 - Deferred Revenue 854,126.41

203.100 - Federal Payroll Tax Payable 3,333.67

203.110 - Medicare Payroll Tax Payable 995.55

203.120 - State Income Tax Payable 1,056.76

203.130 - State Disability Payable 416.99

203.140 - Misc Deductions 928.93

205.200 - Accrued Payroll 27,804.66

205.300 - Accrued Retirement 27,362.81

205.400 - Accrued Deferred Comp 3,265.76

205.500 - Accrued Vacation 155,227.25

205.600 - Accrued Sick Leave 78,821.33

Total 205.900 - Accruals Total 1,153,340.12

Total Other Current Liabilities 1,166,819.36

Total Current Liabilities 1,346,301.90

Long Term Liabilities

Total 231.900 - Prov-Restricted Funds 205,139.15

235.300 - Deferred Inflows of Resource 633,067.00

235.910 - Pension Liabilities 1,484,999.56

Total Long Term Liabilities 2,323,205.71

Total Liabilities 3,669,507.61

Equity

Total 399.900 - Equity 12,401,114.45

Net Income -281,513.90

Total Equity 12,119,600.55

TOTAL LIABILITIES & EQUITY 15,789,108.16

Mendocino Transit Authority
Profit & Loss
 July 2018 through January 2019

Ordinary Income/Expense

Income

400.000 · Operating Revenue	560,650.05
400.999 · Non Operating Revenue	2,744,590.26

Total Income	3,305,240.31
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Gross Profit	3,305,240.31
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Expense

501.100 · Wages	1,480,341.33
502.100 · Wages-Vac/Sick/Hol	231,343.79
502.200 · Health	367,382.19
502.300 · Workers Comp	85,743.00
502.400 · Retirement	132,089.85
502.500 · Payroll Taxes	23,853.65
502.600 · Uniform Allowance	7,663.20
502.700 · Travel Expenses	7,537.50
503.100 · Outside Labor	19,916.04
503.200 · Professional Services	49,248.50
504.100 · Parts-Revenue Vehicles	-3,317.02
504.110 · Fuel	71,910.26
504.115 · Lube	6,758.93
504.120 · Tires/Tubes-Revenue Vehicles	-3,793.09
504.200 · Expense Parts	2,124.47
504.300 · Non-Capital Equipment	137.79
504.400 · Office Expense	37,445.49
504.500 · Subscriptions	1,130.73
504.510 · Dues & Memberships	6,213.49
504.600 · Janitorial Supplies	7,655.51
504.610 · Shop Supplies	6,725.93
504.620 · R & M-Buildings & Property	8,269.36
504.630 · Shelter's Expense	19.32
505.100 · Telephone	10,585.57
505.200 · Utilities	24,663.82
506.100 · Insurance	125,222.28
508.100 · Purchased Transportation	1,460.40
509.999 · Misc. Op. Expense	59,234.58
510.100 · Contracts-Senior Centers	209,746.95
512.200 · Equipment Rental	1,339.10
512.300 · Property Rental	13,375.56
550.200 · Vehicles	249.14

Total Expense	2,992,277.62
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Net Ordinary Income	312,962.69
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Other Income/Expense

Other Income

407.301 · Interest Income-Capital	4,964.41
409.112 · State, Prop. 1B, TSSSDRA-CalOES	52,672.00

Total Other Income	57,636.41
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Net Other Income	57,636.41
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Net Income Before Depreciation	370,599.10
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Depreciation Expense	652,113.00
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Net Income After Depreciation	-281,513.90
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Meeting Date: March 27, 2019

Agenda Item: 2019 # 9

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Fiscal Year 2019-2020 Budget

SUMMARY:

The MTA Finance Committee met on March 18, 2018 to review and discuss the Fiscal Year 2019-2020 Preliminary Budget.

The Finance Committee recommended the following changes to the preliminary budget: header corrections and additional columns to reflect revenues from operations and revenues from other sources.

With the above-mentioned changes, the Finance Committee recommended the Fiscal Year 2019-2020 Preliminary Budget be presented to the full Board for approval.

