



Board of Directors Regular Meeting Agenda

June 26, 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. Resolution 2019-08 A Resolution of Recognition and Appreciation of Retiring MTA Board Chair James W. Mastin**
- 3. Public Comment**

Members of the public are welcome to attend MTA Board meetings to address items that are not 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

- 4. Minutes of May 29, 2019 Board Meeting**
- 5. Board Meeting Calendar 2018-2019**
- 6. Service Performance Report Fiscal Year 2018-2019**
- 7. Capital Project Progress Report – June 2019**

COMMITTEE REPORTS

- 8. June 14, 2019 Finance Committee – Report Only**

ACTION & DISCUSSION

9. Discussion and Possible Approval of Capital Project Progress Report Modification

Action: Authorize the General Manager to Discontinue Standing Capital Project Reports from Monthly Consent Agenda to be Reinstated for Major Capital Projects.

10. Unmet Needs

Action: Solicit Public Input

11. Election of Officers

A. Election of Chair to serve two-year term from July 1, 2019 to June 30, 2021

B. Election of Vice-Chair to serve two-year term from July 1, 2019 to June 30, 2021

12. Financial Statements July 2018 – April 2019

Action: Acceptance of Unaudited Financial Statements for July 2018 – April 2019

A. July 2018 – April 2019 Balance Sheet

B. July 2018 – April 2019 Statement of Revenues, Expenses

13. CalPERS Unfunded Liability Update – Discussion Only

14. Discussion and Possible Adoption of Resolution 2019-09 Adopting Mendocino Transit Authority Amended Bylaws

Action: Adopt Resolution 2019-09 Adopting Mendocino Transit Authority Amended Bylaws

15. Discussion and Possible Adoption of Resolution 2019-10 Acknowledging Mendocino Transit Authority (MTA) Approval of the Amended Joint Powers Agreement Forming the California Transit Systems Joint Powers Authority and Authorizing the General Manager to Sign the Amended Agreement

Action: Adopt Resolution No. 2019-10 Approving the Amended JPA Forming the California Transit System Joint Powers Authority and Authorizing General Manager to sign the Amended Agreement.

16. Discussion and Possible Approval of Fiscal Year 2019-2020 Overall Work Plan (OWP)

Action: Approve Overall Work Plan (OWP) for Fiscal Year 2019-2020

17. Discussion and Possible Adoption of Resolution 2019-11 Adopting Fiscal Year 2019-2019 Operating and Capital Budgets

Action: Adopt Resolution 2019-11 Approving Fiscal Year 2019-2020 Operations and Capital Budgets

18. Discussion and Possible Adoption of Resolution 2019-12 Approving Transition from General Public Dial-A-Ride in Ukiah to ADA/Senior Service

Action: Adopt Resolution 2019-12 Approving Transition from General Public Dial-A-

Ride to ADA/Senior Service

19. Discussion and Possible Approval of Board Meeting Schedule for 2019-2020

Action: Approve 2019-2020 Board Meeting Schedule

20. Discussion and Possible Approval of Special Events Schedule Addition of Point Arena Independence Day Celebration

Action: Approve Addition of Point Arena Independence Day Celebration to MTA's Special Events Calendar

21. Appointment of Ad Hoc General Manager Evaluation Committee

Action: Appoint three Board Directors to serve on Ad Hoc General Manager Evaluation Committee

22. Matters from Management

23. Matters from Directors

ADJOURN

Anticipated adjournment is 4:30 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.



Resolution Number 2019-08

In Recognition of Extraordinary Service and Leadership

the

Mendocino Transit Authority Board of Directors

presents this

Resolution of Appreciation

to

James W. Mastin

WHEREAS, James W. Mastin has served as a member of the Board of Directors of the Mendocino Transit Authority since 1991; and

WHEREAS, James W. Mastin will retire from the Mendocino Transit Authority Board of Directors on June 30, 2019; and

WHEREAS, James W. Mastin has been an invaluable asset to the Mendocino Transit Authority Board of Directors and to the management and employees of Mendocino Transit Authority; and

WHEREAS, during James W. Mastin's tenure on the Mendocino Transit Authority Board of Directors, he has been instrumental in:

- Envisioning the MTA Mission Statement to provide safe, courteous, reliable, affordable, carbon-neutral services to the citizens of Mendocino County;
- Dedication to transitioning MTA's fleet to clean energy;
- Leading the way in support of the Solar Modernization Project;
- Providing the visionary leadership needed in backing of a Multi-modal Transit Center in Mendocino County;
- Many years and hours of personal support to fellow Board Members, Administration, and the employees of MTA.

WHEREAS, for over a quarter century as a Director and Chairman on the Mendocino Transit Authority Board of Directors, James W. Mastin distinguished himself with his deep knowledge and abilities related to Public Transportation; and

WHEREAS, the members of the MTA Board of Directors and MTA staff wish to thank James W. Mastin for his many contributions to the Board of Directors and to Mendocino Transit Authority.

NOW THEREFORE, BE IT RESOLVED, that the MTA Board of Directors hereby express its gratitude to James W. Mastin for his service on the Mendocino Transit Authority Board of Directors, for his sound business advice and valued counsel and for all that he has contributed to the Mendocino Transit Authority Board of Directors and to Mendocino Transit Authority in supporting public transportation in Mendocino County; and

BE IT FURTHER RESOLVED, that the Mendocino Transit Authority Board of Directors wishes James W. Mastin continued success in all his endeavors and expresses hope for his continued health, happiness and prosperity; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to James W. Mastin as a token of our respect.

Passed and Adopted by the Mendocino Transit Authority Board of Directors on this 26th day of June, 2019.

Attest:

Mendocino Transit Authority

General Manager, Carla Meyer



Board of Directors Regular Meeting

Draft Minutes

May 29, 2019

1:30 p.m.

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

Video-Conference with:

Ukiah

Ukiah Valley Conference Center
200 South School Street
Chardonnay Room

AGENDA ITEMS

1. Call to Order

Chair Mastin called the meeting to order at 1:34 p.m.

Directors Present Ukiah:	Gjerde, Rodriguez, Mulheren, Chair Mastin
Directors Present Fort Bragg:	Tarbell, Cross
Directors Absent:	Albin-Smith

Staff Present:	Bob Butler, MTA Maintenance Manger
	Mark Harvey, MTA CFO
	Jacob King, MTA Operations Manager
	Heather Lindsteadt, Recording Secretary

Also Present:	Loretta Ellard, MCOG
	Bruce Richards, Former MTA General Manager

2. Public Comment

Marian Brannan and Richard Hubacek, Representatives from The Woods Retirement Community Transportation Committee. See # 8 Unmet Needs for further information.

CONSENT CALENDAR

3. Minutes of April 24, 2019 Board Meeting

4. **Minutes of May 10, 2019 Special Board Meeting**
5. **Board Meeting Calendar 2019-2020**
6. **Service Performance Report Fiscal Year 18-19**
7. **Capital Program: Update/Progress Report**

Items #5 and #6 were pulled from the Consent Calendar for further discussion.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell**, Consent Calendar items #3, #4, and #7 were approved. Motion carried by roll call vote. **AYES**: Gjerde, Rodriguez, Mulheren, Cross, Tarbell, Chair Mastin, **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Albin-Smith

Upon Motion by Director **Tarbell**, seconded by Director **Rodriguez**, Item # 5 – staff was directed to adjust the locations of the meetings to reflect 2 meetings in Point Arena and 2 meetings in Willits and present to the Board on June 16. Motion Carried by roll call vote: **AYES**: Gjerde, Rodriguez, Mulheren, Cross, Tarbell, Chair Mastin, **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Albin-Smith

Staff was directed to table item #6 – Service Performance Report until June as there were errors in the spreadsheet. No action taken.

ACTION & DISCUSSION

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

Fort Bragg Public Comment: Representatives from The Woods Retirement Community Transportation Committee, Marian Brannan and Richard Hubacek presented the Board with two letters requesting MTA add to the unmet needs list possible service to The Woods Retirement Community. Letter dated May 29, 2019 signed by Marian Brannan and letter dated May 29, 2019 signed by Sarah Peters are hereby made part of these minutes by reference.

Director Mulheren requested that MTA consider providing summer service to Todd Grove Park and Anton Stadium.

Director Rodriguez requested that staff provide an update on the Unmet Needs list and any progress that has been made.

9. **Financial Statements July 2018 – March 2019**
Action: Acceptance of Unaudited Financial Statements for July 2018 – March 2019
 - A. July 2018 – March 2019 Balance Sheet
 - B. July 2018 – March 2019 Profit & Loss Statement

CFO Mark Harvey reviewed the financial statements for July 2018 - March 2019. He reported that June 30, 2019 is the close of the fiscal year and MTA will begin preparing for the audit.

The Board asked specific questions related to line items and requested that staff prepare a comparison of fiscal year 18-19 to fiscal year 17-18, a year-to-date report, a source and use summary for the capital funds held with Mendocino County Auditor-Controller's Office, MCOG as well as the capital reserve funds at MCOG.

Director Rodriguez suggested that it may be possible to have the Senior Center service The Woods Retirement Community.

Upon Motion by Director **Rodriguez**, seconded by Director **Cross**, the Board accepted the unaudited Balance Sheet and Profit and Loss Statement for July 2018 - March 2019 by roll call vote. **AYES:** Gjerde, Rodriguez, Mulheren, Cross, Tarbell, Chair Mastin, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith

10. Matters from Management

Bob Butler, MTA Maintenance Manager, provided an update on his recent trip to Michigan to inspect two new MTA Cutaways and said that MTA will accept the vehicles in two weeks. He also reported on the status of the Zonar and the new maintenance inventory software and related training.

Jacob King, MTA Operations Manager reported on the progress of the MTA Route Committee which includes adding a stop at the Hospital to Route 9.

Mark Harvey, MTA CFO, reported that the end of the year is fast approaching, and he said that his department continues to stream-line processes and they are currently preparing for the next audit.

11. Matters from Directors

Director **Tarbell** is concerned about the stop in Caspar. He offered to contact the Caspar Inn, or the Community Center to discuss MTA possibly pulling into their parking lots for the stop in Caspar.

Director **Rodriguez** asked for a status update related to the summer MTA service to the Willits Pool.

Chair **Mastin** reported that he has served on the MTA Board for 25 years and that the May 2019 meeting may be his last meeting.

ADJOURN

Chair Mastin adjourned the meeting at 2:19 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	Cancelled - Lack of Quorum 2018/19 Transit Needs: Point Arena
September 26	1:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Fort Bragg
October 31, meeting rescheduled to November 7, 2018				
October 31	4:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
Cancelled - Lack of Quorum				
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	800	838	974		9337	10266	(929)	-9%
03 - Ukiah - DAR	1219	1290	1180	1298	1231	1170	1404	1280	1462	1583	2181		15298	13428	1,870	14%
04 - Fort Bragg - DAR	1185	1299	1164	1322	1085	1241	1209	1138	1269	1385	1379		13676	11586	2,090	18%
05 - BraggAbout	1269	1542	1656	1714	1515	1476	1309	1493	1429	1320	1500		16223	16797	(574)	-3%
07 - Jitney	267	305	278	424	305	281	310	253	375	243	318		3359	2391	968	40%
08 - Ukiah Evening	799	1016	1034	1253	807	757	1016	849	1146	1359	1382		11418	7367	4,051	55%
09 - Ukiah Local	9237	10400	10254	11902	8704	8600	9552	8875	9023	10201	10462		107210	103994	3,216	3%
20 - Willits - Ukiah	2263	2437	2650	3396	2445	2081	2696	2589	2799	2748	2729		28833	29451	(618)	-2%
60 - Coaster	826	932	1042	1134	855	869	974	836	934	964	1152		10518	10715	(197)	-2%
65 - CC Rider	2141	2310	2098	2150	2004	1906	1654	1556	1819	1895	1762		21295	22838	(1,543)	-7%
75 - M-S Gualala to Ukiah	770	824	804	996	775	652	680	540	639	912	535		8127	8811	(684)	-8%
95 - Pt. Arena to Santa Rosa	659	512	436	502	401	452	358	303	374	387	313		4697	4763	(66)	-1%
97 - Redwood Coast Regional	223	263	262	261	224	244	243	220	261	265	274		2740	3368	(628)	-19%
Monthly Totals	21708	24007	23675	27262	21063	20534	22345	20746	22330	24100	24961		252731	245775	6,956	3%



FY 17-18 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2017-18 YTD	2017/18 YTD	# Change	% Change
01 - Willits Local	978	1288	859	1061	965	935	851	723	835	849	922			10266		
03 - Ukiah - DAR	1450	710	882	1222	1392	1318	1324	1167	1412	1263	1288			13428		
04 - Fort Bragg - DAR	1142	705	604	1033	1180	1224	1229	928	1253	1116	1172			11586		
05 - BraggAbout	1478	1591	1490	1544	1454	1360	1539	1426	1750	1585	1580			16797		
07 - Jitney	126	215	257	208	183	190	222	222	250	263	255			2391		
08 - Ukiah Evening	621	861	830	710	536	566	553	622	723	653	692			7367		
09 - Ukiah Local	9145	9790	10513	10424	8936	8523	8209	8992	9890	9614	9958			103994		
20 - Willits - Ukiah	2274	3035	3303	3009	2573	2068	2322	2668	2610	2837	2752			29451		
60 - Coaster	935	858	967	1106	882	855	992	956	1104	1037	1023			10715		
65 - CC Rider	2109	2194	2155	2198	2161	2010	1838	1838	1988	2157	2190			22838		
75 - M-F Gualala to Ukiah	589	727	948	1001	679	739	756	829	972	777	794			8811		
95 - Pt. Arena to Santa Rosa	482	509	537	388	411	405	397	406	420	398	410			4763		
97 - Redwood Coast Regional	260	300	265	275	350	341	309	332	292	323	321			3368		
Monthly Totals	21589	22783	23610	24179	21702	20534	20541	21109	23499	22872	23357	0	0	245775	0	0

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

March-May, 2019: Ongoing refinement of GPS data in software as relates to RouteShout completed.

June, 2019: RouteShout media blast to community introducing new cell phone access to "where's my bus?".

PROJECT COMPLETED

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.

MAINTENANCE SOFTWARE:

November, 2018: Maintenance software bids finalized.

December, 2018: Ron Turley Associates, Inc. (RTA) awarded.

January, 2019: RTA purchased.

February – April: Equipment installed; initial training and database uploads begins.

May – June: Final training completed. Go Live Date, July 1, 2019.

PROJECT COMPLETED.

ZONAR:

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

April, 2019: Zonar materials arrive at MTA. Equipment installation onto buses begins.

June, 2019: Zonar staff training scheduled, operation to go live in July, 2019.

PROJECT COMPLETED

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.

PROJECT ON HOLD

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. One bus to be ordered in FY19-20
June 2019: Buses to arrive at MTA.
PROJECT COMPLETED.

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.
March, 2019: Senior Center determined the style minivan available would not fit their needs.
PROJECTED CLOSED



MTA Finance Committee Report

Finance Committee Meeting Date: June 14, 2019 at 1:00 p.m.

Location: Fort Bragg

Committee Members: Director Gjerde and Director Cross

Staff in Attendance: General Manager, Carla Meyer
CFO, Mark Harvey
Recording Secretary, Heather Lindsteadt

Others in Attendance: None

Recommendations to be brought to the Board of Directors: Adoption of Fiscal Year 2019-2020 Final Operations and Capital Budgets.

Discussion Items:

The Committee met with MTA Staff and reviewed the Operation and Capital Budgets for FY 2019-2020. The Committee discussed the following budget items:

- MTA Reserve Accounts: Operating Reserve and CalPERS Unfunded Liability Reserve, and possible options to fund both reserves and how reserve accounts will be funded moving forward.
- Draft 5-Year Capital Plan Review: General Manager Meyer updated the Committee on vehicle replacement projections, property and equipment improvements, MCOG Capital Reserve fund including use of STA and State of Good Repair funds in 2019-2020, MTA's Capital Reserve fund, Prop1B, Transit Security (CALOES), Site and Design Study for the Transit Center.
- Capital funds held by MCOG added as line item on the 2019-2020 budget.
- Overall Work Program (OWP)

The Committee recommended through consensus that the Final FY 2019-2020 Budgets be presented to the full Board for adoption at its June 26, 2019 meeting.

Other Items: The Finance Committee met in Closed Session on one item: Conference with Labor Negotiators Pursuant to Government Code § 54957.6(a) Agency Designated Representatives: General Manager, Carla Meyer, Employee Organization: Teamsters Union Local 665

The Committee received information and gave direction to staff.

Next Finance Committee Meeting: TBD



Meeting Date: June 26, 2019

Agenda Item: # 09

AGENDA SUMMARY REPORT

SUBJECT:

Capital Project Progress Report Modification

SUMMARY:

The Capital Project Progress Report has been a long-standing report in the MTA Consent Agenda to keep the Board of Directors informed on major capital projects. While staff will continue to apply for 5339 funding to build a Transit Center and/or Administration Building, at this time, MTA's capital projects are limited to a new phone system, electronic fueling interface equipment and computer replacements. These are approved in the Capital Budget by the Directors and updated to the Board Members during verbal management reports, eliminating the need for the written report at this time.

STAFF RECOMMENDATION:

Approve elimination of standing Capital Project Progress Report from monthly Consent Agenda to be reinstated for future Major Capital Projects.

