



Board of Directors Regular Meeting Agenda

Wednesday, April 28, 2021

1:30 p.m.

MTA Board of Directors

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Bruce Richard
Tess Albin-Smith
Eric Dahlhoff
Maureen Mulheren
Josefina Dueñas

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:

Mendocino Transit Authority is inviting you to a scheduled Zoom meeting.

Topic: MTA Board Meeting, April 28, 2021

Time: Apr 28, 2021 01:30 PM Pacific Time (US and Canada)

Meeting ID: 992 9623 5758

One tap mobile

+1-669-900-6833,99296235758# US (San Jose)

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 April 27, 2021. Email comments to sara@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 March 31, 2021 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 1, 2020 through February 28, 2021

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Action Approval of Preliminary Draft Operations Budget for Fiscal Year 20-21
3. Discussion and Possible Approval of Updated Policy Manual - Section 1 (first draft)

E. PRESENTATION

1. Recruitment of Transit Vehicle Operators

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management
2. Matters from Directors

G. 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

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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 sara@mendocinotransit.org at least 72 hours prior to the meeting.



Board of Directors Regular Meeting Minutes

Wednesday, March 31, 2021

1:30 p.m.

MTA Board of Directors in Attendance

Saprina Rodriguez
Jim Tarbell, Vice Chair
Bruce Richard
Eric Dahlhoff
Maureen Mulheren
Tess Albin-Smith
Josefina Dueñas

Staff in Attendance

Jacob King, Interim Executive Director
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Heather Lindsteadt, HR Director/Recording Secretary
Sara Marquez, Assistant Clerk of the Board

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.

AGENDA ITEMS

A. CALL TO ORDER:

Chairwoman Rodriguez called the meeting to order at 1:31 p.m.

Proclamation of Appreciation for Director Dan Gjerde was read. MTA directors express their gratitude to Director Gjerde for serving on the MTA Board for 10 years.

B. PUBLIC COMMENT

Loretta Ellard, Mendocino County of Government (MCOG) requested MTA staff read a communication related to updating the Mendocino County Regional Transportation Plan and would like to hear from Mendocino Transit Authority Board and community members about

transportation needs. Letter is hereby made part of these minutes by reference.

C. CLOSED SESSION

The Board adjourned to Closed Session to meet on:
Conference with Legal Counsel - Anticipated Litigation Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9(d)(2) One Case

Announcement out of Closed Session

No reportable action taken.

D. CONSENT CALENDAR

1. Approval of Minutes of February 24, 2021 Board Meeting
2. Approval of Minutes of March 5, 2021 Special Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Financial Statements – July 1, 2020 through January 31, 2021

Upon motion by Director **Mulheren**, seconded by Director **Albin-Smith** the Board approved Consent Calendar items C.1 through C.4 by roll call vote. **AYES:** Tarbell, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Richard

E. ACTION & DISCUSSION

1. **Unmet Needs:**
Director **Tarbell** would like to see the coaster Route #60 retuned to regular schedule or at least 1 round trip in the middle of the day.
2. **Discussion and Possible Adoption of Resolution 2021-05 Authorizing the Executive Director to apply for federal Section 5339(c) Low or No Emissions Grant Program to Secure Funding for 3 Battery Electric Cutaway Vehicles and Associated Charging Infrastructure as well as Project Management, Engineering, and Training costs.**

Upon motion by Director **Mulheren**, seconded by Director **Richard** the Board Authorized the Executive Director to apply for federal Section 5339(c) Low or No Emissions Grant Program by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:**0

3. **Discussion and Possible Adoption of Resolution 2021-06 Authorization for the Execution of the Certifications and Assurances and Authorized Agent**

Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Cutaway Vehicle and Continuation of Fare Free Ride Program.

Upon motion by Director **Mulheren**, seconded by Director **Tarbell** the Board Authorized the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:**0

4. Discussion and Possible Adoption of Resolution 2021-07 Adopting an Amended Budget for Fiscal Year 20-21.

Upon motion by Director **Tarbell** seconded by Director **Richard** the Board Adopted Resolution 2021-07 Approving an Amended Budget for Fiscal Year 20-21 by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:**0

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Executive Director Jacob King reported that he has been learning a lot. He said that he has been invited to participate as a speaker at the spring CALACT conference because of the great work that MTA has been doing.

