



## Board of Directors Regular Meeting Agenda

July 29, 2020

1:30 p.m.

### **MTA Board of Directors**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Lloyd Cross  
Bruce Richard  
Dan Gjerde  
Tess Albin-Smith  
Maureen Mulheren

*Due to the Shelter In Place Order issued by Mendocino County Public Health on March 17, 2020, and pursuant to Governor Newsom's Executive Orders N-33-20 and N-25-20, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.*

*Executive Order N-29-20 further provides that a legislative body that holds a meeting via teleconference and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with notice and accessibility requirements as set forth in the Order, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.*

### **Members of the public may participate by phone:**

*Call-in Number: United States (Toll Free): You can also dial in using your phone.*

*United States (Toll Free): **1-877-309-2073***

*Access Code: **345-560-061***

*Please press mute on your phone until public comments are open. The public may also submit questions via email by 5:00 p.m. on July 28, 2020. Email comments to [heather@mendocinotransit.org](mailto:heather@mendocinotransit.org) and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting.*

*Please visit <https://mendocinotransit.org/board-of-directors/> to view available agenda background documents.*

## **AGENDA ITEMS**

### **A. CALL TO ORDER**

### **B. PUBLIC COMMENT**

*MTA Board of Directors welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the MTA Board of Directors on the same subject matter, the Chair may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the Mendocino Transit Authority which are not on the posted agenda. Public criticism of the MTA Board will not be prohibited. No action shall be taken.*

### **C. CONSENT CALENDAR**

1. Approval of Minutes of June 24, 2020 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 2019 through May 2020

### **D. ACTION & DISCUSSION**

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Approval of MTA Job Descriptions for Operations Supervisor (Inland, North Coast, South Coast).
3. Discussion and Possible Adoption of Resolution 2020-09 Approving and Adopting Mendocino Transit Authority Title VI Program - Revision 3.
4. Discussion and Possible Adoption of Resolution 2020-10 Authorizing the Executive Director to File and Execute Applications for the Federal Funding under FTA Section CARES Phase/5311 (49 U.S.C Section 5311) with California Department of Transportation.

### **E. PRESENTATIONS**

1. Transportation Development Act (TDA) Statutes and California Code of Regulations as pertains to MTA Funding Sources.

### **F. DIRECTOR AND MANAGEMENT REPORTS**

1. Matters from Management
2. Matters from Directors

## **G. CLOSED SESSION**

The Board will adjourn into Closed Session on one item:

**Employee Performance Evaluation  
Executive Director Evaluation of Performance  
Pursuant to Government Code §54957**

## **H. ADJOURN**

Anticipated adjournment is 3:30 p.m.

### **Americans with Disabilities Act (ADA) Compliance**

*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 and Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Anyone requiring reasonable accommodation in order to participate in the meeting should contact Heather Lindsteadt at Mendocino Transit Authority by calling (707) 234-6447 or by email at [heather@mendocinotransit.org](mailto:heather@mendocinotransit.org) at least 72 hours prior to the meeting.*



## Board of Directors Regular Meeting Minutes

June 24, 2020

1:30 p.m.

### **MTA Board of Directors Present:**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Bruce Richard  
Dan Gjerde  
Tess Albin-Smith  
Maureen Mulheren

### **MTA Board of Directors Absent:**

Lloyd Cross

### **MTA Staff Present:**

Carla Meyer, Executive Director  
Bob Butler, Maintenance Manager  
Jacob King, Operations Manager  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Heather Lindsteadt, Recording Secretary

*Due to the Shelter In Place Order issued by Mendocino County Public Health on March 17, 2020, and pursuant to Governor Newsom's Executive Orders N-33-20 and N-25-20, members of the MTA Board of Directors participated in this meeting via teleconference or videoconference. Members of the public were asked to submit comments via email or participate in the meeting by telephone.*

## **AGENDA ITEMS**

### **1. CALL TO ORDER**

Chair Rodriguez called the meeting to order at 1:35 p.m.

### **2. PUBLIC COMMENT**

There were no verbal or written public comments.

*The Board convened Closed Session at 1:38 p.m.*

### 3. CLOSED SESSION

#### **Conference with Labor Negotiators (\$54957.6)**

Designated Agency Representative: Executive Director Carla Meyer

Employee Organization: Teamsters Local 665

*The Board reconvened Open Session at 2:34 p.m.*

### 4. ANNOUNCEMENT OUT OF CLOSED SESSION

Chair **Rodriguez** announced that the Board met in closed session, received information and gave direction on one item of Conference with Labor Negotiators. No action taken.

### 5. CONSENT CALENDAR

- a. **Approval of Minutes of May 27, 2020 Board Meeting**
- b. **Acceptance of Service Performance Report**
- c. **Approval of July 2020 – December 2020 Board Meeting Schedule**

**Upon Motion** by Director **Tarbell**, seconded by Director **Albin-Smith** the Board approved Consent Calendar items a. through c. by roll call vote. **AYES:** 6, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross

### 6. ACTION & DISCUSSION

- a. **Unmet Needs**  
**Action:** Solicit Public Input

Chair **Rodriguez** reported that she has received requests from members of the community for resumption of Route 65.

- b. **Discussion and Possible Adoption of Resolution 2020-07 Adopting the MTA Operating Budget for FY 20/21.**

#### **Public Comment on Item 6.b.**

Janet Orth with MCOG clarified that MCOG will review revenues throughout the year and may have to formally amend the budget. She also reported that the MCOG Board directed staff to continue to make the regular payments for the the Senior Center contracts until a budget adjustment is approved later in the year.

**Upon Motion** by Director **Gjerde**, seconded by Director **Richard**, the Board adopted Resolution 2020-07 approving the Fiscal Year 20/21 Operating Budget by roll call vote: **AYES:** 6, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross

**c. Discussion and Possible Adoption of Resolution 2020-08 Adopting the MTA Capital Budget for FY 20/21.**

**Upon Motion** by Director **Albin-Smith**, seconded by Director **Gjerde**, the Board adopted Resolution 2020-08 approving the Fiscal Year 20/21 Capital Budget with the addition of addition of a line item for battery electric buses by roll call vote: **AYES: 6, NOES: 0, ABSTAIN: 0, ABSENT: Cross**

**d. Discussion and Possible Approval of MTA Operations Supervisor Job Descriptions.**

Upon consensus, the Board directed staff to update the EOE statement and return job descriptions to the Board in July. No action taken.

**e. Discussion and Possible Approval of Amendment to Wage Table for Non-Represented Employees.**

**Upon Motion** by Director **Albin-Smith**, seconded by Director **Tarbell**, the Board approved the Wage Table Amendment for Non-Represented Employees by roll call vote: **AYES: 6, NOES: 0, ABSTAIN: 0, ABSENT: Cross**

**7. DIRECTOR AND MANAGEMENT REPORTS**

**a. Matters from Management**

Operations Manager Jacob King reported that he is working with Bob Butler on passenger counts and on/off locations in an attempt to ensure needed transportation to the community during the Covid19 emergency.

Maintenance Manager Bob Butler reported that he is working on permanent barriers in the buses. He is also working with PG&E on site visit to get an appropriate transformer set in the future.

CFO Mark Harvey reported that the end of the fiscal year is fast approaching, and he is currently working on reconciling accounts in anticipation of the new year.

Mobility Manager Dawn White reported that she is working with Jacob and outside agencies to be sure that MTA is prepared to meet their needs when they begin utilizing public transportation in the future.

Human Resources Generalist Heather Lindsteadt reported that she is working on the succession plan with the goal of presenting to the Board in July or August.

**b. Matters from Directors**

Director Gjerde reported that most businesses are reopening now and explained the tourism aspect of the closure. Director Gjerde asked the Executive Director to submit any Public Health Director questions to him.

Director Albin Smith reported MCOG conducted a public forum with multiagency and the public to discuss the draft fire hazard assessment and evacuation plan for Mendocino County. She reported that MTA and the school districts may be called upon for evacuations in the event of a fire.

Director Albin-Smith said that it is important for drivers to have specialized training related to driving through smoke, around downed power lines, through crowds, and transportation of prisoners. She said public information officer training is conducted through CalFire and it would be good for MTA to research additional training for any driver who would be involved in emergency transportation.

Operations Manager Jacob King reported he is currently researching training availability through TSI and CalOES on emergency transportation training.

Director Mulheren thanked Jacob and the MTA team for navigating the current construction throughout the city.

Chair Rodriguez reported that Route 65 is important and said that some of the individuals that need Route 65 to resume are using other travel alternatives, including hitch-hiking and that Route 65 is an important transportation option for the community.

Chair Rodriguez asked staff to review the Agenda ADA language to ensure that there are appropriate hours or days listed and that the statement adheres to the noticing requirement for public meetings.

## **8. ADJOURN**

Chair Rodriguez adjourned the meeting at 2:46 p.m.



## FY 19-20 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2019-20 YTD	2018-19 YTD	# Change	% Change
01 - Willits Local	1031	1166	970	1077	859	905	961	957	680	364	379	380	9729	10286	(557)	-5%
03 - Ukiah - DAR	1308	1611	1032	1171	921	918	1084	1149	773	383	548	692	11590	16576	(4,986)	-30%
04 - Fort Bragg - DAR	1669	1281	1167	958	1178	1098	1226	1077	591	152	165	365	10927	14879	(3,952)	-27%
05 - BraggAbout	1237	1287	1373	1495	1203	1256	1375	1328	1097	601	318	668	13238	17416	(4,178)	-24%
07 - Jitney	200	129	139	86	79	84	92	56	56	0	0	0	921	3537	(2,616)	-74%
08 - Ukiah Evening	1278	1138	1077	995	789	1746	720	871	556	0	0	0	9170	12510	(3,340)	-27%
09 - Ukiah Local	9938	10421	10400	10479	8813	8805	8359	8526	5671	2217	2397	2839	88865	116386	(27,521)	-24%
20 - Willits - Ukiah	2424	2775	3267	3113	2483	2134	2484	2701	1827	600	626	858	25292	30958	(5,666)	-18%
60 - Coaster	738	840	1000	1018	831	807	968	882	572	6	214	65	7941	11433	(3,492)	-31%
64 - Ukiah to Fort Bragg	358	427	427	380	359	396	359	368	263	23	0	0	3360	4646	(1,286)	-28%
65 - CC Rider----- -----June Senior Shopping Special	1054	1243	1235	1216	1081	1144	876	1001	531	15	12	2	9410	11367	(1,957)	-17%
65A - New Route 65----- -----June Hopland Special	493	514	550	549	421	425	385	451	266	1	13	0	4068	7146	(3,078)	-43%
74 - Saturday Gualala-Ukiah	78	107	92	97	122	75	65	105	42	13	0	33	829	970	(141)	-15%
75 - M-F Gualala to Ukiah	547	726	841	740	596	548	519	552	438	145	173	288	6113	7547	(1,434)	-19%
95 - Pt. Arena to Santa Rosa	384	442	539	428	412	323	388	352	188	0	0	0	3456	4911	(1,455)	-30%
97 - Redwood Coast Regional	276	241	243	266	218	244	243	249	138	0	0	0	2118	3065	(947)	-31%
<b>Monthly Totals</b>	<b>23013</b>	<b>24348</b>	<b>24352</b>	<b>24068</b>	<b>20365</b>	<b>20908</b>	<b>20104</b>	<b>20625</b>	<b>13689</b>	<b>4520</b>	<b>4845</b>	<b>6190</b>	<b>207027</b>	<b>273633</b>	<b>(66,606)</b>	<b>-24%</b>





