



Board of Directors Regular Meeting Agenda

Wednesday, October 28, 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:

United States (Toll Free): 1 866 899 4679

Access Code: 172-217-813

Please press mute on your phone until public comments are open. Members of the public may also submit questions via email by 5:00 p.m. on October 27, 2020. Email comments to 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 September 30, 2020 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements - July 2020 through August 2020

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Approval of Equal Employment Opportunity (EEO) Plan
3. Discussion Regarding Electric Vehicle Presentation on October 20, 2020

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management
2. Matters from Directors

F. 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 at least 72 hours prior to the meeting.



Board of Directors Regular Meeting Minutes

Wednesday, September 30, 2020

1:30 p.m.

MTA Board of Directors Present

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

MTA Board of Director Absent

Lloyd Criss
Dan Gjerde

Staff Present

Jacob King, Interim Executive Director
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Dawn White, Mobility Manager
Heather Lindsteadt, HR Director/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

A. CALL TO ORDER

Chair Rodriguez called the meeting to order at 1:33 p.m.

B. PUBLIC COMMENT

No written or verbal public comment.

C. CONSENT CALENDAR

1. Approval of Minutes of August 26, 2020 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 2019 through June 2020
4. Acceptance of Financial Statements – July 2020
5. Acceptance of GASB 68 Report

Upon motion by Director **Albin-Smith**, seconded by Director **Tarbell** the Board approved Consent Calendar items C.1 through C.5 by roll call vote. **AYES:** Albin-Smith, Tarbell, Mulheren, Richard, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross, Gjerde

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input

There were no additions to Unmet Needs.

2. Discussion and Possible Adoption of Resolution No. 2020-11 Approving a Retroactive Employment Agreement between MTA and Interim Executive Director Jacob King.

Upon Motion by Director **Tarbell**, seconded by Director **Mulheren**, the Board adopted Resolution 2020-11 approving a retroactive employment agreement between MTA and Interim Executive Director Jacob King by roll call vote. **AYES:** Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross, Gjerde, Richard.

3. Discussion and Possible Adoption of Resolution No. 2020-12 Authorization for the Execution of the Certifications and Assurances and Authorized Agent for the California State of Good Repair Program for Fiscal Year 20-21.

Upon Motion by Director **Mulheren**, seconded by Director **Tarbell**, the Board adopted Resolution 2020-12 authorizing the execution of the Certifications and Assurances and Authorized Agent for the California State of Good Repair Program for Fiscal Year 20-21 by roll call vote. **AYES:** Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross, Gjerde, Richard

4. Discussion and Possible Authorization of Amendment to State of Good Repair Project Description for Fiscal Year 20-21 (17-18 SGR Allocation) State of Good Repair.

Upon Motion by Director **Richard**, seconded by Director **Mulheren**, the Board approved the amendment to State of Good Repair Project Description for Fiscal Year 20-21 (17-18 SGR Allocation) by roll call vote. **AYES:** Richard, Tarbell, Mulheren, Chairwoman

Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde, Albin-Smith

5. Discussion and Possible Adoption of Resolution No. 2020-14 Approving Jacob King as the Authorized Agent for the Low Carbon Transit Operations Program (LCTOP) Programs.

Upon Motion by Director **Richard**, seconded by Director **Tarbell**, the Board adopted Resolution 2020-14 approving Jacob King as the Authorized Agent for the Low Carbon Transit Operations Program (LCTOP) by roll call vote. **AYES**: Richard, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde, Albin-Smith

6. Discussion and Possible Adoption of Resolution No. 2020-15 Appointing Interim Executive Director Jacob King to the Board of Directors of the California Transit System Joint Powers Insurance Authority (CALTIP).

Upon Motion by Director **Richard**, seconded by Director **Tarbell**, the Board adopted Interim Executive Director Jacob King to the Board of Directors of the California Transit System Joint Powers Insurance Authority (CALTIP). **AYES**: Richard, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde, Albin-Smith

7. Discussion and Possible Action Approving Mendocino Transit Authority Credit Card Usage Policy No. 7.6.12. (Second Draft).

Upon Motion by Director **Richard**, seconded by Director **Tarbell**, the Board approved the MTA Credit Card Policy section 7.6.12 by roll call vote: **AYES**: Richard, Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde

8. Discussion and Possible Action Approving Job Description for MTA Operations Supervisor/Transit Vehicle Operator Instructor.

