

Regular Meeting Agenda

November 15, 2012

1:30 pm

Ukiah

Video-Conferenced with:

Fort Bragg

Ukiah Valley Conference Center
200 South School Street
Riesling Room

Diana Stuart Fort Bragg Division
190 East Spruce
Conference 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 October 25, 2012 Board Meeting 1
Action: Approve
- 3. Service Performance Report: September 2012 5
Information
- 4. Financial Report: September 2012 11
Information
- 5. Board Meeting Dates and Locations 17
Action: Cancel December
- 6. Capital Program: Update/Progress Report 19
Information

ACTION & DISCUSSION

- 7. Unmet Transit Needs 21
Action: Solicit public input, add to attached list
- 8. Mobility Management Program Update oral
Information

continued . . .

<u>AGENDA ITEM</u>	<u>PAGE</u>
9. Facility Solarization & Modernization Program: Maintenance Facility Project Update <u>Information</u>	oral
10. Facility Solarization & Modernization Program: Solar Canopy Project <u>Action:</u> Authorize Solicitation of Construction Bids	23
11. Revised Capital Budget <u>Action:</u> Adopt Resolution 2012-14	25
12. General Manager Recruitment and Replacement <u>Action:</u> Appoint interim General Manager	31
13. MTA Bus Charter Rates <u>Action:</u> Discussion, possible action on Charter Rates	33
14. Management Report	oral
15. Matters from Directors	oral

ADJOURN Anticipated adjournment is 3:00 pm

Americans With Disabilities Act (ADA) Compliance

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Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting October 25, 2012

Fort Bragg Video-Conferenced with Ukiah

Present: Hanson, Pinches, Mastin - Ukiah;
Tarbell, - Fort Bragg
Excused: Courtney, Thomas, Cross
Staff: Richard, Beard - Fort Bragg;
Butler, Webster, Blake - Ukiah
Others: Janet Orth MCOG

Chair **Mastin** called the Meeting to order at 1:31 PM.

Chair **Mastin** asked for Public Comment; there were no members of the public in attendance.

CONSENT CALENDER

Agenda Item #2: Minutes September 27, 2012 Board Meeting
Agenda Item #3: Service Performance Report: August 2012: No Report
Agenda Item #4: Financial Report: August 2012: No Report
Agenda Item #5: Board Meeting Dates and Locations
Agenda Item #6: Capital Program: Update/Progress Report

Moved by Dir. **Hanson** and Seconded by Dir. **Tarbell** to approve Consent Calendar Items #2, #5 and to pull Agenda Item #6 for further discussion with Agenda Items #10, 11, and 12.

Motion Approved by a Roll Call vote:

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

Agenda Item #7: Unmet Transit Needs: Ukiah and Fort Bragg:
Action: Solicit Input: Ms. **Orth** discussed the Unmet Transit Needs workshop to be held on November 14th at 2:00 pm at the County Complex on Low Gap Road. She discussed the seats available on the SSTAC committee.

Agenda Item #8: Mobility Management Program Update: This item was presented by Marketing/Planning Manager **Blake** for information and discussion only, no action was taken by the Board. She explained the new scope of work for the JARC grant expenditures authorized by Caltrans.

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.

Agenda Item #6 will be discussed in the following Agenda Items #10, #11, and #12.

Agenda #10: Facility Solarization and Modernization Program: Maintenance Facility Update: Item presented by GM **Richard** for information only, no action was taken by the Board. The change orders for the Maintenance Facility have almost been completed. There are some significant issues that should have been brought up before. The project will be right on budget even with all the contingencies. Maintenance Manager **Butler** explained some of the details that are being worked through.

The Board discussed Agenda Item #6. MTA held back \$47,800 to complete the punch list.

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. He reviewed the Site Master Plan for the Solar Panel Project and the Administration/Operations (A/O) Building. Staff won't know how large the solar canopy will be until the bids are in. The bids are scheduled to go out December 1, 2012.

Agenda Item #12: New Capital Revenue: Alternative Strategies: Discussion: Possible Action on Strategy: Item presented by GM **Richard**. He reported that the California Transportation Commission (CTC) approved the allocation of \$1.2 million for ten vehicle replacements. This will give MTA an opportunity to rearrange funding sources, allowing us to proceed with the early design portion of the A/O Building.

He explained that it is possible to do a partial design. Design work is usually done in five phases. Completing the first two, Schematic Design and Design Development, would get the project pretty far in meeting the criteria for Project Readiness for federal discretionary grants, including a good construction cost estimate. He recommends we go ahead and proceed with the first two phases elements and is asking the Board for direction.

Dir. **Tarbell** supports that proactive direction and agrees that MTA should move forward. The consensus of the Board was for the GM to move forward with the first two phases of design.

Moved by Dir. **Pinches** and Seconded by Dir. **Hanson** to approve Consent Calendar Item #6.