## 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	887	838	974	862	10286			
03 - Ukiah - DAR	1219	1290	1180	1298	1231	1170	1404	1280	1462	1583	2181	1278	16576			
04 - Fort Bragg - DAR	1185	1299	1164	1322	1085	1241	1209	1138	1269	1385	1379	1203	14879			
05 - BraggAbout	1269	1542	1656	1714	1515	1476	1309	1493	1429	1320	1500	1193	17416			
07 - Jitney	266	295	278	424	305	281	310	253	375	243	318	189	3537			
08 - Ukiah Evening	799	1016	1034	1253	807	757	1016	849	1146	1359	1382	1092	12510			
09 - Ukiah Local	9199	10377	10254	11902	8704	8600	9533	8875	9023	10201	10462	9256	116386			
20 - Willits - Ukiah	2263	2437	2650	3396	2445	2081	2696	2589	2799	2748	2729	2125	30958			
60 - Coaster	826	932	1042	1134	855	869	974	836	934	964	1152	915	11433			
64 - Ukiah to Fort Bragg	449	475	441	421	375	387	309	329	406	389	357	308	4646			
65 - CC Rider	1026	1020	1044	1042	1020	913	806	783	932	953	902	926	11367			
65A - New Route 65	666	815	613	687	609	606	546	451	481	553	503	616	7146			
74 - Saturday Gualala-Ukiah	101	76	70	89	63	81	46	91	97	95	74	87	970			
75 - M-F Gualala to Ukiah	669	748	734	907	712	571	634	449	464	817	461	381	7547			
95 - Pt. Arena to Santa Rosa	659	512	436	502	401	452	358	303	374	387	313	214	4911			
97 - Redwood Coast Regional	262	296	262	261	224	244	262	213	252	265	274	250	3065			
<b>Monthly Totals</b>	<b>21708</b>	<b>24007</b>	<b>23675</b>	<b>27262</b>	<b>21063</b>	<b>20534</b>	<b>22352</b>	<b>20746</b>	<b>22330</b>	<b>24100</b>	<b>24961</b>	<b>20895</b>	<b>273633</b>	<b>0</b>	<b>0</b>	<b>0</b>



Meeting Date: July 29<sup>th</sup>. 2020

Agenda Item: C.3

## AGENDA SUMMARY REPORT

**SUBJECT:**

Unaudited Financial Statements July 2019-May 2020

**SUMMARY:**

Draft Unaudited Financial Reports for the first eleven months of 2019-2020 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

With 91.7% of the fiscal year 2019-2020 elapsed, Revenues are 80.12% of Budget and Expenses are 72.02% of Budget.

There were significant additions to Operating Cash in June 2020, including:

STA – 236,544.75  
LTF – 249,427.00  
5311 – 803,210.00

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for Jul 2019 – May 2020

**ATTACHMENTS:**

Statement of Net Position as of May 31<sup>st</sup>, 2020  
Statement of Revenues and Expenses July 2019 – May 2020

Mendocino Transit Authority  
Statement of Net Position  
May 31st, 2020

**ASSETS****Current Assets****Cash**

101.101 · Operating - Umpqua #6154	\$ 21,251.89
101.102 · Operating-MUNIS #4090	\$ (805,145.93)
101.104 · Oper Reserve-Umpqua #7578	\$ 65,074.64
101.106 · Oper Fares Ft. Bragg-SBMC #2467	\$ 66,575.86
101.107 · Senior Operating	
101.108 · Oper Senior-MUNIS #4590	\$ 141,083.25
101.114 · Oper Seniors-Umpqua #4350	\$ 11,647.78
Total 101.107 · Senior Operating	\$ 152,731.03
101.109 · Cash-Petty	4,257.02
101.112 · Oper Fares Gualala-WestAmerica	14,447.92
Total 101.100 · Cash-Operating Total	<u>-480,807.57</u>
101.110 · Cash-Payroll Total	184,000.00
101.115 · Cash - Payroll Benefits	1,473.79
Total 101.115 · Cash - Payroll Benefits	185,473.79
101.120 · Oper Rail-MUNIS #4050	5,091.99
101.123 · Oper LCTOP-MUNIS #2110	162,624.71
101.200 · Cash-Capital	
101.202 · Capital Wkg-MUNIS #4100	\$ 535,558.52
101.203 · Cap CALOES -MUNIS #4140	\$ 83,067.85
101.204 · Capital PTMISEA-MUNIS #4230	\$ 267,989.30
101.220 · Capital PTMISEA-Umpqua #8115	\$ 101,639.98
101.225 · Cap CALOES-Umpqua #4715	\$ 17,825.50
101.227 · Cap LCTOP-Umpqua #2776	\$ 180,839.00
Total 101.200 · Cash-Capital	1,186,920.15
Total Cash	<u>1,059,303.07</u>
Total Checking/Savings	1,059,303.07

Total Accounts Receivable 17,128.69

**Other Current Assets**

Total 102.900 · Receivables Other	215,398.58
Total 102.990 · Grants Receivable Total	1,570,682.00
Total 103.990 · Inventory	65,445.82
Total 104.199 · Prepaid Expenses Total	103,735.70
104.200 · Undeposited Funds	16,302.01
Total Other Current Assets	<u>1,971,564.11</u>

Total Current Assets 3,047,995.87

**Fixed Assets**

Total 111.900 · Fixed Assets	21,025,708.62
Total 111.910 · Accumulated Depreciation	-11,301,973.51
Total 121.900 · Intangible Total	15,000.00
Total 121.910 · Accum Amortization Total	<u>-15,000.00</u>

Total Fixed Assets 9,723,735.11

**Other Assets**

131.900 · Deferred Outflows of Resource	
131.100 · Def. Outflows of Resource	705,833.00
Total 131.900 · Deferred Outflows of Resource	<u>705,833.00</u>

Total Other Assets 705,833.00

**TOTAL ASSETS** 13,477,563.98

Mendocino Transit Authority  
Statement of Net Position  
May 31st, 2020

**LIABILITIES & EQUITY****Liabilities****Current Liabilities**

Total Accounts Payable	121,739.19
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**Other Current Liabilities**

205.700 - Uncashed Checks	6,491.04
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**205.900 - Accruals Total**

202.100 - Deferred Revenue	674,928.54
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205.500 - Accrued Vacation	143,332.87
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205.600 - Accrued Sick Leave	69,914.24
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205.900 - Accruals Total - Other	117,867.77
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Total 205.900 - Accruals Total	1,006,043.42
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Total Other Current Liabilities	1,012,534.46
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Total Current Liabilities	1,134,273.65
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**Long Term Liabilities****231.900 - Prov-Restricted Funds**

231.100 - Provision for Liability	4,946.13
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231.200 - Provision for Vehicle Damage	10,246.60
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231.300 - Provision for Unemployment	142,984.36
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231.400 - Provision for Cafeteria Plan	9,000.00
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231.500 - Provision for Worker's Comp	4,106.81
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Total 231.900 - Prov-Restricted Funds	171,283.90
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235.300 - Deferred Inflows of Resource	148,130.00
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**235.910 - Pension Liabilities**

231.101 - Net Pension Liability	1,469,777.73
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Total 235.910 - Pension Liabilities	1,469,777.73
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Total Long Term Liabilities	1,789,191.63
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Total Liabilities	2,923,465.28
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**Equity**

32000 - Unrestricted Net Assets	-2,376,779.24
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**399.900 - Equity**

304.100 - Equity-Contributed Capital	15,890,100.96
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304.500 - Accum Depr-Contributed Capital	-3,568,956.72
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304.600 - Equity Capital	512,349.13
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305.100 - Retained Earnings	619,658.84
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Total 399.900 - Equity	13,453,152.21
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Net Income	-522,274.27
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Total Equity	10,554,098.70
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TOTAL LIABILITIES & EQUITY	13,477,563.98
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Cash & Fund Balances	MCOG
STA	674,846.00
STA - Unallocated	239,544.75
Fuel Reserve	175,000.00
State of Good Repair	129,579.00
Total	1,218,969.75

Mendocino Transit Authority  
Statement of Revenues, Expenses  
July 2019 through May 2020

