



**Board of Directors
Regular Meeting Agenda**

Wednesday, April 27, 2022

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

Pursuant to Governor Newsom's Executive Orders N-29-20 revised on June 11, 2021, and Executive Order N-08-21 revised on June 11, 2021, and pursuant to AB 361, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.

Teleconference

**Zoom videoconference link provided to Board members and by request.
Please submit access request to sara@mendocinotransit.org or call MTA
Administration at (707) 462-1422.**

Topic: MTA Board Meeting

Time: April 27, 2022 01:30 PM Pacific Time (US and Canada)

Audio Call-in Option: +1 669 900 6833 (in CA)

Meeting ID: 829 4212 2204 Passcode: 398509

Please press mute on your phone or computer until public comments are open. The Chair will call for public comments during the Public Comment section of the agenda as well as during each agenda item discussion. Members of the public may also submit questions via email to sara@mendocinotransit.org and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted prior to the close of the comment period.

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

AGENDA ITEMS

A. CALL TO ORDER

B. PUBLIC COMMENT

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

C. CONSENT CALENDAR

1. Approval of Minutes of March 30, 2022 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Reports – July through February 2022
4. Adoption of Resolution No. 2022-13 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of April 27, 2022, through May 25, 2022, Pursuant to Brown Act Provisions.

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2022-2023.
3. Discussion and Possible Approval of Resolution 2022-14 for Validator Contactless Payment Between Cal-ITP and Mendocino Transit Authority. Presentation by Zachary Karson.
4. MTA will be participating in the 2022 Far North Transit Symposium

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management
2. Matters from Directors

F. ADJOURN

Anticipated adjournment is 3:30 p.m.

Americans with Disabilities Act (ADA) Compliance

Mendocino Transit Authority complies with AMERICANS WITH DISABILITIES ACT (ADA). Upon request, MTA will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats pursuant to Government Code Section 54953.2 and Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Anyone requiring reasonable accommodation in order to participate in the meeting should contact Sara Marquez at Mendocino Transit Authority by calling (707) 234-6458 or by email at sara@mendocinotransit.org at least 72 hours prior to the meeting.



Board of Directors Regular Meeting Minutes

Wednesday, March 30, 2022

1:30 p.m.

MTA Directors in Attendance

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

Staff in Attendance

Jacob King, Executive Director
Mark Harvey, CFO
Dawn White, Mobility Manager
Bob Butler, Maintenance Manager
Luis Martinez, Interim Operations Manager
Sara Marquez, Assistant Clerk of the Board

Staff Absent

Heather Lindsteadt, HR Director

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

AGENDA ITEMS

A. CALL TO ORDER

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

B. PUBLIC COMMENT

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of February 23 Regular Board Meeting
2. Approval of Minutes of March 23 Special Board Meeting
3. Approval of Minutes of March 25 Special Board Meeting
4. Acceptance of Service Performance Report
5. Acceptance of Financial Reports – July 2021 through January 2022
6. Adoption of Resolution No. 2022-07 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of March 30, 2022, through April 27, 2022, Pursuant to Brown Act Provisions.
7. Surplus Vehicle Disposal

Upon Motion by Director **Albin-Smith** seconded by Director **Mulheren** the Board approved Consent Calendar items C.1 through C.7 by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

D. ACTION & DISCUSSION

1. Unmet Needs: none
2. Discussion and Possible Acceptance of 2020-2021 Draft Fiscal & Compliance Audit/Single Audit

Mark Harvey, CFO explained that there are two separate audits. One is the regular 20-21 Draft Compliance audit and the other is the Single audit there were no current year observations the board only needs to approve them so that the draft can be removed.

3. **Upon Motion** by Director **Tarbell** seconded by Director **Albin-Smith** the Board Approved Resolution 2020-2021 Draft Fiscal & Compliance Audit/Single Audit by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

3. Discussion and Possible Adoption of Resolution 2022-08 Approving the PG&E and Mendocino Transit Authority's Ten-Year Agreement for PG&E's EV Fleet Program.

Director Richard recommended to review this contract with legal staff/ Counsel

Upon Motion by Director **Richard** seconded by Director **Dahlhoff** the Board approved the PG&E and Mendocino Transit Authority's Ten-Year Agreement for PG&E's EV Fleet Program by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and

Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

4. Presentation, Discussion and Possible Adoption of Resolution 2022-09
For a Three-Year Contact between Carahsoft, Swiftly and Mendocino Transit Authority for CAD/AVL and GTFS Real Time for \$172,260.00

Hazel from Swiftly, presented to the Board the Realtime GTFS program which will provide transit customers in Northern California the ability to pay their fares through a contactless fare collection system and also provides real time information about when the bus will arrive at stops along with a number of operational tools. GTFS Realtime currently supports the following types of information:

- Trip updates - delays, cancellations, changed routes
- Service alerts - stop moved, unforeseen events affecting a station, route, or the entire network
- Vehicle positions - information about the vehicles including location and congestion level

GTFS Real-Time will be launching Spring 2022, If MTA decides to contract with Cal-ITP, the costs will be reimbursable through the CARES funding.

Upon Motion by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved Resolution 2022-09 For a Three-Year Contact between Carahsoft, Swiftly and Mendocino Transit Authority for CAD/AVL and GTFS Real Time for \$172,260.00 by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

5. Discussion and Possible Adoption of Resolution 2022-10 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Cutaway Vehicle.

Upon Motion by Director **Dahlhoff** seconded by Director **Richard** the Board approved Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Cutaway Vehicle by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

6. Presentation Discussion and Possible Approval of Resolution 2022-11 for Validator Contactless Payment Between Cal-ITP and Mendocino Transit Authority.

Executive Director King explained that MTA is looking for approval for this Validator program from Calitp and Caltrans Cares funding will cover for this cost of this project
After the presentation and discussion, the board decided to bring this item back in April.

