



## Board of Directors Regular Meeting Agenda

Wednesday, May 26, 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 or computer:**

*MTA Board Meeting - May 26, 2021 at 1:30 p.m.*

*Wed, May 26, 2021 1:30 PM - 4:30 PM (PDT)*

*Please join my meeting from your computer, tablet or smartphone.*

*<https://global.gotomeeting.com/join/430919573>*

*You can also dial in using your phone.*

*(For supported devices, tap a one-touch number below to join instantly.)*

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

*- One-touch: tel:+18773092073,,430919573#*

*Access Code: 430-919-573*

*Please press mute on your phone or computer until public comments are open. Members of the public may also submit questions via email by 5:00 p.m. on May 25, 2021. Email comments to [sara@mendocinotransit.org](mailto: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 May 12, 2021 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 1, 2020 through March 31, 2021
4. Approval of Regular Board Meeting Calendar July 2021 – December 2021

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

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Approval Draft Capital Budget for Fiscal Year 2021-2022

### **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*

May 26, 2021 MTA Board of Directors Regular Meeting Agenda

*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](mailto:sara@mendocinotransit.org) at least 72 hours prior to the meeting.*



## Board of Directors Special Board Meeting Minutes

Wednesday, May 12, 2021

1:30 p.m.

### **MTA Board of Directors in Attendance**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Bruce Richard  
Eric Dahlhoff  
Maureen Mulheren

### **MTA Board of Director Absent**

Tess Albin-Smith  
Josefina Dueñas

### **Staff in Attendance**

Jacob King, Executive Director  
Bob Butler, Maintenance Manager  
Mark Harvey, CFO  
Heather Lindsteadt, HR Director/Recording Secretary  
Dawn White, Mobility Manager  
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.*

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## AGENDA ITEMS

### A. CALL TO ORDER

Chairwoman Rodriguez called the meeting to order at 1:30 p.m.

### B. PUBLIC COMMENT

No written or public comment

### 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

**Upon motion** by Director **Tarbell**, seconded by Director **Dahlhoff** the Board approved Consent Calendar items C.1 through C.3 by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith Dueñas

### D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input

Director Tarbell would like to see the South Coast returned to regular schedule pre-pandemic level of service.

Chair Rodriguez added Covelo to Laytonville service to the list for 2021.

2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2021-2022

**Upon motion** by Director **Richard**, seconded by Director **Tarbell** the Board approved the Draft Operations Budget for Fiscal Year 2021-2022 by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

3. Discussion and Possible Adoption of Resolution #2021-08 Amending Resolution #2021-06 Approving the Amended Project Title for FY 20-21 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations)

**Upon motion** by Director **Tarbell**, seconded by Director **Richard** the Board adopted Resolution 2021-08 Amending the Project Title for FY 20-21 LCTOP Application to: Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations) by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

#### **4. Discussion and Possible Approval of Ukiah East-West Connecting Route**

**Upon motion** by Director **Mulheren**, seconded by Director **Richard** the Board approved the Ukiah East-West Connecting Route by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

#### **5. Adoption of Resolution #2021-09 Approving Mendocino Transit Authority Record Retention Schedule**

**Upon motion** by Director **Richard**, seconded by Director **Tarbell** the Board approved the Mendocino Transit Authority Record Retention Schedule by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

### **E. PRESENTATION**

#### **1. Recruitment of Transit Vehicle Operators**

Human Resources Director, Heather Lindsteadt, presented a PowerPoint outlining the process for recruitment of Transit Vehicle Operators.

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

#### **1. Matters from Management**

Executive Director, Jacob King, reported he has been researching available grants which may allow MTA to restart planning for the Administration Building.

Mr. King also reported that he has been meeting with other transit agencies (Del Norte, Lake County, Humboldt Transit and others) to talk about connecting bus routes. He said in order for the agencies to work together a Transit Center will be necessary. He reported he is also searching for funding for the Transit Center project.

Maintenance Manager, Bob Butler, reported that CHP completed its annual audit of MTA and the audit was satisfactory.

Mobility Manager, Dawn White, reported that she started an ad campaign to reassure passengers that the MTA buses are a safe, clean way to travel.

CFO, Mark Harvey, reported that he has been working on budgets and updating QuickBooks.

## **2. Matters from Directors**

Director Dahlhoff, wanted to know if MTA will be returning to in-person meetings.

Director Mulheren reported that City of Ukiah has renovated the council chambers and MTA may be able to conduct meetings at that facility.

## **G. ADJOURN**

Chair Rodriguez adjourned the meeting at 2:45 p.m.