2018-19 UNMET NEEDS REQUESTS

Date	City	Requestor	Service Requested
2/28/2018	Willits	Saprina Rodriguez	Brooktrails
2/28/2018	Willits	Saprina Rodriguez	Sherwood Bus Transportation
2/28/2018	Willits	Saprina Rodriguez	Laytonville/Covelo Service
2/28/2018	Willits	Saprina Rodriguez	High School Service
2/28/2018	Willits	Saprina Rodriguez	Willits Senior Center Request more LTF funding
2/2//2018	Fort Bragg	Jim Tarbell	#60 Route on Sundays
4/16/2018	Ukiah	Facebook	Bus stop on E Gobbi at Senior mobile home park
5/19/2018	Ukiah	Facebook	#20 to run to Forks and Calpella in evening and on Saturday.
5/19/2018	Willits/Ukiah	Facebook	More evening transportation from Ukiah to Willits to get people home who work and disabled persons workshops and meetings past the last bus.
6/5/2018	Connie Chan	Iphone	Add more service on Talmadge Road for those that cannot walk very far.
6/6/2018	Linda Davidson	Facebook	Saturday Route #20 that provides service between Redwood Valley and MC.
6/9/2018	Jason Morash	Facebook	6-8AM Route #60 from Santa Rosa North to Ukiah
6/27/2018	Lloyd Cross	Meeting	Bridge services between Gualala area and south coast.
6/27/2018	Lloyd Cross	Meeting	Reconsider a pulse system at the Navarro Junction for buses to Fort Bragg, Ukiah, Gualala and Point Arena.
9/26/2018	Saprina Rodriguez	Meeting	20 parents have requested service to Eagle Peak school in Redwood Valley.
1/30/2019	Julie Golden	Meeting	Increased roundtrips between Ukiah and Hopland - evening, morning and weekend
1/30/2019	Fort Bragg Albin-Smith	Meeting	Increased weekend roundtrips between Santa Rosa and Fort Bragg
4/24/2019	Fort Bragg Albin-Smith	Meeting	Increased service along Hwy 1 to and from Fort Bragg
4/24/2019	Fort Bragg Albin-Smith	Meeting	Increased service between Willits and Fort Bragg and Fort Bragg and Mendocino
5/29/2019	Marianne Brannan Richard Hubacek	Meeting	Provide service to The Woods Retirement Community either fixed route or as needed
5/29/2019	Maureen Mulheren Ukiah	Meeting	Provide summer service to Todd Grove Park



Meeting Date: June 26, 2019

Agenda Item: # 11 REV

AGENDA SUMMARY REPORT

SUBJECT:

Election of Officers

SUMMARY:

As per the MTA Board of Director bylaws - and with the departure of Jim Mastin-the long-standing MTA Board of Director Chairman - an election of officers for Chairman and Vice-Chairman is necessitated.

Both the Chairperson and Vice-Chairperson shall be elected by a majority vote for a term of two years in odd-numbered years.

STAFF RECOMMENDATION:

Nomination and election of Chairperson and Vice-Chairperson to be effective July 1, 2019 through June 30, 2021.



Meeting Date: June 26th, 2019

Agenda Item: # 12

AGENDA SUMMARY REPORT

SUBJECT:

Unaudited Financial Statements July 2018 – April 2019

SUMMARY:

Draft Unaudited Financial Reports for the first ten months of 2018-2019 from MTA's QuickBooks accounting system including the Balance Sheet and Statement of Revenues and Expenses.

Revenue of \$4,570,639 is 94% of budgeted revenue of \$4,861,729 with 83% of the fiscal year elapsed.

Expenses of \$4,060,603 (adjusted for senior center contracts) are 84% of budgeted expenses of \$4,809,127 with 83% of the fiscal year elapsed.

Unaudited Financial Reports for the eleven months ended May 31st will be presented at the July 31 meeting.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2018 - April 2019

ATTACHMENTS:

Balance Sheet as of April 30th, 2019, with comparison to FY beginning Balance Sheet
Statement of Revenues and Expenses July 2018 – April 2019, with comparison to the 2018-2019 Budget.

Mendocino Transit Authority

Balance Sheet

with Beginning Year Comparison

June 26, 2019
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	Jul 1 2018	Apr 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings	1,975,146.54	1,870,102.15	-105,044.39
Accounts Receivable	135.65	17,448.13	17,312.48
Other Current Assets			
102.900 · Receivables Other	342,082.87	558,843.27	216,760.40
102.990 · Grants Receivable Total	1,145,881.00	696,482.00	-449,399.00
103.990 · Inventory	105,480.24	134,928.98	29,448.74
104.199 · Prepaid Expenses Total	64,162.86	243,890.41	179,727.55
104.200 · Undeposited Funds		1,821.58	1,821.58
Total Other Current Assets	1,657,606.97	1,635,966.24	-21,640.73
Total Current Assets	3,632,889.16	3,523,516.52	-109,372.64
Fixed Assets			
111.900 · Fixed Assets	20,287,627.50	20,633,671.34	346,043.84
111.910 · Accumulated Depreciation	-9,168,482.29	-10,100,072.29	-931,590.00
121.900 · Intangible Total	15,000.00	15,000.00	0.00
121.910 · Accum Amortization Total	-15,000.00	-15,000.00	0.00
Total Fixed Assets	11,119,145.21	10,533,599.05	-585,546.16
Other Assets			
131.900 · Deferred Outflows of Resource	701,870.00	701,870.00	0.00
Total Other Assets	701,870.00	701,870.00	0.00
TOTAL ASSETS	15,453,904.37	14,758,985.57	-694,918.80
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	235,356.14	236,143.76	787.62
Credit Cards	3,096.30	11,659.57	8,563.27
Other Current Liabilities			
203.160 · CalPERS Loan Repayments	0.00	9,075.48	9,075.48
205.700 · Uncashed Checks	6,491.04	6,491.04	0.00
205.900 · Accruals Total			
202.100 · Deferred Revenue	417,115.41	705,784.41	288,669.00
203.100 · Federal Payroll Tax Payable	10,549.76	-100.00	-10,649.76
203.110 · Medicare Payroll Tax Payable	3,240.68	0.16	-3,240.52
203.120 · State Income Tax Payable	3,286.48	0.00	-3,286.48
203.130 · State Disability Payable	1,180.00	45.00	-1,135.00
203.140 · Misc Deductions	1,666.01	1,179.96	-486.05
203.150 · Garnishments Payable	0.00	965.85	965.85
203.200 · Workers Comp Payable	47,463.55	0.00	-47,463.55
205.200 · Accrued Payroll	89,189.25	3,517.99	-85,671.26
205.300 · Accrued Retirement	38,002.62	29,297.36	-8,705.26
205.400 · Accrued Deferred Comp	12,496.46	-677.07	-13,173.53
205.500 · Accrued Vacation	163,901.93	129,370.88	-34,531.05
205.600 · Accrued Sick Leave	66,649.42	50,560.56	-16,088.86
Total 205.900 · Accruals Total	854,741.57	919,945.10	65,203.53
Total Other Current Liabilities	861,232.61	935,511.62	74,279.01

Mendocino Transit Authority
Balance Sheet
with Beginning Year Comparison

June 26, 2019
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	Jul 1 2018	Apr 30, 19	\$ Change
Total Current Liabilities	1,099,685.05	1,183,314.95	83,629.90
Long Term Liabilities			
231.900 · Prov-Restricted Funds	249,196.09	195,989.19	-53,206.90
235.300 · Deferred Inflows of Resource	176,255.00	176,255.00	0.00
235.910 · Pension Liabilities	1,527,653.78	1,466,719.18	-60,934.60
Total Long Term Liabilities	1,953,104.87	1,838,963.37	-114,141.50
Total Liabilities	3,052,789.92	3,022,278.32	-30,511.60
Equity			
32000 · Unrestricted Net Assets	-243,104.33	-1,052,037.76	-808,933.43
399.900 · Equity			
304.100 · Equity-Contributed Capital	15,890,100.96	15,890,100.96	0.00
304.500 · Accum Depr-Contributed Capital	-3,568,956.72	-3,568,956.72	0.00
304.600 · Equity Capital	512,349.13	512,349.13	0.00
305.100 · Retained Earnings	619,658.84	619,658.84	0.00
Total 399.900 · Equity	13,453,152.21	13,453,152.21	0.00
Net Income	-808,933.43	-664,407.20	144,526.23
Total Equity	12,401,114.45	11,736,707.25	-664,407.20
TOTAL LIABILITIES & EQUITY	15,453,904.37	14,758,985.57	-694,918.80

Cash & Fund Balances	MTA	MCOG	TOTAL
Operating Cash	\$ 773,500.66		\$ 773,500.66
PTIMSEA	\$ 311,819.64		\$ 311,819.64
LCTOP	\$ 158,801.07		\$ 158,801.07
CAL OES	\$ 99,354.64		\$ 99,354.64
CAPITAL RESERVE	\$ 526,626.14		\$ 526,626.14
STA - Long Range Capital Fund		\$ 674,486.00	\$ 674,486.00
STA -Unallocated - Avail to Transit		\$ 463,957.00	\$ 463,957.00
Fuel Reserve- Held by MCOG for MTA		\$ 175,000.00	\$ 175,000.00
State of Good Repair-held by MCOG		\$ 129,579.00	\$ 129,579.00
Total	\$ 1,870,102.15	\$ 1,443,022.00	\$ 3,313,124.15

Mendocino Transit Authority
Statement of Revenues, Expenses
 July 2018 through April 2019

June 26, 2019
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	Jul '18 - Apr 19	Budget Yr	Balance
Ordinary Income/Expense	83.3% of Year	100% of Year	
Income			
400.000 · Operating Revenue	771,993.04	907,000.00	135,006.96
400.999 · Non Operating Revenue	3,800,542.14	3,954,729.00	154,186.86
405.100 · Charter	-1,895.85	0.00	1,895.85
Total Income	4,570,639.33	4,861,729.00	291,089.67
Gross Profit	4,570,639.33	4,861,729.00	291,089.67
Expense			
501.100 · Wages	2,280,390.42	2,384,982.56	104,592.14
502.200 · Health	537,568.99	654,290.00	116,721.01
502.300 · Workers Comp	85,743.00	147,729.00	61,986.00
502.400 · Retirement	186,047.71	235,550.00	49,502.29
502.500 · Payroll Taxes	32,218.31	28,500.00	-3,718.31
502.600 · Uniform Allowance	11,704.67	19,000.00	7,295.33
502.700 · Travel Expenses	18,036.76	7,000.00	-11,036.76
503.100 · Outside Labor	28,203.91	130,000.00	101,796.09
503.200 · Professional Services	55,974.25	90,000.00	34,025.75
504.110 · Fuel	304,719.04	375,000.00	70,280.96
504.115 · Lube	11,088.44	10,500.00	-588.44
504.120 · Tires/Tubes-Revenue Vehicles	34,417.90	27,300.00	-7,117.90
504.200 · Expense Parts	35,488.79	72,500.00	37,011.21
504.300 · Non-Capital Equipment	324.10		-324.10
504.400 · Office Expense	62,170.45	53,500.00	-8,670.45
504.500 · Subscriptions	1,130.73		-1,130.73
504.510 · Dues & Memberships	8,379.41	7,000.00	-1,379.41
504.600 · Janitorial Supplies	10,786.45	11,000.00	213.55
504.610 · Shop Supplies	8,927.87	6,000.00	-2,927.87
504.620 · R & M-Buildings & Property	9,921.58	23,500.00	13,578.42
504.630 · Shelter's Expense	141.33		-141.33
505.100 · Telephone	16,426.17	17,500.00	1,073.83
505.200 · Utilities	30,606.09	55,275.00	24,668.91
506.100 · Insurance	175,280.05	350,000.00	174,719.95
508.100 · Purchased Transportation	1,791.15	3,500.00	1,708.85
509.999 · Misc. Op. Expense	76,325.48	80,500.00	4,174.52
510.100 · Contracts-Senior Centers	300,489.50	n/a	n/a
512.200 · Equipment Rental	1,415.96		-1,415.96
512.300 · Property Rental	18,305.89	19,000.00	694.11
550.200 · Vehicles	17,068.54		-17,068.54
Total Expense	4,361,092.94	4,809,126.56	748,523.12
Net Ordinary Income	209,546.39	Total Budg Exp	Balance Avail
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		
Net Other Income	57,636.41		
Net Income Before Depreciation	267,182.80		
Depreciation Expense	931,590.00		
Net Income After Depreciation	-664,407.20		



Meeting Date: June 26, 2019

Agenda Item: # 13

AGENDA SUMMARY REPORT

SUBJECT:

Update on CalPERS Unfunded Liability

SUMMARY:

MTA's Classic Plan Unfunded annual CalPERS Liability payment has increased as follows:

2016-2017	\$ 35,670
2017-2018	\$ 50,095
2018-2019	\$ 72,735
2019-2020	\$ 103,386

This unfunded liability portion of our CalPERS Classic Plan must be either paid monthly or paid by a reduced lump-sum payment annually.

A similar but lesser increase is in effect for our CalPERS PEPRA plan.

STAFF RECOMMENDATION:

Discussion only.

ATTACHMENTS:

Documents from CalPERS showing required employer contributions.

Required Employer Contributions

	Fiscal Year	
Required Employer Contributions	2019-20	
Employer Normal Cost Rate	8.081%	
<i>Plus, Either</i>		
1) Monthly Employer Dollar UAL Payment	\$	8,615.47
<i>Or</i>		
2) Annual Lump Sum Prepayment Option	\$	99,830
<i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).</i>		
<i>Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.</i>		
<i>In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.</i>		

	Fiscal Year	
	2018-19	2019-20
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	14.546%	14.996%
Surcharge for Class 1 Benefits ²		
None	0.000%	0.000%
Phase out of Normal Cost Difference ³	0.000%	0.000%
Plan's Total Normal Cost	14.546%	14.996%
Formula's Expected Employee Contribution Rate	6.912%	6.915%
Employer Normal Cost Rate	7.634%	8.081%
Projected Payroll for the Contribution Fiscal Year	\$ 1,951,354	\$ 1,735,534
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$ 148,966	\$ 140,249
Plan's Payment on Amortization Bases ⁴	72,735	103,386
% of Projected Payroll (illustrative only)	3.727%	5.957%
Estimated Total Employer Contribution	\$ 221,701	\$ 243,635
% of Projected Payroll (illustrative only)	11.361%	14.038%

¹ The results shown for Fiscal Year 2018-19 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after June 30, 2017.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100 percent for the first year of pooling, and is incrementally reduced by 20 percent of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ See page 9 for a breakdown of the Amortization Bases.

Plan's Funded Status

		June 30, 2016		June 30, 2017
1. Present Value of Projected Benefits (PVB)	\$	8,703,730	\$	9,704,339
2. Entry Age Normal Accrued Liability (AL)		7,016,599		8,273,683
3. Plan's Market Value of Assets (MVA)		5,535,412		6,740,067
4. Unfunded Accrued Liability (UAL) [(2) - (3)]		1,481,187		1,533,616
5. Funded Ratio [(3) / (2)]		78.9%		81.5%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

	Required Contribution	Projected Future Employer Contributions (Assumes 7.25% Return for Fiscal Year 2017-18)				
Fiscal Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Normal Cost %	8.081%	8.7%	8.7%	8.7%	8.7%	8.7%
UAL Payment	\$103,386	\$122,000	\$144,000	\$162,000	\$172,000	\$183,000

Changes in the UAL due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of Section 2. This method phases in the impact of unanticipated changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

Due to the adopted changes in the discount rate for next year's valuation in combination with the 5-year phase-in ramp, the increases in the required contributions are expected to continue for six years from Fiscal Year 2019-20 through Fiscal Year 2024-25.

For projected contributions under alternate investment return scenarios, please see the "Analysis of Future Investment Return Scenarios" in the "Risk Analysis" section.

Employer Contribution History

The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation. It does not account for prepayments or benefit changes made during a fiscal year.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)
2016 - 17	7.159%	\$35,670
2017 - 18	7.200%	\$50,095
2018 - 19	7.634%	\$72,735
2019 - 20	8.081%	\$103,386

Funding History

The funding history below shows the plan's actuarial accrued liability, share of the pool's market value of assets, share of the pool's unfunded liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/2011	\$ 4,203,441	\$ 3,530,723	\$ 672,718	84.0%	\$ 1,968,801
06/30/2012	4,640,249	3,717,456	922,793	80.1%	1,998,481
06/30/2013	5,222,684	4,417,777	804,907	84.6%	2,066,112
06/30/2014	6,289,983	5,647,068	642,915	89.8%	2,102,862
06/30/2015	6,855,145	5,883,554	971,591	85.8%	1,956,460
06/30/2016	7,016,599	5,535,412	1,481,187	78.9%	1,785,765
06/30/2017	8,273,683	6,740,067	1,533,616	81.5%	1,594,056

Required Employer Contributions

		Fiscal Year
Required Employer Contributions		2019-20
Employer Normal Cost Rate		6.985%
<i>Plus, Either</i>		
1) Monthly Employer Dollar UAL Payment	\$	1,137.84
<i>Or</i>		
2) Annual Lump Sum Prepayment Option	\$	13,185
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).</i></p> <p><i>Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.</i></p> <p><i>In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.</i></p>		

	Fiscal Year	Fiscal Year
	2018-19	2019-20
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	13.092%	13.735%
Surcharge for Class 1 Benefits ²		
None	0.000%	0.000%
Phase out of Normal Cost Difference ³	0.000%	0.000%
Plan's Total Normal Cost	13.092%	13.735%
Plan's Employee Contribution Rate	6.250%	6.750%
Employer Normal Cost Rate	6.842%	6.985%
Projected Payroll for the Contribution Fiscal Year	\$ 398,986	\$ 736,222
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$ 27,299	\$ 51,425
Plan's Payment on Amortization Bases ⁴	387	13,654
% of Projected Payroll (illustrative only)	0.097%	1.855%
Estimated Total Employer Contribution	\$ 27,686	\$ 65,079
% of Projected Payroll (illustrative only)	6.939%	8.840%

¹ The results shown for Fiscal Year 2018-19 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after June 30, 2017.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100 percent for the first year of pooling, and is incrementally reduced by 20 percent of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ See page 9 for a breakdown of the Amortization Bases.

Plan's Funded Status

		June 30, 2016		June 30, 2017
1. Present Value of Projected Benefits (PVB)	\$	617,891	\$	1,138,267
2. Entry Age Normal Accrued Liability (AL)		126,061		206,535
3. Plan's Market Value of Assets (MVA)		113,366		194,794
4. Unfunded Accrued Liability (UAL) [(2) - (3)]		12,695		11,741
5. Funded Ratio [(3) / (2)]		89.9%		94.3%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

	Required Contribution	Projected Future Employer Contributions (Assumes 7.25% Return for Fiscal Year 2017-18)				
Fiscal Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Normal Cost %	6.985%	7.5%	7.5%	7.5%	7.5%	7.5%
UAL Payment	\$13,654	\$14,000	\$660	\$1,000	\$1,400	\$1,800

Changes in the UAL due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of Section 2. This method phases in the impact of unanticipated changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

Due to the adopted changes in the discount rate for next year's valuation in combination with the 5-year phase-in ramp, the increases in the required contributions are expected to continue for six years from Fiscal Year 2019-20 through Fiscal Year 2024-25.