7. Discussion and Possible Approval of Resolution 2022-12 Authorizing the Federal funding under FTA section 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) with California Department of Transportation

Executive director explained that now 5311, 5311f and 5339 is consolidated grant process for buses and facilities and Operations if the boards authorize this will authorize MTA will apply for both the 5311, 5311f and 5339.

Upon Motion by Director **Richard** seconded by Director **Tarbell** the Board approved Resolution 2022-12 Authorizing the Federal funding under FTA section 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) with California Department of Transportation by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

8. Approval of Special Event: Point Arena Special Event Fringe Festival

Director Dahlhoff requested bus shuttle for the Fringe Festival that will occur on April 23rd in Point Arena from the Lighthouse to the pier back and forth, the event will be from 11am to 6pm and the trip will take like around 30-45 minutes each way.

Upon Motion by Director **Dahlhoff** seconded by Director **Tarbell** the Board approved Point Arena Special Event Fringe Festival by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Maintenance Manager Bob Butler reported that he is having a meeting with PG & E in Ukiah about the electric bus charging system. He also reported that he has a day set for the next 3 buses that we have purchase orders out and it will be in 2023.

On the other hand, the electric buses have been successfully operating for over 2 weeks in Willits and been getting good feedback from the public.

Luis Martinez Operations Manager reported that he has been working on restoring the routes in Ukiah and Fort Bragg and the new service to The Woods in Fort Bragg to make connections with Route 75.

Jacob King, Executive Director, reported that he applied for LCTOP and currently working with Mark Harvey, CFO on the budget and claim to MCOG.

Mark Harvey, CFO reported that he will be working to Executive Director Jacob King on the budget.

2. Matters from Directors

Chairwoman Rodriguez congratulated Luis Martinez on his new position of Operations Manager, she also mentioned that City of Willits is planning a ceremony in celebration of the electric buses, once she has the date, she will share it with MTA. Chairwoman Rodriguez also recommended to add the presenters name on the next agendas and lastly, she announced that the deadline to turn in the 700 form is due today for all directors.

Director Richard mentioned that by looking at this agenda he believes that Executive Director Jacob King and staff will be overwhelmed for next year or so. He recommended to watch and see if we can back up on a few things going forward.

F. ADJOURN

Meeting adjourned at 2:57 p.m.

DRAFT



FY 21-22 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD	2020-21 YTD	# Change	% Change
01 - Willits Local	587	593	481	497	456	431	400	452	507	0	0	0	4404	2944	1,460	50%
03 - Ukiah - DAR	1068	971	976	961	890	1013	663	642	982	0	0	0	8166	5742	2,424	42%
04 - Fort Bragg - DAR	580	572	574	574	548	593	502	564	594	0	0	0	5101	4178	923	22%
05 - BraggAbout	498	484	461	390	409	378	308	391	513	0	0	0	3832	4288	(456)	-11%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
09 - Ukiah Local	3096	3006	3191	3286	3087	2861	2880	2920	3646	0	0	0	27973	20715	7,258	35%
20 - Willits - Ukiah	966	1085	1336	1382	1189	1089	1149	1350	1590	0	0	0	11136	5801	5,335	92%
60 - Coaster	235	251	293	295	266	256	248	234	350	0	0	0	2428	1922	506	26%
64 - Ukiah to Fort Bragg-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
65 - Fort Bragg to Santa Rosa	557	470	466	406	405	434	406	380	473	0	0	0	3997	0	3,997	0%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
74 - Saturday Gualala-Ukiah	77	43	35	52	33	28	25	31	28	0	0	0	352	239	113	47%
75 - M-F Gualala to Ukiah	259	411	522	448	374	406	328	291	447	0	0	0	3486	1995	1,491	75%
95 - Pt. Arena to Santa Rosa	200	183	192	179	204	192	172	191	177	0	0	0	1690	546	1,144	210%
97 - Redwood Coast Regional	86	113	204	180	180	183	74	104	201	0	0	0	1325	0	1,325	0%
Monthly Totals	8209	8182	8731	8650	8041	7864	7155	7550	9508	0	0	0	73890	48370	25,520	53%



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	396	483	4297	9729	(5,432)	-56%
03 - Ukiah - DAR	695	518	509	713	588	481	633	698	907	1026	950	1033	8751	11590	(2,839)	-24%
04 - Fort Bragg - DAR	420	346	519	494	436	399	483	433	648	616	677	651	6122	10927	(4,805)	-44%
05 - BraggAbout	657	637	543	420	330	444	414	391	452	489	419	516	5712	13238	(7,526)	-57%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	1	1	921	(920)	-100%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	49	49	9170	(9,121)	-99%
09 - Ukiah Local	2760	2382	2249	2564	1969	2306	1902	2101	2482	2668	2523	2712	28618	88865	(60,247)	-68%
20 - Willits - Ukiah	800	665	647	737	557	609	490	530	766	796	798	860	8255	25292	(17,037)	-67%
60 - Coaster	158	153	223	273	233	251	224	194	213	219	262	268	2671	7941	(5,270)	-66%
64 - Ukiah to Fort Bragg	2	6	0	0	0	0	0	0	0	0	0	268	276	3360	(3,084)	-92%
65 - Fort Bragg to Santa Rosa	0	0	130	288	290	228	216	217	273	372	435	468	2917	9410	(6,493)	-69%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	468	468	4068	(3,600)	-88%
74 - Saturday Gualala-Ukiah	20	21	17	48	31	18	30	23	31	36	72	46	393	829	(436)	-53%
75 - M-F Gualala to Ukiah	306	281	228	238	199	193	139	198	213	262	309	298	2864	6113	(3,249)	-53%
95 - Pt. Arena to Santa Rosa	0	0	0	47	112	97	74	97	119	130	148	177	1001	3456	(2,455)	-71%
97 - Redwood Coast Regional-Not Operatin	0	0	0	0	0	0	0	0	0	0	0	49	49	2118	(2,069)	-98%
Monthly Totals	6287	5405	5341	6168	4953	5350	4867	5163	6486	7088	6989	8347	72444	207027	(134,583)	-65%