DRAFT



## 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	474	0	0	3418	8970	(5,552)	-62%
03 - Ukiah - DAR	695	518	509	713	588	481	633	698	907	1026	0	0	6768	10350	(3,582)	-35%
04 - Fort Bragg - DAR	420	346	519	494	436	399	483	433	648	616	0	0	4794	10397	(5,603)	-54%
05 - BraggAbout	657	637	543	420	330	444	414	391	452	489	0	0	4777	12252	(7,475)	-61%
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	2668	0	0	23383	83629	(60,246)	-72%
20 - Willits - Ukiah	800	665	647	737	557	609	490	530	766	796	0	0	6597	23808	(17,211)	-72%
60 - Coaster	158	153	223	273	233	251	224	194	213	219	0	0	2141	7662	(5,521)	-72%
64 - Ukiah to Fort Bragg	2	6	0	0	0	0	0	0	0	0	0	0	8	3360	(3,352)	-100%
65 - Fort Bragg to Santa Rosa	0	0	130	288	290	228	216	217	273	372	0	0	2014	9396	(7,382)	-79%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	4055	(4,055)	-100%
74 - Saturday Gualala-Ukiah	20	21	17	48	31	18	30	23	31	36	0	0	275	796	(521)	-65%
75 - M-F Gualala to Ukiah	306	281	228	238	199	193	139	198	213	262	0	0	2257	5652	(3,395)	-60%
95 - Pt. Arena to Santa Rosa	0	0	0	47	112	97	74	97	119	130	0	0	676	3456	(2,780)	-80%
97 - Redwood Coast Regional-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	2118	(2,118)	-100%
<b>Monthly Totals</b>	<b>6287</b>	<b>5405</b>	<b>5341</b>	<b>6168</b>	<b>4953</b>	<b>5350</b>	<b>4867</b>	<b>5163</b>	<b>6486</b>	<b>7088</b>	<b>0</b>	<b>0</b>	<b>57108</b>	<b>195992</b>	<b>(138,884)</b>	<b>-71%</b>





## 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
<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>



Meeting Date: May 26th, 2021

Agenda Item: # C.3

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July 2020 – March 2021

**SUMMARY:**

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

Revenue of \$3,817,671 is 88.3% of budgeted revenue of \$4,324,111 for the period.

Expenses of \$3,351,171 are 94.9% of budgeted expenses of \$3,530,782 for the period.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2020 through March 2021.

**ATTACHMENTS:**

Statement of Net Position as of March 31<sup>st</sup>, 2021

Statement of Revenues and Expenses July 2020 through March 2021

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of March 31, 2021

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 - Cash**

**101.100 - Cash-Operating**

Operating Cash 584,285

LCTOP Operating 163,833

Senior Operating 84,541

Payroll & Benefits Operating 100,470

**Total 101.100 - Cash-Operating Total 933,129**

**101.200 - Cash-Capital**

101.202 - Capital Wkg-MUNIS #4100 539,538

101.203 - Cap CALOES -MUNIS #4140 83,685

101.204 - Capital PTMISEA-MUNIS #4230 269,971

101.225 - FSA Account - Umpqua #4715 14,606

101.227 - Cap LCTOP-Umpqua #2776 64,708

**Total 101.200 - Cash-Capital 972,507**

**Total 101.900 - Cash 1,905,637**

**102.000 - Accounts Receivable**

**Total 102.000 - Accounts Receivable 566,503**

**Other Current Assets**

**Total 102.300 - Grants Receivable 398,792**

**Total 102.100 - Accounts Receivable Other 188,290**

**Total 103.990 - Inventory 88,379**

**Total 104.199 - Prepaid Expenses Total 99,336**

**Total Other Current Assets 774,797**

**Total Current Assets 3,246,937**

**Fixed Assets**

**111.900 - Fixed Assets**

**Total 111.900 - Fixed Assets 21,037,834**

**Total 111.910 - Accumulated Depreciation -12,139,992**

**Total 121.900 - Intangible Total 15,000**

**Total 121.910 - Accum Amortization Total -15,000**

**Total Fixed Assets 8,897,842**

**Other Assets**

**131.900 - Deferred Outflows of Resource**

**Total 131.900 - Deferred Outflows of Resource 717,349**

**Total Other Assets 717,349**

**TOTAL ASSETS 12,862,128**

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of March 31, 2021

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Total Accounts Payable	168,353
Total Credit Cards	9,579
<b>Other Current Liabilities</b>	
Total 202.100 · Deferred Grant Revenue	1,162,031
203.160 · CalPERS Loan Repayments	56
205.700 · Uncashed Checks	8,862
205.900 · Accruals Total	
205.200 · Accrued Payroll	20,002
205.500 · Accrued Vacation	134,049
205.600 · Accrued Sick Leave	66,476
Total 205.900 · Accruals Total	220,528
Total Other Current Liabilities	1,391,477
<b>Total Current Liabilities</b>	<b>1,569,408</b>

