



Meeting Date: March 30, 2022

Agenda Item: D.2

AGENDA SUMMARY REPORT

Discussion and Possible Acceptance of Draft Fiscal & Compliance Audit/Single Audit for Fiscal Year 2020-2021.

SUMMARY:

As required by the Transit Development Act (TDA) Statutes and California Code of Regulations, PUC 99245, each transportation planning agency, transit board and county transportation commission shall ensure that all claimants to who it directs the allocation of Local Transportation Funds (LTF) shall submit to them an annual certified fiscal audit conducted by an entity other than the claimant.

2 CFR Part 200 Subpart F. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

STAFF RECOMMENDATION:

Accept the Draft Fiscal Year 2020-2021 Annual Fiscal and Compliance Audits.

ATTACHMENTS:

Mendocino Transit Authority Basic Financial Statements June 30, 2021.
Mendocino Transit Authority Single Audit Report June 30, 2021.

DRAFT

3/4/2022

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

MENDOCINO TRANSIT AUTHORITY

UKIAH, CALIFORNIA

BASIC FINANCIAL STATEMENTS

JUNE 30, 2021

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Mendocino Transit Authority
Ukiah, California

We have audited the accompanying basic financial statements of the business-type activities and the major fund of Mendocino Transit Authority as of June 30, 2021 and for the fiscal year then ended, as listed in the table of contents. These basic financial statements are the responsibility of Mendocino Transit Authority's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the major fund of Mendocino Transit Authority, as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Report on Summarized Comparative Information

We have previously audited Mendocino Transit Authority's 2020 financial statements, and our report dated February 24, 2021, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis on pages 3-6 and the required supplementary information on pages 22-23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **XX/XX/XX**, on our consideration of Mendocino Transit Authority’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Mendocino Transit Authority’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

R. J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2021

This section of Mendocino Transit Authority's (the Authority's) basic financial statements presents management's overview and analysis of the financial activities of the organization for the fiscal year ended June 30, 2021. The Authority is a Joint Powers Authority entered into by the County of Mendocino and the four incorporated cities in the County. It administers transportation programs to the public with specialized services for seniors and the disabled. We encourage the reader to consider the information presented here in conjunction with the basic financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's audited financial statements, which are comprised of the basic financial statements prepared in accordance with the accounting principles generally accepted in the United States of America.

The required financial statements include the Statement of Net Position; the Statement of Revenues, Expenses and Changes in Fund Net Position; the Statement of Cash Flows, and the Notes to Basic Financial Statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Authority.

Statement of Net Position

This statement includes all assets and liabilities using the accrual basis of accounting as of the statement date. The difference between the two classifications is represented as "Net Position"; this section of the statement identifies major categories of restrictions on these assets and reflects the overall financial position of the Authority as a whole.

Statement of Revenues, Expenses and Changes in Fund Net Position

This statement presents the revenues earned and the expenses incurred during the year using the accrual basis of accounting. Under accrual basis, all increases or decreases in net position are reported as soon as the underlying event occurs, regardless of the timing of the cash flow. Consequently, revenues and/or expenditures reported during this fiscal year may result in changes to cash flows in a future period.

Statement of Cash Flows

This statement reflects inflows and outflows of cash, summarized by operating non-capital financing and related financing, capital, and investing activities. The direct method was used to prepare this information, which means that gross rather than net amounts were presented for the year's activities.

Notes to the Financial Statements

This additional information is essential to a full understanding of the data reported in the basic financial statements.

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2021

Analytical Overview

Table 1
Business-Type Net Position

	2021	2020	2019
Current assets	\$ 3,480,387	\$ 3,287,983	\$ 2,739,290
Capital assets	<u>8,693,690</u>	<u>9,687,561</u>	<u>10,397,496</u>
Total assets	<u>12,174,077</u>	<u>12,975,544</u>	<u>13,136,786</u>
Deferred outflows of resources	<u>773,800</u>	<u>717,349</u>	<u>705,833</u>
Current liabilities	1,353,569	2,075,312	1,054,453
Long-term liabilities	<u>2,177,528</u>	<u>1,797,406</u>	<u>1,563,664</u>
Total liabilities	<u>3,531,097</u>	<u>3,872,718</u>	<u>2,618,117</u>
Deferred inflows of resources	<u>140,738</u>	<u>181,311</u>	<u>148,130</u>
Net position			
Invested in capital assets	8,693,690	9,687,561	10,397,496
Unrestricted	(553,872)	(1,401,553)	(687,971)
Restricted	<u>1,136,224</u>	<u>1,352,856</u>	<u>1,366,847</u>
Total net position	<u>\$ 9,276,042</u>	<u>\$ 9,638,864</u>	<u>\$ 11,076,372</u>

The Authority's governmental net position amounted to \$9,276,042 as of June 30, 2021, a decrease of \$362,822 from 2020. This decrease in the Change in Net Position is reflected in the Statement of Revenues, Expenses and Changes in Fund Net Position. The Authority's net position as of June 30, 2021 comprised the following:

- Cash and investments of \$2,643,523 held with the Mendocino County Treasury.
- Other assets comprised accounts receivables of \$55,163, grants receivables of \$735,629, inventory items of \$20,393 and prepaid items of \$25,679.
- Capital assets of \$8,693,690, net of depreciation charges, which include all the Authority's capital assets.
- Accounts payable of \$264,313.
- Other liabilities comprise deferred revenue of \$722,871, compensated absences of \$208,106, an accrued liability for self-insurance of \$158,279 and net pension liability of \$2,177,528.
- Net position invested in capital assets of \$8,693,690, representing the Authority's investment in capital assets.
- Restricted net position totaling \$1,136,224 may only be used for specialized transportation program services.
- Unrestricted net position, the part of net position that can be used to finance day-to-day operations and capital without constraints established by debt covenants or other legal requirements or restrictions. The Authority had \$(553,872) of unrestricted net position as of June 30, 2021.

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2021

Comparative Analysis of Current and Prior Year Activities and Balances

Table 2
Changes in Net Position

	<u>6/30/21</u>	<u>6/30/20</u>	<u>6/30/19</u>	Increase (Decrease) between 2021-2020	
Operating revenues	\$ 412,616	\$ 709,472	\$ 957,692	\$ (296,856)	Note 1
Operating expenses	<u>6,094,696</u>	<u>6,726,939</u>	<u>6,971,989</u>	<u>(632,243)</u>	Note 2
Net operating income	<u>\$ (5,682,080)</u>	<u>\$ (6,017,467)</u>	<u>\$ (6,014,297)</u>	<u>\$ 335,387</u>	
Non-operating revenues (expenses)	<u>\$ 5,319,258</u>	<u>\$ 4,579,959</u>	<u>\$ 4,690,718</u>	<u>\$ 739,299</u>	Note 3

As Table 2 above shows, \$412,616, or 7% of the Authority's fiscal year 2021 revenue, came from operating revenues which consisted of fares, contract services, charters, advertisements, and Sonoma County participation, and \$5,319,258, or 93%, came from non-operating revenues such as local transportation funds, capital grants and planning grants.

Note 1 - The decrease in operating revenues is related to the decrease in fares impacted by the pandemic.

Note 2 - This decrease in operating expenses relates to a decrease associated with administration and transportation costs.

Note 3 - The non-operating revenues (expenses) increase was related to an increase in capital grants.

Capital Assets

As of June 30, 2021, the Authority's investment in capital assets was \$8,693,690 (net of accumulated depreciation). The Authority added (net of dispositions) \$67,521 of facilities, vehicles and equipment in fiscal year 2021. Additional information on the Authority's capital assets can be found in Note 4 in the Notes to the Basic Financial Statements.

Debt Administration

The Authority does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the communities served by the Authority.

The economic condition of the Authority as it appears on the balance sheet reflects financial stability. The Authority will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality of service to the citizens of the area.

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2021

Contacting the Authority's Financial Management

This set of Basic Financial Statements is intended to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances. Questions about this report should be directed to Mendocino Transit Authority, 241 Plant Road, Ukiah CA 95482.

DRAFT

Mendocino Transit Authority
STATEMENTS OF NET POSITION
 Proprietary Fund - Enterprise
 June 30, 2021
 (With Comparative Totals as of June 30, 2020)

<u>ASSETS</u>	2021	2020
Current assets:		
Cash and investments	\$ 1,507,299	\$ 784,270
Restricted cash and investments	1,136,224	1,352,856
Accounts receivable	55,163	138,112
Grants receivable	735,629	919,228
Inventories	20,393	70,495
Prepaid items	25,679	23,022
Total current assets	3,480,387	3,287,983
Capital assets:		
Non-depreciable	360,782	360,782
Depreciable, net of accumulated depreciation	8,332,908	9,326,779
Total assets	12,174,077	12,975,544
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred outflows of resources	773,800	717,349
<u>LIABILITIES</u>		
Current liabilities:		
Accounts payable	264,313	320,038
Deferred revenue	722,871	1,307,029
Compensated absences	208,106	212,820
Accrued liability for self-insurance	158,279	235,425
Total current liabilities	1,353,569	2,075,312
Long-term liabilities:		
Net pension liability	2,177,528	1,797,406
Total liabilities	3,531,097	3,872,718
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred inflows of resources	140,738	181,311
<u>NET POSITION</u>		
Invested in capital assets	8,693,690	9,687,561
Restricted for specialized services	1,136,224	1,352,856
Unrestricted	(553,872)	(1,401,553)
Total net position	\$ 9,276,042	\$ 9,638,864

The accompanying notes are an integral part of these financial statements.