July 29th, 2020  
Agenda Item #C.3

Ordinary Income/Expense	TOTAL		
	Jul '19 - May 20	Budget	% of Budget
	91.7% of Year	100% of Year	
<b>Income</b>			
411.000 - OPERATING REVENUE.			
411.105 - Fixed Route Farebox Revenue	390,831.59	690,000.00	56.64%
413.000 - Redwood Coast Regional Center	51,129.19	65,000.00	78.66%
414.000 - Sonoma County Contract	143,500.00	172,000.00	83.43%
Total 411.000 - OPERATING REVENUE.	585,460.78	927,000.00	63.16%
420.000 - REVENUES FROM OTHER SOURCES			
421.000 - Local Transportation Fund (LTF)	2,729,119.44	3,025,911.00	90.19%
421.500 - State Transit Assistance	709,634.25	946,179.00	75.00%
422.000 - 5310 Operating Assistance	172,805.95	225,000.00	76.80%
423.000 - 5311 Operating Assistance	334,950.00	484,742.00	69.10%
424.000 - 5311(f) Operating Assistance	175,000.00	300,000.00	58.33%
424.250 - LCTOP Cap & Trade - Operating	110,000.00	110,000.00	100.00%
425.000 - Advertising Contract	80,732.37	120,000.00	67.28%
426.000 - Ag Van Leases	43,656.10	20,000.00	218.28%
426.500 - Maintenance Labor Revenue	24,824.50	25,000.00	99.30%
428.000 - RTAP	0.00	2,000.00	0.00%
429.000 - Investment(Interest) Income	2,192.33	15,000.00	14.62%
440.000 - Other - Fuel Rebates, Etc.	326.77	800.00	40.85%
Total 420.000 - REVENUES FROM OTHER SOURCES	4,383,241.71	5,274,632.00	83.10%
Total Income	4,968,702.49	6,201,632.00	80.12%
<b>Expense</b>			
501.100 - WAGES			
Total 501.100 - WAGES	2,526,022.35	2,710,682.00	93.19%
510.000 - BENEFITS			
Total 510.000 - BENEFITS	895,976.51	1,262,000.00	71.00%
520.000 - SERVICE/USER FEES			
521.000 - Vehicle Technical Services	6,806.35	2,700.00	252.09%
521.250 - Towing	2,829.24	2,700.00	104.79%
521.500 - Property Maintenance Services	5,599.06	4,500.00	124.42%
521.700 - Contract IT Services	40,333.00	32,500.00	124.10%
522.500 - Legal Counsel	9,119.45	21,000.00	43.43%
522.750 - Purch. Trans (Willits DAR)	1,109.25	900.00	123.25%
523.000 - Marketing	45,845.41	32,000.00	143.27%
523.250 - Advertising, Legal Notices	21,506.80	35,000.00	61.45%
524.000 - Software Maintenance Fees	138.00	3,250.00	4.25%
524.200 - Drug & Alcohol Services	8,815.00	12,000.00	73.46%
525.000 - Facility Security System	0.00	7,200.00	0.00%
525.500 - Accident / Incident Payables	13,126.25	12,000.00	109.39%
526.000 - Professional & Technical Svcs	73,812.85	65,000.00	113.56%
Total 520.000 - SERVICE/USER FEES	229,040.66	230,750.00	99.26%
530.000 - MATERIALS & SUPPLIES			
531.000 - Fuel	315,285.74	450,000.00	70.06%
531.500 - Tires	25,224.75	30,000.00	84.08%
532.000 - Lubrication	18,562.74	11,000.00	168.75%
532.500 - Tools	744.50	3,500.00	21.27%
533.000 - Vehicle Maint & Repair Parts	45,580.14	53,000.00	86.00%
533.250 - Parts	481.61	3,100.00	15.54%
533.500 - Shop Supplies	19,018.23	7,250.00	262.32%
534.000 - Vehicle Accessories	0.00	1,200.00	0.00%

Mendocino Transit Authority  
Statement of Revenues, Expenses  
July 2019 through May 2020

July 29th, 2020  
Agenda Item #C.3

534.500 · Facilities,Maint & Repair Parts	21,092.25	25,000.00	84.37%
535.500 · Office Supplies	54,012.30	21,000.00	257.20%
536.500 · Printing (Schedules,brochures)	11,160.66	17,500.00	63.78%
536.700 · Computer Programs & Supplies	0.00	12,000.00	0.00%
537.000 · Safety & Emergency Supplies	264.00	2,500.00	10.56%
537.500 · Other Materials & Supplies	84.47	8,500.00	0.99%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>511,511.39</b>	<b>645,550.00</b>	<b>79.24%</b>
<b>540.000 · UTILITIES.</b>			
<b>Total 540.000 · UTILITIES.</b>	<b>66,047.88</b>	<b>76,000.00</b>	<b>86.91%</b>
<b>560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>			
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>190,432.19</b>	<b>370,000.00</b>	<b>51.47%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	114.45	36,575.00	0.31%
573.000 · Other Licensing & Fees	0.00	5,225.00	0.00%
<b>Total 570.000 · TAXES</b>	<b>114.45</b>	<b>41,800.00</b>	<b>0.27%</b>
<b>580.000 · MISCELLANEOUS</b>			
580.500 · Dues & Subscriptions	10,700.13	7,300.00	146.58%
582.000 · Travel	20,195.42	7,500.00	269.27%
582.250 · Board Expenses	376.70	7,300.00	5.16%
583.000 · Safety Program	0.00	6,500.00	0.00%
584.000 · Training	3,663.00	5,250.00	69.77%
584.500 · CDL & DOT Physical Expenses	0.00	4,500.00	0.00%
586.000 · Other Miscellaneous	1,760.89	7,500.00	23.48%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>36,696.14</b>	<b>45,850.00</b>	<b>80.04%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	10,386.19	19,000.00	54.66%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>10,386.19</b>	<b>19,000.00</b>	<b>54.66%</b>
<b>592.000 · RESERVE ACCOUNTS</b>			
592.250 · Operating Reserve	0.00	500,000.00	0.00%
592.500 · CalPERS Liability Reserve	0.00	300,000.00	0.00%
<b>Total 592.000 · RESERVE ACCOUNTS</b>	<b>0.00</b>	<b>800,000.00</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>4,466,227.76</b>	<b>6,201,632.00</b>	<b>72.02%</b>
<b>Net Income</b>	<b>502,474.73</b>		
 <b>Depreciation Expense</b>	 <b>1,024,749.00</b>		
 <b>Net Income after Depreciation</b>	 <b>-522,274.27</b>		

## 2019-2020 UNMET NEEDS REQUESTS

Date	City	Requestor	Service Requested
7/31/2019	Willits	Public Comment	Additional northbound stops in Willits
8/2/2019	Via: Telephone	Community Member	Brooktrails
8/2/2019	Via: Telephone	Community Member	Connection with Humboldt Transit
8/2/2019	Via: Telephone	Community Member	Add Service to Covelo, Leggett, Laytonville
8/28/2019	Via: Telephone	Community Member	Roundtrip to City of 10,000 Buddahs Temple
9/25/2019	Fort Bragg Meeting	Director Gjerde	Add Service Covelo, Leggett, Laytonville
9/25/2019	Ukiah Meeting	Community Member	Saturday local service in Willits
12/11/2019	Ukiah Meeting	Community Member	Full Service day after Thanksgiving
03/09/2020	Via: Email	Community Member	Add Roundrip Ukiah/Hopland
04/29/20	Via: Email	Community Member	Research clean mobility grants for bikes and scooters
06/24/20	Board Meeting	Chair Rodriguez	Community request resumption of Route 65

## 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: July 29, 2020**

**Agenda Item: # D.2**

**SUBJECT:**

Approval of Operations Supervisor Job Descriptions for Inland, North Coast, South Coast.

**SUMMARY:**

The Board was presented with the Operations Supervisor Job Descriptions at its June 24, 2020 Board meeting. Director Richard requested that staff review the Equal Opportunity Employer (EEO) language to ensure that it took into consideration the recent U.S. Supreme Court opinion, *Bostock v. Clayton County*. In consultation with MTA legal counsel, staff has updated the EOE statement on the Job Descriptions accordingly.

The Board also approved the wage and salary table for the Operations Supervisor positions on June 24, 2020. Staff has added the updated salary for these classifications.

MTA has had long-standing practice of paying its Operations Supervisor hourly. Although the hourly rate was kept low, overtime to get the work completed was significant.

California labor laws require most employers to follow certain rules—like paying overtime, tracking hours, or providing rest breaks. Some types of jobs, however, are exempt from these requirements. An *exempt employee* is someone whose job is not subject to one or more sets of wage and hour laws.

An employee is considered employed in an 'Exempt' capacity when:

- Their primary duty is the management of a business or one of its departments;
- They regularly direct the work of two or more other employees; and
- They have the authority to hire and fire employees, or to make recommendations about hiring, firing, promotions, and wages that are given particular weight.

In most cases, there are three simple requirements to determine whether a worker is an exempt employee under California law:

- **Minimum Salary.** The employee must be paid a salary that is at least twice the state minimum wage for full-time employment.
- **White Collar Duties.** The employee's primary duties must consist of administrative, executive, or professional tasks.
- **Independent Judgment.** The employee's job duties must involve the use of discretion and independent judgment.

If all three requirements are met, the employee will usually be classified as "exempt" from overtime, minimum wage, and rest break requirements (but not meal break requirements).

At MTA, all Operations Supervisors meet the standard for "exempt" status. The only exception is the South Coast Supervisor who is assigned driving as 50% or more of their time and would remain hourly.

**RECOMMENDATION**

Approve the updated Operations Supervisor Job Descriptions for Inland, North Coast, South Coast.

**ATTACHMENTS:**

Operations Supervisor Job Descriptions for Inland, North Coast, South Coast



**Title of Position:** OPERATIONS SUPERVISOR INLAND  
**Salary Range:** \$53,498 - \$84,260 per year  
**Department:** Operations  
**Reports To:** Operations Manager  
**Supervisory Responsibility:** Inland Transit Vehicle Operators  
**FLSA/IWC Status:** Safety Sensitive, At-Will, Exempt

#### **CLASSIFICATION SUMMARY:**

As first line supervisors, acting within the guidelines of the Collective Bargaining Agreement and/or MTA Personnel Policies and under the direction of the Operations Manager, supervisors are responsible for the quality of service provided by the drivers and dispatchers under their supervision.

#### **ESSENTIAL FUNCTIONS:**

##### **Supervisory:**

1. Communicate with employees constantly regarding the quality of their service, including complimenting and recognizing appropriate and exemplary performance, providing direction or training to improve performance and administering or recommending and documenting progressive discipline as needed.
2. Know & understand the Collective Bargaining Agreement and Personnel Policies in regards to required training, discipline, grievance, and work assignments.
3. Conduct periodic evaluations, as referenced by the Collective Bargaining Agreement or Personal Policies, and/or as assigned by the Operations Manager, of drivers' on-the-road performance, preparing evaluation documents and counseling with drivers on strengths and deficiencies, administers discipline and/or follow-up training with guidance under the direction of the Operations Manager.
4. Produces weekly schedules, time sheets, and on-call driver schedules of employees as needed to maintain effective service within budget limits. Maintain accurate posted schedules. Fills shifts as necessary.
5. Assists in the recruitment process of hiring drivers and dispatchers and assists in developing and presenting their initial training, including behind the wheel and in-service training.

##### **Operations:**

1. Implement and monitor functions as Road Supervisor by performing traffic checks, and monitoring driver performance in terms of courtesy, safety and dependability. Recommend changes and adjustments in services as required through interacting with passengers and the public.
2. Investigate and review with employees, suggestions, complaints, incident reports and accident reports. Respond when appropriate with communications (verbal and written), changes in procedures, practices or proposals for service and facilities improvements. Communicate with the Operations Manager regarding the above issues in a timely fashion as needed, and follow up as required.