**Long Term Liabilities**

<b>231.900 · Prov-Restricted Funds</b>	
231.100 · Provision for Liability	40,502
231.200 · Provision for Vehicle Damage	10,247
231.300 · Provision for Unemployment	95,846
231.400 · Provision for Cafeteria Plan	26,605
231.500 · Provision for Worker's Comp	199
Total 231.900 · Prov-Restricted Funds	173,399
235.300 · Deferred Inflows of Resource	181,311
235.910 · Pension Liabilities	
231.101 · Net Pension Liability	1,699,182
Total 235.910 · Pension Liabilities	1,699,182
<b>Total Long Term Liabilities</b>	<b>2,061,124</b>

**Total Liabilities** 3,623,301

**Equity**

399.900 · Equity	
Total 399.900 · Equity	9,638,870
Net Income	-400,044
<b>Total Equity</b>	<b>9,238,827</b>

**TOTAL LIABILITIES & EQUITY** **12,862,128**

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

	TOTAL		
	Jul '20 - Mar 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.100 · Fares-Passengers	84,476	98,250	86.0%
413.000 · Redwood Coast Regional Center	53,871	48,750	110.5%
409.200 · Sonoma County Contract	64,695	68,423	94.6%
Total 411.000 · OPERATING REVENUE.	203,042	215,422	94.3%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	89,191	75,000	118.9%
407.100 · Maintenance Revenue	13,808	19,875	69.5%
407.400 · Investment(Interest) Income	5,779	1,125	513.6%
407.500 · Other - Fuel Rebates, Etc.	1,422	3,000	47.4%
409.100 · Local Transportation Fund (LTF)	2,244,843	2,244,843	100.0%
409.110 · State Transit Assistance (STA)	625,978	625,978	100.0%
422.000 · 5310 Operating Assistance	174,509	104,250	167.4%
413.101 · 5311 Operating Assistance	398,792	414,100	96.3%
413.110 · 5311(f) Operating Assistance	0	225,000	0.0%
424.260 · LCTOP Cap & Trade - Capital	0	73,017	0.0%
426.000 · Ag Van Leases	48,053	33,750	142.4%
426.500 · Maintenance Labor Revenue	12,254	26,250	46.7%
450.000 · CARES-5311	0	225,000	0.0%
460.000 · CARES-5311 (F)	0	37,500	0.0%
Total 420.000 · REVENUES FROM OTHER SOURCES	3,614,629	4,108,688	88.0%
Total Income	3,817,671	4,324,111	88.3%
Expense			
501.100 · WAGES	1,814,869	1,657,675	109.5%
510.000 · BENEFITS	791,236	1,001,329	79.0%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	543	6,375	8.5%
521.250 · Towing	0	750	0.0%
521.500 · Property Maintenance Services	340	4,125	8.2%
521.700 · Contract IT Services	6,500	7,313	88.9%
503.202 · Legal Counsel	11,952	12,000	99.6%
508.100 · Purch. Trans (Willits DAR)	1,862	1,477	126.0%
523.000 · Marketing	8,913	6,000	148.5%
509.300 · Advertising, Legal Notices	12,267	13,500	90.9%
524.000 · Software Maintenance Fees	38,963	30,000	129.9%
524.200 · Drug & Alcohol Services	3,795	4,500	84.3%
525.000 · Facility Security System	1,041	1,125	92.5%
525.500 · Accident / Incident Payables	0	11,250	0.0%
503.200 · Professional & Technical Svcs	44,951	73,125	61.5%
Total 520.000 · SERVICE/USER FEES	131,125	171,540	76.4%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	164,297	225,000	73.0%
504.120 · Tires	1,313	18,750	7.0%
504.115 · Lubrication	8,586	7,500	114.5%
532.500 · Tools	144	1,125	12.8%
504.100 · Parts	458	1,575	29.1%