For projected contributions under alternate investment return scenarios, please see the "Analysis of Future Investment Return Scenarios" in the "Risk Analysis" section.

Employer Contribution History

The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation. It does not account for prepayments or benefit changes made during a fiscal year.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)
2016 - 17	6.555%	\$25
2017 - 18	6.533%	\$93
2018 - 19	6.842%	\$387
2019 - 20	6.985%	\$13,654

Funding History

The funding history below shows the plan's actuarial accrued liability, share of the pool's market value of assets, share of the pool's unfunded liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/2013	\$ 12	\$ 16	\$ (4)	133.3%	\$ 17,160
06/30/2014	17,266	18,038	(772)	104.5%	163,823
06/30/2015	52,037	49,510	2,527	95.1%	306,541
06/30/2016	126,061	113,366	12,695	89.9%	365,129
06/30/2017	206,535	194,794	11,741	94.3%	676,207

List of Public Agency Employer Contribution Requirements - Fiscal Year 2019-20

Important Information

- The contribution requirements shown are for July 1 of each year. Changes in plan benefits, the funding period, prepayments, or other contract changes may not be reflected.
- A value shown as "N/A" designates that a rate plan was not in the CalPERS database as of the valuation date.
- The contribution requirements shown do not reflect any cost sharing or employee contributions. Some employers may pay employee contributions also, but this is not reflected in the information shown.

Employer ID	Employer name	Rate Plan Name	Normal Cost Rate FY 2019-20	UAL Payment FY 2019-20	Normal Cost Rate FY 2018-19	UAL Payment FY 2018-19	Normal Cost Rate FY 2017-18	UAL Payment FY 2017-18
2705940435	Marina Coast Water District	Miscellaneous	8.533%	\$191,366	8.099%	\$145,795	7.653%	\$102,754
2705940435	Marina Coast Water District	PEPRA Miscellaneous	6.985%	\$397	6.842%	\$125	6.533%	\$25
3122134566	Marinwood Community Services District	Miscellaneous	8.533%	\$98,147	8.099%	\$83,911	7.653%	\$70,478
3122134566	Marinwood Community Services District	Safety Second Tier	18.928%	\$459	17.614%	\$132	16.842%	\$63
3122134566	Marinwood Community Services District	Safety First Tier	20.707%	\$292,349	19.416%	\$248,723	18.615%	\$209,412
3122134566	Marinwood Community Services District	PEPRA Safety Fire	13.034%	\$328	12.141%	\$108	11.99%	\$6
3122134566	Marinwood Community Services District	PEPRA Miscellaneous	6.985%	\$503	6.842%	\$106	6.533%	\$25
1949027584	Mariposa Public Utility District	Miscellaneous	8.081%	\$30,315	7.634%	\$24,089	7.2%	\$17,135
1949027584	Mariposa Public Utility District	PEPRA Miscellaneous	6.985%	\$1,157	6.842%	\$1,172	6.533%	\$25
6859883482	Maxwell Public Utility District	Miscellaneous	9.680%	\$12,586	8.892%	\$10,043	8.418%	\$7,681
6859883482	Maxwell Public Utility District	PEPRA Miscellaneous	6.985%	\$0	6.842%	\$0	0.06533	\$0
5483989497	McCloud Community Services District	Miscellaneous	8.081%	\$27,919	7.634%	\$19,633	7.2%	\$11,766
5483989497	McCloud Community Services District	Safety	0.000%	\$1,072	0%	\$1,078	0%	\$1,083
5483989497	McCloud Community Services District	PEPRA Miscellaneous	6.985%	\$1,432	6.842%	\$1,499	6.533%	\$44
7763145158	McFarland Recreation and Park District	Miscellaneous	10.823%	\$83,485	10.022%	\$73,705	9.539%	\$64,739
7763145158	McFarland Recreation and Park District	PEPRA Miscellaneous	6.985%	\$623	6.842%	\$458	6.533%	\$0
3058001188	McKinleyville Community Services District	Miscellaneous	9.680%	\$124,217	8.892%	\$98,590	8.418%	\$74,583
3058001188	McKinleyville Community Services District	PEPRA Miscellaneous	6.985%	\$1,322	6.842%	\$163	6.533%	\$46
4197922266	Meeks Bay Fire Protection District	Safety	20.073%	\$106,017	18.677%	\$83,761	17.875%	\$63,241
4197922266	Meeks Bay Fire Protection District	Miscellaneous	9.680%	\$9,453	8.892%	\$7,961	8.418%	\$6,552
4197922266	Meeks Bay Fire Protection District	PEPRA Safety Fire	10.216%	\$1,487	10.02%	\$152	9.513%	\$33
4197922266	Meeks Bay Fire Protection District	PEPRA Miscellaneous	6.985%	\$0	6.842%	\$0	6.533%	\$0
4197922266	Meeks Bay Fire Protection District	Safety Fire Second Tier	13.540%	\$727	12.848%	\$57	12.242%	\$5
4197922266	MEERS BAY FIRE PROTECTION DISTRICT	Miscellaneous Second Tier	8.081%	\$0	7.634%	\$0	0.072	\$0
4000074610	Meiners Oaks County Water District	Miscellaneous	8.081%	\$20,339	7.634%	\$15,564	7.2%	\$11,064
4000074610	Meiners Oaks County Water District	PEPRA Miscellaneous	6.985%	\$874	6.842%	\$292	6.533%	\$251
1846635935	Mendocino City Community Services District	Miscellaneous	8.081%	\$45,992	7.634%	\$40,218	7.2%	\$34,752
1846635935	Mendocino City Community Services District	PEPRA Miscellaneous	6.985%	\$0	6.842%	\$0	0.06533	\$0
7932295621	Mendocino County Russian River Flood Control & Water Conservation Improvement	Miscellaneous	9.680%	\$4,855	8.892%	\$2,059	8.418%	\$1,514
7932295621	Mendocino County Russian River Flood Control & Water Conservation Improvement	PEPRA Miscellaneous	6.985%	\$1,128	6.842%	\$2,072	0.06533	\$0
1157424734	Mendocino Transit Authority	Miscellaneous	8.081%	\$103,386	7.634%	\$72,735	7.2%	\$50,095
1157424734	Mendocino Transit Authority	PEPRA Miscellaneous	6.985%	\$13,654	6.842%	\$387	6.533%	\$93
4441199077	Menlo Park Fire Protection District	Miscellaneous	13.182%	\$152,963	12.212%	\$124,550	11.675%	\$98,118
4441199077	Menlo Park Fire Protection District	Safety	23.654%	\$2,465,434	22.346%	\$1,767,078	21.418%	\$1,589,594
4441199077	Menlo Park Fire Protection District	PEPRA Safety Fire	13.786%	\$15,389	12.965%	\$4,432	12.729%	\$3,470
4441199077	Menlo Park Fire Protection District	PEPRA Miscellaneous	6.985%	\$5,028	6.842%	\$1,671	6.533%	\$672
2673031300	Merced County Housing Authority	Miscellaneous	13.182%	\$578,930	12.212%	\$507,493	11.675%	\$441,889
2673031300	Merced County Housing Authority	PEPRA Miscellaneous	6.985%	\$1,560	6.842%	\$257	6.533%	\$67
4162505786	Merced County Mosquito Abatement District	Miscellaneous	13.692%	\$214,237	12.759%	\$164,025	12.036%	\$138,503
4162505786	Merced County Mosquito Abatement District	PEPRA Miscellaneous	6.985%	\$499	6.842%	\$440	0.06533	\$0
6334099697	Merced Irrigation District	Miscellaneous	7.309%	\$1,931,957	6.936%	\$1,665,042	6.879%	\$1,406,203
3322577952	Mesa Water District	Miscellaneous	10.868%	\$686,538	10.152%	\$548,264	9.599%	\$418,256
3322577952	Mesa Water District	PEPRA Miscellaneous	7.073%	\$3,212	7.266%	\$2,011	6.908%	\$194
6361598907	Metropolitan Transportation Commission	Miscellaneous	11.343%	\$2,946,412	10.293%	\$2,569,368	10.141%	\$2,140,237
4104962804	Metropolitan Water District of Southern California	Miscellaneous	9.006%	\$46,684,999	8.273%	\$39,554,600	7.853%	\$32,560,150



California Public Employees' Retirement System
P.O. Box 942715
Sacramento, CA 94229-2715
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

Circular Letter: 200-042-16
Distribution: VI

Circular Letter

August 17, 2016

TO: **ALL PUBLIC AGENCY EMPLOYERS**

SUBJECT: **JUNE 30, 2015 ACTUARIAL VALUATION REPORTS**

The purpose of this Circular Letter is to inform you that the 2015 Actuarial Valuation reports are completed and available on my|CalPERS. We expect to have the reports also posted to the CalPERS website in September. The 2015 Actuarial Valuation reports set the employer contribution rates for Fiscal Year 2017-18. Also, please note the change below to the non-pooled plans billing process.

All Plans Billed Separately for Normal Cost and Unfunded Liability

Prior to Fiscal Year 2015-16, we billed employers for all contributions as a percentage of payroll. Beginning with Fiscal Year 2015-16, we began billing pooled plans as a percentage of payroll for the normal cost portion and as a dollar amount for the unfunded liability portion. Starting in Fiscal Year 2017-18 non-pooled plans will also be billed as a percentage of payroll for the normal cost portion and as a monthly dollar amount for the unfunded liability portion.

Annual Lump-Sum Payment Option

An annual lump-sum prepayment option is available for the unfunded liability portion. You can find the lump-sum payment amount on page 4 of your valuation report. If you choose this option for Fiscal Year 2017-18, payment must be received and posted by CalPERS prior to August 1, 2017. Instructions for paying the annual lump-sum amount will be included on your July 1, 2017 invoice.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Alan Milligan
Chief Actuary



Meeting Date: June 26, 2019

Agenda Item: # 14

AGENDA SUMMARY REPORT

SUBJECT:

Resolution 2018-09 Adoption of Amended MTA Board of Directors Bylaws

SUMMARY:

The MTA Board of Directors Bylaws were adopted in July, 2007. In consideration of the time passed, staff requested that MTA's legal counsel, Sloan and Sakai in Sacramento review the bylaws and updated as needed. Legal counsel's response is presented to the Board of Directors for approval.

STAFF RECOMMENDATION:

Adoption of Resolution 2018-09, updating the MTA Board of Director Bylaws as presented.

ATTACHMENTS:

MTA Board of Directors Amended Bylaws
Resolution #2018-09

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2018-09
ADOPTION OF AMENDED BYLAWS

BE IT RESOLVED by the Board of Directors of Mendocino Transit Authority that the Mendocino Transit Authority Bylaws dated June 26, 2019, are hereby adopted in the form presented at this meeting.

ATTEST: Adoption of this Resolution was Moved by Director _____ and Seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 26, 2019 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager

MENDOCINO TRANSIT AUTHORITY BYLAWS

Adopted on ~~July~~June 26, ~~2007~~2019

ARTICLE I – NAME

The name of this Board shall be Mendocino Transit Authority Board of Directors, hereinafter referred to as the “Board.”

ARTICLE II – OFFICERS

Section 1. Chair. The Chair of the Board shall be elected by a majority ~~of its members vote, as set forth in Article V (“Majority Vote”).~~ The term of the Chair shall be two years, beginning July 1 of odd-numbered years. The Chair may succeed him/herself. ~~The duties of the Chair—~~
~~include:~~The Chair shall preside over and conduct all meetings of the Board, be entitled to vote on all matters before the Board, make or second any motion, and present and discuss any matter as a member of the Board. The Chair shall preserve order and decorum, and shall decide questions of order and procedure not otherwise provided for in these Bylaws. The Chair shall appoint standing and ad hoc committees as needed and shall be responsible for any other duties described in Robert’s Rules of Order.

~~Presides over meetings~~

~~Affixes signature to Board documents~~

~~Sets up Agendas~~

~~Appoints standing and ad hoc committees~~

~~Shall assume any other duties as described in Robert’s Rules of Order~~

Section 2. Vice Chair. The Vice Chair of the Board shall be elected by a ~~majority of its members~~Majority Vote. The term of the Vice Chair shall be two years, beginning July 1 of odd-numbered years. The Vice Chair shall perform the duties of the Chair in the absence of the Chair.

Section 3. Committees. The Chair may appoint a Budget Committee annually to work with staff to develop a draft budget and shall appoint standing and ad hoc committees as appropriate.

ARTICLE III – MEMBERSHIP

Section 1. Members. The membership of the Board ~~comprises~~is comprised of:

- One (1) appointee from each City Council in Mendocino County
- Three (3) appointees from Mendocino County Board of Supervisors.

Section 2. Term of Office. Board members shall serve two-year, staggered terms (see Joint Powers Agreement Section 7) and may be re-appointed for successive terms. Exceptions are:

1. A conflict of interest.
2. An appointee resigns or is replaced by the appointing agency.
3. Members originally appointed to fill a vacant term shall serve the balance of that term plus one full term.

Section 3. Absences. If any member is absent from four meetings in any 12 month period, the Chair shall be authorized to ~~contact~~take appropriate action, up to and including contacting the appointing agency to reconsider its MTA appointment due to lack of attendance.

Section 4. Duties of Members. All members of the Board shall comply with the following requirements of conduct. If any member violates these requirements repeatedly, the Chair shall be authorized to take appropriate action, up to and including contacting the appointing agency to reconsider its MTA appointment due to such violations.

A. Norms and Expectations. Members shall:

1. Act in the best interests of MTA at all times;
2. Treat each other, staff, and members of the public with dignity, courtesy, and respect;
3. Be attentive to others, limiting interruptions and distractions; and
4. Start and end meetings on time, work from an agenda, and be present, attentive, and prepared.

B. General Conduct. Members shall:

1. Be fair, impartial, and unbiased when voting on quasi-judicial actions;
2. Wait to be acknowledged by the Chair before speaking;
3. Preserve order and decorum during the meeting; and
4. Refrain from disclosing the confidential information of MTA, including any information disclosed during executive sessions.

C. Conduct with Executive Director and MTA Staff. Members shall:

1. Speak only with the Chair or Executive Director concerning any issues and concerns, including any concerns about staff performance;
2. Treat MTA staff professionally and refrain from publicly criticizing individual employees; and
3. Avoid involvement in personnel issues except during the Board's executive sessions concerning hiring, firing, promoting, disciplining, and other personnel matters.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings. Regular monthly meetings shall be scheduled by a ~~majority vote of the members of the Board~~ Majority Vote and may be rescheduled or canceled at the discretion of the Chair, or by a ~~majority vote of the members of the Board~~ Majority Vote.

Section 2. Special Meetings. Special meetings may be called out the discretion of the Chair, or by a ~~majority vote of members of the Board~~ Majority Vote.

Section 3. Quorum. A quorum shall consist of four (4) members of the Board.

Section 4. Order of Business. Business at meetings shall be conducted under the following order or as revised by the Chair:

Call to order/roll call
Approval of Minutes
Reports (including Caltrans and MCOG)
Action Items
Matters from Directors
Correspondence
Miscellaneous
Adjournment

Section 5. Agenda Changes. Items (untimed) may be taken out of order at the request of any member with the concurrence of the Chair.

Section 6. Approval of Minutes. Minutes of any previous meeting may be approved by a simple majority vote of members who were present at that meeting. Failing a quorum of those members, the Chair of the subject meeting may approve the minutes.

Section 7. Public Comment.

- A. A reasonable time near the beginning of each regular meeting shall be set aside for public input and comment on matters within the Authority's subject matter jurisdiction. All public input and comment on matters on the agenda shall be made at the time that it is taken up by the Board unless the Chair directs otherwise. On matters scheduled for public hearing, the public will be given a reasonable opportunity to comment before or during the Board's consideration of the matter.
- B. The Chair may limit the time of individual public comment upon a particular issue to three (3) minutes. However, if an individual represents a group, the Chair may extend that individual's time for public comment to five (5) minutes.

Section 8. Robert's Rules of Order. All rules not herein provided shall be determined by Robert's Rules of Order.

Section 89. Open Meetings. Meetings shall comply with the Ralph M. Brown Act. Matters raised at a meeting which may not be acted upon pursuant to the Brown Act shall, at the direction of the Chair, be referred to staff or placed on the agenda of the Authority's next meeting.

ARTICLE V – VOTING

Section 1. Voting. Voting shall be by members present. There shall be no proxy vote. The voting shall be by voice vote, except that any member may call for a roll call vote. Resolutions shall be by roll call vote. All actions require an affirmative vote by a majority of the sitting board members, present or not. ~~("Majority Vote")~~. Reconsideration of a motion can be made only by a member on the prevailing side and must be reconsidered at the following meeting.

Section 2. Conflict of interest. When any member becomes involved in any business or personal dealings which is, or could be considered, a direct conflict of interest, that person shall remove himself/herself from any further involvement in that issue. This includes forfeiture of vote.

ARTICLE VI – EXECUTIVE SESSION

The Board reserves the right to hold executive sessions at any time for any reason permitted by the Ralph M. Brown Act, including to consider the employment of, or dismissal of, an employee or contractor, real property negotiations, and litigation. Such executive sessions shall be called by Chair and shall comply with all provisions of the Ralph M. Brown Act.

ARTICLE VII – AMENDMENTS

The Bylaws of the Board shall be amended only with ~~the approval of a majority of~~ a Majority Vote.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am presently the ~~sitting board members, present or not~~ Secretary of the Mendocino Transit Authority and that the above Bylaws, consisting of four (4) pages, are the Bylaws of the Authority adopted at a meeting of the Board of Directors held on June 26, 2019.

~~On behalf of the PARTIES and the MTA, this MOU is executed, effective on the date first above written.~~

SECRETARY

DATED: _____, 2019

MENDOCINO TRANSIT AUTHORITY BYLAWS

Adopted on June 26, 2019

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The Bylaws of the Board shall be amended only with a Majority Vote.

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I, the undersigned, certify that I am presently the Secretary of the Mendocino Transit Authority and that the above Bylaws, consisting of four (4) pages, are the Bylaws of the Authority adopted at a meeting of the Board of Directors held on June 26, 2019.

