

Regular Meeting Agenda

October 25, 2012

1:30 pm

Fort Bragg

Video-Conferenced with:

Ukiah

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

Ukiah Valley Conference Center
200 South School Street
Riesling Room

AGENDA ITEM

PAGE

- 1. Call to Order
Public Comment: Anyone is welcome to attend MTA Board meetings to address items that are on the agenda, or to bring other transit related matters to the attention of the Board. The time limit is 3 minutes per speaker.

CONSENT CALENDAR

- 2. Minutes of September 27, 2012 Board Meeting 1
Action: Approve
3. Service Performance Report: August 2012 may distribute at meeting
Information.
4. Financial Report: August 2012 may distribute at meeting
Information.
5. Board Meeting Dates and Locations 5
Information.
6. Capital Program: Update/Progress Report 7
Information.

ACTION & DISCUSSION

- 7. Unmet Transit Needs: Ukiah and Fort Bragg oral
Action: Solicit Input
8. Mobility Management Program: Update oral
Information.

AGENDA ITEM	PAGE
9. New Web Site Launch <u>Information.</u>	oral
10. Facility Solarization & Modernization Program: Maintenance Facility Project Update <u>Information.</u>	oral
11. Facility Solarization & Modernization Program: Solar Canopy Project Update <u>Information.</u>	oral
12. New Capital Revenue: Alternative Strategies <u>Action:</u> Discussion, possible action on strategy	9
13. Shuttle Bus Service for Events <u>Action:</u> Discuss alternatives	11
14. General Manager Recruitment <u>Action:</u> Discussion, possible action on process	oral
15. Management Report	oral
16. Matters from Directors	oral

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION pursuant to Government Code 54956.9(b)(3)(C) re: Liability.

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION pursuant to Government Code 54956.9(c).

ADJOURN Anticipated adjournment is 3:00 pm

Americans With Disabilities Act (ADA) Compliance

The Mendocino Transit Authority complies with ADA requirements and, upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Administrative Secretary by calling (707) 462-5765 at least five days prior to the meeting.

Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting September 27, 2012

Fort Bragg Video-Conferenced with Ukiah

Present: Hanson, Pinches, Thomas, Mastin - Ukiah;
Cross, Courtney, Tarbell - Fort Bragg
Staff: Blake, Beard - Fort Bragg; Baxter, Richard - Ukiah
Webster - Portland (by phone)
Others: Loretta Ellard MCOG, Elaine Richard

Chair **Mastin** called the Meeting to order at 1:35 PM.

Chair **Mastin** asked for Public Comment; there was no public comment.

CONSENT CALENDER

Agenda Item #2: Minutes August 23, 2012 Board Meeting
Agenda Item #5: Board Meeting Dates and Locations

Moved by Dir. **Hanson** and Seconded by Dir. **Thomas** to approve Consent Calendar Items #2 and #5.

Motion Approved by a Roll Call vote:

AYES: Hanson, Cross, Pinches, Thomas, Tarbell, Courtney,
Mastin
NO: None
ABSTAIN: None
ABSENT: None

Agenda Item #7: Unmet Transit Needs: Ukiah: Solicit Input:

North Mendocino Coast Supervisor **Beard** identified the need of more frequent service to Ukiah from Fort Bragg.

Ms. **Ellard** announced the annual MCOG Unmet Transit Needs meeting is December 3rd.

Agenda Item #8: Mobility Management Program Update: This item was presented by Marketing/Planning Manager **Blake** and GM **Richard** for information and discussion only, no action was taken by the Board.

They told the Board of the teleconference call with Caltrans where they were informed that subsidizing vouchers was not allowable with a JARC Mobility Management Grant. Staff has sent a proposal to Caltrans of the types of activities that they have proposed with several small non-profits in Potter Valley, Hopland, Laytonville and Covelo to fund some of the administrative costs of their transportation services. Staff is waiting for CalTrans' decision.

Chair **Mastin** felt we should fund the vouchers with other monies.

Dir. **Pinches** said some people are organizing carpools among themselves.

Agenda Item #9: New Website Launch: This item was presented by Marketing/Planning Manager **Blake** for information and discussion only, no action was taken by the Board.