3. Manage the local operation to ensure provision of quality service within budget limits and in line with overall goals and objectives of the MTA.
4. Assure that drivers perform proper pre-trip inspection and report problems promptly. Follow up as required.
5. Provides staff support for a wide variety of office and administrative tasks; serves as back-up for dispatchers and relieves drivers on all services as required.

**Safety and Security:**

1. Propose, implement and maintain operating procedures that promote safety, operating efficiency, and excellence.
2. Perform thorough accident investigations immediately, including FTA Drug and Alcohol requirements Review accidents promptly with the Operations Manager. Review historic trends with an emphasis on prevention and future training program improvements
3. Maintain the security of buildings, vehicles, fares, pass materials, credit cards and any consumable supplies in your operation.
4. Maintain a safe working environment. Strive to identify hazards to your employees and passengers and take steps to eliminate those hazards or educate your employees so losses can be prevented.

**Communication, Coordination and Support:**

1. Maintain regular written and verbal communication with all employees to ensure that quality service is provided.
2. Create a supportive environment that encourages employees to take the initiative and assume the responsibility for providing the highest quality service possible.
3. Attend Supervisor and FRED meetings as scheduled, sharing information with other supervisors, the Operations Manager and the Management Team. Contributes to the formulation of management decisions and solutions to system-wide problems.
4. Communicate with the public, community groups and agencies in a way that encourages use of the transit system and projects a high quality, professional image for all MTA employees. This includes routine contacts, schedule inquiries, marketing efforts and official communication.
5. Investigate complaints thoroughly by seeking responses from any involved employees and follow up with the complaining party if appropriate. Determine if corrective measures are required and follow up as needed to improve the quality of service.

**Administrative:**

1. Insure that logs, summaries and reports are produced promptly and accurately.
2. Assists with the development and preparation of the public timetables, applying knowledge of system routes, times, stops and transfer points; assists with proofing and editing.

**Other Duties:**

1. Responsible for all operational issues with agencies that contract for and receive service from the MTA, including but not necessarily limited to: daily communication, staffing, service and route changes, assuring proper authorization for passengers and required records and reporting.
2. Responsible for assuring contract compliance of service providers, Contract compliance supervision includes communications, limited technical assistance, review of monthly operating reports, site inspections, assuring compliance with the terms of the funding agreements, reviewing budget proposals for compliance with instructions and accuracy, producing periodic reports and assisting with contract revisions.
3. Perform other duties as required.

**Required Competencies:**

- Effectively supervise, counsel and motivate employees
- Strong interpersonal skills
- Strong oral and written communications skills
- Ability to work spreadsheets, word processors and other software as needed
- Ability to read, understand and apply the terms of contracts and agreements
- Ability to work effectively with outside agencies
- Ability to understand financial budgets and reports
- Ability to safely and effectively operate vehicles and services
- Ability to work independently
- Ability to respond effectively to unusual and emergency situations, & investigate accidents
- Understanding of FTA Drug & Alcohol Requirements
- Understanding of Workers Compensation Processes and Regulations

**Required Education and Experience:**

- Possession of a high school diploma.
- Successfully obtain a California Class B Commercial Drivers License (CDL) with endorsements to and any other licenses required to operate heavy-duty, medium-duty, small buses, and paratransit buses.
- Successfully complete a California Department of Transportation Class B Drivers Physical and Physical Performance Evaluation.
- Maintain a safe driving record.
- Previous supervisory experience, including two years of experience and demonstrated ability to effectively supervise, counsel, and motivate employees.
- Strong oral and written communication skills.



- Computer keyboarding and spreadsheet, word processing, and other software applications.
- Knowledge of laws and regulations pertaining to safe transit operations.

**Work Environment:**

Administrative Office environment as well as on the road driving a transit vehicle or assisting Transit Vehicle Operators with pre-trip, check-ins, and other duties related to transit vehicle operation.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to drive, sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch. The employee must regularly lift and/or move up to 40 pounds and occasionally lift/or move up to 50 pounds.

Under applicable federal US DOT law (49 CFR Part 40) applicants will be subject to a pre-employment drug test and background check after receiving a conditional offer of employment. MTA will also require a satisfactory driving record after acceptance of a conditional offer of employment.

**Hours of Work:**

Monday - Friday and occasional weekends varying hours.

**Travel:**

May be required to travel to North Coast and South Coast in transit vehicle or staff car for training or other reasons related to supervising Transit Vehicle Operators.

**Equal Employment Opportunity:**

**All qualified personnel will be considered for employment without regard to race, sex, religion, national origin, age, disability or any other characteristic protected by federal, state or local law**

**~~Equal Employment Opportunity:~~**

~~All qualified personnel will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.~~

**Union Affiliation:**

Not applicable



**Title of Position:** OPERATIONS SUPERVISOR NORTH COAST  
**Salary Range:** \$53,498 – \$84,260 per year  
**Department:** Operations  
**Reports To:** Operations Manager  
**Supervisory Responsibility:** North Coast Transit Vehicle Operators  
**FLSA/IWC Status:** Safety Sensitive, At-Will, Exempt

#### **CLASSIFICATION SUMMARY:**

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#### **ESSENTIAL FUNCTIONS:**

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**Union Affiliation:**

Not applicable



**Title of Position:** OPERATIONS SUPERVISOR SOUTH COAST  
**Salary Range:** \$25.72 – \$40.51 per hour  
**Department:** Operations  
**Reports To:** Operations Manager  
**Supervisory Responsibility:** South Coast Transit Vehicle Operators  
**FLSA/IWC Status:** Safety Sensitive, At-Will, Non-Exempt

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Under applicable federal US DOT law (49 CFR Part 40) applicants will be subject to a pre-employment drug test and background check after receiving a conditional offer of employment. MTA will also require a satisfactory driving record after acceptance of a conditional offer of employment.

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**Equal Employment Opportunity:**

**All qualified personnel will be considered for employment without regard to race, sex, religion, national origin, age, disability or any other characteristic protected by federal, state or local law.**

**Equal Employment Opportunity:**

~~All qualified personnel will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.~~

**Union Affiliation:**

Not applicable.

**MENDOCINO TRANSIT AUTHORITY**

**RESOLUTION #2020-09**

**RESOLUTION OF THE MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS  
UPDATING THE MENDOCINO TRANSIT AUTHORITY TITLE VI NONDISCRIMINATION  
POLICY**

**WHEREAS**, a condition of Federal financial assistance is that a recipient must comply with Title V of the Civil Rights Act of 1964 and the provisions of the applicable Code of Federal Regulations and Executive Orders related there to; and

**WHEREAS**, Title VI of the Civil Rights Act of 1964, applicable Code of Federal Regulations, and Executive Orders related thereto provide that no person in the United States shall, on the grounds of race, color or national origin be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which a recipient receives Federal financial assistance; and

**WHEREAS**, Mendocino Transit Authority has been, currently is and will continue to be a future recipient of Federal financial assistance.

**NOW THEREFORE, BE IT RESOLVED** that Mendocino Transit Authority Board of Directors approves the 2020 Mendocino Transit Authority Title VI plan and shall be consistent with and in compliance with the requirements said plan.

**ADOPTED THIS 29<sup>TH</sup> DAY OF JULY 2020**

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this 29<sup>th</sup> day of July 2020

---

**SAPRINA RODRIGUEZ, CHAIRPERSON OF THE BOARD.**



**Meeting Date: July 29, 2020**

**Agenda Item: # D.3**

**SUBJECT:**

TITLE VI PLAN: Three-Year Update

**SUMMARY:**

The U.S. Department of Transportation (Department or DOT) distributes substantial Federal financial assistance each year for thousands of programs and activities (programs) conducted by diverse entities, including but not limited to State and local governments. Federal law requires entities receiving this assistance to provide all communities with equal access to these programs. Specifically, Title VI of the Civil Rights Act of 1964 (Title VI), 42 U.S.C. § 2000d et seq., and DOT Title VI regulations at 49 CFR Part 21 are designed to ensure that no person in the United States, based on race, color, or national origin, is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program that DOT financially assists. Equal access helps to create opportunity and connect all persons and communities to transportation programs that are financially assisted by DOT regardless of race, color, or national origin.

MTA is required to update this plan every three years and submit to CalTRANS for approval. Because we are still operating under the US Census Data from 2010, the only changes required are updates on Board Members and On-Time Performance. You will note that with the addition of the Costco STOP and a significant increase in mobility device loadings, on-time performance has dropped for FY 18/19 and FY 19/20. Pre COVID, the MTA Route Committee was working on a plan to increase on-time performance and will reconvene when appropriate.

The Title VI plan update in FY2023 will be based on the 2020 US Census, so will undoubtedly reflect changes in LEP persons and nationality of origin statistics.

**STAFF RECOMMENDATION:**

Review, approve and adopt Resolution 2020-09 Update to the MTA Title VI Plan

**ATTACHMENTS:**

Title VI Plan

Complaint Forms, English and Spanish



# Mendocino Transit Authority

## Title VI Program

As approved and Adopted by the Board of Directors on June 26, 2014

Revised and Updated April 26, 2017

Revised and Updated July 29, 2020

Prepared by: Mendocino Transit Authority  
241 Plant Road  
Ukiah, CA 95482  
Phone: 707-462-5765

Adopted: July 29, 2020

Approved by Caltrans:



# Title VI Program

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## Mendocino Transit Authority

### 2020 Board of Directors

Chair:	Saprina Rodrigues, Willits City Council
Vice Chair:	Jim Tarbell, Mendocino County Board of Supervisors, County A
	Tess Albin-Smith, Fort Bragg City Council
	Lloyd Cross, Point Arena City Council
	Dan Gjerde, Mendocino County Board of Supervisors, County C
	Bruce Richard, Mendocino County Board of Supervisors, County B
	Maureen Mulheren, Ukiah City Council
Executive Director:	Carla Meyer, Mendocino Transit Authority

**Mission Statement**     *To provide safe, courteous, reliable, affordable and carbon-neutral transportation service.*

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## Introduction

This program reflects the Mendocino Transit Authority's (MTA) commitment to ensuring that no person shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by MTA. All persons, regardless of their citizenship, are covered under this regulation. In addition, Mendocino Transit Authority prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

## Policy Statement

A policy statement, assuring Mendocino Transit Authority's compliance with Title VI of the Civil Rights Act of 1964 can be found as **Attachment A**.