SECRETARY

DATED: _____, 2019



Meeting Date: June 26, 2019

Agenda Item: # 15

AGENDA SUMMARY REPORT

SUBJECT:

Adoption of Resolution No. 2019-10 acknowledging Mendocino Transit Authority approval of the amended Joint Powers Agreement forming the California Transit Systems Joint Powers Authority and authorizing the General Manager to sign the amended Agreement.

SUMMARY:

Mendocino Transit Authority joined California Transit Systems Joint Powers Authority (CalTIP or Authority) in 1987 to obtain liability coverage (vehicle physical damage coverage) and risk management services through jointly pooling resources with the other transit agencies that are members of the Authority. CalTIP has provided competitive rates and needed risk management services over the years. As were many other self-insurance pools, CalTIP was formed in 1987 during a difficult time for public entities to obtain coverage from the insurance market. Although the difficulty of obtaining insurance from the standard markets eventually waned, the coverage provided by the insurance industry usually was not tailored to the specific needs of the public entities and did not provide the tailored risk management services.

CalTIP was formed with the signing of a joint powers agreement by each of its members. The Agreement was drafted in 1987 and was last amended in May 2011 to align the document with current operations and practices of the authority at that time. The document has not been updated since then.

The current amendments to the Agreement are the result of discussions with CalTIP's Oversight Committee and Board to address CalTIP's ongoing challenges associated with achieving certain quorum requirements at Board meetings in order to conduct business and to ensure the governing documents align with CalTIP's current practices and procedures.

CalTIP's draft Agreement and Bylaws with changes shown in redline were distributed to all CalTIP members on April 3, 2019, to provide members with time to review the changes, provide comments, and ask questions.

At its April 18th meeting, the CalTIP Board approved submitting the amended Joint Powers Authority Agreement to the Parties for approval. In addition, the CalTIP Board approved the Bylaws as amended to become effective upon approval of the Agreement. While the CalTIP Board has the authority to approve the amendments to the CalTIP Bylaws, because the Agreement refers to that document, it has been included for informational purposes.

SUMMARY CONTINUED:

The Agreement needs to be adopted by the governing bodies of at least three-fourths of the members of CalTIP, although CalTIP believes it best to have all members adopt the amended Agreement. The amendments are intended to address ongoing challenges with quorum requirements and provide the CalTIP Board the flexibility and ability to make decisions and carry-forth initiatives in a more expeditious manner to the benefit of the organization. Each member, including Mendocino Transit Authority, has representation on the CalTIP Board of Directors and each director has similar interests as Mendocino Transit Authority in the operations of CalTIP because each member is a transit agency similar to Mendocino Transit Authority. Thus, staff respectfully requests the MTA Board of Directors to pass the attached Resolution No. 2019-10.

STAFF RECOMMENDATION:

Adopt Resolution No. 2019-10 acknowledging Mendocino Transit Authority's approval of the amended Joint Powers Agreement forming the California Transit Systems Joint Powers Authority and authorizing the General Manager to sign the amended Agreement.

ATTACHMENTS:

Resolution No. 2019-10
Amended CalTIP Joint Powers Agreement – 2019
Amended CalTIP Bylaws – 2019
[Comparison of Amended Joint Powers Agreement to Current Agreement]

RESOLUTION NO. 2019-10
RESOLUTION OF THE BOARD OF DIRECTORS
OF
MENDOCINO TRANSIT AUTHORITY
APPROVING THE AMENDED JOINT POWERS AUTHORITY AGREEMENT
FORMING THE
CALIFORNIA TRANSIT SYSTEMS JOINT POWERS AUTHORITY

WHEREAS, the MTA Board of Directors approved entering into an agreement in 1987 that provided for the creation of the California Transit Systems Joint Powers Authority (hereinafter CalTIP) for the purpose of jointly funding tort liabilities and other losses and providing risk management services to reduce such losses;

WHEREAS, CalTIP has provided Mendocino Transit Authority coverage for such liabilities (including losses to vehicles) at overall cost-effective pricing;

WHEREAS, the Board of Directors of Mendocino Transit Authority finds it is in the best interest of Mendocino Transit Authority to continue its participation in CalTIP and obtain liability coverage and risk management services from CalTIP;

WHEREAS, the joint powers authority agreement of CalTIP has retained its original form as drafted in 1987 and amended in 2011 and there have been changes in operations of CalTIP since that time;

WHEREAS, the Board of Directors recognizes the need to amend the CalTIP joint powers authority agreement to enable CalTIP to effectively govern the organization and adapt to changes in the environment in which CalTIP operates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Mendocino Transit Authority accepts the changes to the joint powers authority agreement as presented, and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager to sign the amended joint powers authority agreement that shall enable the Mendocino Transit Authority to continue to enjoy the joint self-insurance and risk management programs provided by CalTIP.

THIS RESOLUTION DULY PASSED this 26th day of June, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest: _____
James W. Mastin, Chairman

Carla A. Meyer, General Manager

California Transit Systems Joint Powers Authority

Comparison of JPA Agreements – Current versus Proposed

Current to Proposed:

Current JPA Reference	Changes in Proposed JPA	Proposed JPA Reference
Page 1, Lines 1 - 3	Changing the opening paragraph prior to recitals for clarification purposes.	Page 1, Lines 1 - 3
Page 1, Line 27	Adding language to clarify the amended Agreement will become effective as soon as three-quarters of the current Parties to the Agreement approve the Agreement.	Page 1, Lines 26 - 27
Page 2, Lines 81 - 83	Article IV – Term of Agreement: Adding language to clarify the agreement is effective as amended from time to time.	Page 2, Lines 85 - 87
Page 3, Line 111 - 112	Article VII – Governing Documents: Including language stating the amended Bylaws are attached to the document and noting they will be deemed adopted upon the effective date of the Agreement. (The Board has the authority to adopt the Bylaws; however, because some of the amendments to the Bylaws dovetail with the amendments to the Agreement, the Board adopted the amended Bylaws to become effective upon the effective date of the Agreement). The language was also changed to clarify the Board may amend the Bylaws.	Page 3, Lines 113 - 114
Page 3, Line 130	Article VIII – Responsibilities of the Parties: Clarifying one or more Alternates may be appointed to the Board, which is CalTIP's current practice.	Page 3, Line 134
Page 4, Lines 148 - 154	Article X – Board of Directors: Adding language to maintain consistency regarding appointment of "one or more Alternates" to the Board, referring to the Bylaws for specifics regarding the constitution of the Board of Directors, and removing the specifics from the Agreement.	Page 4, Lines 153 - 154
Page 5, Line 202 - 203	Article XVI – New Parties: Removing the quorum requirement from this section of the Agreement. Specifics regarding the quorum requirement are contained in the amended Bylaws. (The Bylaws require a two-thirds affirmative vote of the Board present and voting).	N/A
Page 6, Lines 221 - 223	Article XVIII – Expulsion: Removing the quorum requirement from this section of the Agreement and referencing the Bylaws. (The Bylaws require a three-fourths vote of the Board present and voting). Adding language to clarify written notice of such action will be provided to the expelled Party at least 90 days prior to the effective date of the expulsion.	Page 6, Lines 220 - 222
N/A	Article XXII – Notices: Adding language stating notices of meetings may be provided via e-mail.	Page 7, Lines 290 - 291
Page 7, Line 303	Article XXV – Amendments: Changing the approval requirement to amend the Agreement from three-fourths of the Parties to two-thirds of the Parties for future amendments.	Page 7, Line 310

CALIFORNIA TRANSIT SYSTEMS

JOINT POWERS AUTHORITY

AMENDED AND RESTATED
JOINT POWERS AUTHORITY AGREEMENT

As Amended 2019

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AMENDED AND RESTATED JOINT POWERS AUTHORITY AGREEMENT

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This Amended and Restated Joint Powers Agreement (“Agreement”) is executed by and among those public entities which are signatories to this Agreement. Such parties shall hereinafter be referred to individually as “Party” or collectively, “Parties.”

RECITALS

Whereas, Article 1, Chapter 5, Division 7, Title 1 of the California Government Code (Section 6500 et seq.) permits two or more public entities, by agreement, to exercise jointly powers common to the contracting parties; and

Whereas, it is the mutual benefit of the Parties and in the public interest that the Parties join together to provide:

- Pooling of their self-insured losses caused by injury to, or disease of, a person or damage to property;
- Sharing the cost of excess insurance or reinsurance, if any, or pooling with other joint powers authorities or public entity pooling arrangement; and
- Sharing the administration of the Authority created by this document.

Whereas, each Party desires to enter into this Agreement with each of the other Parties for the purpose of joint risk sharing and/or insuring against various risk of loss jointly, rather than individually;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

AGREEMENT

This amended Agreement replaces and restates in its entirety the Agreement and any prior amendments that may exist and is effective upon approval by three-quarters of the current Parties to the Agreement.

This Agreement is made under the authority of Government Code Section 6500 et seq. between the undersigned public entities, after the governing boards of the entities determine that it is in their best interest to execute this Agreement.

ARTICLE I - PURPOSE

The purpose of this Agreement is to exercise jointly powers common to each Party by:

- Creating an authority under Government Code Section 6500 et seq., a public entity that is separate and apart from the Parties, to be known as the California Transit System Joint Powers Authority, to administer a self-insurance pool,
- Sharing losses and purchase as a group, insurance or reinsurance and participate in other joint powers authorities or other public entity pooling arrangements,
- Maintaining funds sufficient to pay the losses to which the Parties agree to share through a Coverage Program, and
- Purchasing jointly administrative and other services, including risk management, loss prevention, and legal defense in connection with the Coverage Programs.

ARTICLE II - CREATION OF THE CALIFORNIA TRANSIT SYSTEMS JOINT POWERS AUTHORITY

Pursuant to Government Code Section 6500 et seq., the Parties to this Agreement hereby create a public entity separate and apart from the Parties. This public entity created by this Agreement shall be known as the California Transit Systems Joint Powers Authority.

ARTICLE III - DEFINITIONS

1. "Authority" shall mean the California Transit Systems Joint Powers Authority.
2. "Board" or "Board of Directors" shall mean the governing board of the Authority.
3. "Coverage Programs" shall mean programs as defined and adopted by the Board which may, but need not be limited to pooled risk programs, group purchase of insurance or reinsurance, or participation in other public entity pooling programs.
4. "Coverage Program Documents" shall mean the Master Program Document defining the policies and procedures of the program and the Memorandum of Coverage defining the coverage provided by the program.
5. "Contributions" shall mean payments by Members to the Authority, for other than interest, penalties paid, or reimbursements for payments made on behalf of the Member, for which the Authority is not liable.
6. "Governing Documents" shall be those documents described in Article VII, Governing Documents.
7. "Member" or collectively "Members" shall mean a Party who is participating in a particular Coverage Program.
8. "Party" shall mean a signatory to this Agreement.
9. "Officer" shall mean an officer of the Authority as defined in Article XIII.

ARTICLE IV - PARTIES TO THIS AGREEMENT

Each Party to this Agreement certifies that it intends to, and does, contract with all other Parties who are signatories to this Agreement, and any signatories that may sign this Agreement in the future, pursuant to Article XVI. The withdrawal of any Party to this Agreement shall not affect this Agreement as respects the remaining Parties and those remaining Parties' intent to be bound by this Agreement.

ARTICLE V - TERM OF AGREEMENT

As authorized by Government Code Section 6510, this Agreement which was originally effective May 1, 1987 shall stay in full force, as amended from time to time, until terminated in accordance with Article XX.

ARTICLE VI - POWERS OF THE AUTHORITY

The powers of the Authority shall be the powers enjoyed by the County of Nevada or, if the County of Nevada is no longer a Party to this Agreement then, the County of Siskiyou, and is authorized to do all acts necessary to fulfill the purposes of this Agreement including, but not limited to, the following:

1. Make and enter into contracts;
2. Incur debts, liabilities and obligations, but no debt, liability or obligation of the Authority is the debt, liability or obligation of any Party except as otherwise provided;
3. Acquire, hold or dispose of real and personal property;
4. Receive contributions and donations of property, funds, services and other forms of assistance from any source;
5. Assess Parties as deemed appropriate by the Board;
6. Sue and be sued in its own name;
7. Acquire, construct, manage and maintain buildings; and
8. Lease real or personal property including property of a Party, and receive, collect, invest and disburse monies.

These powers shall be executed in a manner provided by appropriate law and as set forth in this Agreement.

ARTICLE VII - GOVERNING DOCUMENTS

The attached amended Bylaws shall be deemed adopted upon the effective date of this Agreement. Thereafter, the Board of Directors may amend the Bylaws consistent with this Agreement and applicable law to govern the operations of the Authority. The Board of Directors may adopt Coverage Program Documents, consistent with this Agreement and the Bylaws. These Coverage Program Documents define the Coverage Programs, the Members' rights and duties, the Authority's rights and duties, and the operations of the programs. The Board may also adopt policies and procedures, consistent with this Agreement, the Bylaws, or Coverage Program Documents, to assist in the governance of the Authority's operations and activities. The Agreement, the Bylaws, Coverage Program Documents and policies and procedures adopted by the Board shall constitute the Governing Documents of the Authority.

Unless otherwise stated, a Governing Document may be amended by a majority of the Board of Directors at a duly noticed regular or special Board meeting.

ARTICLE VIII - RESPONSIBILITIES OF THE PARTIES

The Parties to this Agreement shall have the following responsibilities:

1. To abide by the terms of this Agreement and other Governing Documents;
2. To cooperate fully with the Authority in the settlement of claims;
3. To pay Contributions, assessments, or other charges promptly to the Authority when due; and
4. To appoint a Director and one or more Alternates to the Board of Directors and to reappoint those positions upon the departure of anyone from those positions.

ARTICLE IX - POWERS RESERVED UNTO THE PARTIES

The Parties reserve unto themselves the following powers:

1. To amend this Agreement;
2. Appoint the Representatives and Alternates to the Board of Directors; and
3. To terminate the Authority in accordance with Article XX.

ARTICLE X - BOARD OF DIRECTORS

There shall be a Board of Directors to govern the affairs of the Authority. The Board of Directors shall have all the powers of the Authority except those specifically reserved to the Parties. The Board of Directors shall have the authority to create committees as deemed necessary for the operations of the Authority. The Board has the power to delegate any and all of its powers, not specifically reserved exclusively to the Board, to a committee or an Officer of the Authority.

The Board of Directors shall consist of one Director and one or more Alternates for each Party to this Agreement as provided for in the Bylaws.

ARTICLE XI - DUTIES OF THE BOARD NOT DELEGABLE

The Board may not delegate to any committee, office or person the authority to:

1. Adopt, amend or alter the Bylaws;
2. Adopt the Authority's Annual Budget;
3. Create a Coverage Program;
4. Accept a Party to this Agreement; or
5. Expel a Party to this Agreement.

ARTICLE XII - BOARD MEETINGS AND RECORDS

The Board of Directors shall hold at least one meeting each fiscal year. Regular and special meetings may be called in accordance with the Bylaws of this Authority and applicable laws. All meetings shall be open to the public except as permitted by Government Code Section 54950 et seq. The Secretary shall keep full and complete minutes of all Board meetings.

ARTICLE XIII - OFFICERS OF THE AUTHORITY

The Board shall elect one of its members as Chairperson and one as Vice Chairperson. The Board shall appoint a Secretary. The duties of the Chairperson, Vice Chairperson and Secretary shall be defined in the Bylaws.

In lieu of the designation of a treasurer and auditor as per Government Code Section 6505.6, the Board shall elect a Treasurer, who shall have, among other duties defined in the Bylaws, the duties of the treasurer and auditor as described in Government Code Section 6505.5.

The Board may appoint other officers of the Authority as described in the Bylaws.

ARTICLE XIV - ANNUAL BUDGET

Pursuant to Government Code Section 6508, the Board shall approve a budget for any given fiscal year prior to the inception of that year.

ARTICLE XV - ADMINISTRATION OF FUNDS

The Authority shall be responsible for the strict accountability of all funds and reports of all receipts and disbursements in conformity with Government Code Section 6505. All funds of the Authority may be held in common although there shall be a separate accounting for funds of each Coverage Program.

ARTICLE XVI - NEW PARTIES

Prospective Parties may apply to the Board of Directors at any time. The Board shall have the power to accept a prospective Party, after reviewing their application. The membership shall become effective upon the Board's approval and the signing of this Agreement, participation in all mandatory Coverage Programs, and compliance with any and all other requirements imposed upon membership by the Bylaws or other Governing Documents.

ARTICLE XVII - WITHDRAWAL

A Party to this Agreement may not withdraw as a party to this Agreement prior to being a Party for at least three full fiscal years. A Party, who has been a Party for at least three full fiscal years, may withdraw from this Agreement only on the completion of a fiscal year. The Party must provide the Chairperson written notice of intent to withdraw at least six-months prior to withdrawal. The Party may rescind its notice of intent to withdraw at any time prior to ninety-days prior to the commencement of the next fiscal year. The Board may authorize rescission of the intent to withdraw upon a Party's request pursuant to the Bylaws at any time.

ARTICLE XVIII - EXPULSION

The Board may expel a Party to this Agreement as a Party as provided for in the Bylaws. The expelled Party shall be given written notice of such action of the Board at least ninety-days prior to the effective date of the expulsion.

ARTICLE XIX - EFFECT OF EXPULSION OR WITHDRAWAL

Pursuant to Government Code Section 6512.2, termination of any Party to this Agreement as a Party shall not be construed to be completion of the purpose of the Agreement and shall not require the return of any Contributions, payments or advances made by the Party until the Agreement is rescinded or terminated by all Parties in accordance with Article XX.

Termination of a Party to this Agreement as a Party shall not terminate its continuing responsibilities defined in any Governing Document or Coverage Program Document for the period of time in which the Party participated, including, but not limited to:

1. Cooperate fully with the Authority in the investigation and settlement of a claim;
2. Pay any Contributions, retentions or deductibles, assessments or other charges which are due and payable; and
3. Provide any statistical or loss experience data and other information as may be necessary for the Authority to carry out the purpose of this Agreement.