Chair Mastin Moved to Item #12.

Agenda Item #12: Personnel Policies: Drug & Alcohol Testing:
Action: Review Adopted Policy: Item presented by Finance and Personnel Manager **Webster**. She explained that the purpose of the new policy is to protect the agency and MTA employees. She opened the discussion up to the Board.

Dir. **Cross** had concerns about the definition of "accidents". He felt it could easily include simple mechanical malfunctions of the bus. Drivers should not be put in the position of being detained when he/she was not at fault. He would like to know what the process is after an accident had occurred and would like to review the post accident procedures. He asked if a mechanical failure that disables the vehicle is considered an accident and results in the driver being tested.

GM **Richard** stated it is the discretion of the supervisor.

Chair **Mastin** suggested that Dir. **Cross** review the policies and come back with any revisions and/or recommendations.

Agenda #10: Facility Solarization and Modernization Program:
Update: Item presented by GM **Richard** for information only, no action was taken by the Board. He reported that all that is left to do is the punch list of things that need to be corrected. Some are fairly significant, if the contractor wants his final pay. MTA has retained 10% of each bill, totaling over \$500,000.

He estimates as of last week the project is still under budget by about \$10,000.

Agenda Item #11: Facility Solarization and Modernization - Solar Canopy: Progress Report: Item was presented by GM **Richard** for information only, no action was taken by the Board.

Agenda Item #13: Performance of New Transit Services: Item presented by Transportation Manager **Baxter**. Item presented for information only, no action was taken by the Board.

Agenda Item #14: 2012 STIP: New Capital Revenue: Action: Initial Discussion: GM **Richard** reported that in 2008, MCOG and the California Transit Commission (CTC) had programmed \$1,207,000 in State Transportation Improvement Program (STIP) monies for vehicle replacement. For transportation projects to be funded through STIP, a sufficient amount of Public Transportation Account (PTA) monies must be available, and as PTA funds had all but dried up, it was doubtful that this would happen.

A couple of weeks ago Mr. **Dow** of MCOG called GM **Richard** telling him that PTA funds were available and for him to make an Allocation Request to the CTC immediately. He did get all the forms and letters submitted and when CTC meets next they should allocate MTA \$1,207,000 for vehicle replacement.

He would like a discussion of what budgeted revenue gets replaced with the new revenue and he reviewed the options: 1) for vehicle replacement only, or 2) for design of the Administrative/Operations building. A final decision can wait until the next Capital Budget in the Spring of 2013.

Dir. **Cross** wanted to know if there were any restriction of the monies and Dir. **Pinches** asked how long can MTA sit on the money. Chair **Mastin** asked if MTA could do just a portion of the design.

GM **Richard** stated that he will come back with answers and more information at the next meeting.

Agenda Item #15: General Manager Retirement: Action: Develop Board Process: Item presented by GM **Richard**. He stated it has been a wonderful time with MTA. Personnel policies state that all but the General Manager, we have to post positions in-house before advertizing outside the agency. In three months, if a replacement has not been hired, he recommends appointing Transportation Manager **Baxter** as interim GM.

The Board's decision was to form a committee to go through the hiring process with Finance and Personnel Manager **Webster's** support. Chair **Mastin** and Dir. **Pinches** volunteered.

Agenda Item #16: Management Report: Transportation Manager **Baxter** reported on the CalAct conference he attended in Monterey and the recent visit with Gillig in Hayward.

GM **Richard** reported that a professional photographer was coming to MTA to photograph the new shop to support an application by TLCD Architecture for an AIA design award.

Agenda Item #17: Matters from Directors: Dir. **Hanson** commented that building regulations are unbelievably burdensome, especially for schools.

Dir. **Pinches** commented about the many events held in the County, and asked what can be done to provide MTA services to these events. He would like it on the agenda for the next meeting.

Chair **Mastin** commented on the poor audio of the video equipment and wondered if individual microphones might be better to solve the audio problems. Transportation Manager **Baxter** will look into it.

CLOSED SESSION

GM **Richard** Announced Two Items:

Pursuant to Government Code 54956.9(b)(3)(C) Exposure to litigation, and
Pursuant to Government Code 54956.9(c), anticipated litigation.