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

May 26th, 2021  
Agenda Item C-3

	TOTAL		
	Jul '20 - Mar 21	Budget	% of Budget
504.200 · Vehicle Maint & Repair Parts	20,675	26,250	78.8%
504.610 · Shop Supplies	778	900	86.4%
504.620 · Facilities,Maint & Repair Parts	14,789	15,000	98.6%
504.400 · Office Supplies	14,438	18,750	77.0%
509.200 · Printing (Schedules,brochures)	4,399	5,250	83.8%
536.700 · Computer Programs & Supplies	4,333	4,125	105.0%
537.000 · Safety & Emergency Supplies	14,283	375	n/a
537.500 · Other Materials & Supplies	5,488	10,500	52.3%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>253,980</b>	<b>335,100</b>	<b>75.8%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	6,926	6,975	99.3%
541.250 · FB-Water,Sewer, Waste & Propane	3,150	2,925	107.7%
541.500 · Willitts-Water, Sewer & Waste	1,524	1,350	112.9%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	6,824	5,700	119.7%
543.000 · TPX- Ukiah Phones / Internet	29,010	29,700	97.7%
543.250 · Comcast-Fort Bragg Phones/Inter	990	825	120.0%
544.000 · Verizon-Admin / OPS Cellular	16,250	16,500	98.5%
<b>Total 540.000 · UTILITIES.</b>	<b>64,674</b>	<b>63,975</b>	<b>101.1%</b>
<b>560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>			
506.100 · Premiums - Liab & Prop Dam Ins	254,494	262,500	97.0%
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>254,494</b>	<b>262,500</b>	<b>97.0%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	353	450	78.5%
573.000 · Other Licensing & Fees	1,696	1,275	133.0%
<b>Total 570.000 · TAXES</b>	<b>2,049</b>	<b>1,725</b>	<b>118.8%</b>
<b>580.000 · MISCELLANEOUS</b>			
504.510 · Dues & Subscriptions	6,448	7,687	83.9%
502.700 · Travel	4,452	5,625	79.1%
582.250 · Board Expenses	0	375	0.0%
583.000 · Safety Program	279	750	37.2%
509.800 · Training	1,059	2,625	40.3%
584.500 · CDL & DOT Physical Expenses	1,915	1,875	102.1%
509.100 · Other Miscellaneous	3,163	1,875	168.7%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>17,316</b>	<b>20,813</b>	<b>83.2%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	21,428	16,125	132.9%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>21,428</b>	<b>16,125</b>	<b>132.9%</b>
<b>Total Expense</b>	<b>3,351,171</b>	<b>3,530,782</b>	<b>94.9%</b>
<b>Other Expense</b>			
Cal-OES - Facility Security System	21,612		
State of Good Repairs	43,211		
<b>Total Other Expense</b>	<b>64,824</b>		
<b>Net Income Before Depreciation</b>	<b>401,676</b>	<b>793,329</b>	
<b>Depreciation Expense</b>	<b>-801,720</b>		
<b>Net Income After Depreciation</b>	<b>-400,044</b>		



## 2021 Board of Directors Meeting Schedule

Last Wednesday of every month - 2nd Wednesday of the month in December  
Subject to Change

Date	Time	Location	Video/Teleconference Location	Major Agenda Items
<b>2021</b>				
July 28, 2021	1:30	Ukiah	Fort Bragg	Transit Needs: Ukiah
August 25, 2021	1:30	Willits	Ukiah	Transit Needs: Willits
September 29, 2021	1:30	Point Arena	Willits	Transit Needs: Point Arena
October 27, 2021	1:30	Fort Bragg	Ukiah	Transit Needs: Fort Bragg
November 2021	No Meeting			
December 8, 2021	1:30	Ukiah	Fort Bragg	Transit Needs: Willits

All meetings of the MTA Board of Directors will be open to the public in the location of the meeting, the video/teleconference location and on-line utilizing web based video or teleconferencing software (ex: Zoom or GoToMeeting).

## 2020-2021 UNMET NEEDS REQUESTS

[illegible]





**Meeting Date: May 26th, 2021**

**Agenda Item: #D.2**

**SUBJECT:**

Discussion and Possible Approval Draft Capital Budget for Fiscal Year 2021-2022

**SUMMARY:**

Presented is the Draft Capital Budget for upcoming FY 21/22.

The largest expenditure in the MTA Capital Budget is the replacement of one coach and two cutaway buses with battery electric. These will be funded by 5339 Federal Funds, PTIMSEA, LCTOP Capital Funds, HVIP, VW Mitigation Funds and MTA Capital Reserve.

Local Capital Expenses: Operations, Vehicle, Maintenance, Administration Shelters/Benches are place holders for unexpected capital expenses. We are concerned with the aging Gillig Fleet that major component failure is likely and must be accounted for.

MTA will be utilizing all but \$200,000 of its STA Funds for Operating in 21/22. Beginning in 22/23 MTA will reinstate usage of STA back to Operating, Capital, and CalPERS Unfunded Liability Reserves.

**STAFF RECOMMENDATION:**

Direct staff to continue modification of MTA FY2021/22 1st Draft Capital Budget as more information becomes available for final adoption and approval at the June Board Meeting.