ARTICLE XX - TERMINATION AND DISTRIBUTION

This Agreement may be terminated at any time with written consent of three-fourths of the Parties; provided, however, that this Agreement and the Authority shall exist for the purpose of disposing of all claims, distribution of assets and any other functions necessary to wind up the affairs of the Authority. The Board shall be vested with all the powers of the Authority for the purposes of winding down and dissolving the business affairs of the Authority, including the power to assess past and present Parties in accordance with Coverage Program Documents.

In accordance with Government Code Section 6512, all assets of the Authority shall be distributed among those who were Parties within ten years of termination, in proportion to the Parties' Contributions. The Board shall determine when claims and liabilities are sufficiently realized as to not jeopardize the payment of any claim or liability that may arise in the future.

ARTICLE XXI - LIABILITY AND INDEMNIFICATION

Pursuant to Government Code Section 6508.1, the debts, liabilities and obligations of the Authority shall not constitute debts, liabilities or obligations of any Party, except to the extent and in the proportions, imposed by the Bylaws or other Governing Documents. Each Party is independent of every other Party and of the Authority and not the agent of any Party or of the Authority. In contemplation of the provisions of Section 895.2 of the California Government Code, imposing certain tort liability jointly

upon public entities, solely by reason of a joint powers agreement as defined in Section 895 of that code, each Party, as between each other, pursuant to the authorization contained in Section 895.4 and 895.6 of that code, does hereby assume the full liability imposed upon it, or any of its officers, agents, or employees by law for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2 of the California Government Code. To achieve the above-stated purpose, each Party shall indemnify and hold harmless each other Party for any loss, costs, or expense that may be imposed upon such other Party solely by virtue of Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part of this Agreement as if set forth fully in this Agreement.

The members of the Board of Directors and the Officers and employees of the Authority shall act in good faith and in the best interests of the Authority in the performance of their duties. The members of the Board of Directors and Officers and employees shall be liable for an act or omission within the scope of their employment with the Authority as a public entity only in the event that they act or fail to act because of actual fraud, corruption, or malice. No member shall be liable for any actions taken or omissions by another member of the Board. Funds of the Authority shall be used to defend and indemnify members of the Board, Officers, and employees for any act or omission pursuant to the provisions of the Government Code Section 910 to 996.6, inclusive. The Authority may purchase insurance covering acts or omissions of the Board of Directors, Officers, and employees.

ARTICLE XXII - NOTICES

Notices to any or all Parties shall be sufficient if mailed to their respective addresses on file with the Authority. Notice to the Authority shall be sufficient if mailed to the official address of the Authority as established by Resolution. Notices of meetings may be given by electronic mail to the respective electronic mail addresses on file with the Authority, which notice shall be deemed sufficient notice.

ARTICLE XXIII - PROHIBITION AGAINST ASSIGNMENT

No Party may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee, or third party beneficiary of the Party shall have any right, claim or title to any part, share, interest, fund, premium, or asset of the Authority.

ARTICLE XXIV - ARBITRATION

Any controversy between the Parties hereto arising out of this Agreement shall be submitted to arbitration, and such arbitration shall comply with and be governed by the provisions of the California Arbitration Act, Sections 1280 through 1294.2 of the California Code of Civil Procedure.

ARTICLE XXV - AMENDMENTS

This Agreement may be amended at any time by approval of two-thirds of the Parties.

ARTICLE XXVI - AGREEMENT COMPLETE

The foregoing constitutes the full and complete agreement of the Parties. There are no oral understandings or agreements not set forth in writing herein.

In Witness Whereof, the undersigned Party hereto has executed this Agreement on the date indicated below:

Date: _____

By: _____

Printed Name of Authorized Signor

Signature of Authorized Signor

Title of Authorized Signor

Name of Agency

CALIFORNIA TRANSIT SYSTEMS

JOINT POWERS AUTHORITY

BYLAWS

Effective – 2019

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BYLAWS

For the regulation of the California Transit Systems Joint Powers Authority, except as otherwise provided by statute or the Joint Powers Agreement creating the California Transit Systems Joint Powers Authority, also known as the California Transit Indemnity Pool ("CalTIP").

ARTICLE I - DEFINITIONS

The terms in these Bylaws have the same definitions as those given in the Joint Powers Agreement Creating the California Transit Systems Joint Powers Authority, unless otherwise specified herein.

- A. "Master Program Document" is a document issued by the Authority specifying the rights and obligations of the Authority and the Members in the Coverage Program as well as the procedures and operations of the program.
- B. "Memorandum of Coverage" is the document issued by the Authority to the Members in a Coverage Program, specifying the type, term, and amount of coverage provided by the Authority.

ARTICLE II - OFFICES

The principal executive office for the transaction of business of the Authority is hereby fixed and located at the address shown in Appendix A. Notwithstanding Article XVI, the Board shall have the authority to change the location of the principal executive office from time to time by a simple majority vote of the Board of Directors present at a duly authorized meeting and with 30 days' prior notice of such change. A revised Appendix A will be distributed to all then current Parties to the Agreement. Other business offices may at any time be established by the Board at any place or places.

ARTICLE III - BOARD OF DIRECTORS

A. GOVERNING BOARD

In accordance with Article X of the Agreement, the Board of Directors shall be the governing body of the Authority. Each Party's governing board shall appoint, by resolution, an officer or employee of the Party to be the Director and one or more officers or employees of the Party to act as Alternate on the Board of Directors of the Authority. Such appointment shall not take effect until such resolution is received by the Authority at its executive office as defined in Article II above, and the appointees have complied with the Authority's Conflict of Interest Policy. Voting members of the Board of Directors shall be the Directors, or in the case of their absence, an Alternate. Alternates shall have all the same rights to hold office or sit on committees as a Director. No more than one alternate may exercise a Party's voting rights at a meeting.

The Board of Directors shall provide policy direction to the committees, the Officers, and any employees or contracted service providers of the Authority. The Board may delegate any and all powers except those specifically reserved onto the Board or specifically requiring a vote by the Board of Directors. The Board cannot delegate the following powers:

- 1. By a three-fourths vote of the Directors present and voting:
 - a. Expel an existing member from the Authority.

2. By a two-thirds vote of the Directors present and voting:
 - a. Accept a new Party to this Agreement.
3. By a majority vote of the Directors present and voting:
 - a. Amend these Bylaws pursuant to Article XVI of these Bylaws;
 - b. Create or terminate any self-insurance, group purchase insurance program, or Coverage program;
 - c. Remove an officer of the Authority or committee member;
 - d. Adopt an operating budget for each of the Authority's fiscal years;
 - e. Authorize a payment of a dividend, or charge an assessment under a retrospective adjustment;
 - f. Change the location of the principal executive office; or
 - g. Authorize a cash assessment.

B. MEETINGS

All regular and special meetings of the Board of Directors shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950) as it now exists or may be amended from time to time. The Secretary shall cause notice to be given of all meetings and cause minutes to be prepared and distributed to the Board of Directors. The Board of Directors cannot conduct business unless a quorum is present at the meeting. A quorum consists of a majority of the Directors, or in the absence of a Director, the Alternate, that have complied with the requirements of Article III, A, and vacancies shall not be counted in determining a quorum. An official set of minutes of all Board meetings shall be kept at the principal executive offices of the Authority as defined in Article II.

All matters duly noticed and within the purview of the Board of Directors may be decided by a simple majority of those Directors voting at a regular or special meeting, unless the Governing Documents prescribe otherwise. Where the matter before the Board affects a particular Coverage Program, other than the financing of the Program, only those Directors representing Parties participating in the Coverage Program may vote; provided, however, that in the absence of a quorum of Coverage Program participant representatives the vote shall be by the Board of Directors.

The Board shall have at least one regular meeting a fiscal year. The date and time of such meeting and all other regular meetings of the Board for the next fiscal year shall be established by resolution of the Board adopted at the last regular Board meeting of the then current fiscal year.

Pursuant to Government Code Section 54956, a special meeting of the Board of Directors may be called by the Oversight Committee or by the Chairperson, with 24 hours' notice, stating the time and place of such meeting and the matter to be discussed. Such notice may be delivered personally, by way of electronic transmission (other than voice communication) or by mail. Notice by mail must be received at least 24 hours prior to the meeting.

All meetings may be postponed or cancelled by the Chairperson with at least 24 hours' prior notice.

ARTICLE IV - ELECTION AND DUTIES OF THE OFFICERS

A. ELECTION OF THE OFFICERS

The Officers of the Board of Directors shall be the Chairperson, Vice Chairperson, Treasurer, and

Secretary. The Officers shall be elected in the following manner:

1. Each Director may place any member of the Oversight Committee in nomination for the offices of Chairperson and Vice Chairperson. Each Director may place any member of the Board in nomination for the office of Treasurer.
2. Each Director shall cast one vote for the candidate of his or her choice for each office.
3. The terms of office of the Chairperson, the Vice Chairperson, and Treasurer shall be two years, commencing during the even numbered years. The Officers will begin serving terms upon the beginning of the fiscal year immediately following the election. The terms as Officers will end on the last day of a fiscal year. No officer may serve more than three consecutive terms in the same office. An exception may be made for the Treasurer's office if there are no other qualified Directors to serve.
4. Elections will be held whenever there is an Officer vacancy to fill the unexpired term.
5. The Office of the Secretary of the Board of Directors shall be the General Manager unless a separate Secretary of the Board of Directors is appointed by the Board of Directors.
6. The Office of Secretary has no set term but continues until there is a new General Manager or the Board appoints another as Secretary.

B. DUTIES OF THE OFFICERS

The duties of the Chairperson shall be to preside at all meetings of the Board and to perform such other duties as the Board may specify. Upon the death, incapacity, or vacancy in the office of the Chairperson, the Vice Chairperson shall succeed to such office automatically, subject to ratification by the Board at its next meeting, at which time the Board shall also elect a new Vice Chairperson.

The duties of the Vice Chairperson shall be to act as the Chairperson in the absence of the Chairperson and to perform such other duties as the Board may specify.

The duties of the Treasurer shall be those specified in the Agreement, duties imposed on the Treasurer and Controller/Auditor as defined in Section 6505.5 and 6506 of the California Government Code and other duties as required by law or as specified by the Board. The Authority, at its own expense, shall maintain a bond covering the Treasurer and any other person having contact with funds of the Authority in an amount not less than \$250,000.

The duties of the Secretary shall be to cause minutes to be kept and to perform such other duties as the Board may specify.

ARTICLE V - OVERSIGHT COMMITTEE

There shall be an Oversight Committee consisting of not less than seven nor more than nine members from the Board of Directors. The Board of Directors shall elect each member to a term of two-years concurrent with the fiscal year of the Authority, and commencing during the even numbered years. The Board of Directors shall determine the number of members to serve for the following two years at the time of each election. The elected members will begin serving terms upon the beginning of the fiscal year immediately following the election. The terms as elected members will end on the last day of a fiscal year. There is no maximum number of terms a member can serve. A vacancy shall be filled by an election by the Board of Directors at its next meeting.

The Board Chairperson shall be the Chair of the Oversight Committee. The Board Vice Chairperson shall be the Vice Chair of the Oversight Committee.

The Oversight Committee shall have the full authority of the Board of Directors except that authority for which the Board is precluded from delegating. The Oversight Committee shall review disputes between a Party and the Authority, and make a determination of appropriate action, regarding coverage or the administration of the Authority, enter into contracts where such authority has not been delegated to another, contract for a financial audit and for general legal services. The Oversight Committee shall monitor the performance and the operations of the Authority and Board policy and make recommendations of change where the Committee deems appropriate.

A majority of the members of the Oversight Committee shall constitute a quorum. An action by the Oversight Committee shall require a majority vote of those in attendance. Vacancies shall not be counted in determining a quorum.

ARTICLE VI - ADDITIONAL COMMITTEES

In addition to the Oversight Committee, there shall be a Member Services Committee and a Finance and Administration Committee.

A. MEMBER SERVICES COMMITTEE

The Member Services Committee shall consist of not less than five nor more than nine members of the Board of Directors, at the discretion of the Oversight Committee. The members are to be elected by the Oversight Committee. The terms of office shall be two years, with half the elected positions incepting on fiscal years starting on even numbered years and half the elected positions incepting on fiscal years starting on odd numbered years, if there are an even number of committee members. If the committee has an odd number of members, then the majority of the terms (half plus one) will incept on even years and the remaining members' terms incept on odd years. There is no maximum number of terms a member can serve. A vacancy shall be filled by an election by the Oversight Committee.

The Chairperson of the Member Services Committee shall serve a one-year term concurrent with the fiscal year of the Authority. Upon the completion of the term of the Committee Chair, the Committee Vice Chairperson shall become the Committee Chair. The Member Services Committee shall elect a new Vice Chairperson at its first meeting of the fiscal year of the Authority in which the Committee Vice Chairperson will be serving. In the absence of the Committee Chairperson, the Committee Vice Chairperson shall assume the role of Chairperson. If the Committee Chairperson has resigned or becomes incapacitated, the Committee Vice Chairperson shall assume the position as Chairperson and the Committee shall elect a new Vice Chairperson.

The Member Services Committee shall review applications for membership and make recommendations to the Board of Directors, underwrite Members of a Coverage Program, review claims made against a Coverage Program and take action as needed, including providing settlement authority, and implement safety and loss control strategies.

A majority of the members of the Member Services Committee shall constitute a quorum. An action by the Member Services Committee shall require a majority vote of those in attendance. Vacancies shall not be counted in determining a quorum.

B. FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee shall consist of not less than five nor more than nine members of the Board of Directors, at the discretion of the Oversight Committee. All but one of the members is to be elected by the Oversight Committee, and the remaining member being the Treasurer, who shall have all the same rights as the other members. The terms of office shall be two years, with half the elected positions incepting on fiscal years starting on even numbered years and half the elected positions incepting on fiscal years starting on odd numbered years, if there are an even number of committee members. If the committee has an odd number of members, then the majority of the terms (half plus one) will incept on even years and the remaining members' terms incept on odd years. There is no maximum number of terms a member can serve. A vacancy shall be filled by an election by the Oversight Committee.

The Chairperson of the Finance and Administration Committee shall serve a one-year term concurrent with the fiscal year of the Authority. Upon the completion of the term of the Committee Chair, the Committee Vice Chairperson shall become the Committee Chair. The Finance and Administration Committee shall elect a new Committee Vice Chairperson at its first meeting of the fiscal year of the Authority in which the Committee Vice Chairperson shall be serving. In the absence of the Committee Chairperson, the Committee Vice Chairperson shall assume the role of Chairperson. If the Committee Chairperson has resigned or becomes incapacitated, the Committee Vice Chairperson shall assume the position as Chairperson and the Committee shall elect a new Vice Chairperson.

The Finance and Administration Committee shall review current financial conditions of the Authority and provide direction in the development of the budget for the coming fiscal year, review the allocation of revenues in the budget and make recommendations for change to the Board of Directors, and recommend to the Board the appropriate reserves for contingencies.

A majority of the members of the Finance and Administration Committee shall constitute a quorum. An action by the Finance and Administration Committee shall require a majority vote of those in attendance. Vacancies shall not be counted in determining a quorum.

C. OTHER COMMITTEES

The Board of Directors may establish additional standing or ad hoc committees and delegate authority to such committees to accomplish certain tasks. Members of a committee shall remain members of that committee until such time as the Board appoints new members to the committee, the committee is dissolved by the Board, or the purpose has been completed and there are no more responsibilities assigned to the committee.

A quorum of a committee created under this section shall be a majority of the members of the committee, without counting any vacant positions. All actions by such committee shall require a majority vote of those in attendance, unless otherwise specifically stated.

Each committee shall appoint a chairperson who shall call the meetings.

ARTICLE VII – FISCAL YEAR

The fiscal year shall commence on May 1 of each year and conclude on April 30 of the following year. Revenue and expenses shall be recorded on a full accrual basis.

ARTICLE VIII - BUDGET

A budget shall be adopted prior to the inception of the fiscal year. The Budget shall separately show the following:

1. General and administrative costs;
2. Contributions, projected interest income and other income; and
3. The actuarially estimated claims and allocated claims adjustment costs.

ARTICLE IX - RECEIPT AND DISBURSEMENT OF FUNDS

Payments to the Authority shall be received at its principal executive office. The Treasurer or other designee shall safeguard and invest funds in accordance with the Authority's current Investment Policy.

All disbursements (via check or electronic funds transfer) issuing funds of the Authority (for other than the payment of claims) shall require the signatures or approvals of the Treasurer and Chairperson, Vice Chairperson, or other Director or designee as approved by the Board. A register of all checks or electronic funds transfers issued since the last Board meeting shall be provided at each Board meeting and approved by the Board.

ARTICLE X – RESPONSIBILITIES OF THE PARTY

The Authority is a participatory organization with the goal of reducing exposures to losses. To facilitate this goal, each Party agrees to perform the following functions in discharging its responsibilities:

1. Abide by all the rules and obligations imposed upon the Party by the Agreement, these Bylaws, any administrative policies and procedures adopted, any Master Program Documents and Memoranda of Coverage for any and all Coverage Programs to which the Member participates;
2. Appoint a Director and at least one Alternate to the Board;
3. Participate in the Liability Coverage Program;
4. Remit Contributions and other amounts due within 30 days of the date of invoice;
5. Cooperate fully with the Authority in reporting, and in determining the cause of claims and in the settlement of such claims; and
6. Upon withdrawal from the Authority, the Party shall remain responsible for any losses and any other costs which it has incurred while a Member of a Coverage Program and a Party to the Agreement.

ARTICLE XI - COVERAGE PROGRAMS

All Parties to the Agreement shall participate in the Liability Coverage Program. Participation in any other Coverage Program is at the discretion of the Party.

Each Coverage Program shall have a Master Program Document that describes the rights and duties of the Authority, the Member, and the process by which the Coverage Program will be administered.

ARTICLE XII - PENALTY FOR MONEY IN ARREARS

The penalty for Contributions not paid to the Authority within 30 days of the date of the invoice shall be the prime interest rate plus two points on the amount of Contributions owed. The prime rate used for penalty calculation will be the prime rate in effect 30 days after the invoice date at the commercial bank which holds funds of the Authority. This penalty is subject to a minimum amount established by resolution of the Board of Directors.

On appeal to the Oversight Committee, the Committee may waive the late payment penalty if the Party shows a hardship and presents a plan for repayment, if not already paid. Alternatively, or in addition, the Oversight Committee may prescribe or approve a payment plan for the Party other than those outlined in the Governing Documents of the Authority.