Upon Motion by Director **Richard**, seconded by Director **Tarbell**, the Board approved Job Description for MTA Operations Supervisor/Transit Vehicle Operator Instructor by roll call vote: **AYES**: Richard, Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde

9. Discussion and Possible Action Approving an Updated Wage Table for Non-Represented Positions.

Upon Motion by Director **Tarbell**, seconded by Director **Albin-Smith** the Board approved the updated wage table by roll call vote: **AYES**: Richard, Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde

10. Discussion Only – Resumption of Temporarily Reduced Service Route 65 & Route 95.

Interim Executive Director Jacob King updated the Board on the resumption of Routes 65 and 95.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Interim Executive Director Jacob King provided a status update related to his recent training courses he is attending and MTA grant funding status and progress. He reported that MTA's Operations Supervisor, James Criss and Luis Martinez, staged in Willits when the evacuations were taking place due to the Oak Fire.

CFO Mark Harvey reported that he is currently preparing for the 19-20 audit and said he will be presenting a cash flow worksheet at the October meeting.

Maintenance Manager Bob Butler reported that MTA was chosen to receive a Thelma USA test retarder (brake) system for free due to MTA's exemplary record keeping. MTA will keep the retarder when Thelma USA is done with their testing. He also reported that maintenance staff is currently conducting weekly training on the bus/computer interface.

Mobility Manager Dawn White reported that she is gaining momentum learning about MTA's social media platforms and advertising.

HR Director Heather Lindsteadt provided a status update on current staffing levels.

2. Matters from Directors

Director **Richard** asked when the title change from General Manager to Executive Director was made. He said he thinks transit agency executive leaders are generally called General Manager rather than Executive Director. He also said that he is concerned that new service or cancellation of service is not being approved by the board and suggested that the board be given the opportunity to review discontinuation or addition of new service. He recommended staff prepare a policy related to this situation.

The consensus of the board was that staff should return to the board with a draft policy for future board consideration.

Director **Mulheren** requested everyone complete the 2020 census and she also reported that Mask Up Mendocino is conducting contests related to incentivizing mask wearing with fun giveaways.

Chairwoman **Rodriguez** asked for information related to when MTA can resume meetings in-person rather than virtually. Director **Tarbell** supported in-person meetings but said it may be a struggle to adhere to social distancing requirements.

F. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 3:16 p.m.



FY 20-21 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2020-21 YTD	2019-20 YTD	# Change	% Change
01 - Willits Local	469	396	276	0	0	0	0	0	0	0	0	0	1141	3167	(2,026)	-64%
03 - Ukiah - DAR	695	518	509	0	0	0	0	0	0	0	0	0	1722	3951	(2,229)	-56%
04 - Fort Bragg - DAR	420	346	519	0	0	0	0	0	0	0	0	0	1285	4117	(2,832)	-69%
05 - BraggAbout	657	637	543	0	0	0	0	0	0	0	0	0	1837	3897	(2,060)	-53%
07 - Jitney-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	468	(468)	-100%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	3493	(3,493)	-100%
09 - Ukiah Local	2760	2382	2249	0	0	0	0	0	0	0	0	0	7391	30759	(23,368)	-76%
20 - Willits - Ukiah	800	665	647	0	0	0	0	0	0	0	0	0	2112	8466	(6,354)	-75%
60 - Coaster	158	153	223	0	0	0	0	0	0	0	0	0	534	2578	(2,044)	-79%
64 - Ukiah to Fort Bragg-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	1212	(1,212)	-100%
65 - CC Rider	2	0	130	0	0	0	0	0	0	0	0	0	132	3532	(3,400)	-96%
65A - New Route 65-Not Operating	0	6	0	0	0	0	0	0	0	0	0	0	6	1557	(1,551)	-100%
74 - Saturday Gualala-Ukiah	20	21	17	0	0	0	0	0	0	0	0	0	58	277	(219)	-79%
75 - M-F Gualala to Ukiah	306	281	228	0	0	0	0	0	0	0	0	0	815	2114	(1,299)	-61%
95 - Pt. Arena to Santa Rosa	0	0	0	0	0	0	0	0	0	0	0	0	0	1365	(1,365)	-100%
97 - Redwood Coast Regional-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	760	(760)	-100%
Monthly Totals	6287	5405	5341	0	0	0	0	0	0	0	0	0	17033	71713	(54,680)	-76%



FY 19-20 RIDERSHIP PERFORMANCE BY ROUTE

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



Meeting Date: October 28th, 2020

Agenda Item: # C.3

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July - August 2020

SUMMARY:

Preliminary Unaudited Financial Reports for the Months of July through August 2020 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$646,078 is 61.2% of budgeted revenue of \$1,055,562 for the two months.