Meeting Reopened to General Session at 3:30 AM.

Report Out of Closed Session: Chair **Mastin** announced there was no report.

Meeting Adjourned at 3:32 PM.

James W. Mastin, Chair


Glenna Blake, Marketing & Planning

Board of Directors Meeting Schedule

Fourth Thursday of January through October

Third Thursday of November and December

Date	Time	Location	Video Conference With	Major Agenda Items
2012				
July 26	1:30	Willits	only	<i>Solar Canopy: Approve Schedule</i> 2013/14 Transit Needs: Willits
August 15	1:30	Ukiah	Fort Bragg	<i>Special Meeting</i> , Closed Session <i>Solar Canopy: Award Design Contract</i>
August 30	1:30	Point Arena	only	2013/14 Transit Needs: Point Arena
September 27	1:30	Ukiah	Fort Bragg	2013/14 Transit Needs: Ukiah <i>Solar Canopy: Mid Design Cost Est Review</i>
October 25	1:30	Fort Bragg	Ukiah	2013/14 Transit Needs: Fort Bragg
November 15	1:30	Ukiah	Fort Bragg	<i>Solar Canopy: Award Construction Contract</i>
December 20	1:30	Fort Bragg	Ukiah	
2013				
January 24	1:30	Ukiah	Fort Bragg	
February 28	1:30	Willits	only	Initial 2013/14 Budget Discussion
March 28	1:30	Fort Bragg	Ukiah	DRAFT 2013/14 Budget & Claim
April 25	1:30	Point Arena	only	Proposed 2013/14 Budget
May 23	1:30	Fort Bragg	Ukiah	Proposed 2013/14 Budget
June 27	1:30	Ukiah	Fort Bragg	FINAL 2013/14 Budget

To: MTA Board of Directors
From: Bruce Richard, General Manager 
Date: October 18, 2012
Subj: Capital Program: Progress Report

This report is consistent with the capital budget dated June 21, 2012

Current Budget

2012/13 Projects

Five Heavy-Duty Low Floor Buses (Modernization) \$2,259,522

NEW ACTION: Order complete. Build in Feb 2013, delivery in March

PROBLEMS: None.

Two Medium-Duty Low Floor Buses (STIP) \$460,000

NEW ACTION: None.

PROBLEMS: Low-floor, Medium-Duty buses not yet available. Staff
Will request to amend this to one heavy-duty bus as above.

Willits Senior Center Van (FTA 5310) \$73,154

NEW ACTION: None. Carried over.

PROBLEMS: Unbelievable CalTrans delay and process

Pave Willits Bus Yard, \$ 45,000

Part of Maintenance Equipment

NEW ACTION: None. Carried over.

PROBLEMS: Delayed to next FY.

Bus Stop Improvements (Other) \$49,500

NEW ACTION: COMPLETED

PROBLEMS: None.

Facility Solarization & Modernization

Maintenance Facility Construction (SGR, Prop 1B) \$1,492,714

NEW ACTION: Punch List, Commissioning and Closeout.

PROBLEMS: Contractor and subs slow. Some significant items left.

Facility Solarization & Modernization

Solar Canopy Design (TIGGER2, Prop 1B) \$521,323

NEW ACTION: Project underway. Coordinating with Master Plan.

PROBLEMS: None.

To: Board of Directors
From: Bruce Richard, General Manager 
Date: October 17, 2012
Subj: New Capital Revenue: Alternative Strategies

At the September 27 meeting, the Board discussed alternatives for dealing with \$1.2 million in new revenues, **pending approval by the California Transportation Commission (CTC) on October 24.** Although the specific new cash must be spent on vehicle replacements, flexibility is available to rearrange existing sources of funding. Staff described two basic alternatives: A) use it all for vehicle replacement, and B) rearrange sources in order to fund the estimated \$500,000 design of a new Administrative/Operations (A/O) Building. Three important questions were posed by Board members during the discussion:

Director Cross asked: What restrictions apply to the different sources?

Director Pinches asked: If we had \$400,000 of Prop 1B bond funds allocated to the building design project, when would we be required to spend it?