Ratify MTA Finance Committee Recommendation to Approve Preliminary Fiscal Year 2019-2020 Budget

ATTACHMENTS:

MTA Fiscal Year 2019-2020 Preliminary Budget

MENDOCINO TRANSIT AUTHORITY 2018/19 BUDGET W/ LINE ITEM BREAKDOWN							MTA 2019-2020 PROPOSED	
ACCOUNT	TITLE	2017-18 BUDGET	FY 2017-18 PROJECTED YEAR END	FY 2018-19 FINAL BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
OPERATING								
50010 LABOR								
50100	Operators Wages - Fixed Route - Inland	\$2,192,291.00	\$610,000.00	\$653,650.00	7.00%	7% COLA Increase as per CBA	\$683,064.25	4.5% Increase SF CPI
50125	Operators Wages - Fixed Route - Fort Bragg		\$234,000.00	\$250,380.00	7.00%	" " "	\$261,647.10	4.5% Increase SF CPI
50175	Operators Wages - South Coast		\$144,000.00	\$154,080.00	7.00%	" " "	\$161,013.60	4.5% Increase SF CPI
50200	Operators Wages - DAR - Inland		\$116,990.00	\$125,180.00	7.00%	" " "	\$130,813.10	4.5% Increase SF CPI
50225	Operators Wages - DAR - Fort Bragg		\$92,000.00	\$98,440.00	7.00%	" " "	\$102,869.80	4.5% Increase SF CPI
50250	Operations - Dispatch		\$98,000.00	\$112,000.00	7.00%		\$117,040.00	4.5% Increase SF CPI
50300	Maintenance & Facilities Salaries & Wages		\$331,596.00	\$354,808.00	7.00%	" " "	\$370,774.36	4.5% Increase SF CPI
50400	Administrative Salaries		\$475,000.00	\$508,250.00	7.00%	7% COLA , Fill Vacant OPS Manager	\$531,121.25	4.5% Increase SF CPI
50500	Administrative Staff		\$119,808.00	\$128,194.56	7.00%	" " "	\$133,963.32	4.5% Increase SF CPI
	FY17-18 Wages-Vac/Sick/Hol	\$358,722.00						
	TOTAL SALARIES	\$2,551,013.00	\$2,221,394.00	\$2,384,982.56			\$2,492,306.78	

51000 BENEFITS								
51100	FICA/Medicare		\$26,480.00	\$28,500.00			\$29,782.50	
51125	Pension Plan (CalPERS)	\$269,992.00	\$157,875.00	\$170,000.00			\$177,650.00	
51150	CalPERS Unfunded Liability		\$51,000.00	\$54,500.00			\$56,952.50	
51175	ICMA Retirement Plan		\$5,830.00	\$6,250.00			\$6,531.25	
51200	Medical Plan	\$590,345.00	\$580,000.00	\$600,240.00		Premium Increase	\$627,250.80	
51260	Dental Plan- FSA - COBRA Admin		\$31,500.00	\$40,000.00			\$41,800.00	
51300	Vision Plan		\$3,175.00	\$3,300.00			\$3,448.50	
51325	Life Insurance		\$7,470.00	\$7,500.00			\$7,837.50	
51350	457 MTA Match		\$4,468.00	\$4,800.00			\$5,016.00	
51375	Worker's Compensation Insurance	\$203,103.00	\$179,500.00	\$147,729.00			\$154,376.81	
51450	Unemployment Insurance		\$10,127.00	\$15,000.00			\$15,675.00	
51600	Uniforms & Work Clothing Allowances	\$14,800.00	\$14,800.00	\$19,000.00			\$19,855.00	
51650	Air Med Services (REACH)		\$3,025.00	\$3,250.00			\$3,396.25	
51675	Misc .		\$8,000.00	\$5,000.00			\$5,225.00	
	FY 17-18 Payroll Taxes	\$73,023.00						
	TOTAL EMPLOYEE BENEFITS	\$1,078,240.00	\$1,083,250.00	\$1,105,069.00			\$1,154,797.11	