FY 21/22 Draft Capital Budget

## FY 21/22 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2021/22	2022/23	2023/24	2024/25	2025/26
<b>FEDERAL</b>					
5310 Elderly and Disabled					
5311(f) Intercity					
5311 Discretionary					
5339 Low-No Emission Bus/Infrastructure	1,450,000	1,450,000			
<b>Projected Federal Fund Totals</b>	<b>1,450,000</b>	<b>1,450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

STATE	2021/22	2022/23	2023/24	2024/25	2025/26
State of Good Repair (SB1)	130,000	130,000	130,000	130,000	130,000
Cap & Trade	96,000	95,000	100,000	120,000	130,000
VW Mitigation Funds	320,000				
HVVP Electric Bus Vouchers		180,000			
<b>Projected State Fund Totals</b>	<b>546,000</b>	<b>405,000</b>	<b>230,000</b>	<b>250,000</b>	<b>260,000</b>

LOCAL	2021/22	2022/23	2023/24	2024/25	2025/26
MTA Capital Reserve Fund	540,622	500,000	525,000	550,000	575,000
MCOG Capital Reserve Fund	685,021	695,000	700,000	725,000	750,000
State Transit Assistance	200,000	700,000	700,000	700,000	700,000
<b>Projected Local Fund Totals</b>	<b>1,425,643</b>	<b>1,895,000</b>	<b>1,925,000</b>	<b>1,975,000</b>	<b>2,025,000</b>

Expense	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Vehicle Acquisition:</b>					
Staff Vehicles		40,000			105,000
Maintenance Vehicles	80,000				
Cutaways - Paratransit					562,000
Cutaways - FR	562,000	843,000	843,000	843,000	562,000
Buses - Medium Duty					
Buses - Heavy Duty	1,450,000			3,800,000	3,800,000
Senior Center Vehicles					
Trolley					
<b>Total Vehicle Acquisition</b>	<b>2,092,000</b>	<b>883,000</b>	<b>843,000</b>	<b>4,643,000</b>	<b>5,029,000</b>

<b>Equipment &amp; Minor Facilities</b>					
Operations	8,500	11,000	6,500	8,000	8,000
Vehicle	7,500	7,500	7,500	7,500	9,000
Maintenance	13,500	53,000	38,000	3,000	38,000
Administration	46,400	33,800	23,000	28,000	20,075
Shelters & Benches	2,400	23,000	4,000	17,700	12,000
<b>Total Equipment &amp; Minor Facilities</b>	<b>78,300</b>	<b>128,300</b>	<b>79,000</b>	<b>64,200</b>	<b>87,075</b>

<b>Major Facilities</b>					
Transit Center		85,000			
Admin OPS/ Design/Build		85,000			
<b>Total Major Facilities</b>		<b>170,000</b>			

<b>Total Expense</b>	<b>2,170,300</b>	<b>1,181,300</b>	<b>922,000</b>	<b>4,707,200</b>	<b>5,116,075</b>
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## REVENUE / EXPENDITURES BY FUND TYPE

Capital Reserve - MCOG	2021/22	2022/23	2023/24	2024/25	2025/26
Beg. Balance-Unallocated by MCOG	696,296	696,296	695,000	725,000	725,000
Deposit					
Interest					
Withdrawal/Expenditure					
End Balance	696,296	696,296	695,000	725,000	725,000

Capital Reserve - MTA	2021/22	2022/23	2023/24	2024/25	2025/26
Beginning Balance	540,622	540,622	640,622	740,622	840,622
Deposit		100,000	100,000	100,000	100,000
Interest					
Withdrawal/Expenditure					
End Balance	540,622	640,622	740,622	840,622	940,622

State Transit Assistance (MTA - STA)	2021/22	2022/23	2023/24	2024/25	2025/26
Beginning Balance	0	0	0	700,000	1,425,000
Deposit	200,000	709,634	700,000	725,000	750,000
interest or adjustment					
budgeted or spent	200,000	709,634			
End Balance	0	0	700,000	1,425,000	2,175,000

STATE OF GOOD REPAIR (SGR)	2021/22	2022/23	2023/24	2024/25	2025/26
Beginning Balance	368,444	508,184	428,597	553,597	678,597
Appropriated	139,740	125,000	125,000	125,000	125,000
Interest					
Withdrawal/Expenditure		85,000			
End Balance	508,184	428,597	553,597	678,597	803,597

Proposition 1B (2006) - Public Transit Modernization, Improvement and Service Account - (PTMISEA)					
Beginning Balance	270,523	END OF PROGRAM			
Deposit					
Interest					
Withdrawal/Expenditure	270,523				
End Balance	0				