Chair Mastin asked: Can the building design work be phased, allowing the project to be "shovel-ready", while waiting for construction funding to become available and then finishing design and building it?

Answers to Capital Funding Questions

RESTRICTIONS: State Transit Assistance (STA): A certain amount of STA funds have been allocated to MTA by MCOG specifically for capital purposes. These can be used for any capital project. Capital Reserve: Over the years, MTA has requested MCOG allocate certain funds for capital purposes. These can be used for any capital project. STIP: Can only be used for the capital project that was approved when programmed and allocated. Public Transit Modernization (PTM): Can use only for the project identified in the application, which must show a "full funding plan for a complete project, or a minimum operable segment". That means the building built or the bus purchased.

That being said, MTA could request allocation revisions for both STIP and PTM. The former would require MCOG concurrence and is very difficult. Changing PTM allocations is not so hard. We have done that in the past.

SPENDING TIME REQUIREMENTS FOR PTM: "Allocations will only be made to projects scheduled to start within six months of funds receipt."

The project's schedule must be shown in the application, and include all funding sources. Project completion date can be amended, but it must fall within the original time limits of the Budget Act which provided the funding. That time frame may be different from year to year, but recently, four full fiscal years were allowed for expenditure.

PARTIAL DESIGN: The design work is actually done in phases as listed below with approximate percentages of the total and cost:

Schematic Design	10%	\$ 50,000
Design Development	15%	\$ 75,000
Contract Documents	40%	\$200,000
Bidding	10%	\$ 50,000
Construction Contract Administration	25%	\$125,000
Estimated Total	100%	\$500,000

The term "shovel ready" seems to have fallen from the federal vernacular. They do have criteria for "Project Readiness" which include completion of environmental work, completion of "initial design" and "project funds can be obligated and the project implemented quickly, if selected."

CONCLUSION: We could buy the first two phases of design, Schematic Design and Design Development, for \$125,000 or less, using STA funds only, not Prop 1B Modernization dollars. That would allow this project to meet the criteria for Project Readiness of federal discretionary grants. We could then apply for such a grant and Prop 1B Modernization funds for the rest of design work and construction as one complete project. When we succeed with those applications, we would build the A/O Building.

Compared to the current Five Year Capital Plan, this approach would reduce the use of:

- Unsecured federal discretionary grants by \$1,055,220,
- STA funds by \$30,550,
- Capital Reserves by \$70,230, and
- PTM dollars by \$51,000

In addition, the A/O building would be in a far more competitive position for discretionary grant(s).

On the other hand, if the fund shifting ignored the A/O building, savings in the same funding sources would be comparable, but the initial design work would be delayed at least one year.

In both cases, all vehicle replacements would remain fully funded.

RECOMMENDATION: Continue discussion. Staff recommends that the Board direct staff to fund initial design of the A/O building.

To: Board of Directors
From: Bruce Richard, General Manager
Date: October 18, 2012

Subj: **Event Shuttle Buses**

At the September 27 meeting, Director Pinches requested that staff look into MTA-operated shuttle buses for significant public events, such as County fairs, mainly for seniors and others who may not be able to walk far. One issue mentioned was whether a fare should be charged or not. Note that, at least this fiscal year, there is no budget for such service, and the best performing bus routes are heavily subsidized.

Four different styles are possible by varying the financial arrangements:

- A. **Independent MTA Operation**, charging higher fares to attempt to cover at least marginal operating costs.
- B. **Semi-Charter**, where riders would pay regular bus fares, but the venue or host would pick up the difference between cost and revenue.
- C. **Straight Charter**, where the venue or host pays the full cost of service and riders pay nothing.
- D. **Optional**, leaving all three of the above approaches available for any given event, and negotiate with the host or others for the best option.

Under style C, MTA would have to offer the charter to private bus operators according to federal rules. This is unlikely to present a problem. Perhaps the largest problem right now is finding drivers that are willing to put in the extra hours. We are a bit short-handed.

One down-side, of course is financial. We could budget some amount next fiscal year to subsidize such shuttles. Another is the inequity if one event gets a subsidized shuttle and another doesn't.

Recommendation

Continue the discussion. Additional styles and other issues are likely to come up. We could simply try something at the next big event if we can risk the cost.