Mendocino Transit Authority
STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION

Proprietary Fund - Enterprise
For the Year Ended June 30, 2021
(With Comparative Totals for the Year Ended June 30, 2020)

	<u>2021</u>	<u>2020</u>
Operating revenues:		
Fares	\$ 191,891	\$ 414,816
Nonpublic service contract	2,356	58,757
Advertisement	106,081	112,304
Sonoma County participation	112,288	123,595
Total revenues	<u>412,616</u>	<u>709,472</u>
Operating expenses:		
Transportation	2,065,533	3,350,413
Transportation - specialized	-	36,441
Maintenance	843,152	666,028
Administrative and overhead	1,234,869	1,249,403
Capital asset	-	20,044
Other unallocated	889,750	336,752
Depreciation	1,061,392	1,067,858
Total operating expenses	<u>6,094,696</u>	<u>6,726,939</u>
Operating income (loss)	<u>(5,682,080)</u>	<u>(6,017,467)</u>
Non-operating revenues (expenses):		
Local transportation fund	2,993,124	2,993,123
Local transportation fund - specialized	26,005	26,500
State transit assistance	834,637	946,179
Operating grants	1,322,489	411,101
Planning grants	-	79,311
CalOES	26,809	21,950
Interest income	10,887	12,315
Other income	71,892	48,413
Maintenance labor	33,415	41,067
Total non-operating revenues (expenses)	<u>5,319,258</u>	<u>4,579,959</u>
Change in net position	(362,822)	(1,437,508)
Net position - beginning of period	<u>9,638,864</u>	<u>11,076,372</u>
Net position - end of period	<u>\$ 9,276,042</u>	<u>\$ 9,638,864</u>

The accompanying notes are an integral part of these financial statements.

Mendocino Transit Authority
STATEMENTS OF CASH FLOWS

Proprietary Fund - Enterprise

For the Year Ended June 30, 2021

(With Comparative Totals for the Year Ended June 30, 2020)

	2021	2020
Cash flows from operating activities:		
Receipts from customers	\$ 412,616	\$ 709,472
Payments to suppliers	(2,028,086)	(389,012)
Payments to employees	(3,396,419)	(3,909,575)
Net cash provided (used) by operating activities	(5,011,889)	(3,589,115)
Cash flows from noncapital financing activities:		
Local transportation funds	3,019,129	2,963,354
Operating grants	1,615,846	266,099
State transit assistance	834,637	946,179
Planning grants	-	79,311
Other income	71,892	48,413
Maintenance labor	33,415	41,067
Net cash provided (used) by noncapital financing activities	5,574,919	4,344,423
Cash flows from capital and related financing activities:		
Senior center capital outlay	-	-
Purchase of fixed assets	(67,520)	(357,923)
Net cash provided (used) by capital and related financing activities	(67,520)	(357,923)
Cash flows from investing activities:		
Interest earned	10,887	12,315
Net cash provided by investing activities	10,887	12,315
Net increase (decrease) in cash and cash equivalents	506,397	409,700
Cash and cash equivalents - beginning of period	2,137,126	1,727,426
Cash and cash equivalents - end of period	\$ 2,643,523	\$ 2,137,126
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:		
Operating income (loss)	\$ (5,682,080)	\$ (6,017,467)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation	1,061,392	1,067,858
Changes in certain assets and liabilities:		
Inventories	50,102	2,147
Prepaid costs	(2,657)	25,813
Deferred revenue	(584,158)	866,491
Accounts payable and accruals	(55,726)	195,623
Accrued liability for self insurance	(77,146)	29,712
Deferred outflows	(56,451)	(11,516)
Deferred inflows	(40,573)	33,181
Net pension liability	380,122	233,742
Compensated absences	(4,714)	(14,699)
Total adjustments	670,191	2,428,352
Net cash provided (used) by operating activities	\$ (5,011,889)	\$ (3,589,115)
Cash and investments	\$ 1,507,299	\$ 784,270
Restricted cash and investments with fiscal agent	1,136,224	1,352,856
Total cash and cash equivalents	\$ 2,643,523	\$ 2,137,126

The accompanying notes are an integral part of these financial statements.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

NOTE 1 - ORGANIZATION

A. Reporting Entity

Mendocino Transit Authority (the Authority) was formed as a pilot project in January 1975, through a Joint Powers Agreement entered into by the County of Mendocino (the County) and the four incorporated cities in the County. In April 1976, the Authority began the pilot program with five 23-passenger buses and on July 1, 1979, was established as a permanent program through a new Joint Powers Agreement. The Authority also administers five senior transportation programs that can be open to the public, but with priority for seniors and handicapped. The Specialized Transportation Services and the General Public Transportation Services are accounted for as separate operating branches of the Authority due to their different fare ratio requirements and methods of providing services. The Specialized Transportation Services are provided under contracts, while the General Public Transportation is a transit operation.