ACCOUNT	TITLE	2017-2018 BUDGET	FY 2017-18 PROJECTED ACTUAL YEAR END	FY 2018-19 PROPOSED PRELIMINARY BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES							
52100	Vehicle Technical Services (outsourcing)		\$1,800.00	\$2,500.00			\$2,612.50	
52125	Towing		\$730.00	\$2,500.00			\$2,612.50	
52150	Property Maintenance Services	\$26,890.00	\$2,250	\$4,000.00		Fire Extinguishers, Hazardous Waste, Exterminator	\$4,180.00	
52170	Contract IT Services		\$14,500.00	\$30,000.00		Two-years paid through TSSDRA Grant	\$31,350.00	
52250	Legal Counsel		\$15,100.00	\$20,000.00			\$20,900.00	
52275	Purchased Transportation (Willits DAR)	\$1,800.00	\$2,500.00	\$3,500.00			\$3,657.50	
52300	Marketing	\$125,086.00	\$37,025.00	\$52,000.00			\$54,340.00	
52325	Advertising, Legal Notices		\$28,500.00	\$35,000.00			\$36,575.00	
52400	Software Maintenance Fees		\$15,450.00	\$6,000.00		RTA, Cummins, Snap-On, Trillium	\$6,270.00	
52420	Drug and Alcohol Services		\$6,300.00	\$9,000.00			\$9,405.00	
52500	Facility Security System		\$1,300.00	\$7,000.00		Program to I.D. entry	\$7,315.00	
52550	Accident / Incident Payables		\$4,865.60	\$12,000.00			\$12,540.00	
52600	Professional & Technical Services		\$37,500.00	\$40,000.00		Egometrics, Price Waterman, Quickbooks Expert, Fisher Wireless	\$41,800.00	
	Outside Labor	\$120,032.00						
	TOTAL SERVICES / USER FEES	\$273,808.00	\$167,820.60	\$223,500.00	75.09%		\$233,557.50	

53000	MATERIALS & SUPPLIES CONSUMED							
53100	Fuel	\$348,075.00	\$330,000.00	\$375,000.00		Unstable Market 6% increase	\$391,875.00	
53150	Tires	\$27,552.00	\$26,500.00	\$27,300.00		3% inc.	\$28,528.50	
53200	Lubrication	\$10,925.00	\$7,500.00	\$10,500.00			\$10,972.50	
53250	Tools	\$3,000.00	\$3,000.00	\$3,500.00			\$3,657.50	
53300	Vehicle Maintenance & Repair Parts	\$31,226.00	\$45,000.00	\$65,000.00		15% increase, no credit card receipts/aging fleet	\$67,925.00	
53325	Expense Parts	\$2,400.00	\$2,400.00	\$3,000.00			\$3,135.00	
53350	Shop Supplies (consumables)	\$3,000.00	\$4,000.00	\$6,000.00			\$6,270.00	
53400	Vehicle Accessories	\$0.00	\$500.00	\$1,000.00			\$1,045.00	
53450	Facilities Maintenance & Repair Parts	\$11,350.00	\$20,175.00	\$23,500.00			\$24,557.50	
53550	Office Supplies	\$13,900.00	\$14,500.00	\$19,500.00			\$20,377.50	
53670	Computer Programs & Supplies			\$10,000.00			\$10,450.00	
53650	Printing (Schedules, brochures)		\$15,000.00	\$17,000.00			\$17,765.00	
53700	Safety & Emergency Supplies	\$0.00		\$2,500.00			\$2,612.50	
53750	Other Materials & Supplies	\$5,710.00	\$7,500.00	\$8,500.00			\$8,882.50	
	TOTAL MATERIALS & SUPPLIES	\$457,138.00	\$476,075.00	\$572,300.00			\$598,053.50	