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

Cap & Trade (LCTOP)	2021/22	2022/23	2023/24	2024/25	2025/26
Beginning Balance	164,162	0	125,500	251,000	376,700
Appropriated, and allocated to MTA	176,103	125,000	125,000	125,000	125,000
Used for Operations					
interest		500	500	700	1,000
budgeted or spent	297,262				
End Balance	0	125,500	251,000	376,700	502,700
rolling forward for electric bus purchase					
TOTAL EXPENDITURES FROM FUND BALANCES	1,080,301				

## MTA Five -YearCapital Vehicle Replacement Plan

REPLACE = retire and sell  
BUY = buy

Staff - Vehicles								
Odometer	4 YEARS OR 100,000 MILES							
	Fund	#	Year	Make/Mod	2021/22	2022/23	2024/25	2025/26
	AgWorker	AG 1	9	Escape hybrid - AW				REPLACE
	STIP	201	11	ChevVolt plug-in-hybrid		REPLACE		
	STA	307	11	Toyota Prius hybrid				REPLACE
	STA	308	11	Toyota Prius hybrid				REPLACE
		309		Hybrid - ALL Wheel				REPLACE
		310		Hybrid - All Wheel				BUY
		311		electric		BUY		
		312		hybrid				BUY
		313		electric				BUY
		314		electric				BUY
		315						
		316						

Maintenance - Facilities Vehicles								
					2021/22	2022/23	2024/25	2025/26
FUND	Van for Cleaing							
	96	7	Sprinter		MTC - F			
	97	7	Sprinter		MTC - U			
STA	94	19			buy			
STA	93	19			buy			
Pickup Truck								
STA	98	2	Ford E350					
CAPTIAL R.	95	14						

Dial-a-Ride - Paratransit Vans								
Odometer	Type II or Class A							
0	0	5 YEARS OR 150,000 MILES			2021/22	2022/23	2024/25	2025/26
Fund	#	Year	Make/Mod					
	620	11	Glaval gas					
	621	11	Glaval gas					DAR
	622	11	Glaval gas					DAR
	623	11	Glaval gas					
	624	13	Glaval gas					
	625	13	Glaval gas					
	626	13	Glaval gas					
	627	13	Glaval gas					
	628	13	Glaval gas					
5310/STA	629	17						BUY
5310/STA	630	18						BUY
5310/STA	631	18						
5310/STA	632	18						
5310/STA	633	18						
5310/STA	634	19						
5310/STA	635	19						
5310/STA	636	19						
5310/STA	637	19						
5310/STA	638	19						
5310/STA	639	20						
	640	27						

Fixed Route - Cutaway									
Odometer		Type III or Class C							
		7 YEARS OR 150,000 MILES							
		Fund	#	Year	Make/Mod	2021/22	2022/23	2024/25	2025/26
			722	7	Starcraft	FR-CUT			
			723	11	Glaval gas		FR-CUT		
			727	11	Glaval gas		FR-CUT		
			728	11	Glaval VTM hybrid		FR-CUT		
			729	13	Glaval gas			FR-CUT	
			730	13	Glaval gas				
			731	13	Glaval gas				
			732	15	Glaval gas				
			733	16	Glaval gas			FR-CUT	
			734	16	Glaval gas			FR-CUT	
			735	16	Glaval gas				FR-CUT
			736	16	Glaval gas				FR-CUT
			737	18	Glaval gas				
			738	18	Glaval Gas				
			739	18	Glaval Gas				
			740						
			741						
			742			BUY			
		VW	743			BUY			
		VW	744				BUY		
		5,339	745				BUY		
		5,339	746				BUY		
		5,339	747						
		STA	748						
		STA	749						
		STA	750					BUY	
		STA	751					BUY	
		STA	752					BUY	
		STA	753						BUY
		STA	754						BUY
		STA	755						
		STA	756						
		STA	757						
		STA	758						
		STA	759						
		STA	760						
		STA	761						
		STA	762						
		STA	763						
		STA	764						
		STA	765						
		STA	766						
						3	2	3	3

## Fixed Route Fleet - Medium Duty Buses

Odometer		Type VII VIII or Class E			2021/22	2022/23	2024/25	2025/26
		Fund	#	Year Make/Mod				
0	0	Life: 7 years or 200,000 miles						
			806	12 IC Eaton Hybrid				
			807	12 IC Eaton Hybrid				
			808	15 Cummins				
			809	15 Cummins				
			810	15 Cummins				
		PTIMSEA	811	Replaced w/FR Cutaway				
		PTIMSEA	812	Replaced w/FR Cutaway				
		STA	813					
		STA	814					
		STA	815					
		STA	816					
		STA	817					
			818					
			819					
			820					