In accordance with Section 6680 of Article 7 of the Transportation Development Act, the Authority has been designated Consolidated Transportation Service Agency by Mendocino Council of Governments in accordance with the action plan adopted pursuant to Section 15975 of the Government Code.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation and Accounting

The activities of the Authority are accounted for as a Proprietary Fund. Proprietary Funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Proprietary fund *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Nonoperating* revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities. The Authority may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Authority's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

B. Use of Estimates

The basic financial statements have been prepared in conformity with U.S. generally accepted accounting principles, and as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

C. Cash and Cash Equivalents

Cash and cash equivalents with an original maturity of 90 days or less are used in preparing the statement of cash flows because these assets are highly liquid and are expended to liquidate liabilities arising during the year.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Inventory

Inventory represents vehicle parts and various related materials that have been stated at cost determined by the first-in, first-out method. The costs of inventories are recorded as expenses when consumed rather than when purchased.

E. Prepaid Costs

Prepaid costs are calculated and adjusted at year-end to properly charge funds in the period benefited.

F. Capital Assets

Property and equipment are recorded at historical cost. Depreciation is provided on the straight-line basis over the estimated useful lives of the assets of 1 to 30 years. Depreciation expense was \$1,061,392 for the year ended June 30, 2021. All capital assets over \$1,000 and with a useful life of more than one year are capitalized.

G. Compensated Absences

Vacation: Employees accrue vacation at the rate of 1 hour for every 26 hours worked. The accrual increases to 1 hour for every 17.33 hours after four years of service, and 1 hour for every 13 hours after seven years of service. Employees become eligible for vacation benefits after they have completed six months of employment.

Sick Leave: Employees accrue sick leave at the rate of 1 hour for every 20 hours worked, and become eligible for sick leave benefits after they have completed three months of employment. Employees may receive additional pay or vacation time for sick leave accruals in excess of 96 hours, at the rate of 25% of the amount converted.

The full value of accrued vacation was \$136,869 at June 30, 2021, and 25% of the value of accrued sick leave was \$71,237 at June 30, 2021, and are recorded by the Authority as a liability. The total compensated absences liability was \$208,106 at June 30, 2021.

H. Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses consist of accounts payable and payroll related accruals.

I. Net Position

The Authority reports information regarding its net position and activities according to three classes of net position: invested in capital assets, restricted and unrestricted. A description is as follows:

Invested in Capital Assets: This amount consists of capital assets net of accumulated depreciation.

Restricted: The portion of net position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that the Authority cannot unilaterally alter. These principally include funds received for specialized service contracts.

Unrestricted: The portion of net position that is not restricted from use.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

J. Vehicle Replacement Reserve

The Mendocino Council of Governments maintains vehicle and non-vehicle replacement reserve funds for the benefit of the Authority. The fund balance on June 30, 2020, was \$694,653.

K. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the Authority recognizes deferred outflows and inflows of resources.

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the Authority that is applicable to a future reporting period.

L. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Authority's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

M. Contingencies

Coronavirus Pandemic

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) began to spread among various countries, including the United States. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S., including California, declared a state of emergency and issued shelter-in-place orders in response to the outbreak. The immediate impact to the Authority's operations included restrictions on employees' and volunteers' ability to work, and it is anticipated that the impacts from this pandemic will continue for some time. As of the report date, the financial impact of the coronavirus outbreak cannot be measured.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

NOTE 3 - CASH AND INVESTMENTS

Cash and investments as of June 30, 2021 consist of the following:

Specialized Services	\$ 237,857
County of Mendocino	2,101,470
Cash deposit with banks	302,996
Petty cash	<u>1,200</u>
Total	<u>\$ 2,643,523</u>

The Authority maintains a cash and investment pool with the County. The County allocates interest to the various funds based upon the average monthly cash balances.

Credit Risk, Carrying Amount and Market Value of Investments

The Authority maintains specific cash deposits with the County and participates in the external investment pool of the County. The County is restricted by state code in the types of investments it can make.

Furthermore, the County Treasurer has a written investment policy approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, the County has an investment committee that performs regulatory oversight for its pool, as required by California Government Code Section 27134.

The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2021, the Authority's cash with the County Treasurer is stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Authority's position in the pool.

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Authority's cash on deposit or first trust deed mortgage notes with a value of 150% of the deposit as collateral for these deposits. Under California Law this collateral is held in the Authority's name and is placed ahead of general creditors of the institution. The Authority has waived collateral requirements for the portion of deposits covered by federal depository insurance.

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Local Agency Investment Fund (LAIF) was unrated at June 30, 2021.

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total Authority investments that are required to be disclosed.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2021

NOTE 3 - CASH AND INVESTMENTS (concluded)

The Authority, whose investments are held by the County, is a voluntary participant in the LAIF, which is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements and amounts are based upon the Authority's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

Fair Value Reporting - Investments

The Authority categorizes the fair value measurements of its investments within the fair value hierarchy established by GAAP. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. These levels are determined by the Authority's investment manager based on a review of the investment class, structure and what kind of securities are held in the portfolio. The Authority's holdings are classified in Level 1 of the fair value hierarchy. The County Pool's holdings were an uncategorized input and not defined as a Level 1-3 input.

Restricted and Designated Cash and Equivalents

The Authority segregates certain cash and equivalents that have legal or Board of Director's designated restrictions as to their uses. The Authority is required under the terms of specialized service contracts to segregate and maintain certain funds. The balance of these funds at June 30, 2021 was \$1,136,224.