Expenses of \$619,344 are 68.3% of budgeted expenses of \$907,041 for the two months.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July through August 2020.

ATTACHMENTS:

Statement of Net Position as of August 31, 2020
Statement of Revenues and Expenses July through August 2020

Mendocino Transit Authority
Statement of Net Position
As of August 31, 2020

October 28th, 2020
October 28, 2020
Item C-3
Agenda Item C-3

ASSETS

Current Assets

Checking/Savings

101.900 - Cash

Operating Cash	296,767
LCTOP - Operating	163,136
Senior Transportation - Operating	190,138
Payroll & Benefits - Operating	224,724

101.100 - Cash-Operating Total 874,765

101.200 - Cash-Capital

101.202 - Capital Wkg-MUNIS #4100	537,243
101.203 - Cap CALOES -MUNIS #4140	83,329
101.204 - Capital PTMISEA-MUNIS #4230	268,832
101.220 - Capital PTMISEA-Umpqua #8115	101,653
101.227 - Cap LCTOP-Umpqua #2776	64,689

Total 101.200 - Cash-Capital 1,055,748

Total 101.900 - Cash 1,930,513

Total Accounts Receivable 327,868

Other Current Assets

Total 102.100 - Accounts Receivable Other	124,454
Total 102.990 - Grants Receivable Total	1,012,952
Total 103.990 - Inventory	77,838
Total 104.199 - Prepaid Expenses Total	425,359
104.200 - Undeposited Funds	-3,748

Total Other Current Assets 1,636,855

Total Current Assets 3,895,236

Fixed Assets

Total 111.900 - Fixed Assets	21,044,643
Total 111.910 - Accumulated Depreciation	-11,581,451
Total 121.900 - Intangible Total	15,000
Total 121.910 - Accum Amortization Total	-15,000

Total Fixed Assets 9,463,192

Other Assets

Total 131.900 - Deferred Outflows of Resource 717,349

Total Other Assets 717,349

TOTAL ASSETS 14,075,777

Mendocino Transit Authority
Statement of Net Position
As of August 31, 2020

October 28th, 2020
October 28, 2020
Item C-3
Agenda Item C-3

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 635,009

Other Current Liabilities

Total 203.160 • CalPERS Loan Repayments 3,749

205.700 • Uncashed Checks 6,491

205.900 • Accruals Total

202.100 • Deferred Revenue 1,715,634

203.140 • Misc Deductions 113

205.200 • Accrued Payroll 1,590

205.300 • Accrued Retirement 5,015

205.400 • Accrued Deferred Comp 2,594

205.500 • Accrued Vacation 139,020

205.600 • Accrued Sick Leave 71,121

Total 205.900 • Accruals Total 1,935,087

Total Other Current Liabilities 1,945,327

Total Current Liabilities 2,580,336

Long Term Liabilities

231.900 • Prov-Restricted Funds

231.100 • Provision for Liability 3,556

231.200 • Provision for Vehicle Damage 10,247

231.300 • Provision for Unemployment 115,749

231.400 • Provision for Cafeteria Plan 11,384

231.500 • Provision for Worker's Comp 8,123

Total 231.900 • Prov-Restricted Funds 149,059

235.300 • Deferred Inflows of Resource 181,311

235.910 • Pension Liabilities

231.101 • Net Pension Liability 1,776,594

Total 235.910 • Pension Liabilities 1,776,594

Total Long Term Liabilities 2,106,964

Total Liabilities 4,687,300

Equity

32000 • Unrestricted Net Assets -3,905,092

399.900 • Equity

304.100 • Equity-Contributed Capital 16,402,450

304.500 • Accum Depr-Contributed Capital -3,568,957

305.100 • Retained Earnings 619,659

Total 399.900 • Equity 13,453,152

Net Income -159,583

Total Equity 9,388,477

TOTAL LIABILITIES & EQUITY 14,075,777

Mendocino Transit Authority
Statement of Revenues, Expenses
July through August 2020