54000	UTILITIES							
54100	MTA Base: Water, Sewer & Solid Waste	\$20,436.00	\$18,643.00	\$20,000.00		Costs as per actuals	\$20,900.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane		\$4,030.00	\$4,500.00			\$4,702.50	
54150	Willits Base: Water, Sewer & Solid Waste		\$1,610.00	\$2,000.00			\$2,090.00	
54200	PG&E: Ukiah, Fort Bragg, Willits		\$8,050.00	\$9,000.00			\$9,405.00	
54300	TPX: Ukiah Phones/Internet		\$26,500.00	\$19,775.00		Change to Fiber Optic	\$20,664.88	
54325	Comcast: Fort Bragg Phones/Internet	\$33,670.00	\$2,550.00	\$3,000.00		" " " "	\$3,135.00	
54350	SEAKAY: South Coast Telephone/Internet		\$1,020.00	\$1,500.00		" " " "	\$1,567.50	
54400	Verizon: Admin/OPS Cellular		\$10,745.00	\$13,000.00			\$13,585.00	
	TOTAL UTILITIES	\$54,106.00	\$73,148.00	\$72,775.00			\$76,049.88	

56000	VEHICLE, CASUALTY & LIABILITY COSTS							
56100	Premiums for Liability & Property Dam.Risk Ins.		\$330,860.00	\$350,000.00		CalTIP, Garage Keepers, ERMA - Mackey	\$365,750.00	
	TOTAL CASUALTY & LIABILITY COSTS		\$330,860.00	\$350,000.00			\$365,750.00	

ACCOUNT	TITLE	2017-2018 BUDGET	FY 2017-18 PROJECTED ACTUAL YEAR END	FY 2018-19 PROPOSED PRELIMINARY BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
57000	TAXES							
57100	Taxes - State Board of Equalization		\$40,000.00	\$35,000.00			\$36,575.00	
57200	Vehicle Licensing & Registration Fees							
57200	Other Licensing Fees & Taxes		\$4,000.00	\$5,000.00			\$5,225.00	
	TOTAL TAXES	\$0.00	\$44,000.00	\$40,000.00			\$41,800.00	

ACCOUNT	TITLE	2017-2018 BUDGET	FY 2017-18 PROJECTED ACTUAL YEAR END	FY 2018-19 PROPOSED PRELIMINARY BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
58000	MISCELLANEOUS							
58050	Dues & Subscriptions	\$7,125.00	\$6,785.00	\$7,000.00		Cal-ACT, CTA, Chamber, UDJ, etc.	\$7,315.00	
58200	Travel	\$21,300.00	\$2,400.00	\$7,000.00			\$7,315.00	
58225	Board Expenses	\$5,550.00	\$5,200.00	\$7,000.00			\$7,315.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)		\$6,250.00	\$6,500.00			\$6,792.50	
58400	Training (Classes, Seminars & Materials)	\$5,900.00	\$3,650.00	\$5,000.00			\$5,225.00	
58450	CDL and DOT Physical Expenses		\$725.00	\$2,000.00			\$2,090.00	
58600	Other Miscellaneous	\$5,710.00	\$2,700.00	\$7,000.00		Culligan, Alhambra, Mic.	\$7,315.00	
	TOTAL MISCELLANEOUS	\$45,585.00	\$27,710.00	\$41,500.00			\$43,367.50	

ACCOUNT	TITLE	2017-2018 BUDGET	FY 2017-18 PROJECTED ACTUAL YEAR END	FY 2018-19 PROPOSED PRELIMINARY BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
59000	LEASES & RENTALS							
59100	Leases and Rentals	\$26,353.00	\$9,820.00	\$19,000.00		Copier, SC Parking, Pitney Bowes, Fire Dist., Willits	\$19,855.00	
	TOTAL LEASES & RENTALS	\$26,353.00	\$9,820.00	\$19,000.00			\$19,855.00	
	TOTAL OPERATING EXPENDITURES	\$4,486,243.00	\$4,434,077.60	\$4,809,126.56			\$5,025,537.26	

OPERATING REVENUE

ACCOUNT	TITLE	2017-18 BUDGET	FY 2017-18 PROJECTED YEAR END	FY 2018-19 PRELIMINARY BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
41000	OPERATING REVENUE							
41100	Fixed Route Farebox Revenue	\$677,808.00	\$670,000.00	\$670,000.00			\$670,000.00	
41200	Dial-A-Ride Farebox Revenue							
41300	Redwood Coast Regional Center	\$65,000.00	\$60,000.00	\$65,000.00			\$65,000.00	
41400	Sonoma County Contract	\$172,000.00	\$172,000.00	\$172,000.00			\$172,000.00	
41500	Charters	\$25,226.00	\$5,500.00	\$0.00			\$0.00	
	TOTAL OPERATING REVENUES	\$940,034.00	\$907,500.00	\$907,000.00			\$907,000.00	