NOTE 4 - CAPITAL ASSETS

Capital assets as of June 30, 2021 consist of the following:

	Beginning Balance	Additions	Dispositions	Ending Balance
Land (not depreciated)	\$ 360,782	\$ -	\$ -	\$ 360,782
Construction in progress (not depreciated)	-	38,408		38,408
Facility	9,823,222	17,112	-	9,840,334
Staff vehicles	330,017	-	-	330,017
Radios, fare boxes, steps	1,008,868	-	-	1,008,868
Garage equipment	246,021	-	-	246,021
Shelters	526,726	-	-	526,726
Office equipment	398,068	12,001	-	410,069
Revenue vehicles	<u>8,332,129</u>	<u>-</u>	<u>-</u>	<u>8,332,129</u>
Subtotal	21,025,833	<u>\$ 67,521</u>	<u>\$ -</u>	21,093,354
Accumulated depreciation	<u>(11,338,273)</u>			<u>(12,399,665)</u>
Net book value	<u>\$ 9,687,560</u>			<u>\$ 8,693,690</u>

Depreciation expense for the year ended June 30, 2021 was \$1,061,392.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2021

NOTE 5 - DEFINED BENEFIT PENSION PLAN

Plan Description

All qualified permanent and probationary employees are eligible to participate in the Authority's following cost-sharing multiple employer defined benefit pension plans (Plans):

- Authority Miscellaneous

The Plans are administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Authority resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries.

Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan provisions and benefits in effect at June 30, 2021, are summarized as follows:

	<u>Authority Miscellaneous</u>	
	<u>Prior to January 1, 2013</u>	<u>On or after January 1, 2013</u>
Hire date		
Benefit formula	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 – 60	52 - 67
Monthly benefits, as a % of eligible compensations	2.0% to 2.418%	1.0% to 2.5%
Required employee contribution rates	7%	6.244%
Required employer contribution rates	6.7097%	6.237%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and contribution rate of employees.

For the year ended June 30, 2021, the contributions recognized as part of pension expense for each Plan were as follows:

Contributions - employer	<u>Miscellaneous</u> \$315,229
--------------------------	-----------------------------------

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2021

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

As of June 30, 2021, the Authority reported net pension liabilities for its proportionate shares of the net pension liability of the Miscellaneous Plans as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	\$ 2,177,528

The Authority's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2020, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The Authority's proportionate share of the net pension liability for each Plan as of June 30, 2020 and 2019 was as follows:

<u>Authority's Miscellaneous Plan</u>	<u>Miscellaneous</u>
Proportion - June 30, 2019	.01754%
Proportion - June 30, 2020	.02001%
Change – Increase (Decrease)	.00247%

For the year ended June 30, 2021, the Authority recognized pension expense of \$598,327. At June 30, 2021, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 315,229	\$ -
Differences between actual and expected experience	112,215	-
Changes in assumptions	-	15,531
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	281,669	-
Difference between the employer's contributions and the employer's proportionate share of contributions.	-	125,207
Net differences between projected and actual earnings on plan investments	64,687	-
Total	\$ 773,800	\$ 140,738

The \$315,229 amount reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized as pension expense as follows:

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2021

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

<u>Year Ended June 30</u>		
2022	\$	102,443
2023		104,673
2024		79,691
2025		31,026

Actuarial Assumptions

The total pension liabilities in the June 30, 2019 actuarial valuations were determined using the following actuarial assumptions:

	<u>All Plans</u>
Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.15%
Mortality	Derived using CalPERS' Membership Data for all Funds. The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of Scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.
Post-retirement benefit increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies.

Discount Rate

The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building block approach.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2021

NOTE 5 - DEFINED BENEFIT PENSION PLAN (concluded)

Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are as follows:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Real Return Years 1-10</u>	<u>Real Return Years 11+</u>
Global equity	50.0%	4.80%	5.98%
Fixed income	28.0%	1.00%	2.62%
Inflation assets	0.0%	0.77%	1.81%
Private equity	8.0%	6.30%	7.23%
Real assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	(0.92)%

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Authority's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% Decrease	6.15%
Net Pension Liability	\$3,651,980
Current Discount Rate	7.15%
Net Pension Liability	\$2,177,528
1% Increase	8.15%
Net Pension Liability	\$959,235

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS' financial reports.

NOTE 6 - DEFINED CONTRIBUTION PLAN

Defined contributions as of June 30, 2021 consist of the following:

CalPERS 457	<u>\$ 64,584</u>
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These plans covering all employees are a defined contribution plan that is also a deferred compensation plan established under the provisions of the Internal Revenue Code Section 457. Contributions to the plan are withdrawn before tax and the Authority will match up to 3% of the annual employee salary. Vesting is 100% immediate for both the employer and employee contributions. The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Authority's property, are not managed by the Authority and are not subject to claims by general creditors of the Authority, they have been excluded from these financial statements.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

NOTE 7 - OPERATING LEASES

The Authority has entered into several operating leases, as lessee. The leases are primarily for office space, parking and areas for loading of passengers. Lease terms are all month-to-month at this time. None of these leases have non-cancelable lease terms, provisions for contingent rentals, purchase options, or unusual restrictions. Renewals of leases are negotiated with the lessor when appropriate.