Bob Butter, Maintenance Manager, report that MTA will be getting the first electric bus which will go into service in Willits. He also reported that he had finish remodeling the operations facility.

Dawn White, Mobility Manager, reported that she has been doing a lot more ADA's applications so that means that more agencies are opening and getting their clients ready to use public transportation again.

Heather Lindsteadt, HR Director, reported that MTA is recruiting one more South Coast Driver.

Mark Harvey, CFO He reported that he will be focusing on the 2021-2022 Operating and Capital budgets for the next Board meeting.

3. Matters from Directors

Director **Tarbell**, asked for a status update on the MTA Administration Building and if MTA thinks there's money to finance it.

Executive Director King responded that the administration building is still on the table and that MTA is saving funds for this project.

Director **Richard** asked about what services MTA is going to add in the coming months. Executive Director King responded that he has been working with City of Ukiah engineer to provide a bus to service Brush Street and Todd Grove Park. It will be presenting to the board in April for approval.

Director **Albin-Smith** mentioned that MTA might need a Grant Manager. She also requested to be able to download the board packet from the website. She also votes on Hybrid style meetings.

Director **Dahlhoff**, nothing to report.

Director **Mulheren** reported that she has been working with the vaccine clinics and mentioned that schools are reopening half days.

Director **Dueñas**: nothing to report.

G. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 3:35 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	346	208	324	262	281	382	0	0	0	2944	8606	(5,662)	-66%
03 - Ukiah - DAR	695	518	509	713	588	481	549	612	754	0	0	0	5419	9967	(4,548)	-46%
04 - Fort Bragg - DAR	420	346	519	494	436	399	423	416	610	0	0	0	4063	10245	(6,182)	-60%
05 - BraggAbout	657	637	543	420	330	444	414	391	452	0	0	0	4288	11651	(7,363)	-63%
07 - Jitney-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	921	(921)	-100%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	9170	(9,170)	-100%
09 - Ukiah Local	2760	2382	2249	2564	1969	2306	1902	2101	2482	0	0	0	20715	81412	(60,697)	-75%
20 - Willits - Ukiah	800	665	647	737	557	609	490	530	766	0	0	0	5801	23208	(17,407)	-75%
60 - Coaster	158	153	223	273	233	251	224	194	213	0	0	0	1922	7656	(5,734)	-75%
64 - Ukiah to Fort Bragg	2	6	0	0	0	0	0	0	0	0	0	0	8	3337	(3,329)	-100%
65 - Fort Bragg to Santa Rosa	0	0	130	288	290	228	216	217	273	0	0	0	1642	9381	(7,739)	-82%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	4054	(4,054)	-100%
74 - Saturday Gualala-Ukiah	20	21	17	48	31	18	30	23	31	0	0	0	239	783	(544)	-69%
75 - M-F Gualala to Ukiah	306	281	228	238	199	193	139	198	213	0	0	0	1995	5507	(3,512)	-64%
95 - Pt. Arena to Santa Rosa	0	0	0	47	112	97	74	97	119	0	0	0	546	3456	(2,910)	-84%
97 - Redwood Coast Regional-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	2118	(2,118)	-100%
Monthly Totals	6287	5405	5341	6168	4953	5350	4723	5060	6295	0	0	0	49582	191472	(141,890)	-74%



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: April 28th, 2021

Agenda Item: # C.3

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2020 – February 2021

SUMMARY:

Preliminary Unaudited Financial Reports for the Months of July 2020 to February 2021 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$3,046,605 is 79.3% of budgeted revenue of \$3,843,654 for the period.

Expenses of \$3,106,779 are 99.0% of budgeted expenses of \$3,138,473 for the period.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2020 through February 2021.