The Mendocino Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, MTA prohibits discrimination on the basis of race, color, or national origin in its employment and business opportunities.

The Mendocino Transit Authority will not condone retaliation against an individual for their involvement in asserting their rights pursuant to Title VI or because they filed a complaint or participated in an investigation under the Title VI, and/or this regulation.

As a Federal Transit Administration (FTA) fund recipient, MTA will ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

Mendocino Transit Authority will ensure that the level and quality of its transportation service is provided without regard to race, color, or national origin.

Mendocino Transit Authority will promote the full and fair participation of all affected populations in the transportation decision-making process.

Mendocino Transit Authority will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within Mendocino Transit Authority's service area as provided herein.

Mendocino Transit Authority will ensure that Limited English Proficient (LEP) individuals have access to Mendocino Transit's programs, activities, and services.

The Mendocino Transit Authority's Title VI will be posted on the agency website, within the administrative offices, within vehicles, and at high demand stops throughout the system.

This Regulation shall be maintained in English and Spanish.

## **Title VI Procedures for Handling Complaints**

The MTA has a standard process for investigating all complaints. Full procedures for filing a complaint and MTA's procedures for investigating complaints can be found as **Attachment B**.

The complaint may be filed in writing with Mendocino Transit Authority at the following address:

Mendocino Transit Authority  
Executive Director  
241 Plant Road  
Ukiah, CA 95482  
By Phone: 707-462-5765  
By Facsimile: 707-462-1760  
Email: [admin@mendocinotransit.org](mailto:admin@mendocinotransit.org)

## **Record of Title VI investigations, complaints, or lawsuits**

Over the reporting period, Mendocino Transit Authority had no Title VI complaints, investigations or lawsuits filed against it.

## **Mendocino Transit Authority Limited English Proficiency Outreach Plan**

A full copy of MTA's outreach plan for individuals with limited English proficiency can be found in **Attachment C**. Key elements of the plan include:

- Spanish speaking translators are available during normal business hours Monday through Friday.
- Public Timetables are available in both English and Spanish.
- Public Timetables and system information is available in Spanish on the MTA's website.
- Transit surveys conducted by MTA are provided in Spanish as well as English.
- Latino outreach meetings/forums are conducted regularly within the Spanish speaking community in the County. Information is provided in Spanish and when needed, translators are on site to help with questions or concerns.

## **Mendocino Transit Authority Safe Harbor Provision**

Mendocino Transit Authority will comply with the Safe Harbor Provision which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations.

Census Bureau Language Identification Cards are carried by all Transit Operators and utilized for identification of individuals needing translation of written documents in their language. In addition, the Identification Cards are available at all public meetings, Board of Directors Meeting and the MTA main Administration office at 241 Plant Road. Any cards received will be provided to Administration for follow-up contact.

## **Notification of Mendocino Transit Authority Title VI obligations**

Mendocino Transit Authority publicizes its Title VI program by posting its commitment to providing services without regard to race, color, or national origin in all buses, MTA offices, on the website, and high demand stops throughout the system.

The postings include the following statements:

- Mendocino Transit Authority does not discriminate in the operation of its programs on the basis of race, color, or national origin.
- Please contact MTA's Executive Director with questions or comments about MTA's non-discrimination policies, to get additional information, or to file a complaint.

In person or by mail:

Executive Director

241 Plant Road  
Ukiah, CA 95482

Email address: [admin@mendocinotransit.org](mailto:admin@mendocinotransit.org)

By Phone: 707-462-5765

By Facsimile: 707-462-1760

Website: [www.mendocinotransit.org](http://www.mendocinotransit.org)

## Summary of Public Participation Efforts

Over the last reporting period, MTA conducted the following public outreach and involvement activities:

### Public Timetables:

All public timetables always include Spanish sections and are available on the MTA website.

### General Awareness and Phone Surveys:

We conduct onboard rider and general awareness surveys frequently. A Countywide Transit Ridership Survey was conducted in the Summer of 2019 to determine ridership demographics, usage habits, trip characteristics, and customer satisfaction. In addition, a telephone survey was conducted to garner information from the public regarding their perceptions of public transportation and the MTA, and to gather information that will be used to develop new services. These surveys are provided in both English and Spanish. Additionally, they are posted on MTA's website. As with all grant projects, MTA aggressively pursues participation from the Latino community. For further details, see the Implementation Plan on pages 15-16.

### Bilingual Outreach:

MTA's bilingual receptionist provides Spanish-speaking guests with information on public transit services in Spanish. Bilingual assistance is utilized in outreach programs when needed and appropriate. Additionally, MTA conducts on-going advertising in all Latino publications available in the County and on Latino radio stations.

### Phone Access:

Our phone system currently includes a Spanish option on the MTA's recorded greeting. A bilingual receptionist is available to answer phone inquiries for Spanish speaking customers during business hours. After business hours inquiries can be left on the bilingual voice mail and are responded to promptly the next business day.

### Short Range Transit Development Plan (SRTDP):

MTA conducts a SRTDP every five years. The next plan is to be updated in FY 20/21. Latino agencies, and influential members of the Latino community are major stakeholders from which feed-back and input on MTA services have been solicited.

## ***NOTICE***

### ***Notifying the Public of Rights under the Title VI***

Mendocino Transit Authority (MTA) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Mendocino Transit Authority.

For more information on Mendocino Transit Authority's civil rights program, and the procedures to file a complaint, contact (707)462-1422; website [www.mendocinotransit.org](http://www.mendocinotransit.org); or visit the administrative offices at 241 Plant Road, Ukiah, CA 95482.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington DC 20590.

*If information is needed in another language, contact (707) 462-1422 for assistance. Si require information en otro idioma, llame a (707) 462-1422..*

**MENDOCINO TRANSIT AUTHORITY**

## **ATTACHMENT 'A'**

### **TITLE VI NON-DISCRIMINATION POLICY STATEMENT**

July 1, 2020

Pursuant to Title VI of the Civil Rights Act of 1964:

It is the policy of the Mendocino Transit Authority that no person in the United States shall, on the grounds race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. All persons, regardless of their citizenship, are covered under this regulation. In addition, Mendocino Transit Authority prohibits discrimination on the basis of race, color, or national origin in its employment and business opportunities.

As a Federal Transit Administration (FTA) fund recipient, Mendocino Transit Authority will ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

Mendocino Transit Authority will ensure that the level and quality of its transportation service is provided without regard to race, color, or national origin.

Mendocino Transit Authority will ensure that Limited English Proficient (LEP) individuals have access to Mendocino Transit Authority's programs, activities, and services.

To request additional information on Mendocino Transit's non-discrimination obligations or to file a Title VI complaint, please submit your request or complaint in writing to:

**Mendocino Transit Authority**

Attn: Executive Director  
241 Plant Road  
Ukiah, CA 95482

**Complaint forms can also be obtained at [www.mendocinotransit.org](http://www.mendocinotransit.org)**

**Federal Transit Administration (FTA) Title VI complaints may be filed directly to:**

Federal Transit Administration Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590



## Attachment B

### **Discrimination Procedure for Handling Complaints**

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with Mendocino Transit Authority. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Human Resources Manager for review and action.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a) The date of alleged act of discrimination; or
  - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, Mendocino Transit Authority may extend the time for filing or waive the time limit in the interest of justice, as long Mendocino Transit Authority specifies in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of Mendocino Transit, the person shall be told to put this in writing, or given help by referring to the appropriate agency for assistance. The complaint shall then be handled according to Mendocino Transit's investigative procedures.
4. Within 10 working days of receipt of the written complaint, the Human Resources Manager will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as STATEDOT and USDOT.
5. Mendocino Transit Authority will advise STATEDOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to STATEDOT and/or USDOT:
  - a) Name, address, and phone number of the complainant.
  - b) Name(s) and address(es) of alleged discriminating employee or official(s).
  - c) Basis of complaint (i.e., race, color, national origin or sex)
  - d) Date of alleged discriminatory act(s).
  - e) Date of complaint received by the recipient.
  - f) A statement of the complaint.
  - g) Other agencies (state, local or Federal) where the complaint has been filed (if known).
  - h) An explanation of the actions Mendocino Transit Authority has taken or proposed to resolve the issue in the complaint.

6. Within 60 calendar days of the receipt of the complaint, the Human Resources Manager will conduct an investigation of the allegation. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can administratively close the case. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
7. Based on the information obtained, the Human Resources Manager will render a recommendation for action in a report of findings to the Executive Director.
8. Within 90 calendar days of receipt of the complaint, the Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The complainant will be issued one of two letters: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there is not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. The notification will advise the complainant of his/her appeal rights with STATEDOT, or USDOT, if they are dissatisfied with the final decision rendered by Mendocino Transit. The Human Resources Manager will also provide STATEDOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.
9. A person may also file a complaint directly with the Federal Transit Administration or the State Department of Transportation at the following addresses:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

California Department of Transportation  
Civil Rights, Equal Employment Opportunity Program  
Discrimination Complaint Investigation Unit  
1823 14<sup>th</sup> Street, MS-79  
Sacramento, CA 95811

**Mendocino Transit Authority**  
**TITLE VI DISCRIMINATION COMPLAINT FORM**  
**241 Plant Road, Ukiah, CA 95482**

Complainant's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_  
Date of Complaint: \_\_\_\_\_ Place of Violation: \_\_\_\_\_  
Bus Number: \_\_\_\_\_ Bus Route: \_\_\_\_\_

Discrimination because of:      ☐ Race      ☐ Color      ☐ National Origin

Please provide the name(s) of the Mendocino Transit Authority employees who allegedly discriminated against you, including their job titles (if known).

\_\_\_\_\_  
\_\_\_\_\_

Identify what Mendocino Transit service, program, or activity did not comply with Title VI of the Civil Rights Act of 1964.

\_\_\_\_\_  
\_\_\_\_\_

Identify individuals by name, address, and phone number that has information relating to the violation.