NOTE 8 - CONTINGENCIES

The Authority receives revenue from Federal, State and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures would be a liability to be refunded to the appropriate agency. The Authority is involved in various claims and litigation arising in the ordinary course of business. Authority management, based upon the opinion of legal counsel, is of the opinion that the ultimate resolution of such matters will not have a materially adverse effect on the Authority's financial position or results of operations.

NOTE 9 - DEFERRED REVENUE

Deferred revenue at June 30, 2021 consisted of \$144,998 federal section 5311 grants. The balance of the deferred revenue consists of \$407,334 in the Low Carbon Transit Operations Program, and \$170,539 in the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTIMSEA). The total at June 30, 2021 was \$722,871.

NOTE 10 - FARE REVENUE RATIO

The Authority is required under the Transportation Development Act to maintain a fare revenue to operating expenses ratio of 10%. The calculation of the fare revenue ratio for the year ended June 30, 2021, is as follows:

Fare revenues	\$ <u>191,891</u>
Operating expenses	\$ 6,094,696
Less: depreciation	1,061,392
Less: cost of specialized services	-
Less: contract and charter services, senior administration, maintenance labor and mobility management	-
Total	<u>\$ 5,033,304</u>
Fare revenue ratio	3.8%

The Authority has not met the required farebox revenue ratio. In response to the COVID-19 pandemic crisis relief measures have been put in place for transit agencies statewide. The following TDA regulations have been temporarily eliminated and noted for reference purposes only. The TDA regulations allow a grace year for the first year an operator does not meet the required farebox revenue ratio. The second year the ratio is not met is the noncompliance year. Failure to meet the ratio during these two years does not result in any penalties to the Authority. However, if the Authority does not meet the required ratio for a third year (determination year) the Authority would be subjected to reduced funding in the fourth year (penalty year). Funding for the fourth year would be reduced by the difference between the required 10 percent farebox ratio revenue amount and the actual farebox revenues received, per Section 6633.9 of the TDA. The amount of reduced TDA funding, if any, cannot be determined at this time.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

NOTE 11 - RISK MANAGEMENT

The Authority manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks. The Authority maintains insurance coverage from a commercial carrier for its Garage Keepers Insurance, Commercial Property and Inland Marine coverage.

Public entity risk pools are formally organized, and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, those entities exercise full powers and authorities within the scope of the related Joint Powers Agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member municipalities.

Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these risk pools are not the Authority's responsibility.

Risk Coverage

The Authority is a member of the California Transit Insurance Pool (CALTIP), which covers liability and vehicle damage claims up to \$5,000,000. The Authority has a self-insured retention or deductible of \$5,000 on physical damage and \$25,000 on liability per claim. Once the Authority's self-insured retention for claims is met, CALTIP becomes responsible for payment of all claims up to \$1,000,000.

For claims above that amount, CALTIP purchases excess coverage up to \$5,000,000. During the fiscal year ended June 30, 2021, the Authority contributed \$207,610 for coverage.

The Authority is also a member of the Special District Risk Management Authority (SDRMA) Workers' Compensation Program, which covers workers' compensation claims up to \$5,000,000.

The contributions made to the risk pool equal the ratio of their respective payrolls to the total payrolls of all entities participating in the same layer of each program, in each program year. Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

Financial statements for the risk pools may be obtained from CALTIP, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833 and SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

Self-Insurance

The Authority maintains liability accounts for employee benefits and self-insurance reserves. The balances of these liabilities at June 30, 2021 are as follows:

	<u>2021</u>
Liability	\$ 29,633
Vehicle damage	10,247
Employee benefits	95,174
Workers' compensation	199
Cafeteria plan	<u>23,026</u>
Total	<u>\$ 158,279</u>

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2021

NOTE 11 - RISK MANAGEMENT (concluded)

Self-insurance for employee benefits includes unemployment insurance and an employees' cafeteria plan. Vehicle collision risks are partially self-insured by the Authority. Potential liability claims are insured by an insurance carrier, with a deductible of \$25,000 per incident. Management believes there were sufficient reserves to fund these liabilities at June 30, 2021.

Each year the Authority budgets an amount to be set aside during the year for self-insurance costs, based on actuarial estimates and availability of funds. That amount is expended and accrued to a liability account during the year. Claims are then charged against the liability account, and any balance remaining at year end is carried forward to the next fiscal year.

The Authority's actuary estimates for the ultimate unpaid losses incurred for vehicle collision and deductible on liability insurance was derived from the June 30, 2016, valuation report. The fiscal year ending June 30, 2021 estimate was \$69,838.