ARTICLE XIII - RIGHT OF OFFSET

The Authority may offset any moneys owed to a Party, with amounts owed by the Party to the Authority whether the amounts owed by the Party are Contributions or any other amounts owed.

ARTICLE XIV - NEW PARTIES TO THE AGREEMENT

A qualified public entity requesting to be a Party to the Authority shall complete an application form and provide other information and documentation requested by the Authority, including that required by any Coverage Program in which the prospective Party would like to participate.

Each prospective Party will submit a non-refundable application fee, as determined by the Board, to defray processing costs along with its completed application form. The prospective Party shall be presented in summary to the Board of Directors for a vote in accordance with the Agreement.

ARTICLE XV - HIERARCHY OF GOVERNING DOCUMENTS

The Agreement forming the Authority shall be superior to these Bylaws and any provisions in these Bylaws that are contradictory or in conflict with any provisions in the Agreement shall be interpreted to be consistent with the Agreement or be voided to the extent it conflicts or is contradictory. The Board shall adopt Master Program Documents, and policies or procedures. However, such other documents shall be consistent with the Agreement and these Bylaws, and to the extent they are not consistent, those documents will be superseded by the Agreement and Bylaws.

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended by a majority vote of the Directors present and voting, provided that any amendment is compatible with the purposes of the Authority, is not in conflict with the Agreement, and has been submitted to the Board at least 30 days in advance. Any such amendment shall be effective immediately, unless otherwise designated.

APPENDIX A - PRINCIPAL EXECUTIVE OFFICE

The principal executive office for the transaction of business of the Authority is hereby fixed and located at:

1750 Creekside Oaks Drive, Suite 200

Sacramento, CA 95833



Meeting Date: June 26, 2019

Agenda Item: # 16

AGENDA SUMMARY REPORT

SUBJECT:

FY19/20 Overall Work Plan

SUMMARY:

In the absence of a current MTA Short-Range Plan, MTA administrative staff has compiled a FY19/20 Overall Work Plan to provide to the Board of Directors, staff's goals and objectives for the next fiscal year.

STAFF RECOMMENDATION:

Review, discussion and approval of MTA's FY 19/20 Overall Work Plan

ATTACHMENTS:

FY 19/20 Overall Work Plan



FY 2019-20

OVERALL WORK PLAN

Prepared By:

Carla A. Meyer, General Manager
Mendocino Transit Authority
241 Plant Road
Ukiah, CA 95482
(707-462-1422)
www.mendocinotransit.org

INTRODUCTION

Mendocino Transit Authority has provided public transit services for Mendocino County since 1976. MTA's service area encompasses about 2,800 square miles (3,500 including out of county) and provides a diverse system of long distance, commute and local fixed routes, plus Dial-A-Ride services in the cities of Ukiah, Fort Bragg and Willits. MTA serves a population of nearly 90,000; our vehicles travel more than 805,000 miles per year. MTA operates 12 fixed bus routes connecting the Mendocino Coast, the Inland Valleys towns and communities to Ukiah, the county seat and largest of the four incorporated cities. Two routes connect most of Mendocino County with the City of Santa Rosa in Sonoma County. Passengers can then make easy daily connections for travel via Amtrak, Greyhound, SMART train and Golden Gate Transit to the Bay Area and beyond.

MTA Operated Public Services

Local Fixed Routes

Route 1 Willits: Local circulator route within Willits with both scheduled stops, Monday through Friday.

Route 5 BraggAbout: Local circulator within Ft. Bragg, Monday through Friday.

Route 7 Jitney: Peak period service for local trips with Ukiah, Monday-Friday.

Route 9 Local: Primary local circulator route in Ukiah with service weekdays until 11 PM and Saturdays.

Route 20: Service between Ukiah and Willits, Monday through Friday.

Route 60: Service between the Boatyard and Mendocino on four trips daily and the Narvarro River on two trips daily, Monday through Friday.

Long Distance Routes

Route 65 CC Rider: Service between Mendocino, Ft. Bragg, Willits, Ukiah and Santa Rosa, seven days a week.

Route 75 Gualala-Ukiah: Service between Gualala, Ft. Bragg, Anderson Valley and Ukiah, Monday through Saturday.

Route 95: Service between Point Arena, Gualala, Sea Ranch, Bodega Bay and Santa Rosa, seven days a week.

MTA Operated Dial-A-Ride

Ukiah Dial-A-Ride: Dial-A-Ride service in the Ukiah area, Monday through Saturday.

Fort Bragg Dial-A-Ride: Dial-A-Ride service in the Fort Bragg area, Monday through Saturday.

Redwood Coast Regional Center

MTA operates Route 97 exclusively for developmentally disabled individuals under contract with the Redwood Coast Regional Center.

Mendocino Agriculture Van Lease Program

Mendocino Transit makes available five vans for a farmworkers vanpool program. These vans are leased from MTA to transport agricultural workers to various work locations.

FY 2019/2020 OVERALL WORK PROGRAM – OVERVIEW

The MTA 2019/2020 Work Program includes a variety of projects. These projects would be normally listed in the MTA Short-Range Plan. However, as the current plan has been expired for several years, this FY 2019/2020 Overall Work Program will outline projects to be addressed in the next fiscal year above and beyond the normal day-to-day activities of MTA Administration, Operations and Maintenance Staff. Projects are listed with no priority level as follows:

Project	Description	Responsible For	Cost	Funding Source
1.	Development of Short-Range Plan	Admin. Staff	None	
2.	RFP – Transit Location/Design Study	GM	\$85,000	State of Good Repair
3.	5339 Federal Grant for Admin Bldg. and Transit Center Funding	GM	10-20% Match	STA Reserve Fund at MCOG
4.	Personnel Manual Revision	GM/HR	None	
5.	JPA Custodian of Funds Revision	GM	Savings of \$50,000+	LTF
6.	Mobile Ticketing	GM	TBD	Capital Reserve
7.	VW Mitigation Settlement Funds	GM	TBD	Provides \$160,000 matching funds for electric bus purchase
8.	Continuation of Operations Division Restructure	Admin/OPS	None	
9.	Route Committee Service Restructure	OPS	None	
10.	Non-Represented Staff Evaluations	GM/OPS	None	
11.	Transit Designs Guideline Manual	GM	\$35,000	Reserve
12.	All Grant Opportunities	GM	TBD	



Meeting Date: June 26, 2019

Agenda Item: # 17

AGENDA SUMMARY REPORT

SUBJECT:

Resolution 2019-11 Adopting Fiscal Year 2019-2020 Operating and Capital Budgets

SUMMARY:

The FY 2019/20 Operating Budget is in the new QuickBooks format style. This budget methodology more clearly defines cost centers for department heads to ensure integrity of the budget for the next fiscal year. Unlike the previous budget methodology which was based on a complex series of spreadsheet formulary this budget as presented is actual cost projection.

Expenses

Wages and Staffing:

The largest expenditure in the MTA budget is salaries and wages. This is a negotiation year, so MTA has incorporated percentage increases into this budget. This fiscal year also includes the addition of a full-time Maintenance Specialist and fills the one remaining Operations Day Supervisor, bringing MTA to just one administrative position left unfilled. Although MTA could hire a part-time Executive Assistant, it would reduce the first-year reserve accounts funding. MTA will reconsider the Executive Assistant in FY2020/21.

Benefits:

Blue Shield, our medical insurance provider has a 10% increase in health care premiums. MTA is still contracting with Arrow Benefits group for dental and the health care benefit plan to reduce staff workload and delay of reimbursements to employees. CalPERS has increased the unfunded liability payment from approximately \$58,000 in FY 18/19 to \$113,000 for combined Classic and PEPRA and 8% in retirement contributions. This increases MTA's overall benefit costs by 12.3%.

Service and User Fees

This section details professional services paid to outside vendors with only a 3.1% increase over FY 18/19

Materials and Supplies Consumed

Maintenance fuel, lube, tires, repair parts, facilities maintenance, office supplies and printing are categorized under Materials and Supplies Consumed. FY19/20 projections have increased by 13.7% over FY18/19 due to a projected significant spike in fuel costs and associated cost increases to associated petroleum products.

Utilities

Speaks for itself, however, now shows the cost breakdowns by locale. Projected costs reflect a 4.2% increase.

Vehicle, Casualty & Liability Costs, Taxes, Miscellaneous and Leases and Rentals

Again, are self-explanatory and show a more detailed tracking of costs.

Miscellaneous

Due to FTA regulation change from 25% to 50% mandatory safety-sensitive employee random drug and alcohol testing requirements, MTA is looking at a 10.6% increase in projected costs.

Funding Sources

Federal:

- 5310 Elderly Disabled: Provides operating funding for Mobility Management functions such as the Mobility Manager, printing, advertising and marketing.
- 5311(f) Intercity: Provides funding for routes that connect rural communities to intercity Greyhound depots.
- 5311 Discretionary: Option for both Operating and Capital projects. MTA utilizes all 5311 Discretionary funds for Operations.

State:

- Cap & Trade: Can be utilized for both operating or capital. However, usage is restricted only to projects that expand or increase revenue service. MTA utilizes these funds to provide free transportation to enrolled Mendocino College Students in the amount of \$110,000 for this program's final year.
- Local Transportation Funds (LTF): Sales tax collected within Mendocino County for public transportation. FY18-19 estimated revenues have increased by 5.4%.
- State Transit Assistance (STA): Gas Tax Funds designated to public transportation for both operating and capital expenditures. MTA will be receiving \$946,179 which are all being claimed for operations to allow for non TDA funds to be utilized to begin funding of the MTA Operating Reserve and the MTA CalPERS Liability Reserve.

Local:

- Farebox Revenues: With increased ridership MTA is projecting a 2.9% increase in fares.
- Redwood Coast Regional Center: Contracted service provided to the Redwood Coast Regional Center.
- Sonoma Contract: Contracted service to provide service from the South Coast through Sonoma County to Santa Rosa.
- Advertising Contract: Funds received from MTA sub-contractor for advertising on MTA buses and shelters.
- AG Van Leases: MTA has leased all 5 of its 15-passenger vans to a private company to transport farm workers.
- Maintenance Revenues: Funds received from senior centers, Veterans and other agencies for vehicle maintenance.

Conclusion

MTA staff is presenting to the Board of Directors a balanced budget for FY19/20. Total Operating Expenditures are projected at \$5,401,632 with an additional reserve account funding of \$800,000 bringing the total budget cost to \$6,201,632. Total Operating Revenues are solid at an estimated \$6,201,632. Operating Revenues are 8% more than FY18/19 and Operating Expenses have increased 8.1% over FY18/19, allowable by the Transit Development Act of California.

STAFF RECOMMENDATION:

Adopt Resolution 2019-11 Adopting the Fiscal Year 2019-2020 MTA Operating and Capital Budgets

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2019-11
ADOPTION OF FISCAL YEAR 2019-2020
OPERATING AND CAPITAL BUDGETS

WHEREAS, MTA policy calls for the adoption of annual balanced budgets; and

WHEREAS, the MTA Finance Committee met and reviewed a Draft Operating and Capital Budgets on June 14, 2019; and

WHEREAS, funds required to balance the budgets are adequate, with the use of State Transit Assistance and Operating Reserves; and

WHEREAS, staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2019-2020 Operating and Capital Budgets presented to the Board on June 26, 2019, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and Seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 26, 2019 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager

MENDOCINO TRANSIT AUTHORITY 2018/19 BUDGET W/ LINE ITEM BREAKDOWN			MTA 2019-2020 FINAL		
ACCOUNT	TITLE	FY 2018-19 FINAL BUDGET	FY 2018-19 PROJ Year-End	2019-2020 FINAL	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
50100	Operators Wages - Fixed Route - Inland	\$653,650.00	\$673,000.00	\$685,000.00	
50125	Operators Wages - Fixed Route - Fort Bragg	\$250,380.00	\$257,890.00	\$350,000.00	Potential Additional driver
50175	Operators Wages - South Coast	\$154,080.00	\$158,702.00	\$162,000.00	
50200	Operators Wages - DAR - Inland	\$125,180.00	\$128,935.00	\$143,000.00	
50225	Operators Wages - DAR - Fort Bragg	\$98,440.00	\$101,393.00	\$103,000.00	
50250	Operations - Dispatch	\$112,000.00	\$115,360.00	\$165,682.00	Potential Additional Dispatcher
50300	Maintenance & Facilities Salaries & Wages	\$354,808.00	\$365,452.00	\$372,000.00	
50400	Administrative Salaries	\$508,250.00	\$523,497.50	\$532,000.00	
50500	Administrative Staff	\$128,194.56	\$132,040.40	\$198,000.00	Addition of F/T Maintenance Specialist
	TOTAL SALARIES	\$2,384,982.56	\$2,456,269.90	\$2,710,682.00	
51000	BENEFITS				
51100	FICA/Medicare	\$28,500.00	\$28,500.00	\$31,000.00	
51125	Pension Plan (CalPERS)	\$170,000.00	\$170,000.00	\$192,000.00	Calpers increase for Classic and Pepra Plans
51150	CalPERS Unfunded Liability	\$54,500.00	\$54,500.00	\$113,000.00	As defined by CalPERS Actuarial for this FY
51175	ICMA Retirement Plan	\$6,250.00	\$6,250.00	\$6,200.00	
51200	Medical Plan	\$600,240.00	\$600,240.00	\$662,000.00	10% increase in premiums
51260	Dental Plan- FSA - COBRA Admin	\$40,000.00	\$40,000.00	\$41,000.00	
51300	Vision Plan	\$3,300.00	\$3,300.00	\$3,500.00	
51325	Life Insurance	\$7,500.00	\$7,500.00	\$8,000.00	
51350	457 MTA Match	\$4,800.00	\$4,800.00	\$10,500.00	
51375	Worker's Compensation Insurance	\$147,729.00	\$149,000.00	\$152,000.00	
51450	Unemployment Insurance	\$15,000.00	\$15,000.00	\$15,000.00	
51600	Uniforms & Work Clothing Allowances	\$19,000.00	\$19,000.00	\$19,000.00	
51650	Air Med Services (REACH)	\$3,250.00	\$3,250.00	\$3,300.00	
51675	Misc .	\$5,000.00	\$5,000.00	\$5,500.00	
	FY 17-18 Payroll Taxes				
	TOTAL EMPLOYEE BENEFITS	\$1,105,069.00	\$1,106,340.00	\$1,262,000.00	12.3% increase over FY18/19

MENDOCINO TRANSIT AUTHORITY 2018/19 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2019-2020 FINAL	
FY 2018-19 FINAL					
ACCOUNT	TITLE	BUDGET	FY 2018-19 PROJ Year-End	2019-2020 FINAL	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
52100	Vehicle Technical Services (outsourcing)	\$2,500.00	\$2,500.00	\$2,700.00	
52125	Towing	\$2,500.00	\$2,500.00	\$2,700.00	
52150	Property Maintenance Services	\$4,000.00	\$4,000.00	\$4,500.00	
52170	Contract IT Services	\$30,000.00	\$30,000.00	\$32,500.00	
52250	Legal Counsel	\$20,000.00	\$20,000.00	\$21,000.00	
52275	Purchased Transportation (Willits DAR)	\$3,500.00	\$3,500.00	\$900.00	
52300	Marketing	\$52,000.00	\$52,000.00	\$32,000.00	
52325	Advertising, Legal Notices	\$35,000.00	\$35,000.00	\$35,000.00	
52400	Software Maintenance Fees	\$6,000.00	\$6,000.00	\$3,250.00	
52420	Drug and Alcohol Services	\$9,000.00	\$9,000.00	\$12,000.00	
52500	Facility Security System	\$7,000.00	\$7,000.00	\$7,200.00	
52550	Accident / Incident Payables	\$12,000.00	\$12,000.00	\$12,000.00	
52600	Professional & Technical Services	\$40,000.00	\$40,000.00	\$65,000.00	
	Outside Labor				
	TOTAL SERVICES / USER FEES	\$223,500.00	\$223,500.00	\$230,750.00	3.1% increase over FY18/19
53000	MATERIALS & SUPPLIES CONSUMED				
53100	Fuel	\$375,000.00	\$375,000.00	\$450,000.00	
53150	Tires	\$27,300.00	\$27,300.00	\$30,000.00	
53200	Lubrication	\$10,500.00	\$10,500.00	\$11,000.00	
53250	Tools	\$3,500.00	\$3,500.00	\$3,500.00	
53300	Vehicle Maintenance & Repair Parts	\$65,000.00	\$50,000.00	\$53,000.00	
53325	Expense Parts	\$3,000.00	\$3,000.00	\$3,100.00	
53350	Shop Supplies (consumables)	\$6,000.00	\$6,000.00	\$7,250.00	
53400	Vehicle Accessories	\$1,000.00	\$1,000.00	\$1,200.00	
53450	Facilities Maintenance & Repair Parts	\$23,500.00	\$23,500.00	\$25,000.00	
53550	Office Supplies	\$19,500.00	\$19,500.00	\$21,000.00	
53670	Computer Programs & Supplies	\$10,000.00	\$10,000.00	\$12,000.00	
53650	Printing (Schedules, brochures)	\$17,000.00	\$17,000.00	\$17,500.00	
53700	Safety & Emergency Supplies	\$2,500.00	\$2,500.00	\$2,500.00	
53750	Other Materials & Supplies	\$8,500.00	\$8,500.00	\$8,500.00	
	TOTAL MATERIALS & SUPPLIES	\$572,300.00	\$557,300.00	\$645,550.00	13.7 increase over FY18/19
54000	UTILITES				
54100	MTA Base: Water, Sewer & Solid Waste	\$20,000.00	\$20,000.00	\$20,900.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane	\$4,500.00	\$4,500.00	\$4,800.00	
54150	Willits Base: Water, Sewer & Solid Waste	\$2,000.00	\$2,000.00	\$2,100.00	
54200	PG&E: Ukiah, Fort Bragg, Willits	\$9,000.00	\$9,000.00	\$9,500.00	
54300	TPX: Ukiah Phones/Internet	\$19,775.00	\$19,775.00	\$20,500.00	
54325	Comcast: Fort Bragg Phones/Internet	\$3,000.00	\$3,000.00	\$3,100.00	
54350	SEAKAY: South Coast Telephone/Internet	\$1,500.00	\$1,500.00	\$1,600.00	
54400	Verizon: Admin/OPS Cellular	\$13,000.00	\$13,000.00	\$13,500.00	
	TOTAL UTILITIES	\$72,775.00	\$72,775.00	\$76,000.00	4.2% increase over FY18/19