\_\_\_\_\_  
\_\_\_\_\_

Explain as clearly as possible what happened, how you feel you were discriminated against, and who was involved. Please include how other individuals were treated differently from you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

**Mendocino Transit Authority**  
**(de Transporte del Condado Mendocino)**  
**FORMULARIO DE QUEJA POR DISCRIMINACIÓN CONFORME AL**  
**TÍTULO VI**  
**241 Plant Road, Ukiah, CA 95482**

Nombre del que presenta la queja: \_\_\_\_\_  
Dirección (calle): \_\_\_\_\_  
Ciudad/Estado/Código postal: \_\_\_\_\_  
Teléfono: Correo electrónico: \_\_\_\_\_  
Fecha del incidente: \_\_\_\_\_ Hora del incidente: \_\_\_\_\_  
Fecha de la queja: \_\_\_\_\_ Lugar del incidente: \_\_\_\_\_  
Número del bus: \_\_\_\_\_ Ruta del bus: \_\_\_\_\_

Causa de la discriminación:      ☐ Raza                      ☐ Color                      ☐ Origen nacional

Sírvase suministrar el/los nombre(s) de los empleados de Mendocino Transit que supuestamente le discriminaron, inclusive los cargos que ocupan (si se saben).

\_\_\_\_\_  
\_\_\_\_\_

Identifique cuál servicio, programa o actividad de Mendocino Transit no cumplió con el Título VI del Acta de Derechos Civiles de 1964.

\_\_\_\_\_  
\_\_\_\_\_

Proporcione los nombres, direcciones y números de teléfono de los individuos que poseen información relacionada con el incidente.

\_\_\_\_\_  
\_\_\_\_\_

Explique lo más claramente posible lo que ocurrió, cómo usted siente que le discriminaron y quién estuvo involucrado. Por favor incluya cómo otras personas fueron tratadas de manera diferente a usted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Firma del que presenta la queja:* \_\_\_\_\_ *Fecha:* \_\_\_\_\_

## Attachment C

### **MENDOCINO TRANSIT AUTHORITY LIMITED ENGLISH PROFICIENT (LEP) PLAN July, 2020**

Mendocino Transit Authority is required to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of our programs and activities of individuals who are Limited English Proficient (LEP). Mendocino Transit Authority consulted the USDOT's LEP Guidance and performed a four factor analysis of our contact with the public to determine the appropriate mix of LEP services to offer.

#### **Four Factor Analysis:**

##### **1) The number or proportion of LEP persons in the service area**

Mendocino Transit Authority provides important transit services to the public through its fixed route, paratransit, Senior Center subsidy, vanpool, and rideshare programs. Mendocino Transit Authority is a Joint Powers Authority and is the only public transportation provider in the county and provides a link between the rural areas and the four incorporated cities which offers shopping, healthcare and other services the public accesses frequently.

Data was gathered from the US Census Language Survey Report to identify information on persons who do speak languages other than English at home, and who speak it less than well or not at all, and would be classified as limited English proficient or "LEP".

A review of the census data on the numbers of limited English proficient or LEP persons revealed that in Mendocino County, CA the highest percentage of total population 5 years and over that spoke a language other than English at home and who speak it less than very well were Spanish speakers. According to the U.S. Census Bureau, 2011-2015 American Community Survey, there are 14,598 Latinos living in the County, or 17.7% of the total population of 82,476 residents. The remaining 2,604 respondents speak approximately 33 different languages other than English at home, and who speak it less than very well, each accounting for less than 1% of the population.

##### **2) The frequency with which LEP individuals come into contact with the service.**

We serve LEP persons daily via our fixed route, paratransit, Senior Center subsidy, vanpool and rideshare programs. The most frequent contact between LEP persons is with bus drivers and administrative staff. The Bilingual Receptionist in our administrative offices speaks Spanish and translates in person or over the phone a total of approximately 7 times a day. We have an average of 3 calls a day that require translations when Spanish speaking employees are unavailable and had no calls for languages other than Spanish. Voice mail is available and staff responds the next business day to any and all messages left there. Dispatch staff only indicate taking between 2-3 calls per day. Based on this information, Mendocino Transit will continue to incorporate bilingual staff as much as practicable and ensure that language assistance information is posted in high volume areas, such as; buses, Bus shelters, website and administrative offices.

### **3) The nature and importance of programs, activities or services provided by Mendocino Transit to the LEP population.**

The largest geographic concentration of LEP individuals in the Mendocino Transit service area is Spanish. Three (3) concentrated areas have been identified as having significant percentages of the population identified as Hispanic, they are: Ukiah (40.8%), Fort Bragg (16.2%), and Willits (7.9%). Services provided by Mendocino Transit that are most likely to encounter LEP individuals are the fixed route system which serves the general public and the demand-response (Dial-A-Ride) system which serves primarily senior and disabled persons.

It is also likely that Mendocino Transit will encounter LEP individuals at the MTA office, where passes are sold, and community outreach events are displayed related to transit events.

### **4) The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons**

Mendocino Transit Authority currently provides some information in Spanish such as surveys, bus routes and fares, public service announcements and information on the buses. Mendocino Transit Authority has four (8%) of experienced staff members who are fluent in both Spanish and English.

#### **Implementation Plan:**

Based on the four factor analysis, Mendocino Transit Authority recognizes the need to continue providing language services in the region. A review of Mendocino Transit Authority relevant programs, activities and services that are being offered or will continue to be offered by the Mendocino Transit Authority as of July 2020 include:

- Spanish speaking translators are available during normal business hours.
- Public Timetables are available in both English and Spanish.
- Route and schedule information available in Spanish on the Mendocino Transit Authority website.
- Transit surveys conducted by Mendocino Transit Authority available in Spanish.
- Latino outreach meetings/forums are regularly conducted in the County to inform the Latino community of the services offered by MTA. Information provided by bilingual staff on site to answer any questions or address concerns.
- Have Census Bureau Language Identification Flashcards available at Mendocino Transit Authority's meetings to assist in identifying language assistance needs for future meetings.
- Have Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give Mendocino Transit Authority management for follow-up.
- Vehicle operators, dispatchers, and other front line staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.
- Placement of statements in notices and publications that interpreter services are available for these meetings, with seven (7) day advance notice.
- Post the Mendocino Transit Authority Title VI Program and LEP Plan on the agency website, [www.mendocinotransit.org](http://www.mendocinotransit.org) and at the administrative offices.
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will utilize a professional interpreter service.

Mendocino Transit Authority's outreach and marketing initiatives has yielded a list of community organizations that serve populations with limited English proficiency. The following list of

community organizations, school systems, and religious organizations will be contacted to assist in gathering information and see what services are most frequently sought by the LEP population:

Nuestra Casa  
South Valley High School  
Nuestra Alianza  
Migrant Education  
Ukiah Unified School District  
Safe Passage Family Resource Centers

Mendocino Transit Authority will contact the community organizations that serve LEP persons, as well as LEP persons themselves, and perform a four factor analysis every three years to identify what, if any, additional information or activities might better improve MTA's services to assure non-discriminatory service to LEP persons. Mendocino Transit Authority will then evaluate the projected financial and personnel needed to provide the requested services and assess which of these can be provided cost-effectively.

### **Staff Training:**

The following training will be provided to Mendocino Transit Authority staff:

- Information on the Mendocino Transit Authority's Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of Language Identification Flashcards (used to identify language preference)
- Documentation of language assistance requests.
- Use of professional interpreter services (over the phone interpretation provider)
- How to handle a potential Title VI/LEP complaint

### **Outreach Techniques:**

In order to ensure that LEP individuals are aware of Mendocino Transit Authority's language assistance measures, MTA provides the following:

- Local schedules include Spanish translation
- Spanish language contact information, phone and email, is posted on Mendocino Transit Authority's website home page
- Bilingual staff are present during regular business hours for in-person or phone customer service at the administrative office.

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed and posted in an alternative language based on the known LEP population. These notices will be posted in the following locations:

- Mendocino Transit Authority Administrative offices
  - Mendocino Transit Bus Shelters
- Mendocino Transit Authority buses
- Mendocino Transit Authority website ([www.mendocinotransit.org](http://www.mendocinotransit.org))

Such notices may also be posted or announced with local stakeholders, community centers, and effected route major transfer points. Interpreters will be available as needed.

### **Monitoring and updating the LEP Plan:**

Mendocino Transit Authority will update the LEP plan as required by US DOT. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI submission, or when data from the 2020 US Census is available, or when it is clear that higher concentrations of LEP individuals are present in the Mendocino Transit Authority service area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether Mendocino Transit Authority's financial resources are sufficient to fund language assistance resources needed
- Determine whether Mendocino Transit Authority has fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning Mendocino Transit Authority's failure to meet the needs of LEP individuals

### **Dissemination of the Mendocino Transit Authority LEP Plan:**

A link to the Mendocino Transit Authority LEP Plan and the Title VI Program is posted on the Mendocino Transit Authority website at [www.mendocinotransit.org](http://www.mendocinotransit.org).

Any person or agency with internet access will be able to access and download the plan from the Mendocino Transit Authority's website. Alternatively, any person or agency may request a copy of the plan via telephone, mail or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which Mendocino Transit Authority will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to:

Mendocino Transit Authority  
Executive Director  
241 Plant Road  
Ukiah, CA 95482  
Phone: 707-462-5765  
Toll Free: 800-696-4682  
Fax: 707-462-1760  
Email: [admin@mendocinotransit.org](mailto:admin@mendocinotransit.org)



## Attachment D

### Mendocino Transit Authority Fare and Service Change Public Notification

Mendocino Transit Authority (MTA) shall maintain an open and participative process including the consideration of public comment before a fare increase or major service reduction. Public input is solicited while proposals are under consideration. Customers are notified before the implementation of any major service changes or fare increases.

It is the intent of Mendocino Transit to comply with the Federal Public Comment on Service Change and Fare Change policy cited in the Federal Transit Administration Section C.9030.1C.

For the purpose of the FTA C.9030.1C comment requirement, Mendocino Transit Authority's definition of a service change is as follows:

**Service Change.** A change in the service area equal to more than 25% total system square mile service area.

**Fare Change.** A change of any amount compared to existing fare.

In order to insure maximum opportunity for community input and involvement in the decision-making process, Mendocino Transit Authority adheres to the following:

1. Provide a thirty (30) day advance notice of a public hearing to consider the proposal in appropriate local and/regional publications as appropriate.
2. Provide customer information regarding the fare change and/or service reduction proposal and process for public comment on board service vehicles.
3. Conduct at least one (1) formal public hearing to solicit public input and consider recommendations to the proposed service changes. The hearing includes a staff presentation of proposed service changes and the opportunity for testimony from any interested individual in attendance. Minutes of the hearing are recorded.
4. Following the conclusion of the Public Hearing, the Mendocino Transit Authority Board of Directors will consider both the staff recommendations and the public comment, and make the final decision regarding the service change by a simple majority vote. The effective date of any service change shall be at least sixty (60) days after the date noticing the public hearing.