October 28th, 2020
October 26, 2020
Item 11a C-3

	TOTAL		
	Jul - Aug 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 - OPERATING REVENUE.			
411.105 - Fixed Route Farebox Revenue	17,347	33,333	52.0%
413.000 - Redwood Coast Regional Center	21,633	5,833	370.9%
409.200 - Sonoma County Contract	0	22,500	0.0%
Total 411.000 - OPERATING REVENUE.	38,980	61,667	63.2%
420.000 - REVENUES FROM OTHER SOURCES			
406.100 - Advertising Contract	15,351	15,000	102.3%
407.115 - Senior Center Admin/Dispatch	0	4,417	0.0%
407.400 - Investment(Interest) Income	29	1,250	2.3%
407.500 - Other - Fuel Rebates, Etc.	0	92	0.0%
409.100 - Local Transportation Fund (LTF)	498,854	504,319	98.9%
409.110 - State Transit Assistance (STA)	0	139,106	0.0%
422.000 - 5310 Operating Assistance	69,740	33,333	209.2%
413.101 - 5311 Operating Assistance	0	88,629	0.0%
411.100 - LCTOP Cap & Trade - Operating	0	50,000	0.0%
424.260 - LCTOP Cap & Trade - Capital	0	1,750	0.0%
426.000 - Ag Van Leases	17,014	7,500	226.9%
426.500 - Maintenance Labor Revenue	6,112	5,833	104.8%
428.000 - RTAP	0	167	0.0%
450.000 - CARES-5311	0	125,000	0.0%
460.000 - CARES-5311 (F)	0	17,500	0.0%
Total 420.000 - REVENUES FROM OTHER SOURCES	607,098	993,895	61.1%
Total Income	646,078	1,055,562	61.2%
Expense			
Total 501.100 - WAGES	374,391	440,769	84.9%
Total 510.000 - BENEFITS	110,770	229,989	48.2%
520.000 - SERVICE/USER FEES			
521.000 - Vehicle Technical Services	0	1,417	0.0%
521.250 - Towing	0	533	0.0%
521.500 - Property Maintenance Services	516	917	56.3%
521.700 - Contract IT Services	0	5,350	0.0%
503.202 - Legal Counsel	7,419	1,750	423.9%
508.100 - Purch. Trans (Willits DAR)	561	200	280.5%
523.000 - Marketing	3,801	2,500	152.0%
509.300 - Advertising, Legal Notices	888	2,500	35.5%
524.000 - Software Maintenance Fees	0	2,375	0.0%
524.200 - Drug & Alcohol Services	622	1,833	33.9%
525.000 - Facility Security System	0	1,200	0.0%
525.500 - Accident / Incident Payables	0	2,500	0.0%
503.200 - Professional & Technical Svcs	5,097	12,500	40.8%
Total 520.000 - SERVICE/USER FEES	18,903	35,575	53.1%
530.000 - MATERIALS & SUPPLIES			
504.110 - Fuel	19,990	75,000	26.7%
504.120 - Tires	4,630	5,000	92.6%
504.115 - Lubrication	233	4,167	5.6%
532.500 - Tools	16	250	6.5%
504.100 - Vehicle Maint & Repair Parts	2,290	8,833	25.9%

Mendocino Transit Authority
Statement of Revenues, Expenses
July through August 2020