ACCOUNT	TITLE	2017-18 BUDGET	FY 2017-18 PROJECTED YEAR END	FY 2018-19 PRELIMINARY BUDGET	% CHANGE	ADDITIONAL INFORMATION	2019-2020 Proposed	ADDITIONAL INFORMATION
42000	NON-OPERATING REVENUES							
42100	Local Transportation Fund (LTF)	\$2,549,563.00	\$2,549,563.00	\$2,661,288.00			\$2,909,871.00	
42150	State Transit Assistance	\$175,000.00	\$175,000.00	\$300,000.00			\$946,179.00	
42200	5310 Operating Assistance			\$65,000.00			\$165,000.00	
42300	5311 Operating Assistance	\$469,217.00	\$469,217.00	\$592,141.00			\$484,742.00	
42400	5311(f) Operating Assistance	\$255,107.00	\$255,107.00	\$122,000.00				
42450	TSSDRA (Cal-OES Grant)			\$30,000.00				
42500	Advertising Contract	\$75,000.00	\$85,000.00	\$120,000.00			\$120,000.00	\$90,298 in 2017/18
42600	Ag Van Leases	\$0.00	\$30,000.00	\$10,000.00			\$10,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00			\$26,500.00	
42650	Maintenance Labor Revenue	\$30,000.00	\$29,000.00	\$25,000.00			\$25,000.00	
42800	RTAP			\$2,000.00			\$2,000.00	
42900	Investment (Interest) Income						\$15,000.00	\$15,150 in 2017/18
44000	Other - Fuel Rebates, etc.	\$800.00		\$800.00			\$800.00	
	TOTAL NON-OPERATING REVENUE	\$3,581,187.00	\$3,619,387.00	\$3,954,729.00			\$4,705,092.00	

	TOTAL OPERATING REVENUE	\$4,521,221.00	\$4,526,887.00	\$4,861,729.00			\$5,612,092.00	
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Reserve Account(s) Allocation

\$670,000.00

Revenue after transfer to reserve	\$4,521,221.00	\$4,526,887.00	\$4,861,729.00		\$4,942,092.00
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Meeting Date: March 27, 2019

Agenda Item: # 10

AGENDA SUMMARY REPORT

SUBJECT:

Consideration of Amendment to MTA personnel Policies and Procedures Section 7.5.1 Catastrophic Leave Fund Policy

SUMMARY:

MTA's Catastrophic Leave Fund Policy permits temporary salary and benefit continuation for a staff employee who accrues sick and vacation and who has exhausted all paid leave credits as a result of a catastrophic illness or injury of an employee or family member, death of a family member, casualty loss suffered due to fire or other major natural disaster.

The program allows employees to donate vacation leave to co-workers who do not have sufficient accumulated leave to cover a verifiable, major crisis and to provide salary continuation during the waiting period for Workers Compensation benefits and or disability benefits.

While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

Donations are anonymous (management will not identify the donor, however, the donor may choose to self-identify).

STAFF RECOMMENDATION:

Approve Amendment to MTA's Policy Manual Section 7.5.1 Catastrophic Leave Fund Policy

ATTACHMENTS:

MTA Policy Manual Section 7.5.1 Catastrophic Leave Fund Policy Redline

MTA Updated Policy for Consideration

Exhibit L - Donation of Vacation/Sick Leave Donation Program

Exhibit K - Request for Utilization if Catastrophic Leave

Catastrophic Leave Fund Policy

~~7.5.1 Catastrophic Leave (Revised 10/28/99)~~

~~Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury and is designed to help employees who have exhausted all of their available leave.~~