MENDOCINO TRANSIT AUTHORITY 2018/19 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2019-2020 FINAL	
ACCOUNT	TITLE	FY 2018-19 FINAL BUDGET	FY 2018-19 PROJ Year-End	2019-2020 FINAL	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
56100	Premiums for Liability & Property Dam.Risk Ins.	\$350,000.00	\$350,000.00	\$370,000.00	
	TOTAL CASUALTY & LIABILITY COSTS	\$350,000.00	\$350,000.00	\$370,000.00	Projected 5.4% increase in premiums

ACCOUNT	TITLE	FY 2018-19 PROPOSED PRELIMINARY BUDGET	FY 2018-19 PROJ Year-End	2019-2020 FINAL	ADDITIONAL INFORMATION
57000	TAXES				
57100	Taxes - State Board of Equalization	\$35,000.00	\$35,000.00	\$36,575.00	
57200	Vehicle Licensing & Registration Fees				
57200	Other Licensing Fees & Taxes	\$5,000.00	\$5,000.00	\$5,225.00	
	TOTAL TAXES	\$40,000.00	\$40,000.00	\$41,800.00	4.3% increase over FY 18/19

58000	MISCELLANEOUS				
58050	Dues & Subscriptions	\$7,000.00	\$7,000.00	\$7,300.00	
58200	Travel	\$7,000.00	\$10,000.00	\$7,500.00	
58225	Board Expenses	\$7,000.00	\$5,000.00	\$7,300.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$6,500.00	\$5,000.00	\$6,500.00	
58400	Training (Classes, Seminars & Materials)	\$5,000.00	\$5,000.00	\$5,250.00	
58450	CDL and DOT Physical Expenses	\$2,000.00	\$2,000.00	\$4,500.00	FTA requirement of 50% annual drug testing
58600	Other Miscellaneous	\$7,000.00	\$7,000.00	\$7,500.00	
	TOTAL MISCELLANEOUS	\$41,500.00	\$41,000.00	\$45,850.00	10.6% increase over FY18/19

59000	LEASES & RENTALS				
59100	Leases and Rentals	\$19,000.00	\$19,000.00	\$19,000.00	
	TOTAL LEASES & RENTALS	\$19,000.00	\$19,000.00	\$19,000.00	No Change
59200	RESERVE ACCOUNTS				
59225	Operating Reserve			\$500,000.00	From non-LTF revenues
59250	CalPers Liability Reserve			\$300,000.00	From non-LTF revenues
	TOTAL RESERVE TRANSFER			\$800,000.00	
	TOTAL OPERATING EXPENDITURES	\$4,809,126.56	\$4,866,184.90	\$6,201,632.00	8.1%

\$5,401,632.00

MENDOCINO TRANSIT AUTHORITY 2018/19 BUDGET W/ LINE ITEM BREAKDOWN			MTA 2019-2020 FINAL		
ACCOUNT	TITLE	FY 2018-19 FINAL BUDGET	FY 2018-19 PROJ Year-End	2019-2020 FINAL	ADDITIONAL INFORMATION

OPERATING REVENUE		FY 2018-19 FINAL BUDGET	FY 2018-19 PROJ Year-End	2019-2020 FINAL	
ACCOUNT	OPERATING REVENUE				
41000	REVENUES FROM OPERATING				
41100	Fixed Route Farebox Revenue	\$670,000.00	\$670,000.00	\$690,000.00	
41200	Dial-A-Ride Farebox Revenue				
41300	Redwood Coast Regional Center	\$65,000.00	\$65,000.00	\$65,000.00	
41400	Sonoma County Contract	\$172,000.00	\$172,000.00	\$172,000.00	
	TOTAL OPERATING REVENUES	\$907,000.00	\$907,000.00	\$927,000.00	2.9% increase
42000	REVENUES FROM OTHER SOURCES				
42100	Local Transportation Fund (LTF)	\$2,661,288.00	\$2,661,288.00	\$3,025,911.00	
42150	State Transit Assistance	\$300,000.00	\$300,000.00	\$946,179.00	
42200	5310 Operating Assistance	\$65,000.00	\$65,000.00	\$225,000.00	
42300	5311 Operating Assistance	\$592,141.00	\$592,141.00	\$484,742.00	
42400	5311(f) Operating Assistance	\$122,000.00	\$122,000.00	\$300,000.00	
42425	LCTOP Cap and Trade	\$82,878.00	\$82,878.00	\$110,000.00	
42500	Advertising Contract	\$120,000.00	\$120,000.00	\$120,000.00	
42600	Ag Van Leases	\$10,000.00	\$10,000.00	\$20,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00		
42650	Maintenance Labor Revenue	\$25,000.00	\$25,000.00	\$25,000.00	
42800	RTAP	\$2,000.00	\$2,000.00	\$2,000.00	
42900	Investment (Interest) Income			\$15,000.00	
44000	Other - Fuel Rebates, etc.	\$800.00	\$800.00	\$800.00	
	TOTAL REVENUES FROM OTHER SOURCES	\$3,954,729.00	\$4,007,607.00	\$5,274,632.00	20.8% increase in revenues
	TOTAL OPERATING REVENUE	\$4,861,729.00	\$4,914,607.00	\$6,201,632.00	8% overall increase in operating revenues minus reserve funding

Effective 07/01/2018

**Mendocino Transit Authority
2018/19 WAGE & STAFFING TABLE**

APPENDIX A - REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
Mechanic	25.54	26.81	28.15	29.56	31.04	32.59
Lead Mechanic	28.09	29.50	30.97	32.52	34.14	35.86
Mechanics Helper	19.73	20.73	21.75	22.84	23.99	25.19
Shelter Maintenance Cleaner	16.98	17.83	18.71	19.66	20.64	21.67
Cleaner	14.20	14.91	15.64	16.44	17.25	18.12

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
Dispatchers	18.75	19.69	20.67	21.70	22.79	23.93
Dispatchers - Bilingual	20.18	21.19	22.25	23.36	24.52	25.75

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
DRIVERS						
Transit Vehicle Operators	17.86	18.75	19.69	20.67	21.71	22.79
Driver Trainer	19.61	20.59	21.62	22.71	23.84	25.03
Driver in Training	\$15.00 per hour until solo					

APPENDIX A - NON-REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
ADMINISTRATION						
(1) General Manager	101,404.97	-----by contract-----				129,422.92
(1) Chief Fiscal Officer	33.45	35.13	36.89	38.73	40.66	44.13
(1) Human Resources Director	33.45	35.13	36.89	38.73	40.66	44.13
Finance Assistant	24.79	26.03	27.32	28.70	30.13	32.68
Human Resources Assistant	24.79	26.03	27.32	28.70	30.13	32.68
Mobility Manager	24.79	26.03	27.32	28.70	30.13	32.68
Administrative Assistant III	20.22	21.24	22.30	23.41	24.58	25.81
Administrative Secretary	19.44	20.40	21.44	22.50	23.63	25.66
Bilingual Receptionist	15.28	16.04	16.83	17.68	18.56	20.15
Administrative Assistant II	15.78	16.57	17.40	18.26	19.19	20.15
Administrative Assistant I	12.31	12.93	13.57	14.24	14.96	15.71

Effective 07/01/2018

**Mendocino Transit Authority
 2018/19 WAGE & STAFFING TABLE**

APPENDIX A - REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
(1) Maintenance Manager	37.92	39.81	41.80	43.89	46.10	50.02
Maintenance Specialist	22.31	23.43	24.59	25.83	27.12	29.41

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
(1) Operations Manager	37.92	39.81	41.80	43.89	46.10	50.02
Operations Supervisor	23.68	24.88	26.11	27.41	28.78	31.23

(1) Exempt Position



Meeting Date: June 26, 2019

Agenda Item: # 17

AGENDA SUMMARY REPORT

SUBJECT:

Resolution 2019-11 Adopting Fiscal Year 2019-2020 Operating and Capital Budgets

SUMMARY:

The FY 2019-20 Capital Budget as presented is based on the model that has been utilized here at MTA for several years. In FY 20-21 a revised and more simplistic Capital Plan will be developed by the General Manager and CFO.

While many former funding sources have come to an end, the failure of Prop 6 will ensure that Capital funds continue to flow to transit agencies.

Funding Sources:

Federal:

- 5310 Elderly Disabled: Provides capital funding for vehicles for Dial-A-Ride vehicles and Mobility Management.
- 5311(f) Intercity: Provides funding for routes that connect rural communities to intercity Greyhound depots and buses on those routes.
- 5311 Discretionary: Option for both Operating and Capital projects. MTA utilizes all 5311 funds for Operations.
- 5339 Low or No Emissions: Provides federal funding for clean energy buses and infrastructure.

State:

- Cap & Trade: Can be utilized for both operating or capital. However, usage is restricted only to projects that expand or increase revenue service.

Local:

- LTF: Local Transportation Funds that are sales tax based and utilized for operating funds.
- STA: State Transit Assistance. These funds can be used for operating expenses based upon a formula mandated by the Transit Development Act (TDA), otherwise are limited to capital expenditures.

Expenses

Vehicle Acquisition: MTA's commitment to air quality by scheduling replacement of all vehicles at the end of their useful lives is essential and has been followed closely since inception.

In the 'Vehicles' section of the Capital Plan, the replacement schedule is designated as follows:

- Fixed Route – Cutaways
- Fixed Route – Heavy Duty
- Senior Center Fleets – By Location

Vehicles highlighted in red indicate replacement and the new vehicle number is indicated in green.

The 'Vehicle Replacement Costs' section of the plan, estimates the cost of each vehicle by type over the next five years.

At this time, MTA has a pending 5339 Low No federal grant application for a 35 ft. battery electric Gillig Bus.

Equipment and Minor Facilities:

Under the 'Equipment' tab the purchase detail is provided by Category. These are items necessary to the day to day operation of the agency ranging from Uniforms and office furniture, maintenance equipment, telephones and technology. Detail is listed by fiscal year and also has the added 5-year component.

Major Facilities:

Revamp of the solar canopy to a 440 Transformer will be completed FY 2019-20 if MTA is awarded the 5339 federal grant for the Gillig Battery-Electric bus. Final Admin/Ops Building design has been moved to FY20-21. The Transit Location/Design RFP will be completed in FY19-20.

Revenue / Expenditures by Fund Type

The Revenue / Expenditures by Fund Type provides a year to year look at each fund by beginning balance, deposits, interest (if applicable), withdrawals and ending balance. These funds are:

- Capital Reserve – MCOG
- Capital Reserve - MTA
- State Transit Assistance (STA)
- Other
- Federal – 5310 Bus Program
- State Transportation Improvement Program (STIP)
- Prop 1B (PTMISEA)
- Prop 1B (Safety-Security)
- Cap and Trade

Capital Expenditures for FY 19-20

\$85,000 RFP Transit Center Location/Design Study (SGR Funds)
\$30,000 Electronic Fuel Pumps to interface with RTA Maintenance Software
\$25,000 Replacement Facility Generator (\$22,000 of remaining Cal-OES funds)
\$4,000 Willits Yard Reseal
\$4,000 Upgraded Phone System
\$5,000 Multi Refrigerant Recycle Machine
\$8,500 Computer Replacements
\$135,000 One Cutaway Bus Replacement (remaining PTIMSEA funds)
\$179,000 MTA Capital match for 35ft. Gillig Battery Electric Bus (if NO Low grant awarded)

Conclusion:

In FY's 19-20 and 20-21 MTA plans to utilize said years STA funding for operating to off-set non-TDA funds for building of the MTA Operating Reserve and CalPERS Unfunded Liability Reserve accounts. Moving forward in following fiscal years, MTA will continue to fund the reserve accounts with STA at a lesser rate; moving more STA into Long-Term Capital Reserve for heavy duty bus replacement, Administration Building and Transit Center matching funds. Projections for these accounts has stabilized with the failure of Prop 6.

Recommendation: Review, approve and adopt **Resolution 2019-11**, FY 2019-20 Operating and Capital Budget.

STAFF RECOMMENDATION:

Adopt Resolution 2019-11 Adopting the Fiscal Year 2019-2020 MTA Operating and Capital Budgets

FY 19-20 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2019/20	2020/21	2021/22	2022/23	2023/24
FEDERAL					
5310 Elderly and Disabled			220000	222000	222,000
5311(f) Intercity					
5311 Discretionary					
5339 Low-No Emission Bus/Infrastruture	1,124,655				
Projected Federal Fund Totals	\$1,124,655	\$0	\$220,000	\$222,000	\$222,000

STATE	2019/20	2020/21	2021/22	2022/23	2023/24
STIP	\$0	\$0	\$0	\$0	\$0
Prop 1B Modernization (PTMISEA)	312,096	\$0	\$0	\$0	\$0
State of Good Repair (SB1)	261,394	393,394	140,000	150,000	175,000
CAL-OES (Prop 1B)	22,463	\$0	\$0	\$0	\$0
Cap & Trade	180,995	190,000	200,000	225,000	225,000
HVVP Electric Bus Vouchers	160,000				
Projected State Fund Totals	\$936,948	\$583,394	\$340,000	\$375,000	\$400,000

LOCAL	2019/20	2020/21	2021/22	2022/23	2023/24
MTA Capital Reserve Fund	526,626				
MCOG Capital Reserve Fund	674,846	674,846			
State Transit Assistance					
Other - New Funding Source					
Projected Local Fund Totals	\$1,201,472	\$674,846	\$0	\$0	\$222,000
TOTALFUNDS AVAILABLE	\$3,263,075				

FUND NOT VERIFIED

Expense	2019/20	2020/21	2021/22	2022/23	2023/24
Vehicle Acquisition:					
Staff Vehicles			\$37,500		
Maintenance Vehicles					
Cutaways - Paratransit		\$570,000	\$260,000	\$260,000	
Cutaways - FR	\$375,000	\$250,000	\$390,000	\$390,000	\$260,000
Buses - Medium Duty		\$500,000			\$260,000
Buses - Heavy Duty	\$1,415,000			\$2,550,000	
Senior Center Vehicles					
Trolley					
Equipment & Minor Facilities					
Operations	\$8,500	\$14,000	\$8,500	\$8,000	\$8,000
Vehicle	\$7,500	\$7,500	\$7,500	\$7,500	\$9,000
Maintenance	\$49,000	\$105,000	\$33,000	\$19,500	\$18,500
Administration	\$23,000	\$32,300	\$25,300	\$22,000	\$20,075
Shelters & Benches	\$2,400	\$154,000	\$154,000	\$167,700	\$162,000
Security					
Miscellaneous					
Major Facilities					
Transit Center	\$85,000				
Finanlize Admin/OPS Design		\$100,000	\$262,500		
Total Expense	\$1,965,400	\$1,732,800	\$1,178,300	\$3,424,700	\$737,575

REVENUE / EXPENDITURES BY FUND TYPE

Capital Reserve - MCOG	2019/20	2020/21	2021/22	2022/23	2023/24
Beg. Balance-Unallocated by MCOG	674846				
Unallocated STA	463957				
Deposit		1,139,553	1,140,303	1,141,053	1,142,053
Interest	750	750	750	1,000	1,100
Withdrawal/Expenditure					
End Balance	\$1,139,553	\$1,140,303	\$1,141,053	\$1,142,053	\$1,143,153

Capital Reserve - MTA	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning Balance	526,626	\$299,126			
Deposit					
Interest	500				
Withdrawal/Expenditure	228000				
End Balance	\$299,126	\$0	\$0	\$0	\$0

State Transit Assistance (MTA - STA)	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning Balance	946,179	0	990,000	490,350	1,290,900
Deposit	946,179	960,000	500,000	1,100,000	1,100,000
interest or adjustment			350	550	650
budgeted or spent		960,000	500000	300,000	300,000
End Balance	\$0	\$0	490,350	1,290,900	2,091,550

ESTIMATED AMOUNTS

STATE OF GOOD REPAIR (SGR)	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning Balance	129,579	176,644	308,994	449,394	\$599,819
Appropriated	131,815	132,000	140,000	150,000	175,000
Interest	250	350	400	425	450
Withdrawal/Expenditure	85,000				
End Balance	\$176,644	\$308,994	\$449,394	\$599,819	\$775,269

Federal - 5310 Bus Program	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning Balance					
Withdrawal/Expenditure					
End Balance	\$0	\$0	\$0		\$0

Proposition 1B (2006) - Public Transit Modernization, Improvement and Service Account - (PTM)

Beginning Balance	\$312,096	END OF 10-YEAR PROGRAM			
received					
interest + adjustment					
budgeted or spent	312096				
End Balance	0				

Proposition 1B (2006) - Transit System Security (Security)

Beginning Balance	22,413	END OF 10-YEAR PROGRAM			
Appropriated, and allocated to MTA					
interest					
budgeted or spent	22413				
End Balance	0				

Fund usage restrictive. Utilization must be connected to new or expanded revenue

Cap & Trade	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning Balance	71,245	166,686	357,186	557,886	783,886
Appropriated, and allocated to MTA	180,091	190,000	200,000	225,000	225,000
Used for Operations	110,000				
interest	350	500	700	1,000	1,000
budgeted or spent					
End Balance	\$166,686	357,186	557,886	783,886	1,009,886

rolling forward for electric bus purchase

TOTAL EXPENDITURES FROM FUND BALANCES					

Fixed Route - Cutaway									
Odometer		Type III or Class C 5 YEARS OR 150,000 MILES							
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23
									23/24
			722	07	Starcraft				
			723	11	Glaval gas				
			726	11	Glaval gas				
			727	11	Glaval gas				
			728	11	Glaval VTM hybrid		FR-CUT		
			729	13	Glaval gas		FR-CUT		
			730	13	Glaval gas	FR-CUT			
			731	13	Glaval gas	FR-CUT			
			732	15	Glaval gas	FR-CUT			
			733	16	Glaval gas			FR-CUT	
			734	16	Glaval gas			FR-CUT	
			735	16	Glaval gas			FR-CUT	
			736	16	Glaval gas				FR-CUT
			737	18	Glaval gas				FR-CUT
			738	18	Glaval Gas				FR-CUT
			739	18	Glaval Gas				
		PTIMSEA	740			BUY			
		PTIMSEA	741			BUY			
		PTIMSEA/RES	742			BUY			
		STA	743						
		STA	744						
		STA	745						
		STA	746				BUY		
		STA	747				BUY		
		STA	748						FR-CUT
		STA	749					BUY	FR-CUT
		STA	750					BUY	FR-CUT
		STA	751					BUY	
		STA	752						BUY
		STA	753						BUY
		STA	754						BUY
		STA	755						
		STA	756						
		STA	757						
		STA	758						
		STA	759						
		STA	760						
		STA	761						
		STA	762						
		STA	763						
		STA	764						BUY
		STA	765						BUY
		STA	766						BUY
						3	2	3	3