Motion Approved by a Roll Call vote:

AYES: Pinches, Hanson, Tarbell, Mastin,

NO: None

ABSTAIN: None

ABSENT: Courtney, Cross, Thomas

Agenda Item #13: Shuttle Bus Service for Events: Action: Discuss Alternatives: Possible Action on Strategy: Item presented by GM **Richard**. He explained that MTA already does provide shuttle service to events as a charter. An example is the Hopland Passport. In this case the event organizers pay for the full cost of the service.

Dir. **Pinches** asked about charter rates. North Coast Supervisor **Beard** responded that the rate is \$65 per hour and \$70 per hour for the Trolley. Dir. **Pinches** stated he thinks this is way too high and should be reduced. MTA could accommodate more people by offering charters at reduced costs. He also thinks there should be some consistency and standard policies.

Chair **Mastin** commented that MTA should make an effort to reach out to the various event coordinators.

Dir. **Pinches** asked that the charter rates be agendized for the next meeting.

Agenda Item #14: General Manager Recruitment: Action: Discussion, Possible Action on Process: Item presented by Finance and Personnel Manager **Webster**. She reviewed the proposed recruitment process, application deadlines and time frame.

Dir. **Tarbell** asked if there would be a need for an interim position. Chair **Mastin** answered in the affirmative and added that it will probably be more like March, 2013 until we have someone in place.

Agenda Item #15: Management Report: Finance and Personnel Manager **Webster** reported that she was preparing for audits.

Ms. **Orth** reported that MCOG is very pleased with the monies from CTC.

North Coast Supervisor **Beard** reported he is getting ready to hire a driver in Fort Bragg.

GM **Richard** reported the Capital budget includes \$50,000 for bus stop review and improvements. He also reported that Transportation Manager **Baxter** is looking into replacing the video conference equipment.

Agenda Item #16: Matters from Directors: Dir. **Tarbell** stated he missed the Service Performance and Financial Reports. GM **Richard** reported on the new service in Willits.

CLOSED SESSION - There was no closed session.

Meeting Adjourned at 3:32 PM.

James W. Mastin, Chair



Glenna Blake, Marketing & Planning

To: MTA Board of Directors
From: Dan Baxter, Transportation Manager
Date: November 7, 2012



Subj: Service Performance Report: Summer Quarter 2012

Attached is the Quarterly Report for Summer 2012 (June, July and August) compared to the Summer 2011 Quarter. Also attached is the monthly report for September 2012 (normally this report would include the August report), comparing performance in September 2012 with the three previous months plus September 2011. Performance of MTA services for the Summer 2012 Quarter exceeded only four of the sixteen standards. Compared with the Summer 2011 Quarter the Summer 2012 performance improved in only five of the sixteen. Quarterly data for the Senior Centers is also included showing the centers exceeding three of their four standards and improving in two.

Performance in the month of September 2012 exceeded standards for four of the twelve measures. Compared to September 2012, performance improved for eight of the twelve.

Also attached is a year-to-date summary (three months) of statistics and performance measures by route, with subtotals by service type. Due to month-to-month fluctuations, this year-to-date summary is more meaningful than the monthly reports. That page also provides a comparison with the same three months of last year, showing Total Public Service:

Fare Revenue	Down	0.2%
Ridership	Down	4.6%
Service hours	Up	1.2%
Total operating cost	Up	3.8%

That means that compared to last fiscal year after September (three months):

Cost per hour (hourly rate)	Increased	2.5% to \$87.91
Productivity (passengers per hour)	Decreased	5.8% to 8.9
Farebox ratio	Decreased	3.8% to 14.9%
The average fare paid	Increased	4.7% to \$1.46

This quarter's metrics are somewhat negative, reflecting the transition from Willits Rider to more the costly Willits Local 1 as well as the addition of earlier Saturday trips on Ukiah's Local 9 plus extending that route to Mendocino College.

QUARTERLY PERFORMANCE

Service Quarter	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
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Dial-A-Rides

Summer 2011	3.9	17.8%	80.05	20.53
Fall 2011	3.9	14.8%	81.36	20.86
Winter 2011/12	3.9	14.9%	83.68	21.46
Spring 2012	4.1	13.7%	83.88	20.46
Summer 2012	4.0	14.0%	85.21	21.26
STANDARD	4.5	15.0%	71.35	15.86

Flex Routes (***)

Summer 2011	7.1	6.0%	95.14	13.40
Fall 2011	7.1	6.3%	105.60	14.87
Winter 2011/12	7.1	6.5%	102.32	14.41
Spring 2012	6.4	4.7%	110.47	17.26
Summer 2012	6.9	6.4%	90.37	13.03
STANDARD	8.2	15.0%	69.00	8.41

Short Distance Routes (**)

Summer 2011	16.2	14.5%	84.10	5.19
Fall 2011	18.0	18.6%	87.38	4.85
Winter 2011/12	16.0	18.6%	85.19	5.32
Spring 2012	16.3	15.0%	93.75	5.75
Summer 2012	14.2	13.2%	90.58	6.38
STANDARD	14.0	15.0%	73.72	5.27

Long Distance Routes (*)