FY 21-22 AVERAGE DAILY RIDERS BY ROUTE-Weekday

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD
01 - Willits Local	30.90	29.50	25.24	24.95	25.58	19.96	21.50	25.74	23.74				227.11
05 - BraggAbout	26.90	23.91	22.76	21.67	23.45	21.00	18.20	21.68	23.91				203.48
07 - Jitney	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
09 - Ukiah Local	146.43	132.81	149.34	153.29	151.52	122.96	144.10	149.47	161.35				1311.27
20 - Willits - Ukiah	50.00	52.05	68.67	71.76	66.53	51.30	62.00	75.42	72.83				570.56
60 - Coaster	50.38	13.41	18.33	17.67	25.53	17.39	25.40	20.32	18.39				206.82
65 - Fort Bragg to Santa Rosa	45.59	57.73	55.77	43.38	44.33	50.65	49.57	50.60	52.39				450.01
75 - M-F Gualala to Ukiah	13.38	20.95	26.62	23.29	21.26	19.26	17.45	16.26	20.91				179.38
95 - Pt. Arena to Santa Rosa	8.73	8.27	8.55	8.95	9.33	8.35	7.19	8.55	7.17				75.09
Monthly Totals	372.31	338.63	375.28	364.96	367.53	310.87	345.41	368.04	380.69	0.00	0.00	0.00	3223.72



FY 21-22 AVERAGE DAILY RIDERS BY ROUTE-Saturdays

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD
09 - Ukiah Local	66.00	73.25	78.25	79.75	75.75	68.00	57.00	65.00	68.25				631.25
65 - Fort Bragg to Santa Rosa	45.80	46.00	39.75	44.40	51.5	63.00	35.40	50.50	38.75				415.10
74 - Saturday Gualala-Ukiah	15.40	10.75	9.00	10.40	8.25	9.33	6.25	7.75	7.00				84.13
95 - Pt. Arena to Santa Rosa	4.80	3.50	8.50	3.00	4.50	5.33	4.20	6.50	4.50				44.83
Monthly Totals	132.00	133.50	135.50	137.55	140.00	145.66	102.85	129.75	118.50	0.00	0.00	0.00	1175.31



FY 21-22 AVERAGE DAILY RIDERS BY ROUTE-Sundays

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD
95 - Pt. Arena to Santa Rosa	3.25	3.40	3.50	3.50	4.75	4.33	4.20	3.75	4.75				35.43
Monthly Totals	3.25	3.40	3.50	3.50	4.75	4.33	4.20	3.75	4.75	0.00	0.00	0.00	35.43



Meeting Date: April 27th, 2022

Agenda Item: # C.3

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2021 – February 2022

SUMMARY:

Preliminary Unaudited Financial Reports for the Months of July 2021 through February 2022 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$3,807,416 is 59.6% of budgeted revenue of \$6,389,846 for the year, with 66.7% of year elapsed.

Expenses of \$3,431,526 are 59.0% of budgeted expenses of \$5,819,293 for the year, with 66.7% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2021 through February 2022.

ATTACHMENTS:

Statement of Net Position as of February 28th, 2022
Statement of Revenues and Expenses July 2021 – February 2022

Mendocino Transit Authority
Statement of Net Position
As of February 28th, 2022

ASSETS

Current Assets

Checking/Savings

101.900 - Cash

101.100 - Cash-Operating

Operating Cash 566,683

LCTOP Operating 164,787

Senior Operating 141,201

Payroll & Benefits Operating 60,145

Total 101.100 - Cash-Operating Total 932,817

101.200 - Cash-Capital

101.202 - Capital Wkg-MUNIS #4100 542,681

101.203 - Cap CALOES -MUNIS #4140 2,363

101.204 - Capital PTMISEA-MUNIS #4230 271,553

101.227 - Cap LCTOP-Umpqua #2776 19

Total 101.200 - Cash-Capital 816,616

Total 101.900 - Cash 1,749,432

Total 102.000 - Accounts Receivable 638,248

Other Current Assets

Total 102.300 - Grants Receivable 1,191,354

Total 102.100 - Accounts Receivable Other 118,133

Total 103.990 - Inventory 20,393

Total 104.199 - Prepaid Expenses Total 101,007

Total 104.200 - Undeposited Funds 0

Total Other Current Assets 1,430,887

Total Current Assets 3,818,568

Fixed Assets

Total 111.900 - Fixed Assets 21,678,408

Total 111.910 - Accumulated Depreciation -13,104,064

Total 115.900 - Construction in Progress 49,293

Total 121.900 - Intangible Total 15,000

Total 121.910 - Accum Amortization Total -15,000

Total Fixed Assets 8,623,637

Other Assets

Total 131.900 - Deferred Outflows of Resource 773,800

Total Other Assets 773,800

TOTAL ASSETS 13,216,004

Mendocino Transit Authority
Statement of Net Position
As of February 28th, 2022

April 27th, 2022
Agenda Item #C.3

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 769,003

Total Credit Cards 21,784

Other Current Liabilities

Deferred Grant Revenue 820,227

CalPERS Loan Repayments 1,124

205.700 - Uncashed Checks 8,862

205.900 - Accruals Total

205.200 - Accrued Payroll 69,296

205.300 - Accrued Retirement 6,571

205.400 - Accrued Deferred Comp 3,323

205.500 - Accrued Vacation 143,470

205.600 - Accrued Sick Leave 76,384

Total 205.900 - Accruals Total 299,044

Total Other Current Liabilities 1,129,257

Total Current Liabilities 1,920,044

Long Term Liabilities

231.900 - Prov-Restricted Funds

231.100 - Provision for Liability 19,342

231.200 - Provision for Vehicle Damage 10,103

231.300 - Provision for Unemployment 112,369

231.400 - Provision for Cafeteria Plan 15,953

231.500 - Provision for Worker's Comp 199

Total 231.900 - Prov-Restricted Funds 157,966

235.300 - Deferred Inflows of Resource 140,738

235.910 - Pension Liabilities 2,051,949

Total Long Term Liabilities 2,350,653

Total Liabilities 4,270,697

Equity

Total 399.900 - Equity 9,273,818

Net Income -328,510

Total Equity 8,945,307

TOTAL LIABILITIES & EQUITY 13,216,004

Mendocino Transit Authority
Statement of Revenues, Expenses
 July 2021-February 2022