## **Attachment E**

### **Mendocino Transit Authority Table Depicting the Membership of Non-Elected Committees and Councils**

The Mendocino Transit Authority does not have any non-elected committees and councils at this time.

## **Attachment F**

### **Mendocino Transit Authority Subrecipient Assistance and Monitoring**

The Mendocino Transit Authority does not pass any FTA funding to subrecipients at this time.

## **Attachment G**

### **Mendocino Transit Authority Equity Analysis - Environmental Justice**

MTA has had no facility construction.

## Attachment H

### Mendocino Transit Authority System Performance Standards

Mendocino Transit Authority currently reports the following Transit Development Act (TDA) mandated Key Performance Measures:

Passenger Fares  
Operating Expenses  
Farebox Recovery Ratio (FBR)  
Operating Cost/Passenger  
Operating Cost/Revenue Hour  
Operating Cost/Revenue Mile  
Passenger Trips/Revenue Hour  
Road Calls  
Average Fare Per Passenger  
Employees/Full-Time Equivalent (FTE)

### Vehicle Load Standards by Mode

There are 43 vehicles in the total fleet. The 22 ft cut-aways are used in demand response (Dial-A-Ride). The 40 ft Heavy Duty transit buses are used in high demand local fixed route services. The 25' Cut-aways and the 32' Medium Duty transit buses are primarily used in the long distance intercity routes. All vehicles are wheelchair accessible in compliance with the Americans with Disabilities Act of 1990 as well as equipped with bike racks which hold two bikes each.

	Maximum Passenger Capacities			
Vehicle Type	Seated	Standing	Total	Maximum Load Factor
22' Cut-away	9	0	9	1.0
25' Cut-away	20	0	20	1.0
32' Transit Bus (Medium Duty)	30	10	40	1.3
40' Transit Bus (Heavy Duty)	38	10	48	1.3

## Vehicle Headway Standards

### *Ukiah Valley Bus Service*

**Route 9 – Local**, within Ukiah, approximately every 30 minutes between 6:30 am to 6:00 pm on weekdays, and every 45 minutes between 7:45 am to 5:00 pm on Saturdays

**Route 9 – Local Evening Service** is a flex route within Ukiah, approximately every hour between 6:00 pm to 11:00 pm weekdays. This route will deviate up to three-fourths of a mile to pick up or drop of passengers on request.

**Route 7 – the Jitney**, within Ukiah, is a direct route connecting North and South Ukiah, offers two trips a day on weekdays

### *Inland Bus Service*

**Route 20 – Inland**, offers 12 trips per day between Willits and Ukiah, Monday through Friday which connects Willits and Mendocino Community College with timed transfers to Route 9 Ukiah Local from 7:00 am to 6:30 pm

### *Willits Local Service*

**Route 1 – Willits Local**, runs approximately every hour between 7:00 am to 6:00 pm on weekdays.

Note: Route 20 can also be used for local routes within Willits.

### *North Mendocino Bus Service*

**Route 5 – Bragg About**, has hourly service within Fort Bragg on the weekdays from 8:00 am to 6:00 pm.

**Route 60 – the Coaster**, serves Fort Bragg south to Navarro River Junction, Monday through Friday. Within Fort Bragg, Route 60 operates on the same route as Route 5. At the Navarro River Junction, it connects with Route 75 for trips to the South Coast or Ukiah.

**Route 65 – CC Rider**, runs two round trips six (6) days per week from Mendocino/Fort Bragg to Willits, Ukiah and Santa Rosa, and one (1) round trip from Mendocino/Fort Bragg to Willits, Ukiah and Santa Rosa on Sundays.

### *South Mendocino Bus Service*

**Route 75 – Gualala/Ukiah**, connects the South Coast with Ukiah, Monday through Saturday with one round trip each day. It serves the South Coast communities from Navarro River Junction to Gualala, and inland communities of Navarro, Philo, and Boonville. It connects with Route 60 at the Navarro River Junction Monday through Friday.

**Route 95 – Point Arena/Santa Rosa**, offers one round trip seven (7) days a week and connects the South Coast with Santa Rosa. It serves the coastal communities from Point Arena south to Bodega Bay.

Most inland riders are very transit dependent, in which nearly half of the riders are students. MTA does not have peak and off-peak hours.

### On-Time Performance Standard:

On-time performance is manually tracked in the field by supervisors. Drivers are expected to call into dispatch when running late. On-time arrival for fixed route is defined by the bus arriving at the stop either on schedule or within 5 minutes after the schedule. Early bus arrivals typically approach the time point 1 to 2 minutes ahead, and are held at the bus stop until departure at the scheduled time, which are then counted as on-time.

MTA has seen an increase in wheelchair-bound passengers, which has made it challenging to maintain schedules. A consistent systemwide trend is the percentage of observed trips meeting schedule adherence at about 80 percent. The following table reflects data derived from FY09/10-FY11/12:

**On-Time Performance**

	<b>FY 2016/17</b>	<b>FY 2018/19</b>	<b>FY2019/20</b>	<b>% Change FY15/16</b>
Total Checks	542	422	362	-33%
Over 10 min late	11	7	19	-27%
5 to 9 min late	52	66	72	-31%
On time	422	431	533	+17%
Early	3	5	3	-88%
On time	82.7%	81.9%	79.4%	-2%

### Service Availability Standards:

It is Mendocino Transit Authority's goal to provide affordable, reliable, efficient and user-friendly transit service that effectively meets the local mobility needs of those residents, or visitors to, the MTA service area who have limited mobility options. Where practical, also serve the needs of those who choose mobility for some or all of their local travel needs for environmental or lifestyle reasons.

The local route system is designed such that 90 percent of the population cluster areas are within three-fourths (3/4) mile of a fixed route or within the service area of a deviated fixed route or general public Dial-A-Ride service.

### Vehicle Assignment:

All vehicles within the Mendocino Transit Authority fleet are lift equipped, have bicycle racks and heat/air conditioning. Vehicles are assigned based on operating characteristics of the routes. High demand local routes typically operate 30-40 foot transit buses to accommodate the demand. Medium Duty and smaller more maneuverable cut-away type vehicles are used for intercity and long distance travel.

### **Transit Amenities:**

Installation of transit amenities are based on passenger boarding's along the route. Our heaviest concentration of amenities is where the ridership is the greatest, which is primarily the local or inland routes. Shelters are installed where passenger boarding's are the heaviest, and regular or wing benches are installed at stops with fewer passenger boarding's. A recent bus stop review was performed for the South Coast Service where all recommendations for improvements were implemented.



# ***ATTENTION:***

## **Notifying the Public of Rights under the Title VI**

Mendocino Transit Authority (MTA) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Mendocino Transit Authority.

For more information on Mendocino Transit Authority's civil rights program, and the procedures to file a complaint:

**Call: (707)462-5765**

**Website: [www.mendocinotransit.org](http://www.mendocinotransit.org)**

**or**

**Visit the Administrative Offices**

**at**

**241 Plant Road, Ukiah, CA 95482**

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the:

**Office of Civil Rights**

**Attention: Title VI Program Coordinator**

**East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE**

**Washington DC 20590**

# **ATENCIÓN:**

## **Aviso al público de los derechos bajo el título VI**

Mendocino Transit Authority (MTA) opera sus programas y servicios sin importar la raza, color u origen según el título VI de la ley de derechos civiles. Cualquier persona que crea que han sido ofendidos por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja ante Mendocino Transit Authority.

Para más información sobre el programa derechos civiles de Mendocino Transit Authority y los procedimientos para presentar una queja:

**Llame a: (707)462-5765**

**Sitio de internet: [www.mendocinotransit.org](http://www.mendocinotransit.org)**

**o**

**Vaya a la oficina ubicada en**

**241 Plant Road, Ukiah, CA 95482**

Un demandante puede presentar una queja directamente con el Federal Transit Administration para poner una queja con la oficina de derechos civiles:

**Office of Civil Rights**

**Attention: Title VI Program Coordinator**

**East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave. SE**

**Washington DC 20590**



**Meeting Date: July 29, 2020**

**Agenda Item: D.4**

**SUBJECT:**

Adoption of Resolution 2020-10 Authorizing the Executive Director to File and Execute Applications for the Federal Finding under FTA Section CARES Phase 2/5311

**SUMMARY:**

The CARES Act apportionment for California is \$94,976,667. Of this amount, 75% is set aside for regional distribution. Of the remaining 25%, 15% is set-aside for Intercity Bus Section 5311(f) and 10% for program administration. DRMT distributed Phase 1 to current subrecipients of FTA 5311 and 5311(f). MTA has received Standard Agreements from Caltrans for Phase 1 in the following amounts:

5311 -	\$557,349.00
5311(F) -	\$144,998.00

At this time, MTA has issued a Request for Reimbursement (RFR) of \$101,987.32. MTA is currently working on submitting another RFR for the months of June and July in early August.

The Phase 2 funding is being distributed through a Call for Projects for ALL eligible transit operators. At this time, MTA is eligible to apply for \$1,068,573. MTA will be applying through the electronic grant application software called BlackCats. Unlike the Phase 1 distribution, Phase 2 will require an application process and Board approved Resolution with a grant submittal deadline of August 13, 2020.

FTA 5311(f) Phase 2 will be determined later.

**STAFF RECOMMENDATION:**

Review, approve and adopt Resolution 2020-10 Authorizing the Executive Director to apply for CARES PHASE 2 Funding.

**ATTACHMENTS:**

Resolution 2020-10  
Call for Projects Letter  
FTA CARES Act Distribution List Round 2 - Final Round.



**Resolution for FTA Funds**

**State of California**

**Division of Rail and Mass Transportation**

**RESOLUTION NO. 2020-10**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *Mendocino Transit Authority* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *Mendocino and Sonoma Counties*; and

**WHEREAS**, the *Mendocino Transit Authority* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the *Mendocino Transit Board of Directors* does hereby Authorize the *Executive Director*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That *Executive Director* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *Executive Director* authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the *Mendocino Transit Board of Directors* of the *Mendocino County*, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:

NOES:

ABSENT:

(Please Print)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF RAIL &amp; MASS TRANSPORTATION

P.O. BOX 942874, MS-74

SACRAMENTO, CA 94274-0001

PHONE (916) 653-0243

FAX (916) 654-9366

TTY 711

www.dot.ca.gov

Making Conservation  
a California Way of Life.