Summer 2011	3.9	21.6%	84.41	21.64
Fall 2011	4.3	18.4%	87.88	20.44
Winter 2011/12	3.8	15.7%	89.35	23.51
Spring 2012	4.1	14.4%	94.51	23.05
Summer 2012	4.0	17.8%	92.25	22.92
STANDARD	3.2	15.0%	79.60	24.88

Senior Centers

Summer 2011	3.7	13.3%	42.86	11.58
Fall 2011	3.5	11.1%	49.44	14.13
Winter 2011/12	3.6	11.1%	44.66	12.41
Spring 2012	3.6	12.6%	42.26	11.74
Summer 2012	3.5	11.8%	41.07	11.73
STANDARD	3.0	12.0%	50.56	16.85

(*) Includes Routes 60 Coaster, 65 C C Rider, 75 Gualala - Ukiah and 95 Point Arena - Santa Rosa

(**) Includes 5 BraggAbout, 7 Jitney, 9 Local, 15 Laytonville, 20/21 Willits, 30 Rdwd Vly

(***) Includes 1 Willits Flex (2 mos data), 8 Local Evening Service (data for 1 week)

Summer (Jun/Jul/Aug)/ Fall (Sep/Oct/Nov)/ Winter (Dec/Jan/Feb)/ Spring (Mar/Apr/May)

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
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Dial-A-Rides

Sep-11	3.9	12.6%	82.79
Jun-12	4.1	14.6%	82.27
Jul-12	3.9	12.2%	87.21
Aug-12	4.1	15.1%	86.11
Sep-12	4.1	14.2%	83.21
STANDARD	4.5	15.0%	71.35

Flex Routes (***)

Sep-11	8.8	8.2%	83.75
Jun-12	6.7	5.3%	103.42
Jul-12	5.8	5.0%	87.52
Aug-12	8.2	9.0%	81.06
Sep-12	8.0	7.6%	82.40
STANDARD	8.2	15.0%	69.00

Short Distance Bus Routes (**)

Sep-11	18.0	16.1%	88.08
Jun-12	14.0	12.7%	93.17
Jul-12	13.2	10.5%	90.96
Aug-12	15.2	16.3%	87.93
Sep-12	16.7	16.4%	85.32
STANDARD	14.0	15.0%	73.72

Long Distance Bus Routes (*)

Sep-11	4.6	15.0%	88.65
Jun-12	4.1	17.9%	92.25
Jul-12	3.8	16.0%	91.48
Aug-12	4.2	19.4%	92.98
Sep-12	4.8	18.1%	87.09
STANDARD	3.2	15.0%	79.60

(*) Includes Routes 60 Coaster, 65 C C Rider, 75 Gualala - Ukiah and 95 Point Arena - Santa Rosa

(**) Includes 5 BraggAbout, 7 Jitney, 9 Local, 15 Laytonville, 20/21 Willits, 30 Rdwd Vly