October 28th, 2020
October 26, 2020
Item C-3

	TOTAL		
	Jul - Aug 20	Budget	% of Budget
504.200 · Parts	13	350	3.9%
504.610 · Shop Supplies	135	3,583	3.8%
534.000 · Vehicle Accessories	0	200	0.0%
504.620 · Facilities,Maint & Repair Parts	4,733	5,000	94.7%
504.400 · Office Supplies	3,990	6,250	63.8%
509.200 · Printing (Schedules,brochures)	0	2,500	0.0%
536.700 · Computer Programs & Supplies	304	833	36.4%
537.000 · Safety & Emergency Supplies	0	250	0.0%
537.500 · Other Materials & Supplies	473	917	51.6%
Total 530.000 · MATERIALS & SUPPLIES	36,808	113,133	32.5%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	1,249	2,000	62.4%
541.250 · FB-Water,Sewer, Waste & Propane	434	533	81.4%
541.500 · Willitts-Water, Sewer & Waste	131	333	39.3%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	676	1,583	42.7%
543.000 · TPX- Ukiah Phones / Internet	6,317	4,167	151.6%
543.250 · Comcast-Fort Bragg Phones/Inter	110	250	44.0%
543.500 · SEAKAY-South Coast Tel/Internet	0	250	0.0%
544.000 · Verizon-Admin / OPS Cellular	4,495	4,167	107.9%
Total 540.000 · UTILITIES.	13,412	13,283	101.0%
 560.000 · VEHICLE,CASUALTY & LIABILITY			
506.100 · Premiums - Liab & Prop Dam Ins	54,113	65,000	83.3%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	54,113	65,000	83.3%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	0	833	0.0%
572.000 · Vehicle Licensing & Reg Fees	0	0	0.0%
573.000 · Other Licensing & Fees	0	417	0.0%
Total 570.000 · TAXES	0	1,250	0.0%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	0	1,708	0.0%
502.700 · Travel	1,508	1,250	120.7%
582.250 · Board Expenses	0	917	0.0%
583.000 · Safety Program	0	750	0.0%
509.800 · Training	1,245	583	213.4%
584.500 · CDL & DOT Physical Expenses	280	583	48.0%
509.100 · Other Miscellaneous	284	583	48.8%
Total 580.000 · MISCELLANEOUS	3,318	6,375	52.0%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	7,629	1,667	457.7%
Total 590.000 · LEASES & RENTALS	7,629	1,667	457.7%
Total Expense	619,344	907,041	68.3%
Net Ordinary Income	26,735	148,521	18.0%
Net Income	26,735	148,521	18.0%
 Depreciation Expense	186,318		
 Net Income After Depreciation	-159,583		



Meeting Date: October 28, 2020

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of Equal Employment Opportunity (EEO) Plan Statement

SUMMARY:

In accordance with federal law, MTA must update its Equal Employment Opportunity Policy Statement every 4 years if MTA receives federal funding. Due to MTA receiving federal CARES funding, it is necessary for the updated policy statement to be approved by the Board of Directors and submitted to CalTrans.

STAFF RECOMMENDATION:

Approve Equal Employment Opportunity (EEO) Plan Statement.

ATTACHMENTS:

EEO Plan Statement

For Board consideration 10/28/20



Equal Employment Opportunity Program Policy Statement

October 28, 2020 Draft

Objective

Mendocino Transit Authority is an equal opportunity employer. In accordance with federal and state anti-discrimination law, it is the purpose of this policy to effectuate these principles and legal mandates. Mendocino Transit Authority prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal and/or state law. Mendocino Transit Authority conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Mendocino Transit Authority and its employees, including, but not limited to:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Mendocino Transit Authority.

Dissemination and Implementation of Policy

The Human Resources department of Mendocino Transit Authority will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

Mendocino Transit Authority administers our EEO policy fairly and consistently by:

For Board consideration 10/28/20

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal and/or state law.*"
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requiring employees to report to a member of management or an HR representative of any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifying Human Resources of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

For additional information and details related to Mendocino Transit Authority's Anti-Harassment, Discrimination, Retaliation and Abusive Conduct Policy, please see MTA's Personnel Policies Section 5.

Remedies

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Mendocino Transit Authority believes appropriate under the circumstances.

Filing a Complaint with the DFEH or EEOC

Nothing in this policy will preclude an individual from filing a complaint with the California Department of Fair Employment and Housing (DFEH) and/or the Equal Employment Opportunity Commission (EEOC). Any form of retaliation is prohibited against an individual who pursues administrative relief through either agency, in addition to seeking relief under internal administrative procedures afforded by this policy. For more information on filing a complaint with the DFEH or the EEOC, please refer to the following information:

DFEH

Website: <https://www.dfeh.ca.gov/complaint-process/file-a-complaint/>

Phone: 800-884-1684

Email: contact.center@dfeh.ca.gov

Write to: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758

For Board consideration 10/28/20

EEOC

Website: <https://www.eeoc.gov/employees/charge.cfm>

Phone: 800-669-4000

Email: info@eeoc.gov

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