July 17, 2020

Dear MPO's and RTPA's:

The Division of Rail and Mass Transportation (DRMT) is pleased to announce the Call for Projects for the Coronavirus Aid, Relief, and Economic Security (CARES) Act for Federal Transit Administration (FTA) Section 5311 Program Phase 2.

The regional apportionment is based on the 2010 decennial census and represents the remaining Phase 2 CARES Act funding for regular FTA 5311 Program. The Call for CARES Act Projects is only for the regular FTA 5311. FTA 5311(f) Rural Intercity Bus Program will be announced later.

The FTA 5311 formula program amount allocated to each region is enclosed. Please work with the transit agencies, tribal entities, and others eligible applicants within your region to sub-allocate from your regional apportionment, a blank POP is enclosed. Also enclosed is a brief Fact Sheet for FTA 5311 applicants to help you determine eligibility. Please work with your Caltrans Headquarters liaison for assistance.

During this Call for Projects, the BlackCat Electronic Grants System (web-based electronic grants management system), is only accepting FTA Section 5311 applications. If new applicants need access to BlackCat please contact Vivian Miller at [Vivian.Miller@dot.ca.gov](mailto:Vivian.Miller@dot.ca.gov).

**All applications are due August 13, 2020 at 2:00 p.m. PST**

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Pongratz".

KATHY PONGRATZ, Chief  
Rural Transit and Intercity Bus Branch

Enclosures:

- (1) Regional Apportionment for Phase 2 CARES Act
- (2) CARES Act Program of Projects (POP)
- (3) FTA 5311 CARES Act Fact Sheet
- (4) DRMT FTA 5311 Contact Map

**FTA CARES Act Funds for Distribution in Round 2 (Final Round)**  
**Division of Rail and Mass Transportation**  
**Office of Transit Grants and Contracts**  
Amounts determined using 5311 Regional Formula Calculations

<u>D</u>	<u>County/Region</u>	<u>CARES Formula</u>	
4	MTC	\$ 3,453,334	(1)
3	SACOG	\$ 1,630,029	(2)
10	Alpine	\$ 118,908	
10	Amador	\$ 463,371	
3	Butte	\$ 1,481,971	
10	Calaveras	\$ 554,450	
3	Colusa	\$ 260,559	
1	Del Norte	\$ 348,036	
3	El Dorado	\$ 1,081,553	
6	Fresno	\$ 3,355,334	
3	Glenn	\$ 342,100	
1	Humboldt	\$ 1,637,669	
11	Imperial	\$ 800,995	
9	Inyo	\$ 225,609	
6	Kern	\$ 3,178,250	
6	Kings	\$ 791,214	
1	Lake	\$ 786,640	
2	Lassen	\$ 424,493	
7	Los Angeles	\$ 911,817	
6	Madera	\$ 881,368	
10	Mariposa	\$ 222,021	
1	Mendocino	\$ 1,068,573	
10	Merced	\$ 1,143,934	
2	Modoc	\$ 151,063	
9	Mono	\$ 172,765	
5	Monterey	\$ 1,325,495	
3	Nevada	\$ 1,201,450	
12	Orange	\$ -	
3	Placer	\$ 1,013,089	
2	Plumas	\$ 243,382	
8	Riverside	\$ 2,031,019	
5	San Benito	\$ 672,339	
8	San Bernardino	\$ 2,955,913	
11	San Diego	\$ 1,587,112	
10	San Joaquin	\$ 910,393	
5	San Luis Obispo	\$ 1,134,604	
5	Santa Barbara	\$ 562,722	
5	Santa Cruz	\$ 384,276	
2	Shasta	\$ 723,711	
3	Sierra	\$ 139,040	
2	Siskiyou	\$ 546,202	
10	Stanislaus	\$ 987,360	
2	Tehama	\$ 772,018	
2	Trinity	\$ 167,705	
6	Tulare	\$ 1,854,568	
10	Tuolumne	\$ 673,507	
7	Ventura	\$ 858,206	

- (1) Metropolitan Transportation Commission (MTC): Sonoma, Napa, Solano, Contra Costa, Alameda, Marin, San Francisco, San Mateo and Santa Clara Counties  
(2) Sacramento Area Council of Governments (SACOG): Yuba, Sutter, Yolo and Sacramento Counties

Date Prepared: July 10, 2020

Data Source: CARES Act FFY 2020 Apportionment Table 3; 2010 Census Data workbook

Prepared by: Tracy Harrison, Grants Management Branch

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

# MTA GRANT FUNDING PROCESS

# CURRENT FEDERAL GRANT FUNDS

- ▶ MTA is the subrecipient of the following federal grants:
- ▶ **5311** - The FTA **5311** formula **grants** are specifically for rural areas with fewer than 50,000 residents. These funds are apportioned to each state annually and distributed to counties on an apportionment basis. In most rural counties, 5311 funds are primarily utilized as operating assistance.
- ▶ **5311(f)** - FTA 5311(f) grants are funds specific to the Intercity Bus Program. Only agencies that are meet the qualifications of this program can apply competitively.
- ▶ **5310** - This program (49 U.S.C. 5310) provides formula funding for transportation needs of older adults and people with disabilities. 5310 is a competitive grant.



# CURRENT STATE GRANT FUNDING

MTA is a subrecipient of the following state grant funds:

- **Low Carbon Transit Operations Program (LCTOP)** LCTOP provides operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility. Funding availability is competitive, and formula based.
- **TSSDRA (Cal-OES Safety and Security Funds)** A 10-year bond program for specified purposes, including grants for transit system safety, security. (Capital specific)
- **Public Transportation Modernization, Improvement and Service Enhancement (PTIMSEA)** funds available for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects rehabilitation or replacement of rolling stock. (Capital Specific)
- **State Transit Assistance (STA)**
- **Local Transportation Funds (LTF)**

# How Grants/Funding are Received

## Funding Received Monthly

- LTF Local Transportation Funds

## Funding Received Quarterly

- STA State Transit Assistance
- Senior Center Funding

## Funding Received Annually

- 5311 FTA Regional Apportionment
- 5311(f) FTA Intercity Funding

## Request for Reimbursement (RFR) Funds

- 5310 FTA Elderly and Disabled
- 5311 - 5311(f) CARES

## Advance Grants Receivables

- LCTOP
- TSSDRA - Cal-OES
- PTIMSEA

These funds are released to rural operators in advance and must be kept in individual interest-bearing accounts. As expenditures are met, funds are transferred from the appropriate source into the MTA Operating Account.....payment is made.

# Other Revenues

- ▶ Redwood Coast Regional Center Transportation Contract
- ▶ Sonoma County Route #95 Reimbursement
  - Advertising
  - Ag Van Leases
  - Maintenance Labor
  - Other - Fuel Rebates, etc.

# FY 19/20 The Perfect Storm

## COVID - 19 Pandemic

- ▶ Increase in Costs
- ▶ Loss in Revenues
- ▶ Key Personnel working remotely
- ▶ Federal Appropriations (5311 and 5311(f)) were delayed to CalTRANS for rural distribution.
- ▶ Restricted fund expenditures (Cals-OES and LCTOP) not moved into MUNIS Operating Account.
- ▶ CARES Funding while moved on quickly at the federal level, actual reimbursements to rural operators has yet to arrive.

# WHY CALIFORNIA RURAL OPERATORS DO NOT HAVE ADEQUATE OPERATING RESERVES

The TDA, also known as the Mills-Alquist-Deddeh Act (SB325) enacted by the California Legislature in 1977 is a 201-page document outlining all the PUC and CCR regulations for public transit operators in the State of California.

Under **CCR6634(a)** -Eligibility For Funds it states: *“No operator, transit service claimant shall be eligible to receive moneys during the fiscal year from the local transportation funds and the state transit assistance fund for operating cost in an amount that exceed its actual operating costs.”*

In layman’s terms, if you spend less than you received the following fiscal year, the difference will be reduced in the following year allocation.

The only funds available to rural operators with which to build a reserve account are those deemed ‘Local Support’.

# TDA Definition of Local Support

CCR 6611.3 States:

*“The term “local support” means all revenues in the following revenue account classes of the uniform system of accounts and records adopted by the State Controller pursuant to Public Utilities Code Section 99243.*

**406.000 - Auxiliary Transportation Revenues** (Advertising revenues)

**407.000 - Non-Transportation Revenues** (Ag Van leases)

**408.000 - Taxes Levied Directly by Transit System**

**409.010 - Local Cash Grants & Reimbursements - General Operating Assistance** (5311, 5311(f), 5310, etc.)

**410.000 - Local Special Fare Assistance**

**440.000 - Subsidy from other Sectors of Operation**

# MTA ACTION PLAN

- ▶ Utilize CARES reimbursements for funding losses to build MTA Operating Cash Reserve. (Not subject to TDA restrictions). CARES funding will reimburse the following: *Losses in LTF/STA, Hazard Pay differential, any COVID-19 related expenditures, fare losses, contracted services revenue losses, medical/dental/vision expenses for furloughed employees.*
- ▶ Finance Manager has been provided detailed spreadsheet instructions of adjustments from the Restricted Fund accounts to the MUNIS Operating Cash fund 4090.
- ▶ Elimination of duplicative funding accounts.
- ▶ Monthly sweeping of outpost fare deposits.
- ▶ Beginning July 2020 Financials will provide monthly expenditures detail in addition to YTD.
- ▶ Deferred Revenues will be clearly defined on Balance Sheet
- ▶ Financial Statements provided to Board of Directors and staff will no longer be “rolled up” for close monitoring of “Operating Cash” and insuring Operating Cash Reserve buildup.
- ▶ Finance Manager will provide Executive Director weekly cash balances of all accounts.

# MTA Cash Position

1:44 PM

July 27, 2020

## ➤ Operating Cash Balance MUNIS

-\$82,231.52

*With Finance Department Correction of Restricted Funds and Fare Additions*

**\$99,974.71**

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Operating Cash Balance MUNIS

**\$ 17,743.19**

Operating Balance - Umpqua

**\$108,779.63**

Operating Reserve - Umpqua

**\$ 55,077.25**

**TOTAL COMBINED MTA OPERATING FUNDS:**

**\$181,600.07\***

*\* This includes June expenditures to date.*

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## ➤ Pending Income/RFR's

June LTF                      \$249,427.00 (lesser amount will be invoiced to CARES in August)

CARES RFR                      \$101,987.32 (June/July expenditures to be invoiced in August)

5310 RFR                      **\$96,041.58**

**TOTAL**                      **\$447,455.90**

Average Monthly Expenditures: \$295,000 (approximately 66% of same time last year)