April 27th, 2022
 Agenda Item #C.3

Ordinary Income/Expense	TOTAL		
	Jul '21 - Feb '22	Budget	% of Budget
Income			
411.000 · OPERATING REVENUE.			
401.100 · Fares-Passengers	109,824	460,000	23.9%
413.000 · Redwood Coast Regional Center	40,081	65,000	61.7%
409.200 · Sonoma County Contract	118,133	177,200	66.7%
Total 411.000 · OPERATING REVENUE.	268,039	702,200	38.2%
420.000 · REVENUES FROM OTHER SOURCES			
413.113 · 5311 CARES Assistance	0	650,000	0.0%
406.100 · Advertising Contract	86,122	100,000	86.1%
Total 407.100 · Maintenance Revenue	16,505	49,500	33.3%
407.400 · Investment(Interest) Income	4,070	7,500	54.3%
407.500 · Other - Fuel Rebates, Etc.	9,063	4,000	226.6%
409.100 · Local Transportation Fund (LTF)	2,289,528	3,434,291	66.7%
409.110 · State Transit Assistance (STA)	436,813	455,221	96.0%
422.000 · 5310 Operating Assistance	36,459	0	n/a
413.101 · 5311 Operating Assistance	354,480	552,134	64.2%
413.110 · 5311(f) Operating Assistance	160,104	300,000	53.4%
411.100 · LCTOP Cap & Trade - Operating	0	90,000	0.0%
426.000 · Ag Van Leases	26,836	45,000	59.6%
409.101 · MCOG - SGR/Caltrans SB1	119,396	0	n/a
Total 420.000 · REVENUES FROM OTHER SOURCES	3,539,377	5,687,646	62.2%
Total Income	3,807,416	6,389,846	59.6%
Expense			
Total 501.100 · WAGES	1,907,334	2,934,832	65.0%
Total 510.000 · BENEFITS	643,891	1,456,831	44.2%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	59	8,500	0.7%
521.250 · Towing	517	3,200	16.2%
521.500 · Property Maintenance Services	2,236	2,750	81.3%
521.700 · Contract IT Services	13,500	30,000	45.0%
503.202 · Legal Counsel	4,551	25,000	18.2%
508.100 · Purch. Trans (Willits DAR)	536	2,400	22.3%
523.000 · Marketing	10,960	8,000	137.0%
509.300 · Advertising, Legal Notices	29,661	18,000	164.8%
524.000 · Software Maintenance Fees	33,428	45,000	74.3%
524.200 · Drug & Alcohol Services	5,346	6,000	89.1%
525.000 · Facility Security System	838	1,500	55.9%
525.500 · Accident / Incident Payables	1,537	15,000	10.2%
503.200 · Professional & Technical Svcs	51,177	134,380	38.1%
Total 520.000 · SERVICE/USER FEES	154,346	299,730	51.5%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	221,221	400,000	55.3%
504.120 · Tires	3,391	35,000	9.7%
504.115 · Lubrication	8,112	25,000	32.4%
532.500 · Tools	558	1,500	37.2%
Total 504.100 · Vehicle Maint & Repair Parts	60,597	50,000	121.2%
Total 504.200 · Expensed Parts	2,899	2,500	116.0%
504.610 · Shop Supplies	2,298	20,000	11.5%
504.620 · Facilities,Maint & Repair Parts	28,380	35,000	81.1%
504.400 · Office Supplies	18,055	25,000	72.2%
509.200 · Printing (Schedules,brochures)	3,913	7,000	55.9%
536.700 · Computer Programs & Supplies	11,401	4,500	253.4%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2021-February 2022

April 27th, 2022
Agenda Item #C.3

	TOTAL		
	Jul '21 - Feb '22	Budget	% of Budget
537.000 · Safety & Emergency Supplies	4,942	1,500	329.5%
537.500 · Other Materials & Supplies	15,871	14,000	113.4%
Total 530.000 · MATERIALS & SUPPLIES	381,640	621,000	61.5%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	5,798	15,000	38.7%
541.250 · FB-Water,Sewer, Waste & Propane	4,030	6,000	67.2%
541.500 · Willits-Water, Sewer & Waste	1,497	3,000	49.9%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	9,028	7,600	118.8%
543.000 · TPX- Ukiah Phones / Internet	27,100	42,000	64.5%
543.250 · Comcast-Fort Bragg Phones/Inter	887	1,100	80.7%
544.000 · Verizon-Admin / OPS Cellular	14,332	12,000	119.4%
Total 540.000 · UTILITIES.	62,673	86,700	72.3%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	234,321	360,000	65.1%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	252	600	42.0%
572.000 · Vehicle Licensing & Reg Fees	71	1,700	4.2%
Total 570.000 · TAXES	323	2,300	14.0%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	8,746	16,000	54.7%
502.700 · Travel	22,707	30,000	75.7%
582.250 · Board Expenses	0	500	0.0%
583.000 · Safety Program	0	1,000	0.0%
509.800 · Training	5,613	4,500	124.7%
584.500 · CDL & DOT Physical Expenses	4,075	3,500	116.4%
Total 580.000 · MISCELLANEOUS	41,140	55,500	74.1%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	5,858	2,400	244.1%
Total 590.000 · LEASES & RENTALS	5,858	2,400	244.1%
Total Expense	3,431,526	5,819,293	59.0%
 Net Income Before Depreciation	 375,890	 570,553	 65.9%
 Depreciation Expense	 704,400		
 Net Income After Depreciation	 -328,510		



Meeting Date: April 27, 2022

Agenda Item: C.4

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution No. 2022-13 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of April 27, 2022, through May 27, 2022 Pursuant to Brown Act Provisions.