(***) Includes Willits Flex

Mendocino Transit Authority Year to Date Statistics Comparison

Route/Run	YTD Through			Sep-12			YTD Through			Sep-12			YTD Through			Sep-12		
	11/12 Fare Revenue	12/13 Fare Revenue	12/13 Pass	11/12 Pass	12/13 Pass	Amount Diff	% Diff	11/12 Hours	12/13 Hours	12/13 Service Hours	Amount Diff	% Diff	11/12 Total Cost	12/13 Total Cost	Amount Diff	% Diff		
02 Ukiah - DAR	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
03 Ukiah - DAR	17,559	15,087	(2,472)	5,825	5,628	3	0.1%	1,485	1,494	9	0.6%	122,678	121,971	(707)	-0.6%			
04 Fort Bragg - DAR	14,567	14,484	(83)	4,153	4,412	259	6.2%	973	998	25	2.6%	77,284	81,323	14,039	18.2%			
Total Dial-A-Ride	32,126	29,571	(2,555)	9,778	10,040	262	2.7%	2,458	2,492	34	1.4%	199,962	213,294	13,332	6.7%			
08 Local Evening Service	3,430	3,609	179	4,598	4,406	(192)	-4.2%	552	601	49	8.9%	47,302	50,253	2,951	6.2%			
Total Flex Routes	3,430	3,609	179	4,598	4,406	(192)	-4.2%	552	601	49	8.9%	47,302	50,253	2,951	6.2%			
01 Willits - Flex	1,510	1,475	(35)	1,719	1,834	115	6.7%	287	427	140	48.6%	33,573	35,226	1,653	4.9%			
05 Bragg/About	3,579	3,535	(44)	5,275	5,297	22	0.4%	683	672	(11)	-1.7%	49,007	51,145	2,138	4.4%			
06 Bragg/About - Saturday	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
07 Jitney	1,017	360	(657)	1,773	815	(958)	-54.0%	101	83	(19)	-18.3%	8,378	7,570	(808)	-9.6%			
09 Local	32,397	34,049	1,652	48,731	45,620	(3,111)	-6.4%	2,169	2,161	(8)	-0.4%	173,037	175,775	2,738	1.6%			
15 Laytonville-Willits	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
20 & 21 Willits	13,851	15,208	1,355	12,545	11,318	(1,227)	-9.8%	1,008	968	(40)	-4.0%	110,190	109,767	(423)	-0.4%			
30 Redwood Valley	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
40 Potter Valley	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
52 Talmage	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
54 Hopland	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
Total Inland Routes	52,354	54,625	2,271	70,043	64,884	(5,159)	-7.4%	4,248	4,309	61	1.4%	374,185	379,484	5,299	1.4%			
60 Coaster	2,472	2,665	193	3,323	3,415	92	2.8%	394	382	(12)	-3.0%	36,540	36,885	345	0.9%			
01 Coaster - Saturday	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
05 CC Rider	27,707	29,098	1,391	3,314	3,504	190	5.7%	911	912	1	0.1%	81,762	85,883	4,121	5.0%			
00 Coast to Coast	0	0	0	0	0	0	ERR	0	0	0	0	ERR	0	0	0	ERR		
74 Guialala - Saturday	758	706	(52)	258	269	11	4.3%	115	115	0	0.3%	9,576	10,180	604	6.3%			
75 Guialala	4,772	4,504	(268)	2,189	2,521	332	15.2%	587	578	(9)	-1.6%	47,634	50,775	3,141	6.6%			
95 Point Arena-Santa Rosa	10,607	9,225	(1,382)	2,434	2,462	28	1.2%	876	874	(2)	-0.3%	72,550	75,413	2,863	3.9%			
Total Coastal & Long Routes	46,316	46,198	(118)	11,518	12,171	653	5.7%	2,883	2,861	(22)	-0.8%	248,062	259,136	11,074	4.5%			
Total Public Service	134,226	134,003	(223)	95,937	91,501	(4,436)	-4.6%	10,141	10,263	122	1.2%	869,511	902,166	32,655	3.8%			
97 Contract Services	16,155	20,335	4,180	1,766	2,486	720	40.8%	295	380	85	28.9%	18,091	24,381	6,290	34.8%			
98 Charter	19,467	13,863	(5,604)	3,905	3,455	(450)	-11.5%	216	151	(65)	-30.2%	14,431	10,558	(3,873)	-26.8%			
Total Other	35,622	34,198	(1,424)	5,671	5,941	270	4.8%	511	531	20	4.0%	32,522	34,940	2,418	7.4%			
Total	169,848	168,201	(1,647)	101,608	97,442	(4,166)	-4.1%	10,652	10,794	142	1.3%	902,033	937,106	35,073	3.9%			
		168,201			97,442				10,794				937,106					

Subsidy, Ft Bragg DAR (RCRC 409,318)

Mendocino Transit Authority Year to Date Performance Comparison

FY 11/12 - FY 12/13

Monday November 5, 2012

File:\Budget12\ROUTEYTD)

Route/Run	YTD Through			YTD Through			YTD Through			YTD Through		
	11/12 Hourly Rate	12/13 Hourly Rate	Amount Diff	% Diff	11/12 Pass per Hour	12/13 Pass per Hour	Amount Diff	% Diff	11/12 Farebox Ratio	12/13 Farebox Ratio	Amount Diff	% Diff
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	82.61	81.62	-0.99	-1.2%	3.8	3.8	-0.0	-0.6%	14.3%	12.4%	-1.9%	-13.6%
04 Fort Bragg - DAR	79.43	91.51	12.09	15.2%	4.3	4.4	0.2	3.6%	18.8%	15.9%	-3.0%	-15.9%
Total Diat-A-Ride	81.35	85.58	4.23	5.2%	4.0	4.0	0.1	1.3%	16.1%	13.9%	-2.2%	-13.7%
08 Local Evening Service	85.69	83.62	-2.08	-2.4%	8.3	7.3	-1.0	-12.0%	7.3%	7.2%	-0.1%	-1.0%
Total Flex Routes	85.69	83.62	-2.08	-2.4%	8.3	7.3	-1.0	-12.0%	7.3%	7.2%	-0.1%	-1.0%
01 Willits - Flex	116.98	82.59	-34.39	-29.4%	6.0	4.3	-1.7	-28.2%	4.5%	4.2%	-0.3%	-6.9%
05 Bragg>About	71.75	76.15	4.40	6.1%	7.7	7.9	0.2	2.1%	7.3%	6.9%	-0.4%	-5.4%
06 Bragg>About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	82.95	91.76	8.81	10.6%	17.6	9.9	-7.7	-43.7%	12.1%	4.8%	-7.4%	-60.8%
09 Local	79.78	81.35	1.57	2.0%	22.5	21.1	-1.4	-6.0%	18.7%	19.4%	0.6%	3.5%
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	109.32	113.43	4.12	3.8%	12.4	11.7	-0.7	-6.0%	12.6%	13.9%	1.3%	10.2%
30 Redwood Valley	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
40 Potter Valley	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
52 Talmage	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
54 Hopland	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
Total Inland Routes	88.08	88.07	-0.02	-0.0%	16.5	15.1	-1.4	-8.7%	14.0%	14.4%	0.4%	2.9%
60 Coaster	92.74	96.53	3.79	4.1%	8.4	8.9	0.5	6.0%	6.8%	7.2%	0.5%	6.8%
01 Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
5 CC Rider	89.75	94.21	4.46	5.0%	3.6	3.8	0.2	5.7%	33.9%	33.9%	-0.0%	-0.0%
0 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
74 Gualala - Saturday	83.27	88.21	4.94	5.9%	2.2	2.3	0.1	3.9%	7.9%	6.9%	-1.0%	-12.4%
75 Gualala	81.15	87.89	6.74	8.3%	3.7	4.4	0.6	17.0%	10.0%	8.9%	-1.1%	-11.5%
95 Point Arena-Santa Rosa	82.82	86.31	3.49	4.2%	2.8	2.8	0.0	1.4%	14.6%	12.2%	-2.4%	-16.3%
Total Coastal & Long Routes	86.04	90.59	4.55	5.3%	4.0	4.3	0.3	6.5%	18.7%	17.8%	-0.8%	-4.5%
Total Public Service	86.74	87.91	2.17	2.5%	9.5	8.9	-0.5	-5.8%	15.4%	14.9%	-0.5%	-3.8%
97 Contract Services	61.33	64.09	2.77	4.5%	6.0	6.5	0.5	9.2%	89.3%	83.4%	-5.9%	-6.6%
98 Charter	66.81	70.02	3.21	4.8%	18.1	22.9	4.8	26.7%	134.9%	131.3%	-3.6%	-2.7%
Total Other	63.64	65.77	2.13	3.3%	11.1	11.2	0.1	0.8%	109.5%	97.9%	-11.7%	-10.6%
Total	84.68	86.82	2.14	2.5%	9.5	9.0	-0.5	-5.4%	18.8%	17.9%	-0.9%	-4.7%