NOTE 12 - CONCENTRATION

The Authority receives a substantial amount of revenue from the Mendocino Council of Governments under the Transportation Development Act and State Transit Assistance. Transportation Development Act fund allocation is based on sales tax revenue. During the fiscal year ended June 30, 2021, the Authority received \$3,019,623. This amounts to 53% of total revenue for the year.

NOTE 13 - PTMISEA

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

In FY09/10, the Authority applied for PTMISEA funds for the construction phase of the Alternative Fuel Infrastructure Project, and in FY11/12 for vehicle procurement. As of June 30, 2021, the Authority has received a total of \$4,370,369 in PTMISEA proceeds and related interest, of which qualifying expenditures totaled \$4,370,369. Qualifying expenditures must be encumbered within three years from the date of the allocation and expended within three years from the date of encumbrance.

As of June 30, 2021, PTMISEA funds received and expended were verified in the course of our audit as follows:

Balance at June 30, 2020	\$	170,539
PTMISEA received		-
Expenditures incurred:		
Transit buses		_____ (-)
Unexpended proceeds at June 30, 2021	\$	<u>170,539</u>

REQUIRED SUPPLEMENTAL INFORMATION

DRAFT

Mendocino Transit Authority
SCHEDULE OF THE AUTHORITY'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY

As of June 30, 2021

Last 7 Years

Schedule of the Proportionate Share of the Net Pension Liability (Measurement Date)	2020	2019	2018	Miscellaneous Plan 2017	2016	2015	2014
Proportion of the net pension liability	0.020010%	0.017540%	0.016230%	0.015404%	0.014549%	0.011889%	0.015799%
Proportionate share of the net pension liability	\$ 2,177,528	\$ 1,797,406	\$ 1,563,664	\$ 1,527,654	\$ 1,258,942	\$ 816,711	\$ 983,080
Covered - employee payroll	\$ 2,503,504	\$ 2,546,696	\$ 2,375,217	\$ 2,154,914	\$ 2,133,007	\$ 2,119,045	\$ 1,967,075
Proportionate share of the net pension liability as a percentage of covered-employee payroll	86.98%	70.58%	65.83%	70.89%	59.02%	38.54%	49.98%
Plan fiduciary net position as a percentage of the total pension liability	75.10%	75.26%	75.26%	73.31%	74.06%	78.40%	79.82%

NOTES TO SCHEDULE:

Fiscal year 2015 was the 1st year of implementation.

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Mendocino Transit Authority
SCHEDULE OF CONTRIBUTIONS

As of June 30, 2021

Last 7 Years

SCHEDULE OF CONTRIBUTIONS

<u>Fiscal Year End</u>	Miscellaneous Plan						
	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 315,229	\$ 305,721	\$ 254,376	\$ 215,248	\$ 184,327	\$ 165,348	\$ 164,914
Contributions in relation to the actuarially determined contributions	(315,229)	(305,721)	(254,376)	(215,264)	(184,327)	(165,348)	(164,914)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (16)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll during the fiscal year	\$ 2,214,796	\$ 2,503,504	\$ 2,546,696	\$ 2,375,217	\$ 2,154,914	\$ 2,133,007	\$ 1,919,529
Contributions as a percentage of covered-employee payroll	14.23%	12.21%	9.99%	9.06%	8.55%	7.75%	8.59%

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION:

Fiscal year 2015 was the 1st year of implementation.

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

REPORT ON COMPLIANCE OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
THE STATUTES, RULES, AND REGULATIONS OF THE
CALIFORNIA TRANSPORTATION DEVELOPMENT ACT
AND THE ALLOCATION INSTRUCTIONS AND RESOLUTIONS
OF THE LOCAL TRANSPORTATION COMMISSION

Board of Directors
Mendocino Transit Authority
Ukiah, California

We have audited the financial statements of the Transportation Development Act Funds of Mendocino Transit Authority as of and for the year ended June 30, 2021 and have issued a report thereon dated [DATE].

As part of obtaining reasonable assurance about whether Mendocino Transit Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that expenditures paid by the Mendocino Transit Authority Transportation Development Act Funds were made in accordance with the allocation instructions and resolutions of the Mendocino Council of Governments and in conformance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 5554 and 6667 that are applicable to Mendocino Transit Authority's use of Transportation Development Act Funds. In connection with the audit, nothing came to our attention that caused us to believe that Mendocino Transit Authority failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act and the allocation instructions and resolutions of Mendocino Council of Governments. However, providing an opinion on compliance with those provisions was not an objective of the audit and, accordingly, we do not express such an opinion.

This report is intended solely for the information and use of the Board of Directors and management of Mendocino Transit Authority, the Board of Directors and management of Mendocino Council of Governments, the California Department of Transportation, and the State Controller's Office and should not be used by anyone other than these specified parties.