2

## Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H LIFE: 12 YEARS OR 500,000 MILES			2021/22	2022/23	2024/25	2025/26
		Fund	#	Year Make/Mod				
		5339	906	99 40' Gillig	REPLACE			
			910	13 40' Gillig Clean Diesel Low Floor			REPLACE	
			911	13 40' Gillig Clean Diesel Low Floor			REPLACE	
			912	13 40' Gillig Clean Diesel Low Floor			REPLACE	
			913	13 40' Gillig Clean Diesel Low Floor			REPLACE	
			914	13 40' Gillig Clean Diesel Low Floor				REPLACE
			915	13 40' Gillig Clean Diesel Low Floor				REPLACE
			916	13 40' Gillig Clean Diesel Low Floor				REPLACE
			917	13 40' Gillig Clean Diesel Low Floor				REPLACE
			918	22	BUY			
			919	24			BUY	
			920	24			BUY	
			921	24			BUY	
			922	24			BUY	
			923	24				BUY
			924	24				BUY
			925	24				BUY
			926	24				BUY

<b>MTA Five-Year Capital Plan</b>					
<b>Vehicle Replacement Plan - Estimated Costs</b>					
<b>Schedule of Purchases</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Staff - Hybrid AW					1
Staff - Electric		1			2
Staff - Mtc Van	2				
Staff - Mtc Truck					
Senior Center Mini-Van					
Senior Center Bus					
Dial-A-Ride Bus					2
Cutaway Buses	2	3	3	3	2
Medium Duty Bus					
Heavy Duty Bus	1			4	4
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>11</b>

<b>Unit Cost (\$000)*</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Staff - Hybrid AW					\$40,000
Staff - Electric		\$40,000			\$40,000
Staff - Mtc Van	\$40,000				
Staff - Mtc Truck (crew)					
Senior Center Mini-Van					
Senior Center Bus					
Dial-A-Ride Bus					\$281,000
All Electric Cutaway Bus	\$281,000	\$295,050	\$309,803	\$325,293	\$341,557
Medium Duty Diesel					
Heavy Duty Bus	\$950,000			\$997,500	\$1,047,375
Medium Duty Hybrid					
Medium Duty Electric					

<b>TOTAL ANNUAL COST</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Staff - Hybrid AW	\$0	\$0	\$0	\$0	\$40,000
Staff - Electric	\$0	\$40,000	\$0	\$0	\$80,000
Staff - Mtc Van	\$80,000	\$0	\$0	\$0	
Staff - Mtc Truck (crew)	\$0	\$0	\$0	\$0	\$0
Senior Center Mini-Van	\$0	\$0	\$0		\$0
Senior Center Cutaway	\$0	\$0	\$0	\$0	\$0
Dial-A-Ride Bus	\$0	\$0	\$0	\$0	\$562,000
Cutaway Bus	\$562,000	\$885,150	\$929,408	\$975,878	\$683,115
Medium Duty Diesel	\$0	\$0	\$0	\$0	\$0
Heavy Duty Bus	\$950,000	\$0	\$0	\$3,990,000	\$4,189,500
Medium Duty Hybrid	\$0	\$0	\$0	\$0	\$0
Medium Duty Electric	\$0	\$0	\$0	\$0	\$0
<b>Total Annual Costs</b>	<b>\$1,592,000</b>	<b>\$925,150</b>	<b>\$929,408</b>	<b>\$4,965,878</b>	<b>\$5,554,615</b>

# FY 21-22 FIVE-YEAR CAPITAL PLAN

Agenda Item D.2  
May 26, 2021

## Equipment Purchase Detail

Category						Five-Year
Project	2021/22	2022/23	2023/24	2024/25	2025/26	Total
<b>Operations</b>						
Miscellaneous	2,000	2,000	2,000	\$3,000	\$3,000	12,000
Office Furniture	3,000	2,500	2,500	\$3,000	\$3,000	14,000
Computers: Receptionist						0
Computers: Training Supervisor		1,500				1,500
Computers: Dispatch Supervisor		1,500				1,500
Computers: South Coast Supervisor						0
Computers: Fort Bragg Supervisor						0
Training Equipment	3,500	2,000	2,000	\$2,000	\$2,000	11,500
<b>Transportation Totals</b>	<b>8,500</b>	<b>11,000</b>	<b>6,500</b>	<b>8,000</b>	<b>8,000</b>	<b>42,000</b>

						Five-Year
Vehicles	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Miscellaneous	2,500	2,500	2,500	2,500	3,000	13,000
Coach Transmissions and Engines	5,000	5,000	5,000	5,000	6,000	26,000
				0		0
				0		0
				0		0
<b>Vehicles Total</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>9,000</b>	<b>39,000</b>