SUMMARY:

The purpose of this item is to decide if Mendocino Transit Authority Board of Directors will continue virtual meetings or return to pre pandemic in-person meetings. In accordance with AB 361 the MTA Board must consider adoption of subsequent resolutions every 30 days to continue conducting virtual meetings during a declared State of Emergency in California.

The MTA Board of Directors has adopted the following Resolutions related to AB 361:

- Resolution 2021-18 on September 30, 2021, which authorized virtual Board meetings through October 30, 2021.
- Resolution 2021-19 on October 27, 2021 which authorized virtual Board meetings through November 27, 2021.
- Resolution 2021-21 on November 18, 2021 which authorized virtual Board meetings through December 18, 2021.
- Resolution 2021-22 on December 8, 2021 which authorized virtual Board meeting through January 8, 2022.
- Resolution 2022-01 on January 6, 2022 which authorized virtual Board meeting through February 5, 2022
- Resolution 2022-02 on January 26, 2022 which authorized virtual Board meeting through February 26, 2022
- Resolution 2022-03 on February 23, 2022 which authorized virtual Board meeting through March 23, 2022
- Resolution 2022-06 on March 25, 2022 which authorized virtual Board meeting through March 30, 2022
- Resolution 2022-07 on March 30, 2022 which authorized virtual Board meeting through April 27, 2022

Adopt Resolution 2022-13 Authorizing virtual Board Meetings for the period of April 27, 2022 through, May 27, 2022

ATTACHMENTS

Resolution 2022-13 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of April 27, 2022 through May 27, 2022, Pursuant to Brown Act Provisions.



RESOLUTION NO. 2022-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO TRANSIT AUTHORITY PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF MENDOCINO TRANSIT AUTHORITY FOR THE PERIOD APRIL 27, 2022 THROUGH MAY 27, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, MENDOCINO TRANSIT AUTHORITY is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Mendocino Transit Authority's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Agency's Board conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of the Board of Directors, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Agency's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person may present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-18 on September 29, 2021, finding that the requisite conditions exist for the Board of Directors of Mendocino Transit Authority to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the MTA Jurisdiction, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the MTA jurisdiction, specifically, a State of Emergency remains active related to the SARS-CoV-2 pandemic, and

WHEREAS, the Board of Directors of Mendocino Transit Authority does hereby find that the SARS-CoV-2 virus continues to impact our community, and, in-persons meetings may create an environment where transmission of SARS-CoV-2 could be spread and has caused, and will continue to cause,

conditions of peril to the safety of persons within the Agency that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of Mendocino Transit Authority shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, Mendocino Transit Authority Board of Directors will continue to post an Agenda online, in accordance with Brown Act requirements, make the meetings available and accessible online, and allow for public participation in the meetings of the Board of Directors.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MENDOCINO TRANSIT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the MTA jurisdiction and proclaims that a local emergency persists, and meeting in-person would create an imminent risk.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2021.

Section 4. Remote Teleconference Meetings. The MTA Executive Director and staff and Board of Directors of Mendocino Transit Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately

upon its adoption and shall be effective until the earlier of (i) April 27, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of Mendocino Transit Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Mendocino Transit Authority this 27th day of April, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

MTA Board Chair, Saprina Rodriquez

2020-2021 UNMET NEEDS REQUESTS

Date	City	Requestor	Service Requested
7/29/2020		Director Richard	Round Trip service from Ukiah to South Coast and round trip service from Ukiah to Fort Bragg/Mendocino
1/27/2021	Point Arena	Director Dahlhoff	Addition of local South Coast service Gualala to Manchester
1/28/2021	Potter Valley	Community Member	Addition of transit service to Potter Valley
1/28/2021	Mendocino County	MTA/MCOG Identified Need	Micro transit services for the communities of Brooktrails, Potter Valley, Hopland, Covelo and Laytonville
2/24/2021	MTA Board Meeting	Director Tarbell	Service to the towns both inland and coastal communities with possible one day per week service roundtrip (Covelo, Leggett, Westport, Comptche, etc.)
2/24/2021	MTA Board Meeting	Director Tarbell	The Woods retirement community
3/31/2021	MTA Board Meeting	Director Tarbell	Resumption of Route #60
05/12/2021	MTA Board Meeting	Chair Rodriguez	Service to Covelo and Laytonville.



Meeting Date: April 27th, 2022

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2022/2023 1st Draft Operating Budget

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2022/2023 estimate of total LTF funds available to MTA was approximately \$4,657,106 an increase of 14.4% (approximately \$585,439) of which \$729,019 is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues have increased and the funds available to MTA have increased from \$512,154 in FY2021-2022 to \$1,167,375 in FY 2022-2023.
- ✓ Fare Revenues have already and will likely continue to drop and CARES grant will supplement.
- ✓ Advertising Revenue declines.
- ✓ CARES funding has been secured.

The budget being presented today is a very "rough" 1st Draft. MTA will continue to adjust The FY 2022/23 Operating Budget for the May Board Meeting and requests that approval of the FY22/23 Budget be approved at the June 2022. meeting, in order to provide as accurate a budget as possible.