ATTACHMENTS:

Statement of Net Position as of February 8, 2021

Statement of Revenues and Expenses July 2020 through February 2021

Mendocino Transit Authority
Statement of Net Position
As of February 28, 2021

ASSETS

Current Assets

Checking/Savings

101.900 - Cash

101.100 - Cash-Operating

Operating Cash 714,451.36

LCTOP Operating 163,833.09

Senior Operating 118,760.33

Payroll & Benefits Operating 96,219.08

Total 101.100 - Cash-Operating Total 1,093,263.86

101.200 - Cash-Capital

101.202 - Capital Wkg-MUNIS #4100 539,538.00

101.203 - Cap CALOES -MUNIS #4140 83,685.08

101.204 - Capital PTMISEA-MUNIS #4230 269,980.60

101.227 - Cap LCTOP-Umpqua #2776 64,705.32

Total 101.200 - Cash-Capital 957,909.00

Total 101.900 - Cash 2,051,172.86

Accounts Receivable

Total 102.000 - Accounts Receivable 503,732.86

Other Current Assets

Total 102.300 - Grants Receivable 194,602.54

Total 102.100 - Accounts Receivable Other 175,970.00

Total 103.990 - Inventory 70,217.76

Total 104.199 - Prepaid Expenses Total 145,461.88

Total Other Current Assets 586,252.18

Total Current Assets 3,141,157.90

Fixed Assets

111.900 - Fixed Assets

Total 111.900 - Fixed Assets 21,092,009.72

Total 111.910 - Accumulated Depreciation -12,050,912.48

Total 121.900 - Intangible Total 15,000.00

Total 121.910 - Accum Amortization Total -15,000.00

Total Fixed Assets 9,041,097.24

Other Assets

131.900 - Deferred Outflows of Resource

131.100 - Def. Outflows of Resource 717,349.00

Total 131.900 - Deferred Outflows of Resource 717,349.00

Total Other Assets 717,349.00

TOTAL ASSETS 12,899,604.14

Mendocino Transit Authority
Statement of Net Position
As of February 28, 2021

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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 371,152.92