						Five-Year
Maintenance	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Miscellaneous	3,000	3,000	3,000	3,000		12,000
Ukiah Yard Reseal			13,000			13,000
Willits Yard Reseal			4,500		5,000	9,500
Ft. Bragg Yard Reseal	3,500					3,500
Wood seal north wall of shop						0
Floor Scrubber						0
Break Room Roof			15,000			15,000
Wash Bay Brushes	7,000					7,000
Window Replacement		8,000			8,000	16,000
Mitchell Software						0
Old Ukiah Shop - Remodel		35,000				35,000
Tire machine, sensor friendly						0
Multi Refrigerant Recycle Machine						0
Wash Bay Pumps and Motors		7,000				7,000
Replace Diagnostics Laptop			2,500			2,500
Bob's Computer						0
Scaffolding						0
Nitrogen Tire Inflation System					25,000	25,000
Gas Pumps						0
<b>Maintenance Totals</b>	<b>13,500</b>	<b>53,000</b>	<b>38,000</b>	<b>3,000</b>	<b>38,000</b>	<b>145,500</b>



## Equipment Purchase Detail

### Category

Project	2021/22	2022/23	2023/24	2024/25	2025/26	Five-Year Total
<b>Office - Administration</b>						
Miscellaneous	3,000	3,000	3,000	3,500	3,500	16,000
Lease Copier for Ukiah/Ft. Bragg	15,500	16,000	16,500	16,500	16,575	81,075
Heavy Duty Paper Shredder	2,100					2,100
Coin Sorter						0
Wiring Upgrade	20,000					20,000
Managed IT Network/Care						0
Office Lighting & Furniture	4,000	1,000	1,000	2,000		8,000
Telephone+Cell, replace + headsets						0
Video Conference Ukiah and UVConfCtr		4,000				4,000
Web Page TimeTable Design + Install		5,500				5,500
Computer - Receptionist				1,500		1,500
Computer - HR				1,500		1,500
Computer - Accounting Specialist		1,800		1,500		3,300
Computer - Finance Manager				1,500		1,500
Computer - ED	1,800					1,800
HR - Copier, Recording Equipment		2,500	2,500			5,000
<b>Administration Totals</b>	<b>46,400</b>	<b>33,800</b>	<b>23,000</b>	<b>28,000</b>	<b>20,075</b>	<b>151,275</b>

Shelters and Benches	2021/22	2022/23	2023/24	2024/25	2025/26	Five-Year Total
Shelters	1,200	1,500	2,500	1,500	2,500	9,200
Benches (materials)	1,200	1,500	1,500	1,200	1,500	6,900
Bus Stops & Signs		20,000		15,000	8,000	43,000
Stops						0
						0
						0
						0
<b>Shelters and Benches Totals</b>	<b>2,400</b>	<b>23,000</b>	<b>4,000</b>	<b>17,700</b>	<b>12,000</b>	<b>59,100</b>

Security	2021/22	2022/23	2023/24	2024/25	2025/26	Five-Year Total
<b>Security Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Facility Solarization and Modernization - By Project

Cap # FY Project				\$ COST	REVENUE SOURCE							TOTAL	
					Federal		State		Local				
					Grant	Amount	1B Modern	1B Security	STA	Cap & Trade	Reserve		
89	23/24	440 Transformer		100,000									
89	23/24	Finish Design Admin/Ops?Build		677,096		541,677	-	-	33,855		101,564		677,096
89	24/25	Construct Admin/Ops		795,000		636,000	-	-	39,750	119,250	685,031		1,480,031
89	25/26	Construct Admin/Ops		4,280,000		3,424,000			320,000	96,000	140,000		3,980,000
subtotal				5,852,096		4,601,677		-	393,605	215,250	926,595		6,137,127
TOTAL for design & construction					13,307,421	-	10,071,677	1,223,695	119,619	614,090	215,250	1,448,121	13,692,452
TOTAL w/ feasibility & environmental					13,427,110	-	10,071,677	1,223,695	119,619	614,090	215,250	1,567,810	13,812,141

## MTA TRANSIT CENTER PROJECT

				REVENUE SOURCE							TOTAL
				Federal		State		Local			
Cap #	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	STA - SGR	Cap & Trade	Reserve	
Transit Center Location/Design											
100	22/23	Study	85,000					85,000			85,000
100	23/24	Purchase Property	1,500,000	5339	1,200,000					300,000	1,500,000
100	24/25	Construct Transit Center									
subtotal			1,585,000		1,200,000			85,000		300,000	1,585,000