Direct staff to continue modification of MTA FY2022/23 FINAL Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

ATTACHMENTS

MTA 2022/2023 1st Draft Operating Budget

MENDOCINO TRANSIT AUTHORITY 2022/23
BUDGET W/ LINE ITEM BREAKDOWN

MTA 2022-2023
FIRST DRAFT BUDGET

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
501.101	Operators Wages-Fixed Route-Ukiah	\$436,748.00	\$527,213.24	\$553,573.90	
501.101	Operators Wages - Fixed Route - Fort Bragg	\$226,830.00	\$273,814.14	\$287,504.85	
501.101	Operators Wages - South Coast	\$185,850.00	\$224,345.80	\$235,563.09	
501.101	Operators Wages - DAR - Inland	\$98,000.00	\$118,299.11	\$124,214.07	
501.101	Operators Wages - DAR - Fort Bragg	\$81,480.00	\$98,357.26	\$103,275.12	
501.104	Operations-Supervisors/Dispatch	\$169,200.00	\$514,759.77	\$540,497.76	
501.103	Maintenance & Facilities Salaries & Wages	\$291,075.00	\$475,298.95	\$499,063.90	
501.105	Administrative Salaries	\$589,117.00	\$339,482.58	\$356,456.71	
501.105	Administrative Staff	\$112,174.00	\$363,261.15	\$381,424.21	
501.109	Longevity / Bonuses	\$19,760.00	\$0.00	\$18,426.40	
	TOTAL SALARIES	\$2,210,234.00	\$2,934,832.00	\$3,100,000.00	

51000	BENEFITS				
511.000	FICA/Medicare	\$35,400.00	\$51,359.56	\$54,250.00	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	\$176,820.00	\$234,786.56	\$248,000.00	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	\$132,705.00	\$174,069.00	\$415,000.00	Per CalPERS Annual Valuation Reports - 20-21 \$415K
502.440	ICMA Retirement Plan	\$2,000.00	\$0.00	\$0.00	One Employee No Longer on Plan
502.210	Medical Plan	\$575,000.00	\$660,000.00	\$660,000.00	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	\$24,400.00	\$27,500.00	\$30,000.00	Adjusted for new employees
502.230	Vision Plan	\$1,980.00	\$2,500.00	\$3,000.00	Adjusted for new employees
513.250	Life Insurance	\$6,600.00	\$7,500.00	\$7,500.00	Adjusted for new employees
502.420	457 MTA Match	\$63,000.00	\$77,000.00	\$90,000.00	MTA Matches 4.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	\$175,000.00	\$153,616.00	\$175,000.00	SDRMA Estimate Letter Received
514.500	Unemployment Insurance	\$130,000.00	\$56,000.00	\$56,000.00	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	\$6,000.00	\$7,000.00	\$10,000.00	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	\$3,000.00	\$3,000.00	\$3,000.00	Annual Invoice
516.600	Employee Relations	\$1,200.00	\$2,500.00	\$3,000.00	Employee Relations - All Staff
	TOTAL BENEFITS	\$1,333,105.00	\$1,456,831.12	\$1,754,750.00	

MENDOCINO TRANSIT AUTHORITY 2022/23
BUDGET W/ LINE ITEM BREAKDOWN

MTA 2022-2023
FIRST DRAFT BUDGET

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
521.000	Vehicle Technical Services	\$8,500.00	\$10,000.00	\$12,500.00	Outsourcing
521.250	Towing	\$1,000.00	\$7,500.00	\$7,500.00	
521.500	Property Maintenance Services	\$5,500.00	\$2,750.00	\$0.00	
521.700	Contract IT Services	\$9,750.00	\$30,000.00	\$40,000.00	Engage IT
503.202	Legal Counsel	\$16,000.00	\$25,000.00	\$30,000.00	MTA Legal
508.100	Purchased Transportation	\$1,970.00	\$2,400.00	\$2,400.00	Willits ADA
523.000	Marketing	\$8,000.00	\$8,000.00	\$8,000.00	Contracted
509.300	Advertising, Legal Notices	\$18,000.00	\$18,000.00	\$35,000.00	Radio & Newspaper Advertising
524.000	Software Maintenance Fees	\$40,000.00	\$45,000.00	\$60,000.00	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	\$6,000.00	\$6,000.00	\$6,000.00	
525.000	Facility Security System	\$1,500.00	\$1,500.00	\$2,500.00	Deep Valley Security
525.500	Accident / Incident Payables	\$15,000.00	\$15,000.00	\$25,000.00	
503.200	Professional & Technical Services	\$97,500.00	\$134,380.00	\$150,000.00	MUNIS, PayChex, GASB68, Accounting, TrackIT, Remix. Indeed, AON
503.100	Outside Labor				
	TOTAL SERVICES / USER FEES	228,720.00	305,530.00	378,900.00	

53000	MATERIALS & SUPPLIES CONSUMED				
504.110	Fuel	\$300,000.00	\$400,000.00	\$650,000.00	Wholesale prices have increased greatly - \$1+/gal
504.120	Tires	\$25,000.00	\$35,000.00	\$43,750.00	
504.115	Lubrication	\$10,000.00	\$25,000.00	\$31,250.00	
532.500	Tools	\$1,500.00	\$1,500.00	\$1,875.00	
504.100	Vehicle Maintenance & Repair Parts	\$35,000.00	\$50,000.00	\$62,500.00	
504.200	Expense Parts	\$2,100.00	\$2,500.00	\$3,125.00	
504.610	Shop Supplies	\$1,200.00	\$20,000.00	\$25,000.00	Consumables
504.620	Facilities Maintenance & Repair Parts	\$20,000.00	\$35,000.00	\$43,750.00	Aramark, Home Depot, Friedmans
504.400	Office Supplies	\$25,000.00	\$25,000.00	\$30,000.00	Xerox
536.700	Computer Programs & Supplies	\$5,500.00	\$4,500.00	\$15,000.00	Adobe, Logmein, Info-Tech, Zoom
509.200	Printing	\$7,000.00	\$7,000.00	\$12,000.00	Schedules, brochures
537.000	Safety & Emergency Supplies	\$500.00	\$1,500.00	\$7,000.00	Includes PPE
537.500	Other Materials & Supplies	\$14,000.00	\$14,000.00	\$17,500.00	Mark to provide breakdown
	TOTAL MATERIALS & SUPPLIES	\$446,800.00	\$621,000.00	\$942,750.00	