~~(1) — Donation of Hours Leave Bank Program:~~

~~Under the Leave Bank Program, employees may make a contribution of vacation or side leave to MTA's Leave Bank. The contribution may be made to the General Bank, or to a specific recipient. To make a donation, an employee must submit a request to the Finance and Personnel Manager that the specified number of hours of his/her accrued sick or vacation leave be transferred to the leave bank or to an individual. Employees donating vacation or sick leave must donate in increments of whole hours. Employees must leave a balance of not less than ninety-six (96) hours of sick and forty (40) hours of vacation time after donating to the leave bank. Donation of hours are limited to 50% of the employee's sick or vacation accrual for the current year. If donated hours exceed 1040 to an individual recipient, the excess hours will be transferred to the Leave Bank Program for distribution to other employees in need. Catastrophic leave hours may not be used unless sufficient hours have been accrued in the Leave Bank Program.~~

~~Donated hours under the Leave Bank Program are irrevocable. Participation is strictly voluntary.~~

~~(2) — Eligibility~~

~~All permanent employees who have successfully completed twelve months in a paid status, shall be eligible for such leave due to their own serious illness or injury.~~

~~To be eligible to use the Catastrophic Leave, all of the employee's accrued side leave, vacation leave, and compensatory time must be exhausted before qualifying for the catastrophic leave.~~

~~(3) — Approval of Catastrophic Leave~~

~~An employee wishing to receive leave under this program must submit a written application to the General Manager describing the reasons why the leave is needed.~~

~~Certification from their physician may be required to provide justification.~~

~~Leave may be approved initially up to a maximum of two hundred and forty (240) donated hours. If the catastrophic illness or injury continues, increments of 240 donated hours may be approved by the General Manager as necessary, not to exceed a total of 1040 hours.~~

~~The Finance and Personnel Manager shall account for the donation and disbursement of catastrophic leave hours.~~

~~(4) — Donated Hours~~

~~An employee who receives and uses donated leave continues to be paid at his or her pay rate as if in work status. While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. When the medical emergency ends, any unused transferred hours in excess of forty (40) are restored to the leave bank for future needs.~~

~~While an employee is on Catastrophic Leave using donated hours, the employee shall not accrue any vacation or sick leave. The employee will not be eligible to sell (cash out) any donated vacation or sick leave hours.~~

~~An employee may use Catastrophic Leave to augment State Disability Benefits not to exceed their regularly scheduled hours.~~

~~Transferred leave under this program is not a tax deduction for the donor, but its dollar value is taxable to the recipient when it is used.~~

7.5.1 Catastrophic Leave Fund Policy (DRAFT)

Mendocino Transit Authority (MTA) recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/vacation time. To address this need, all eligible employees will be allowed to donate accrued paid sick or vacation leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

7.5.1.1 Eligibility

Employees must be employed with MTA for a minimum of one year (12 months) to be eligible to donate and/or receive donated Catastrophic Leave.

7.5.1.2 Guidelines

Employees who would like to make a request to receive donated sick/vacation time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to California Disaster Assistance Act (CDAA). An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member (spouse, child or parent) of the employee that requires the employee to be absent from work.

7.5.1.3 Donation of Sick/Personal Time

The donation of sick/vacation time is strictly voluntary.

Donated sick/vacation time will go into a leave bank for use by eligible recipients or specific employee.

The donation of sick/vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.

The minimum number of sick/vacation hours that an eligible employee may donate is no more than 50% of the employee's current accrued balance.

Employees cannot borrow against future sick/vacation time to donate.

Employees will be given the opportunity to donate a lump sum of sick/vacation time annually during benefits open enrollment.

Employees may also choose to donate a designated amount to the CLF on a biweekly period during annual open enrollment.

Employees who are currently on an approved leave of absence cannot donate sick/personal time.

Appendix L will be completed by any employee who wishes to donate sick/vacation time to the CLF.

Upon an employee being injured on the job a donor can complete Appendix L and begin donations to the CLF for the specific employee at any point during the year. (see 7.5.1.5)

7.5.1.4 Requesting Utilization of Catastrophic Leave

Employees who would like to request utilization of Catastrophic Leave time are required to complete a Request Form and submit it to human resources. (see Appendix K)

Requests for utilization of CLF donations must be approved by the employee's immediate supervisor MTA's General Manager.