Total Credit Cards 27,952.63

Other Current Liabilities

Total 202.100 • Deferred Grant Revenue 1,307,028.63

205.700 • Uncashed Checks 8,862.42

205.900 • Accruals Total

205.200 • Accrued Payroll 55,264.23

205.500 • Accrued Vacation 141,206.97

205.600 • Accrued Sick Leave 71,262.38

Total 205.900 • Accruals Total 267,733.58

Total Other Current Liabilities 1,583,624.63

Total Current Liabilities 1,982,730.18

Long Term Liabilities

231.900 • Prov-Restricted Funds

231.100 • Provision for Liability 47,732.94

231.200 • Provision for Vehicle Damage 10,246.60

231.300 • Provision for Unemployment 102,614.47

231.400 • Provision for Cafeteria Plan 28,743.98

231.500 • Provision for Worker's Comp 199.47

Total 231.900 • Prov-Restricted Funds 189,537.46

235.300 • Deferred Inflows of Resource 181,311.00

235.910 • Pension Liabilities

231.101 • Net Pension Liability 1,699,182.24

Total 235.910 • Pension Liabilities 1,699,182.24

Total Long Term Liabilities 2,070,030.70

Total Liabilities 4,052,760.88

Equity

399.900 • Equity

Total 399.900 • Equity 9,638,870.40

Net Income -792,027.14

Total Equity 8,846,843.26

TOTAL LIABILITIES & EQUITY 12,899,604.14

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2020 through February 2021

April 28th, 2021
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	TOTAL		
	Jul '20 - Feb 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.100 · Fares-Passengers	65,684	87,333	75.2%
413.000 · Redwood Coast Regional Center	53,871	43,333	124.3%
409.200 · Sonoma County Contract	52,375	60,820	86.1%
Total 411.000 · OPERATING REVENUE.	171,930	191,487	89.8%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	68,408	66,667	102.6%
407.100 · Maintenance Revenue	23,418	17,667	132.6%
407.400 · Investment(Interest) Income	5,796	1,000	579.6%
407.500 · Other - Fuel Rebates, Etc.	1,422	2,667	53.3%
409.100 · Local Transportation Fund (LTF)	1,995,416	1,995,416	100.0%
409.110 · State Transit Assistance (STA)	556,425	556,425	100.0%
422.000 · 5310 Operating Assistance	174,509	92,667	188.3%
413.101 · 5311 Operating Assistance	0	368,089	0.0%
413.110 · 5311(f) Operating Assistance	0	200,000	0.0%
424.260 · LCTOP Cap & Trade - Capital	0	64,904	0.0%
426.000 · Ag Van Leases	49,282	30,000	164.3%
426.500 · Maintenance Labor Revenue	0	23,333	0.0%
450.000 · CARES-5311	0	200,000	0.0%
460.000 · CARES-5311 (F)	0	33,333	0.0%
Total 420.000 · REVENUES FROM OTHER SOURCES	2,874,675	3,652,167	78.7%
Total Income	3,046,605	3,843,654	79.3%
Expense			
501.100 · WAGES	1,675,762	1,473,489	113.7%
510.000 · BENEFITS	776,721	890,070	87.3%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	543	5,667	9.6%
521.250 · Towing	0	667	0.0%
521.500 · Property Maintenance Services	654	3,667	17.8%
521.700 · Contract IT Services	4,875	6,500	75.0%
503.202 · Legal Counsel	10,710	10,667	100.4%
508.100 · Purch. Trans (Willits DAR)	1,568	1,313	119.4%
523.000 · Marketing	8,903	5,333	166.9%
509.300 · Advertising, Legal Notices	12,067	12,000	100.6%
524.000 · Software Maintenance Fees	38,963	26,667	146.1%
524.200 · Drug & Alcohol Services	3,354	4,000	83.9%
525.000 · Facility Security System	936	1,000	93.6%
525.500 · Accident / Incident Payables	0	10,000	0.0%
503.200 · Professional & Technical Svcs	39,437	65,000	60.7%
Total 520.000 · SERVICE/USER FEES	122,008	152,480	94.2%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	130,130	200,000	65.1%
504.120 · Tires	1,191	16,667	7.1%
504.115 · Lubrication	6,735	6,667	101.0%
532.500 · Tools	144	1,000	14.4%
504.100 · Vehicle Maint & Repair Parts	17,070	1,400	1219.3%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2020 through February 2021

April 28th, 2021
Agenda Item C-3

	TOTAL		
	Jul '20 - Feb 21	Budget	% of Budget
504.200 · Parts	254	23,333	1.1%
504.610 · Shop Supplies	18,867	800	2358.4%
504.620 · Facilities,Maint & Repair Parts	13,590	13,333	101.9%
504.400 · Office Supplies	12,487	16,667	74.9%
509.200 · Printing (Schedules,brochures)	4,399	4,667	94.3%
536.700 · Computer Programs & Supplies	3,511	3,667	95.8%
537.000 · Safety & Emergency Supplies	150	333	45.0%
537.500 · Other Materials & Supplies	6,461	9,333	69.2%
Total 530.000 · MATERIALS & SUPPLIES	214,990	297,867	72.2%
540.000 · UTILITIES			
541.000 · MTA Base -Water, Sewer & Waste	6,302	6,200	101.6%
541.250 · FB-Water,Sewer, Waste & Propane	3,182	2,600	122.4%
541.500 · Willitts-Water, Sewer & Waste	1,423	1,200	118.6%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	5,247	5,067	103.6%
543.000 · TPX- Ukiah Phones / Internet	25,694	26,400	97.3%
543.250 · Comcast-Fort Bragg Phones/Inter	770	733	105.0%
544.000 · Verizon-Admin / OPS Cellular	15,325	14,667	104.5%
Total 540.000 · UTILITIES	57,942	56,867	101.9%
560.000 · VEHICLE,CASUALTY & LIABILITY			
506.100 · Premiums - Liab & Prop Dam Ins	225,148	233,333	96.5%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	225,148	233,333	96.5%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	353	400	88.3%
573.000 · Other Licensing & Fees	1,697	1,133	149.7%
Total 570.000 · TAXES	2,050	1,533	133.7%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	6,448	6,833	94.4%
502.700 · Travel	3,719	5,000	74.4%
582.250 · Board Expenses	0	333	0.0%
583.000 · Safety Program	0	667	0.0%
509.800 · Training	627	2,333	26.9%
584.500 · CDL & DOT Physical Expenses	1,365	1,667	81.9%
509.100 · Other Miscellaneous	2,112	1,667	126.7%
Total 580.000 · MISCELLANEOUS	14,271	18,500	77.1%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	17,886	14,333	124.8%
Total 590.000 · LEASES & RENTALS	17,886	14,333	124.8%
Total Expense	3,106,779	3,138,473	99.0%
Other Expense			
550.400 · Covid Cares	14,094		
550.100 · State of Good Repair Expenses	5,119		
Total Other Expense	19,213		
Net Income Before Depreciation	-79,387	705,181	
Depreciation Expense	712,640		
Net Income After Depreciation	-792,027		