Description	YTD Through		YTD Through		YTD Through		YTD Through		YTD Through	
	11/12	12/13	Amount Diff	% Diff	11/12	12/13	Amount Diff	% Diff	11/12	12/13
Mileage	161,365	165,967	4,602	2.9%						
Mileage Based Costs	189,374	185,798	(3,576)	-1.9%						
Hourly Based Costs	359,662	372,197	12,535	3.5%						
Direct Costs	86,406	89,089	2,683	3.1%						
Overhead Costs	266,590	290,022	23,432	8.8%						
Total Costs	902,033	937,106	35,073	3.9%						

Comparison		Sep-12	
Description	11/12	12/13	% Diff
Mileage	161,365	165,967	2.9%
Mileage Based Costs	189,374	185,798	-1.9%
Hourly Based Costs	359,662	372,197	3.5%
Direct Costs	86,406	89,089	3.1%
Overhead Costs	266,590	290,022	8.8%
Total Costs	902,033	937,106	3.9%

Charter Rate Calculation:		Cost per mile calculation:	
Actual	Plus	Actual	Plus
0.662	44.80%	0.662	44.80%
1.151	Overhead	1.151	Overhead
2.130	Van/Small Bus	2.130	Van/Small Bus
1.455	Coach	1.455	Coach
2.11	Combined	2.11	Combined
10.0%	Profit	10.0%	Profit
30.42	Hourly Rate	30.42	Hourly Rate
23.9%	Plus Direct Costs	23.9%	Plus Direct Costs
37.70	Hourly Rate	37.70	Hourly Rate
44.80%	Plus Overhead	44.80%	Plus Overhead
54.59	Hourly Rate	54.59	Hourly Rate
65.51	Plus Profit	65.51	Plus Profit

Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: November 6, 2012
Subj: Financial Statements as of September 30, 2012

Attached are Financial Statements for the month ending September 2012. The Income Statement shows a loss of \$20,150 and a \$18,521 *positive* budget performance. Comparing year-to-date through Sep 12 to Sep 11: Operating Revenue is down \$2,879 (1.4%). Other Revenue is up (0.8%) and Operating Expenses are up (3.6%) as compared to the previous year. Our operating expenses compared to our budget are down (2.5%).

The Mobility Management Program is reflected in the financial statements. Grants do not cover the cost of the program, therefore TDA is covering the loss at this time.

The Capital Income/Expense Statement reflects a loss of \$64,859 this month, however accrual of STA revenue in the amount of \$72,000 has not been booked as of the Sep statements. With the accrual, the capital program would show a gain of \$7,141 to date. For further details to the capital program, please see Agenda Item #6.

Our fiscal year ending June 12 has not been completed as of this date. Changes may be made to accounts depending on the outcome of the actuarial reports and adjustments to the Balance Sheet.