Fixed Route Fleet - Medium Duty Buses

Odometer		Type VII VIII or Class E								
0	0	Life: 7 years or 200,000 miles								
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
			806	12	IC Eaton Hybrid					
			807	12	IC Eaton Hybrid					
			808	15	Cummins		replace			
			809	15	Cummins		replace			
			810	15	Cummins					
		PTIMSEA	811		Replaced w/FR Cutaway					
		PTIMSEA	812		Replaced w/FR Cutaway					
		STA	813				BUY			
		STA	814				BUY			
		STA	815							
		STA	816							
		STA	817							
			818							
			819							
			820							

2

Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H LIFE: 12 YEARS OR 500,000 MILES								
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
			906	99	40' Gillig	REPLACE				
			910	12	40' Gillig Clean Diesel Low Floor				REPLACE	
			911	12	40' Gillig Clean Diesel Low Floor				REPLACE	
			912	12	40' Gillig Clean Diesel Low Floor				REPLACE	
			913	12	40' Gillig Clean Diesel Low Floor					
			914	12	40' Gillig Clean Diesel Low Floor					
			915	13	40' Gillig Clean Diesel Low Floor					
			916	13	40' Gillig Clean Diesel Low Floor					
			917	13	40' Gillig Clean Diesel Low Floor					
			918			BUY				
			919						BUY	
			920						BUY	
			921						BUY	
			922							
			923							
			924							
			925							
			926							

1

3

Senior Center Fleets

Type II, or IIA, or Class A
 5 YEARS OR 150,000 MILES

Anderson Valley										
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
27	54	ARRA	7504	10	Glaval gas		replace			
		5310	7505	17		serv	buy			
	BUY					0	1	0		

Redwood Coast										
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
125	142	5310	7810	03	Goshen					
130	125	5310	7811	05	(State) ElDorado					
45	83	STIP	7814	11	Glaval gas purple					
	9	5310	7815	14	Glaval gas		replace			
			7816	16		serv	serv			
		5310	7817	18		serv	serv			
		5310	7818	19			buy			
	BUY					0	1			

South Coast										
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
80	97	STIP	7205		MTA Borrowed Bus					
		5310	7206		New Bus					
		5310	7207		Expansion Bus	serv	serv			
	BUY					0	0			

Ukiah										
Vehicle #'s		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
103	122	5310	7112	07	Starcraft					
59	86	STIP	7114	08	(State) Starcraft	backup	RREPLACE			
70	97	STIP	7116	09	(State) Starcraft	serv	RREPLACE			
	17	5310	7117	14	Glaval	serv				
			7118	15	Glaval	serv				
			7121	20			BUY			
			7122	21			BUY			
	BUY					0	2			

Willits										
		Fund	#	Year	Make/Mod	19/20	20/21	21/22	22/23	23/24
96	95	STA	7407	07	Honda Odyssey					
10	35	5310	7409	12	Glaval gas	serv	REPLACE			
	4	5310	7410	15	Dodge	serv	REPLACE			
		5310	7411				BUY			
		5310	7511				BUY			
	BUY					0	2			

MTA Five-Year Capital Plan

Vehicle Replacement Plan - Estimated Costs

Schedule of Purchases	19/20	20/21	21/22	22/23	23/24
Staff - Hybrid AW		1			
Staff - Electric		1	3		
Staff - Mtc Van					
Staff - Mtc Truck		1			
Senior Center Mini-Van					
Senior Center Bus		6			
Dial-A-Ride Bus			2	2	2
Cutaway Buses	1	2	3	3	2
Medium Duty Bus		2			
Heavy Duty Bus	1			3	
TOTAL	2	13	8	8	4

Unit Cost (\$000)*	19/20	20/21	21/22	22/23	23/24
Staff - Hybrid AW					
Staff - Electric			\$35,000		
Staff - Mtc Van		\$35,000			
Staff - Mtc Truck (crew)					
Senior Center Mini-Van					
Senior Center Bus		\$95,000			
Dial-A-Ride Bus		\$127,500	\$130,000	\$130,000	\$130,000
Cutaway Bus	\$125,000	\$125,000	\$130,000	\$130,000	\$130,000
Medium Duty Diesel		\$25,000		\$200,000	
Heavy Duty Bus		\$250,000		\$850,000	
Medium Duty Hybrid					
Medium Duty Electric					

electric

TOTAL ANNUAL COST	19/20	20/21	21/22	22/23	23/24
Staff - Hybrid AW	\$0	\$0	\$0	\$0	
Staff - Electric	\$0	\$0	\$105,000	\$0	
Staff - Mtc Van	\$0	\$0	\$0	\$0	
Staff - Mtc Truck (crew)	\$0	\$0	\$0	\$0	
Senior Center Mini-Van	\$0	\$0	\$0		
Senior Center Cutaway	\$0	\$570,000	\$0	\$0	
Dial-A-Ride Bus	\$0	\$0	\$260,000	\$260,000	\$260,000
Cutaway Bus	\$125,000	\$250,000	\$390,000	\$390,000	\$260,000
Medium Duty Diesel	\$0	\$50,000	\$0	\$0	
Heavy Duty Bus	\$875,000	\$500,000	\$0	\$2,550,000	
Medium Duty Hybrid			\$0	\$0	
Medium Duty Electric	\$0	\$0	\$0	\$0	
Total Annual Costs	\$1,000,000	\$1,370,000	\$755,000	\$3,200,000	\$520,000

FIVE-YEAR CAPITAL PLAN**Equipment Purchase Detail**

Category						Five-Year
Project	19/20	20/21	21/22	22/23	23/24	Total
Operations						
Miscellaneous	2,000	2,000	2,000	\$3,000	\$3,000	\$12,000
Office Furniture	3,000	2500	2500	\$3,000	\$3,000	\$16,427
Computers: Receptionist	1500		2000			\$5,000
Computers: Training Supervisor		1,500				\$1,500
Computers: Dispatch Supervisor		1,500				\$1,500
Computers: South Coast Supervisor		1,500				\$3,000
Computers: Fort Bragg Supervisor		1,500				\$1,500
Training Equipment	2,000	2,000	2,000	\$2,000	\$2,000	\$12,000
Transportation Totals	\$8,500	\$14,000	\$8,500	\$8,000	\$8,000	\$63,927
						Five-Year
Vehicles						Total
Miscellaneous	2,500	2,500	2,500	2,500	3,000	17,500
Coach Transmissions and Engines	5000	5000	5000	5,000	6,000	36,144
				0		0
				0		0
				0		0
Vehicles Total	\$7,500	\$7,500	\$7,500	\$7,500	\$9,000	\$53,644
						Five-Year
Maintenance						Total
Miscellaneous	3,000	3,000	3,000	\$3,000		\$20,000
Ukiah Yard Reseal		12,500		\$13,000		\$48,952
Willits Yard Reseal	4000		4500		\$5,000	\$12,500
Ft. Bragg Yard Reseal			3,500			\$6,500
Wood seal north wall of shop						\$9,507
Floor Scrubber					5,500	\$0
Break Room Roof			15,000			\$40,000
Wash Bay Brushes	7,000					\$14,000
Window Replacement		8,000			\$8,000	\$8,000
Mitchell Software						\$0
Old Ukiah Shop - Remodel		35,000				\$70,000
Tire machine, sensor friendly		12,000				\$12,000
Multi Refrigerant Recycle Machine	5,000					\$30,000
Wash Bay Pumps and Motors			7,000			\$13,751
Replace Diagnostics Laptop		2,500		\$3,500		\$8,000
Bob's Computer		2,500				\$4,000
Scaffolding		5,000				\$10,000
Nitrogen Tire Inflation System		25,000				\$25,000
Gas Pumps	30,000					\$50,000
Maintenance Totals	\$49,000	\$105,500	\$33,000	\$19,500	\$18,500	\$437,710

FY 19-20 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Equipment Purchase Detail

Category							Five-Year
Project		19/20	20/21	21/22	22/23	23/24	Total
Office - Administration							
Miscellaneous		\$3,000	\$3,000	\$3,000	\$3,500	3500	\$19,000
Lease Copier for Ukiah/Ft. Bragg		\$15,500	\$16,000	\$16,500	16500	16575	\$79,500
Heavy Duty Paper Shredder			\$3,500				\$3,500
Coin Sorter				\$2,500			\$2,500
Wiring Upgrade							\$5,000
Managed IT Network/Care							\$80,437
Office Lighting & Furniture			\$1,000		2000		\$11,462
Telephone+Cell, replace + headsets		\$4,000					\$20,000
Video Conference Ukiah and UVConfCtr							\$0
Web Page TimeTable Design + Install			\$5,500				\$5,500
Computer - Receptionist		\$1,500		\$1,500			\$4,500
Computer - HR		\$1,500					\$4,500
Computer - Accounting Specialist			\$1,800				\$3,300
Computer - Finance Manager			\$1,500				\$6,228
Computer - GM		\$1,500					\$4,000
Computer - Finance Clerk		\$4,000		\$1,800			\$7,300
Computer - Upgrades							
HR - Copier, Recording Equipment				\$2,500			\$5,000
Administration Totals		\$ 31,000	\$ 32,300	\$25,300	\$22,000	\$20,075	\$ 256,727
Shelters and Benches							
Shelters		1,200	1,500	2,500	\$1,500	\$2,500	\$31,152
Benches (materials)		1,200	1,500	1,500	\$1,200	\$1,500	\$12,030
Bus Stops & Signs			20,000		\$15,000	\$8,000	\$45,000
l Stops				150,000	\$150,000	\$150,000	\$300,000
							\$0
							\$0
							\$0
Shelters and Benches Totals		\$2,400	\$23,000	\$154,000	\$167,700	\$162,000	\$388,182
Security							
Install Maintenance Facility Generator					0		
	25000				0		25000
					0		
					0		
Security Total		\$25,000	\$0	\$0	\$0	\$0	\$25,000

Mendocino Transit Authority

Facility Solarization and Modernization - By Project

				REVENUE SOURCE									
				Federal		State		Local					
Cap #	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	STA	Cap & Trade	Reserve	TOTAL		
89	20/21	Finish Design Admin/Ops	262,500		210,000	-	-	13,125		39,375	262,500		
89	19/20	440 Transformer	100,000										
89	23/24	Construct Admin/Ops	795,000		636,000	-	-	39,750	119,250	-	795,000		
89	24/25	Construct Admin/Ops	4,280,000		3,424,000	300,000		320,000	96,000	140,000	4,280,000		
subtotal			5,437,500		4,270,000	300,000	-	372,875	215,250	179,375	5,337,500		
TOTAL for design & construction					12,992,825	-	9,740,000	1,523,695	119,619	593,360	215,250	700,901	12,892,825
TOTAL w/ feasibility & environmental					13,112,514	-	9,740,000	1,523,695	119,619	593,360	215,250	820,590	13,012,514

MTA TRANSIT CENTER PROJECT

				REVENUE SOURCE							
				Federal		State		Local			
Cap #	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	STA - SGR	Cap & Trade	Reserve	TOTAL
Transit Center Location/Design											
100	19/20	Study	85,000					85,000			85,000
100	20/21	Purchase Property	1,500,000	5339	1,200,000					300,000	1,500,000
100	23/24	Construct Transit Center									
subtotal											



Meeting Date: June 26, 2019

Agenda Item: # 18 REV

AGENDA SUMMARY REPORT

SUBJECT:

Adoption of Resolution 2019-12 Transition from General Public Dial-A-Ride in Ukiah to Industry Standard Paratransit/Senior Service

SUMMARY:

The MTA General Public Dial-A-Ride service became operational when the City of Ukiah relinquished its city-run taxi service to MTA many years ago. Over the years, the General Public service has worked well for the populace of Ukiah. However, in the last decade with addition of private taxi services and UBER in Ukiah, the ridership demographic on the Ukiah General Public Dial-A-Ride has significantly changed. Up until two (2) years ago, MTA scheduled four (4) Dial-A-Ride buses a day. It was observed that drivers were spending significant time on “negative traffic” (no riders, standing by). At that time, the Dial-A-Ride scheduling methodology was revamped in the Dispatch office, eliminating the need for two (2) buses a day. With the addition of RouteMatch scheduling software in the last year, even more efficiencies were gained.

In review of the ridership stats for the first 10 months of this service year, only 6% of the passengers utilizing Dial-A-Ride are General Public, the remaining 94% are Paratransit or Senior riders. Tracking of driver’s still on “negative time” to cover lunch breaks or potential same day calls averaged at 3.5 hours per day; costing approximately \$40,000 dollars over the last ten (10) months.

MTA’s transitioning from General Public service to the industry standard of Paratransit/Senior transportation with a 24-reservation standard would result in more efficient time scheduling of passengers on the shared-ride service, eliminate the need for “negative time” loss saving tax-payer funds that could be utilized to expand the Ukiah Dial-A-Ride service area, meeting unmet needs requests.

STAFF RECOMMENDATION:

Approve Resolution #2019-12, Approving the Transition of MTA General Public Dial-A-Ride Service to Industry Standard Paratransit/Senior Reservation service.

ATTACHMENTS:

Resolution 2019-12



MENDOCINO TRANSIT AUTHORITY

RESOLUTION 2019-12

**ADOPTION OF TRANSITION FROM GENERAL PUBLIC DIAL-A-RIDE
TO**

ADA PARATRANSIT/SENIOR DIAL-A-RIDE

WHEREAS, the MTA General Public Dial-A-Ride service has provided transportation to the citizens of the City of Ukiah for many years and;

WHEREAS, MTA is committed to the American's with Disabilities Act in providing transportation service to persons with disabilities and seniors and;

WHEREAS, numerous transportation options are now available in the City of Ukiah for the general public; and

WHEREAS, MTA strives to provide the most efficient and cost-effective service possible;

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts approval of the transition from General Public Dial-A-Ride to ADA Paratransit/Senior Dial-A-Ride in the City of Ukiah as presented to the Board on June 26, 2019.

Adoption of this Resolution was moved by Director _____ and Seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 26, 2019 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager



Meeting Date: June 26, 2019

Agenda Item: # 19

AGENDA SUMMARY REPORT

SUBJECT:

FY 2019/20 Board of Directors Meeting Schedule

SUMMARY:

The FY 2019/20 Board of Directors Meeting schedule is the same as has been presented in previous years. 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 to the MCOG, Preliminary Budget, Final Budget Presentation and the annual General Manager Evaluation.

STAFF RECOMMENDATION:

Review and approve the FY 2019/20 Board of Directors Meeting Schedule.

ATTACHMENTS:

FY2019/20 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
2019				
July 31	1:30	Willits	only	2019/20 Transit Needs: Willits
August 28	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
September 25	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Fort Bragg
October 30	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah
November	no meeting scheduled			
December 4	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah
2020				
January 29	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
February 26	1:30	Willits	only	2019/20 Transit Needs: Willits Initial 2019/20 Budget Discussion
March 25	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah DRAFT 2019/20 Budget & Claim
April 29	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
May 27	1:30	Fort Bragg	Ukiah	General Manager Evaluation General Manager Contract
June 24	1:30	Ukiah	Fort Bragg	FINAL 2010/21 Budget



Meeting Date: June 26, 2019

Agenda Item: # 20

AGENDA SUMMARY REPORT

SUBJECT:

Addition of Point Arena Independence Day Celebration to the MTA Special Events Schedule

SUMMARY:

In September, 2018, the MTA Board of Directors approved a 'Special Events' schedule for MTA.

The City of Point Arena, as a JPA partner is requesting that their Independence Day Celebration be added to the schedule. This year's event is scheduled for July 6, 2019 between the hours of 9:30 PM to 9:55 PM. The transportation service would begin at 4:00 PM and last until 11:00 PM.

STAFF RECOMMENDATION:

Approve addition of Point Arena Independence Day Celebration to the MTA Special Events Schedule.

ATTACHMENTS:

Event Schedule
Map

POINT ARENA SPECIAL EVENTS SCHEDULE

One 12+ passenger bus running from 4:00 PM – 11:00 PM.

One 10+ passenger bus running from 8:30 PM – 11:00 PM.

Pre-Fireworks Bus Route:

4:00 PM – 9:30 PM (Start of Fireworks).

- City Hall Parking Lot -Pull in with full turn around available.
- Main Street Bus Stop
- Parking Lot on Iversen – Stop at driveway
- Port Road @ Cove – Full Turnaround
- Back to City Hall & Repeat

Last passenger pick up at City Hall Parking Lot at 9:30 PM.

Both buses will stage at the Port Road Drop off (turnaround) at completion of 9:30 route

Post Fireworks Bus route:

Approximately 9:55 PM (Fireworks Finale) – 11:00 PM

- Port Road @ Cove – Full Turnaround
- Parking Lot on Iversen – Stop at Driveway
- Across Street from Main Street Bus Stop
- City Hall Parking Lot
- Back to Port Road @ Cove – Full Turnaround

Port Road will be closed to vehicle traffic, except for handicapped and bus service at approximately 6:00 PM. The Public Parking Lot at the Cove will be held closed until 10:45.





Meeting Date: June 26, 2019

Agenda Item: # 21

AGENDA SUMMARY REPORT

SUBJECT:

FY 2019/20 General Manager Evaluation

SUMMARY:

May 23, 2019 was the three-year anniversary of the General Manager. As per the MTA Personnel Policy, an annual evaluation is to be conducted by the Board of Directors.

STAFF RECOMMENDATION:

Appoint Ad-Hoc Committee for FY19/20 General Manager Evaluation