2020-2021 UNMET NEEDS REQUESTS

[illegible]



Meeting Date: April 28th, 2021

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2021/2022 1st Draft Operating Budget

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2021/2022 estimate was approximately an increase of 15% (approximately \$441,167) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues (based on diesel gas tax) will drop.
- ✓ Fare Revenues have already and will likely continue to drop and CARES grant will supplement.
- ✓ Advertising Revenue declines.
- ✓ CARES funding has been secured.

The budget being presented today is a very "rough" 1st Draft. MTA will continue to adjust The FY 2021/22 Operating Budget with the May Board Meeting and requests that approval of the FY21/22 Budget be approved at the June 2021 meeting, in order to provide as accurate a budget as possible.

STAFF RECOMMENDATION:

Direct staff to continue modification of MTA FY2021/22 FINAL Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

ATTACHMENTS

MTA 2021/2022 1st Draft Operating Budget

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2021-2022FIRST DRAFT	
ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
50100	Operators Wages-Fixed Route-Ukiah	\$436,748.00	\$436,748.00	\$0.00	Labor by route will be allocated on next Draft
50125	Operators Wages - Fixed Route - Fort Bragg	\$226,830.00	\$226,830.00	\$0.00	
50175	Operators Wages - South Coast	\$185,850.00	\$185,850.00	\$0.00	
50200	Operators Wages - DAR - Inland	\$98,000.00	\$98,000.00	\$0.00	
50225	Operators Wages - DAR - Fort Bragg	\$81,480.00	\$81,480.00	\$0.00	
50250	Operations - Dispatch	\$169,200.00	\$169,200.00	\$0.00	
50300	Maintenance & Facilities Salaries & Wages	\$291,075.00	\$291,075.00	\$0.00	
50400	Administrative Salaries	\$589,117.00	\$589,117.00	\$0.00	
50500	Administrative Staff	\$112,174.00	\$112,174.00	\$0.00	
50575	Longevity	\$19,760.00	\$19,760.00	\$0.00	
	TOTAL SALARIES	\$2,210,234.00	\$2,210,234.00	\$2,600,000.00	
51000 BENEFITS					
51100	FICA/Medicare	\$31,930.00	\$35,400.00	\$45,500.00	
51125	Pension Plan (CalPERS)	\$192,000.00	\$176,820.00	\$208,000.00	
51150	CalPERS Unfunded Liability	\$132,705.00	\$132,705.00	\$174,000.00	
51175	ICMA Retirement Plan	\$1,200.00	\$2,000.00	\$2,000.00	
51200	Medical Plan	\$668,620.00	\$575,000.00	\$638,000.00	
51260	Dental Plan- FSA - COBRA Admin	\$32,960.00	\$24,400.00	\$24,400.00	
51300	Vision Plan	\$3,337.20	\$1,980.00	\$2,000.00	
51325	Life Insurance	\$8,899.20	\$6,600.00	\$6,600.00	
51350	457 MTA Match	\$88,580.00	\$63,000.00	\$63,000.00	
51375	Worker's Compensation Insurance	\$175,000.00	\$175,000.00	\$175,000.00	
51450	Unemployment Insurance	\$27,500.00	\$130,000.00	\$56,000.00	
51600	Uniforms & Work Clothing Allowances	\$10,500.00	\$6,000.00	\$6,000.00	
51650	Air Med Services (REACH)	\$3,500.00	\$3,000.00	\$3,000.00	
51675	Misc .	\$3,200.00	\$1,200.00	\$1,200.00	
		\$1,379,931.40	\$1,333,105.00	\$1,404,700.00	

**MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE
ITEM BREAKDOWN**

MTA 2021-2022 FIRST DRAFT

ACCOUNT		TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
52000		SERVICE/USER FEES				
52100	Vehicle Technical Services (outsourcing)		\$8,500.00	\$8,500.00	\$8,500.00	
52125	Towing		\$3,200.00	\$1,000.00	\$3,200.00	
52150	Property Maintenance Services		\$5,500.00	\$5,500.00	\$2,750.00	
52170	Contract IT Services		\$32,100.00	\$9,750.00	\$30,000.00	
52250	Legal Counsel		\$10,500.00	\$16,000.00	\$16,000.00	
52275	Purchased Transportation (Willits DAR)		\$1,200.00	\$1,970.00	\$2,000.00	
52300	Marketing		\$15,000.00	\$8,000.00	\$8,000.00	
52325	Advertising, Legal Notices		\$15,000.00	\$18,000.00	\$18,000.00	
52400	Software Maintenance Fees		\$14,250.00	\$40,000.00	\$45,000.00	
52420	Drug and Alcohol Services		\$11,000.00	\$6,000.00	\$6,000.00	
52500	Facility Security System		\$7,200.00	\$1,500.00	\$1,500.00	
52550	Accident / Incident Payables		\$15,000.00	\$15,000.00	\$15,000.00	
52600	Professional & Technical Services		\$75,000.00	\$97,500.00	\$105,000.00	
	TOTAL SERVICES / USER FEES		213,450.00	228,720.00	260,950.00	

53000		MATERIALS & SUPPLIES CONSUMED				
53100	Fuel		\$450,000.00	\$300,000.00	\$400,000.00	
53150	Tires		\$30,000.00	\$25,000.00	\$35,000.00	
53200	Lubrication		\$25,000.00	\$10,000.00	\$25,000.00	
53250	Tools		\$1,500.00	\$1,500.00	\$1,500.00	
53300	Vehicle Maintenance & Repair Parts		\$53,000.00	\$35,000.00	\$50,000.00	
53325	Expense Parts		\$2,100.00	\$2,100.00	\$2,500.00	
53350	Shop Supplies (consumables)		\$21,500.00	\$1,200.00	\$20,000.00	
53400	Vehicle Accessories		\$1,200.00	\$0.00	\$0.00	
53450	Facilities Maintenance & Repair Parts		\$30,000.00	\$20,000.00	\$35,000.00	
53550	Office Supplies		\$37,500.00	\$25,000.00	\$25,000.00	
53670	Computer Programs & Supplies		\$5,000.00	\$5,500.00	\$4,500.00	
53650	Printing (Schedules, brochures)		\$15,000.00	\$7,000.00	\$7,000.00	
53700	Safety & Emergency Supplies		\$1,500.00	\$500.00	\$1,500.00	
53750	Other Materials & Supplies		\$5,500.00	\$14,000.00	\$14,000.00	
	TOTAL MATERIALS & SUPPLIES		\$678,800.00	\$446,800.00	\$621,000.00	

54000		UTILITIES				
54100	MTA Base: Water, Sewer & Solid Waste		\$12,000.00	\$9,300.00	\$15,000.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane		\$3,200.00	\$3,900.00	\$6,000.00	
54150	Willits Base: Water, Sewer & Solid Waste		\$2,000.00	\$1,800.00	\$3,000.00	
54200	PG&E: Ukiah, Fort Bragg, Willits		\$9,500.00	\$7,600.00	\$7,600.00	
54300	TPX: Ukiah Phones/Internet		\$25,000.00	\$39,600.00	\$39,600.00	
54325	Comcast: Fort Bragg Phones/Internet		\$1,500.00	\$1,100.00	\$1,100.00	
54350	SEAKAY: South Coast Telephone/Internet		\$1,500.00	\$0.00	\$0.00	
54400	Verizon: Admin/OPS Cellular		\$25,000.00	\$22,000.00	\$12,000.00	
	TOTAL UTILITIES		\$79,700.00	\$85,300.00	\$84,300.00	