Mendocino Transit Authority

Budget to Actual Income Statement for three months ending

Sep-12

Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	203,820	203,321	499	0.2%
Other Revenue	731,054	732,716	(1,662)	-0.2%
Total Revenue	934,874	936,037	(1,163)	-0.1%
Operating Expenses				
Transportation	646,471	681,717	(35,246)	-5.2%
Maintenance	117,219	108,419	8,800	8.1%
Administration	186,797	184,572	2,225	1.2%
Total Operating Expenses	950,487	974,708	(24,221)	-2.5%
Other (Income)/Expense			0	ERR
Mobility Management Program				
Revenue	17,813		17,813	ERR
Expense	(22,350)		(22,350)	ERR
Net Gain/(Loss) Before Depreciation	(20,150)	(38,671)	18,521	ERR

Mendocino Transit Authority

Balance Sheet as of

Sep-12

Description	\$	\$
ASSETS		
Current Assets		
Cash	3,354,190	
A/R, Prepaid Expenses & Inventory	1,382,838	
Total Other Current Assets		4,737,028
Property, Plant & Equip Net of Depreciation		2,854,634
Investment - Deferred		0
Total Assets		7,591,662
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	1,121,639	
Other Liabilities	2,670,546	
Provision for Restricted Funds	177,706	
Total Current Liabilities		3,969,891
Deferred Compensation Payable		0
Total Liabilities		3,969,891
Fund Equity		
Contributed Capital	2,821,649	
Retained Earnings	800,122	
Total Fund Equity		3,621,771
Total Liabilities and Equity		7,591,662

REVENUE - Budget to Actual Comparison

Date: 05-Nov-12

Dpl	A/C #	Description	Sep-12 Budget	Sep-12 Actual	Sep-12 Variance	Sep-12 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	32,020	31,557	(463)	-1.4%	95,934	95,703	(231)	-0.2%
40.	401.200	Fares Paid by Agencies	15,347	12,188	(3,159)	-20.6%	45,980	38,302	(7,678)	-16.7%
40.	402.200	Contract Service	4,583	4,485	(98)	-2.1%	13,750	14,898	1,148	8.3%
40.	405.100	Charter	609	7,081	6,472	1063.2%	5,064	14,667	9,604	189.7%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	2,344	0	(2,344)	-100.0%
40.	409.200	Sonoma County Participation	13,417	13,417	0	0.0%	40,250	40,250	0	0.0%
		Total	66,756	68,728	1,972	3.0%	203,321	203,820	499	0.2%

Other Revenue

40.	409.100	TDA - Operations	180,425	180,425	(0)	-0.0%	541,276	541,276	0	0.0%
40.	409.110	STA - Operations	29,167	29,167	0	0.0%	87,500	87,500	0	0.0%
40.	411.100	State Planning Grant	0	0	0	ERR	0	0	0	ERR
40.	413.100	Fed Sec 5311 Oper Grant	29,538	29,538	(0)	-0.0%	88,615	88,615	1	0.0%
40.	413.110	Welfare to Work Grant	0	0	0	ERR	0	0	0	ERR
40.	413.200	Fed Planning Grant	0	0	0	ERR	0	0	0	ERR
40.	407.200	Senior Center Admin/Dispatch	1,875	1,875	(0)	-0.0%	5,626	5,626	0	0.0%
40.	407.210	Maintenance Labor Revenue	3,167	2,783	(384)	-12.1%	9,500	7,721	(1,779)	-18.7%
40.	407.220	Maintenance Parts Revenue	0	44	44	ERR	0	65	65	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	80	13	20.0%	200	252	52	26.0%
		Total	244,239	243,912	(327)	-0.1%	732,716	731,055	(1,661)	-0.2%
		Combined - Oper/Other Rev	310,995	312,640	1,645	0.5%	936,037	934,875	(1,162)	-0.1%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		402	402		3,411	3,411		
41.	401.200	Fares Paid by Agencies		0	0		0	0		
41.	402.200	Contract Service		0	0		0	0		
41.	411.100	State Grant - Ag Worker/Commute Study		0	0		0	0		
41.	413.110	Federal Operating Grant - JARC		14,402	14,402		14,402	14,402		
41.	413.200	Federal Planning Grant - Commute Study		0	0		0	0		
41.	407.500	Other Income		0	0		0	0		
		Total	0	14,804	14,804		0	17,813	17,813	
		Combined	310,995	327,444	16,449	5.3%	936,037	952,688	16,651	1.8%
		Fares - Passenger/Agency	47,366	43,745	(3,621)	-7.6%	141,914	134,005	(7,909)	-5.6%

Mendocino Transit Authority - Public Service

Budget to Actual Comparison FY 2012/2013 YTD thru Sep-12

File:(Budget13)EXPCUMBA)