54000	UTILITIES				
541.000	MTA Base	\$9,300.00	\$15,000.00	\$15,000.00	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	\$3,900.00	\$6,000.00	\$8,000.00	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	\$1,800.00	\$3,000.00	\$3,000.00	Water, Sewer & Solid Waste
542.000	Pacific Gas & Electric	\$7,600.00	\$7,600.00	\$15,500.00	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	\$39,600.00	\$42,000.00	\$45,000.00	Ukiah Phones/Internet
543.250	Comcast	\$1,100.00	\$1,100.00	\$1,500.00	Fort Bragg Phones/Internet
544.000	Verizon	\$22,000.00	\$12,000.00	\$24,000.00	Admin/OPS Cellular
	TOTAL UTILITIES	\$85,300.00	\$86,700.00	\$112,000.00	

**MENDOCINO TRANSIT AUTHORITY 2022/23
BUDGET W/ LINE ITEM BREAKDOWN**

**MTA 2022-2023
FIRST DRAFT BUDGET**

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
506.100	Insurance	\$350,000.00	\$360,000.00	\$365,000.00	CalTIP, MacKey, Alliant-Mark to ask for Ins estimate
	TOTAL CASUALTY & LIABILITY COSTS	\$350,000.00	\$360,000.00	\$365,000.00	

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
57000	TAXES				
571.000	Taxes - State Board of Equalization	\$600.00	\$600.00	\$600.00	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	\$1,700.00	\$1,700.00	\$1,700.00	Hazardous Materials Permit
	TOTAL TAXES	\$2,300.00	\$2,300.00	\$2,300.00	

58000	MISCELLANEOUS				
504.510	Dues & Subscriptions	\$10,250.00	\$16,000.00	\$16,000.00	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	\$7,500.00	\$30,000.00	\$40,000.00	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	\$500.00	\$500.00	\$1,500.00	Meeting Expenses
583.000	Safety Program	\$1,000.00	\$1,000.00	\$1,000.00	Awards-Banquets-Employee Incentives
509.800	Training	\$3,500.00	\$4,500.00	\$6,000.00	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	\$2,500.00	\$3,500.00	\$5,000.00	Drug Free USA
509.100	Other Miscellaneous	\$2,500.00	\$0.00	\$0.00	
	TOTAL MISCELLANEOUS	\$27,750.00	\$55,500.00	\$69,500.00	

59000	LEASES & RENTALS				
591.000	Leases and Rentals	\$21,500.00	\$2,400.00	\$8,000.00	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	\$21,500.00	\$2,400.00	\$8,000.00	
	TOTAL OPERATING EXPENDITURES	\$4,705,709.00	\$5,825,093.12	\$6,733,200.00	

**MENDOCINO TRANSIT AUTHORITY 2022/23
BUDGET W/ LINE ITEM BREAKDOWN**

**MTA 2022-2023
FIRST DRAFT BUDGET**

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING REVENUE		FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
ACCOUNT	OPERATING REVENUE				
41000	REVENUES FROM OPERATING				
401.110	Fixed Route Farebox Revenue	\$86,000.00	\$400,000.00	\$400,000.00	
401.111	Dial-A-Ride Farebox Revenue	\$45,000.00	\$60,000.00	\$60,000.00	
402.100	Redwood Coast Regional Center	\$65,000.00	\$65,000.00	\$65,000.00	
409.200	Sonoma County Contract	\$91,230.00	\$177,200.00	\$181,000.00	New 2022-2023 Contract
	TOTAL OPERATING REVENUES	\$287,230.00	\$702,200.00	\$706,000.00	

42000	REVENUES FROM OTHER SOURCES				
409.100	Local Transportation Fund (LTF)	\$2,993,124.00	\$3,434,291.00	\$3,428,087.00	22-23 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs	\$0.00	\$0.00	\$300,000.00	Unmet Needs
409.110	State Transit Assistance	\$834,637.00	\$455,221.00	\$967,375.00	22-23 MCOG claim
422.000	5310 Operating Assistance	\$139,000.00	\$0.00	\$150,000.00	
413.101	5311 Operating Assistance	\$552,134.00	\$552,134.00	\$717,774.00	
413.110	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	
411.100	LCTOP Cap and Trade	\$97,356.00	\$90,000.00	\$0.00	
409.112	Cal-OES	\$0.00	\$0.00	\$0.00	
406.100	Advertising Contract	\$100,000.00	\$100,000.00	\$110,000.00	Helen Foraker
426.000	Ag Van Leases	\$45,000.00	\$45,000.00	\$0.00	MCF4
n/a	Senior Center Payments		-\$637,676.00	-\$729,019.00	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements		\$637,676.00	\$729,019.00	Payments from MCOG to reimburse MTA
109.109	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	Annual Fee from MCOG
407.100	Maint Fuel Revenue (prior incl labor,parts)	\$35,000.00	\$23,000.00	\$24,000.00	No longer providing service to external customers
407.400	Investment Income	\$1,500.00	\$7,500.00	\$7,500.00	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	\$4,000.00	\$4,000.00	\$0.00	
450.000	CARES-5311	\$300,000.00	\$550,000.00	\$150,000.00	
	CARES-5311(F)	\$50,000.00	\$100,000.00	\$75,000.00	
	TOTAL REVENUES FROM OTHER SOURCES	\$5,478,251.00	\$5,687,646.00	\$6,256,236.00	

TOTAL OPERATING REVENUE	\$5,765,481.00	\$6,389,846.00	\$6,962,236.00	
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\$564,752.88	\$229,036.00	REVENUE OVER EXPENSES
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-\$1,081,197.00	-\$1,081,197.00	Estimated Depreciation
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-\$516,444.12	-\$852,161.00	Net after Depreciation
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Meeting Date: April 27, 2022

Agenda Item: D.3

AGENDA SUMMARY REPORT

SUBJECT:

CAL-ITP Fare Modernization & Integration Project

SUMMARY:

Mendocino Transit Authority has been working with Caltrans and their consultant, the Rebel Group, on the Fare Modernization & Integration Project. This project is a regional effort to simplify fare structures and modernize fare collection. The primary focus of the project is to improve the customer experience for transit riders by offering a contactless fare payment, reliable and accurate bus information, and fare capping. At the December 2021 meeting, the Board received a presentation from Lilly Shoup and Lauren Gilbert (The Rebel Group, CAL-ITP) where they gave an overview of the benefits, implementation plan, and timeline. At that time, the State was in the middle of a competitive Request for Proposals process for Payment Acceptance Devices (PADs) and Transit Processor Services, the two building blocks needed to implement contactless fare collection. On March 2, 2022, Caltrans announced that Master Service Agreements (MSAs) for these items are now available through the California Department of General Services (DGS). Now that the MSAs are available, members of the FNG can begin the procurement process. Based on the updated timeline, MTA anticipates implementing contactless fare collection in June 2022. For the initial six months the fare per ride utilizing the tap on tap off will be set at \$1.00 to entice passengers to use the system. Cash and Passes will still be accepted at current fare rates.

At this time, staff is seeking direction from the Board on whether or not to proceed with procuring the necessary hardware and software to implement the contactless fare collection system. MTA intends to use COVID stimulus funds to cover the initial procurement and implementation costs. Zachary Karson (The Rebel Group, CAL-ITP) will be available at the Board Meeting to answer any questions.

STAFF RECOMMENDATION:

1. Approve Resolution 2022-11 Directing staff to proceed with the procurement of the Payment Acceptance Devices and Transit Processor Services to implement the contactless fare collection system.
2. Or Direct staff to continue researching the Fare Modernization and Integration Project.



MENDOCINO TRANSIT AUTHORITY

RESOLUTION # 2022-14

WHEREAS, it is necessary to purchase certain equipment and services required for the efficient operation of the business, and:

WHEREAS, The California Integrated Travel Project (Cal-ITP) aims to make it easier to use public transportation by offering seamless trip planning and allowing customers to use their own contactless credit, debit, or prepaid card or a payment-enabled device to tap to pay their fare across modes and services in California.

RESOLVED, to purchase Payment Acceptance Devices (PADs) and Transit Processor Services from vendors partnering with CAL-ITP.

RESOLVED, The Executive Director, is hereby authorized to purchase and perform any and all such acts, including execution of any and all documents to carry out the purposes and intent of the foregoing resolutions.

Adopted this 27th day of April 2022 upon motion by Director _____ and seconded by Director _____ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF:

SAPRINA RODRIGUEZ, CHAIRPERSON OF THE BOARD.

FAR NORTH TRANSIT SYMPOSIUM

JUNE 2-3, 2022

UKIAH VALLEY CONFERENCE CENTER, UKIAH, CA

Whether you work in
Operations,
Maintenance,
Planning or
Management, this
Two-Day
Transit Symposium
has something for
YOU!

Sessions will include:

- ⇒ *How Does Hydrogen Work and Where Do I get It?*
- ⇒ *What is an Electric Bus and How Does it work in a Rural Area?*
- ⇒ Plus participate in the Bus Expo and enjoy a ride on a Hydrogen or Electric Bus!



For conference and lodging details please go to www.laketransit.org or contact Lake Transit Authority staff at (707)263-7868.

Conference Fee: \$125 per person - Registration Deadline: May 2, 2022.

Register by April 22nd to get an early registration *discount of \$25.*



SCAN ME

PROUDLY HOSTED BY:



FAR NORTH TRANSIT SYMPOSIUM JUNE 2-3, 2022

UKIAH VALLEY CONFERENCE CENTER, UKIAH, CA

AGENDA

JUNE 2ND - DAY ONE

9:00

Registration Opens

11:00 – 6:00

Bus Expo

Lunch: Noon – 1:00

Session One: 1:00 – 2:00

What is a Hydrogen Bus and How Does it Work?

Hydrogen Fuel Cell Maintenance and Service Overview

Break: 2:00 – 2:15

Session Two: 2:15 – 3:30

Hydrogen Infrastructure Options

Break: 3:30 – 3:45

Session Three: 3:45 – 4:30

Procurement Made Easy

Expo Reception: 4:30

Evening Event: 5:00 – 8:00

Thirsty Axe: Axe Throwing / Pool Tournaments

JUNE 3RD - DAY TWO

8:00

Continental Breakfast

Session Four: 9:00 – 10:00

What is an Electric Bus?

How Does it Work in A Rural Area?

Break: 10:00 – 10:15

Session Five: 10:15 – 11:00

Hands Free Payment Processing

Session Six: 11:00 – 11:45

Electronic Farebox Technology and Mobile Ticketing

Luncheon and Bus Expo: 12:00 – 2:00

Take a joy ride in Hydrogen and Electric Bus

Final Session: 2:00 – 2:45

Navigating Zero Emission Funding Opportunities

3:00

Drawing (Must be present to win)

PROUDLY HOSTED BY:



2022 Far North Transit Symposium

The **Far North Transit Group** is excited to host a **two-day Symposium** to be held at the

Ukiah Valley Conference Center located at 200 S School Street, Ukiah, California

June 2 – June 3, 2022

(Draft Agenda)

This Transit Symposium is bringing together transit agencies, regulators and zero emission bus manufacturers to discuss methods towards meeting state Zero Emission goals. Sessions and exhibitors will also highlight the newest electronic farebox technology, mobile ticketing and hands-free payment processing.

Registration Fee \$125

(Early Bird Special \$100)

To **register** please visit [Eventbrite](#) before April 22nd to receive early bird rates.

Sponsorship opportunities and **exhibitor information** is available on the Symposium [prospectus](#).

Please register before you reserve a room at the hotel.

Reservation Details:

Holiday Inn Express (60 rooms available) – (707) 462-1514

Hampton Inn (20 rooms available) – (707) 462-6555