Donated Catastrophic Leave time may only be used for time off related to the approved request.

Employees who receive donated sick/vacation time must have used 100% of their personal sick/vacation accruals unless the leave relates to an approved Workers Compensation case. (see 7.5.1.5)

Employees who receive donated sick/vacation time may receive no more than 280 hours (6 weeks) within a rolling 12-month period from the date of the original request.

7.5.1.5 Workers Compensation Injuries

In the event that an employee is injured on the job, and Workers' Compensation is authorized, the injured employee will be able to utilize, upon approved request (outlined in 7.5.14), immediate catastrophic leave for a maximum of 280 hours within a 12-month period calculated from the date of the incident/occurrence.

7.5.1.5.1 Immediate Catastrophic Leave

The immediate catastrophic leave allowance will be paid for up to 3 weeks. Immediate catastrophic leave will cease after the employee has received his/her first benefit check through Workers Compensation.

7.5.1.5.2 Continued Catastrophic Leave

At no point will an employee be made more than whole through the use of the CLF or a combination of the CLF and their own vacation/sick time or Workers Compensation benefits.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Appendix K

REQUEST FOR UTILIZATION OF CATASTROPHIC LEAVE

Date of Request: _____

Employee Name: _____

Supervisor Name: _____

Number of sick/vacation days requested: _____

Reason for request for donated sick/vacation time: _____

Signature of Employee

Date

Signature of Supervisor

Date

General Manager Approval (signature)

Date

Appendix L

VACATION/SICK LEAVE DONATION PROGRAM

Vacation/Sick Leave Waiver & Donation Authorization Form

Having read and understood the Mendocino Transit Authority's Catastrophic Leave Donation Policy attached to this form, and subject to the terms and conditions set forth therein, I hereby voluntarily waive my entitlement to and donate _____ hour(s) of my accrued vacation, _____ hour(s) of my accrued sick leave on the condition that the equivalent dollar value of the hour(s) I donate is paid by Mendocino Transit Authority to the employee I have identified below or deposited into the Catastrophic Leave Fund General Bank for use by any employee in need:

I CHOOSE TO DONATE TO THE GENERAL CATASTROPHIC LEAVE FUND: yes no

OR

I CHOOSE TO DONATE TO A SPECIFIC EMPLOYEE:

Print name: _____ Title: _____
(Last) (First)

I understand that, upon submission of this form, I cannot control the timing of the deduction of the donated hour(s) from my vacation/sick leave balance and that, while I will not be specifically notified when the donation is processed, I can determine this by monitoring the vacation/sick leave balance reported on my biweekly paycheck stub.

Donor's Name (print): _____
(Last) (First)

Donor's Social Security Number: _____

Donor's Department Name: _____

Donor's Work Phone Number: _____

Donor's Signature: _____

Date: _____

Return form to: __ Payroll _____



Meeting Date: March 27, 2019

Agenda Item: #11

AGENDA SUMMARY REPORT

SUBJECT:

Resolution # 2019-03 Authorization for the Execution of the Certificates and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project: Capital Purchase of an All-Electric Transit Bus

SUMMARY:

The Board adopted Resolution 2019-03 on February 27, 2019. The dollar amount request for the LCTOP equipment acquisition request on February 27 was incorrect. The correct amount for the allocation request for the All-Electric Bus is \$70,091 rather than \$60,091.

Grant allocation requests will be as follows:

Operating: Fare-Free for Mendocino College Students \$110,000 (Board approved 02/27/19)

Capital: All-electric Bus \$70,091 (amend to reflect \$70,091 rather than \$60,091)

STAFF RECOMMENDATION:

Adopt Amended Resolution 2019-03 Authorizing the General Manager to Execute the Certificates and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project: Capital Purchase of an All-Electric Transit Bus in the amount of \$70,091.