R. J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

DRAFT

3/4/2022

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

**MENDOCINO TRANSIT AUTHORITY
UKIAH, CALIFORNIA**

SINGLE AUDIT REPORT

JUNE 30, 2021

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INDEPENDENT AUDITORS' REPORT ON
INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS

Board of Directors
Mendocino Transit Authority
Ukiah, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the major fund of Mendocino Transit Authority which comprise the statement of net position as of June 30, 2021, and the related statement of activities for the year then ended, and the related notes to the financial statements, which collectively comprise Mendocino Transit Authority's basic financial statements, and have issued our report thereon dated [DATE].

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Mendocino Transit Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Mendocino Transit Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Mendocino Transit Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Mendocino Transit Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements; noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Mendocino Transit Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Mendocino Transit Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

R. J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

DRAFT

INDEPENDENT AUDITORS' REPORT
ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE
UNIFORM GUIDANCE

Board of Directors
Mendocino Transit Authority
Ukiah, California

Report on Compliance for Each Major Federal Program

We have audited Mendocino Transit Authority's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Mendocino Transit Authority's major federal programs for the year ended June 30, 2021. Mendocino Transit Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Mendocino Transit Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Mendocino Transit Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Mendocino Transit Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, Mendocino Transit Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of Mendocino Transit Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Mendocino Transit Authority's internal control over compliance with the type of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Mendocino Transit Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the business-type activities and the major fund of Mendocino Transit Authority as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Mendocino Transit Authority's basic financial statements. We issued our report thereon dated [DATE], which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

Mendocino Transit Authority
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2021

Federal Financial Assistance	Federal Assistance Listing Number	Grantor/ Pass-Through Entity Grant Number	Expenditures
U.S. Department of Transportation:			
Pass-through Program From:			
California State Department of Transportation:			
Division of Rail and Mass Transportation			
* Operating Assistance-5311	20.509	2660-102-0890(2)	\$ 531,772
* Cares 1 - 5311	20.509	2660-102-0890(2)	<u>557,349</u>
Subtotal			<u>1,089,121</u>
Enhanced Mobility of Seniors - 5310	20.513	2660-102-0890(2)	<u>233,368</u>
Total U.S. Department of Transportation Pass through Programs			<u>1,322,489</u>
Total Expenditures of Federal Awards			<u>\$ 1,322,489</u>

* Major Program

Mendocino Transit Authority
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2021

NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal grant activity of Mendocino Transit Authority under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Mendocino Transit Authority, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of Mendocino Transit Authority.

NOTE 2 - BASIS OF PRESENTATION

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. The accompanying Schedule is presented using the modified accrual basis of accounting for grants accounted for in the governmental fund types and the accrual basis of accounting for grants accounted for in the proprietary fund types, as described in the notes to the Mendocino Transit Authority's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursements.

NOTE 3 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance.

NOTE 4 - FEDERAL ASSISTANCE LISTING NUMBERS

The Federal assistance listing number included in the accompanying Schedule was determined based on the program name, review of the award contract, and the Office of Management and Budget's Federal assistance listing numbers.

NOTE 5 - INDIRECT COSTS

Mendocino Transit Authority elected not to use the 10% de minimis cost rate as covered in the Uniform Guidance Part 200.414 Indirect (F&A) Costs.

NOTE 6 - RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

The amounts reported in the accompanying Schedule agree or can be reconciled with amounts reported in the related federal financial assistance reports.

NOTE 7 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

The amounts reported in the accompanying Schedule agree or can be reconciled with amounts reported in Mendocino Transit Authority's basic financial statements.

Mendocino Transit Authority
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2021

NOTE 8 - PASS-THROUGH ENTITIES' IDENTIFYING NUMBER

When federal awards were received from a pass-through entity, the Schedule shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, Mendocino Transit Authority determined that no identifying number is assigned for the program or Mendocino Transit Authority was unable to obtain an identifying number from the pass-through entity.

DRAFT

Mendocino Transit Authority
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2021

Section I – Summary of Auditors’ Results

1. Type of auditors’ report issued: Unmodified
2. Internal control over financial reporting:
 - A. Material weakness(es) identified? No
 - B. Significant deficiencies identified that were not considered to be material weakness(es)? None reported
 - C. Noncompliance material to financial statements noted. No
3. Internal control over major programs:
 - A. Material weakness(es) identified? No
 - B. Significant deficiencies identified that were not considered to be material weakness(es)? None reported
 - C. Type of auditors’ report issued on compliance for major programs: Unmodified
 - D. Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? No
4. Audited as Major Programs:

<u>Federal Assistance Listing Number</u>	<u>Federal Program Name or Cluster</u>	<u>Amount</u>
20.509	Section 5311 Operating Assistance and CARES	\$1,089,121
5. Dollar threshold used to distinguish between type A and type B programs: \$750,000
6. Auditee qualified as a low risk auditee? No

Section II – Financial Statement Findings

There were no financial statement findings.

Section III – Federal Award Findings and Questioned Costs

There were no federal award findings and questioned costs.

Mendocino Transit Authority
STATUS OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS
For the Year Ended June 30, 2021

Recommendation

Status/Explanation

There were no prior year findings or recommendations.

DRAFT