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2021-2022 FIRST DRAFT	
ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
56100	Premiums for Liability & Property Dam.Risk Ins.	\$390,000.00	\$350,000.00	\$360,000.00	
	TOTAL CASUALTY & LIABILITY COSTS	\$390,000.00	\$350,000.00	\$360,000.00	

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
57000	TAXES				
57100	Taxes - State Board of Equalization	\$5,000.00	\$600.00	\$600.00	
57200	Other Licensing Fees & Taxes	\$2,500.00	\$1,700.00	\$1,700.00	
	TOTAL TAXES	\$7,500.00	\$2,300.00	\$2,300.00	

58000	MISCELLANEOUS				
58050	Dues & Subscriptions	\$10,250.00	\$10,250.00	\$10,000.00	
58200	Travel	\$7,500.00	\$7,500.00	\$30,000.00	
58225	Board Expenses	\$5,500.00	\$500.00	\$500.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$4,500.00	\$1,000.00	\$1,000.00	
58400	Training (Classes, Seminars & Materials)	\$3,500.00	\$3,500.00	\$3,500.00	
58450	CDL and DOT Physical Expenses	\$3,500.00	\$2,500.00	\$2,500.00	
58600	Other Miscellaneous	\$3,500.00	\$2,500.00	\$2,500.00	
	TOTAL MISCELLANEOUS	\$38,250.00	\$27,750.00	\$50,000.00	

59000	LEASES & RENTALS				
59100	Leases and Rentals	\$10,000.00	\$21,500.00	\$21,500.00	
	TOTAL LEASES & RENTALS	\$10,000.00	\$21,500.00	\$21,500.00	
	TOTAL OPERATING EXPENDITURES	\$5,007,865.40	\$4,705,709.00	\$5,404,750.00	

**MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE
ITEM BREAKDOWN**

MTA 2021-2022 FIRST DRAFT

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
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OPERATING REVENUE

FY 2020-2021 Adopted FY 2020-2021 Amended

FY 2021-2022 FIRST
DRAFT

ACCOUNT	OPERATING REVENUE				
41000	REVENUES FROM OPERATING				
41100	Fixed Route Farebox Revenue	\$200,000.00	\$86,000.00	\$400,000.00	
41200	Dial-A-Ride Farebox Revenue	\$75,000.00	\$45,000.00	\$60,000.00	
41300	Redwood Coast Regional Center	\$35,000.00	\$65,000.00	\$65,000.00	
41400	Sonoma County Contract	\$135,000.00	\$91,230.00	\$177,200.00	
	TOTAL OPERATING REVENUES	\$445,000.00	\$287,230.00	\$702,200.00	

42000	REVENUES FROM OTHER SOURCES				
42100	Local Transportation Fund (LTF)	\$2,993,124.00	\$2,993,124.00	\$3,434,291.00	
42150	State Transit Assistance	\$834,637.00	\$834,637.00	\$655,221.00	
42200	5310 Operating Assistance	\$110,000.00	\$139,000.00	\$0.00	
42300	5311 Operating Assistance	\$531,772.00	\$552,134.00	\$552,134.00	
42400	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	
42425	LCTOP Cap and Trade	\$10,500.00	\$97,356.00	\$90,000.00	
42415	Cal-OES	\$0.00	\$0.00	\$0.00	
42500	Advertising Contract	\$65,000.00	\$100,000.00	\$100,000.00	
42600	Ag Van Leases	\$45,000.00	\$45,000.00	\$45,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	
42650	Maintenance Labor Revenue	\$25,000.00	\$35,000.00	\$0.00	
42900	Investment (Interest) Income	\$2,500.00	\$1,500.00	\$7,500.00	
44000	Other - Fuel Rebates, etc.	\$550.00	\$4,000.00	\$4,000.00	
45000	CARES-5311	\$950,000.00	\$300,000.00	\$550,000.00	
46000	CARES-5311(F)	\$105,000.00	\$50,000.00	\$100,000.00	
	TOTAL REVENUES FROM OTHER SOURCES	\$5,999,583.00	\$5,478,251.00	\$5,864,646.00	

	TOTAL OPERATING REVENUE	\$6,444,583.00	\$5,765,481.00	\$6,566,846.00	
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