YTD thru Sep-12 Monday November 5, 2012

Description	Budget Transp	Budget Maint	Budget Admin	Budget Total	Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
Wages	313,917	50,569	79,083	443,569	302,551	62,725	80,491	445,767	2,198	0.5%	11,370	457,137
Wages-Vac/Sick/Hol	49,008	10,300	13,193	72,501	48,619	9,577	12,160	70,356	(2,145)	-3.0%	1,279	71,635
Health	89,720	13,039	13,039	115,797	84,232	11,000	9,382	104,614	(11,183)	-9.7%	1,763	106,377
Workers Comp	30,431	3,701	520	34,651	30,359	3,841	540	34,740	89	0.3%	71	34,811
Retirement	28,196	5,304	7,169	40,669	26,286	5,266	7,038	38,590	(2,079)	-5.1%	925	39,515
Payroll Taxes	10,242	1,698	2,312	14,252	10,137	1,776	2,444	14,357	105	0.7%	375	14,732
Uniform Allowance	1,975	1,650		3,625		1,541		1,541	(2,084)	-57.5%		1,541
Travel Expenses	1,800	625	870	3,295	1,528		501	2,029	(1,266)	-38.4%	215	2,244
Outside Labor	369	1,052	17,398	18,819	389	1,401	16,214	18,004	(815)	-4.3%	658	18,662
Fuel-Revenue Vehicles	119,989			119,989	110,646			110,646	(9,343)	-7.8%	2,511	113,157
Lube-Revenue Vehicles	4,351			4,351	5,234			5,234	(883)	20.3%	499	5,733
Tires/Tubes-Revenue Vehicles	4,636			4,636	1,480			1,480	(3,156)	-68.1%		1,480
Parts-Revenue Vehicles		8,345		8,345		7,679		7,679	(666)	-8.0%		7,679
Expense Parts		225		225		1,281		1,281	1,056	469.3%		1,281
Non-Capital Equipment	600	600	250	1,450		155		155	(1,295)	-89.3%		155
Office Supplies	75		3,375	3,450			2,238	2,238	(1,212)	-35.1%	38	2,276
Subscriptions			347	347			117	117	(230)	-66.3%		117
Dues & Memberships	250		200	450			570	570	120	26.7%		570
Janitorial Supplies		3,285		3,285		2,577		2,577	(708)	-21.6%		2,577
Shop Supplies		750		750		168		168	(582)	-77.6%		168
R & M-Buildings & Property		2,375		2,375		1,726		1,726	(649)	-27.3%		1,726
Shelter Expense		550		550		974		974	424	77.1%		974
Telephone	2,529	300	2,788	5,617	1,634	1,165	2,947	5,746	129	2.3%	225	5,971
Utilities	1,350		4,575	5,925	1,432	2,220	4,911	8,563	2,638	44.5%		8,563
Insurance	13,590	2,375	1,500	17,465	13,179	2,072	1,568	16,819	(646)	-3.7%	2,021	18,840
Purchased Transportation					59			59	59	ERR		59
Marketing			37,540	37,540			44,943	44,943	7,403	19.7%	400	45,343
Training	1,949	625		2,574	2,019		360	2,379	(195)	-7.6%		2,379
Board Expense			300	300			272	272	(28)	-9.3%		272
Miscellaneous	338	150	30	518	322			322	(196)	-37.8%		322
Vehicle Rental										ERR		
Equipment Rental		900	85	985		75	100	175	(810)	-82.2%		175
Property Rental	6,402			6,402	6,364			6,364	(38)	-0.6%		6,364
Total	681,717	108,419	184,572	974,707	646,470	117,219	186,796	950,485	(24,222)	-2.5%	22,350	972,835

Mendocino Transit Authority

Budget to Actual Income Statement for three months ending

Sep-12

Description	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants	159,522	2,580,546	(2,421,024)	6.2%
STA - Capital		191,920	(191,920)	0.0%
R/STIP		427,986	(427,986)	0.0%
Federal	928,042	1,730,000	(801,958)	53.6%
Transfer from Transit Reserve		13,154	(13,154)	0.0%
Local - Other			0	ERR
Sale of Assets	5,385		5,385	ERR
Interest Income			0	ERR
Other		86,875	(86,875)	0.0%
Total Revenue	1,092,949	5,030,481	(3,937,532)	21.7%

Capital Expenses:	Project		Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
	c/o	75c				
2 Medium Duty Buses	c/o	75c		460,000	(460,000)	0.0%
5 Heavy Duty Buses		88	772	2,259,522	(2,258,750)	0.0%
					0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
Transportation		27	2,423	4,500	(2,078)	53.8%
Maintenance		28		87,500	(87,500)	0.0%
Office		29	2,083	37,375	(35,292)	5.6%
Bus Stops		30	2,038	49,500	(47,462)	4.1%
					0	ERR
Security Cameras/Projects		80	289		289	ERR
Transmissions/Major Repairs					0	ERR
Vehicle Equipment (Fare Boxes)			5,251	19,500	(14,249)	26.9%
				10,400	(10,400)	0.0%
				0	0	ERR
					0	ERR
Solar Canopy	c/o	81	4,740	521,323	(516,583)	0.9%
Alt Fuel Infrastructure - Construction	c/o	82	1,154,720	1,492,714	(337,994)	77.4%
					0	ERR
Willits Senior Center		113		73,154	(73,154)	0.0%
Redwood Coast Senior Center					0	ERR
Misc - Other					0	ERR
Total Expenses			1,172,315	5,015,488	(3,843,173)	23.4%

Net Gain/(Loss) before Carryover	(79,366)	14,993	(94,359)
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FY 2011/12 Carryover			
STA - Capital		14,507	14,507
Transfer from Transit Reserve			0
			ERR

Net Gain/(Loss)	(64,859)	29,500	(94,359)
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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
October 25	1:30	Fort Bragg	Ukiah	2013/14 Transit Needs: Fort Bragg
November 15	1:30	Ukiah	Fort Bragg	2013/14 Transit Needs <i>Solar Canopy: Mid Design Cost Est Review and Authorization to Solicit Bids</i>
December 20	1:30	Fort Bragg	Ukiah	Tentatively Cancel
2013				
January 24 ?	1:30	Ukiah	Fort Bragg	<i>Solar Canopy: Award Construction Contract</i>
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 <i>Administration/Operations Bldg: Design Review</i>
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: November 7, 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: None. 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
May request to amend this to one heavy-duty bus as above.