ATTACHMENTS:

Amended Resolution # 2019-03



SERVING MENDOCINO COUNTY SINCE 1976

**Amended
RESOLUTION #2019-03**

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):
CAPITAL PURCHASE OF AN ALL-ELECTRIC TRANSIT BUS**

WHEREAS, MENDOCINO TRANSIT AUTHORITY is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, MENDOCINO TRANSIT AUTHORITY wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager, Carla A. Meyer

WHEREAS, MENDOCINO TRANSIT AUTHORITY wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the MENDOCINO TRANSIT AUTHORITY that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager, Carla A. Meyer be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MENDOCINO TRANSIT AUTHORITY that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2018-19 LCTOP funds:

List project(s), including the following information: *Capital Purchase of an all-electric transit bus.*

Project Name: *Capital purchase of an all-electric transit bus.*

Amount of LCTOP funds requested: *\$70,091*

Short description of project: *This purchase will provide MTA it's first all-electric transit bus.*

Benefit to a Priority Populations: *This program reduces greenhouse gas emissions for Mendocino County through a reduction in single use vehicle operation and replacement of a currently used fossil-fuel based transit bus.*

Contributing Sponsors (if applicable): *Mendocino Council of Governments*

ADOPTION of this RESOLUTION was Moved by Director _____ and Seconded by Director _____ at a regular meeting of the MTA Board of Directors on March 27, 2019 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE:

BY: _____
Jim Tarbell, Vice Chairman MTA Board of Directors



Meeting Date: March 27, 2019

Agenda Item: # 12

AGENDA SUMMARY REPORT

SUBJECT:

Discontinuation of General Public Paratransit Vehicle (GPPV) Certificate Requirement for Transit Vehicle Operator.

SUMMARY:

A General Public Paratransit Vehicle (GPPV) certification is required for a vehicle and driver that provides local transportation (e.g. Dial-A-Ride) for pupils at or below the 12th grade level to or from a public or private school or school activity.

This certification is not required for regular fixed route.

In years past, MTA provided significant transportation to school children, on its fixed route service and limited service, to and from schools on its General Public Dial-A-Ride service. In the last few years, school ridership has dropped. Specifically, on Dial-A-Ride, to only one remaining student in Fort Bragg.

The costs to MTA to maintain the certification for only one rider is cost prohibitive.

STAFF RECOMMENDATION:

Approve Discontinuation of General Public Paratransit Vehicle (GPPV) Certificate Requirement for Transit Vehicle Operator.

ATTACHMENTS:

1. GPPV Costs Sheet

MTA GPPV TRAINING COST PER DRIVER

Initial Certification and Training Costs Per Driver

Certification Fees			\$92.00
Initial Training Hours	48	\$38.03	\$1,825.44
Initial Driving Hours	20	\$38.03	\$760.60
Written/Driving Test for CHP	3	\$38.03	\$114.09
Operator Hours for Trainee	20	\$38.03	\$760.60
Replacement Operator for Route Coverage	53	\$57.04	\$3,023.12
Trainer/Supervisor Hours	50	\$47.60	\$2,380.00
TOTAL	194	\$256.76	\$8,955.85

Five- Year GPPV Renewal Costs Per Driver

Refresher Training	10	\$38.03	\$380.30
Certification Fees		\$92.00	\$92.00
Operator Replacement for Training	10	\$57.04	\$570.40
Total Cost Per Operator	20	\$187.07	\$1,042.70

Annual Maintenance Costs for GPPV

Labor for Additional Inspections Required for GPPV Bus Certifications and Mechanic Travel			\$9,220.40
Fuel to and from Fort Bragg			\$938.00
CHP Annual Inspection Fee			\$500.00
			\$10,658.40

MTA Transit Operators	39		\$349,278.15
Current Operators Certified	19		
Operators Need to Certify	20		\$179,117.00

FY 2019-2020 GPPV Training Costs

Certify Remaining Drivers	20	\$8,955.85	\$179,117.00
Five-Year GPPV Renewals	7	\$1,042.70	\$7,298.90
Annual Maintenance Costs			\$10,658.40
New Driver Certifications	5	\$8,995.85	\$44,979.25
			\$242,053.55

Projected Future GPPV Annual Costs

New Driver Certifications	3	\$8,955.85	\$26,867.55
Operator Recertifications	7	\$1,042.70	\$7,298.90
Annual Maintenance Fees			\$10,658.40
Total			\$44,824.85

Does not include CPI costs.