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

NEW ACTION: Bus dealer struggling with CalTrans.

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 Spring.

Bus Stop Improvements (Other) \$49,500

NEW ACTION: Analysis work to begin soon.

PROBLEMS: None.

Facility Solarization & Modernization

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

NEW ACTION: Punch List, Commissioning and Closeout continue.

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


Facility Solarization & Modernization

Solar Canopy Design/Construction (TIGGER, Prop 1B) \$521,323

NEW ACTION: Schematic Design set. Coordinated with Master Plan.

PROBLEMS: Behind Schedule. See Agenda Items #10 and 11.

Agenda Item # 7

To: Board of Directors
From: Glenna Blake, Marketing & Planning 
Date: 11/9/2012
Subject: Unmet Transit Needs FY 2013/14

As you know, MTA collects the Unmet Transit Needs submitted in a variety of ways during the year. Additionally on 11/14/2012, Transportation Manger Baxter and I will attend the MCOG's Social Service Transportation Advisory Council's 2013/14 Unmet Transit Needs Workshop where additional needs could be identified. If any further needs are brought forward, I will report them at the meeting.

The following is the list on 2013/14 Unmet Transit Needs collected by MTA as of November 9, 2012:

- Bus service to the Ukiah Primary Care clinic across from the hospital in Ukiah
- Service to the Ukiah Valley Medical Center
- Service to Grace Hudson Museum
- More frequent service to downtown Ukiah and the banks
- Service to the Consolidated Tribal Health Center
- Weekday service between Jack Simpson Apartments and Raley's in Ukiah
- Shuttle service between Point Arena, along the ridge to Gualala and the Sea Ranch Apartments
- Additional service between Fort Bragg and Ukiah
- Service between Fort Bragg, via HWY 20 to the Downtown Plaza in Sacramento

Staff Recommendation:

Solicit public input of additional unmet transit needs and add to the list.

To: Board of Directors
From: Bruce Richard, General Manager
Date: November 8, 2012



Subj: **Solar Canopy Project:**
Authorize Solicitation of Construction Bids

The project is approximately two weeks behind schedule. The schematic design phase is complete. The design development phase is nearly complete. The initial cost estimate and a revised schedule will be available for the Board meeting.

The Solar Canopy is composed of three or more bays. A bay is defined by frames that support the canopy or roof. Each bay will provide protected parking for two 40', heavy-duty buses, or four large or paratransit vans. Architect Thomas Hise's order of magnitude estimates show that solar panels required to power the existing office can be supported by just two or three bays. A total of eight bays will fit nicely in the bus yard, allowing safe, easy access to, from and around the canopy. The order of magnitude cost estimate indicates that we may be able to afford to build all eight bays. To satisfy the grant, we only need to build two or three bays, enough to power the building.

The original schedule called for going out to bid in early December, with bid opening set for December 21 and contract award December 28. The schedule also overlaps bidding and County Plan-Check activities. We did that with the Maintenance Facility project to try to avoid deep earthwork during the rainy season, but this project does not have the same need. With the loss of time early, holidays looming just after the scheduled opening, and much critical work left to be done, it is prudent to push activities out and not risk a need for late specification changes from the plan check. In other words, do the Plan-Check first, make any resulting construction document changes, and then go out to bid in early January 2013, after the holidays.

The Board meeting currently scheduled for December 20 may not meet that timeline any better than November 15. Important, additional, supporting documentation will be available at the Board meeting.

Recommendation

Authorize staff and the Design Team to solicit construction bids in accordance with all regulations, in early January 2013.

To: Board of Directors
From: Bruce Richard, General Manager
Date: November 8, 2012

Subj: Revised Capital Budget

In the past month, the California Transportation Commission has allocated \$1,207,000 in STIP funds that had not been anticipated. And the Board approved an expenditure of up to \$125,000 for early phases of design of the Administration/Operations Building.

Staff has mentioned one additional change in Capital spending. In the current 2012/13 fiscal year, we have budgeted \$460,000 for two medium-duty low-floor buses, primarily funded with STIP dollars. That project has been on the list for three years. Unfortunately, no manufacturer has been able to produce such a bus. One, ARBOC, seemed to be close a few years ago, but still have not succeeded. Therefore, staff proposes to replace those two vehicles in the budget with one more heavy-duty low-floor bus plus one paratransit van (already budgeted) in FY2013/14.

The switch can be accomplished without any danger to fund balances. In fact, with the changes proposed last month, balances are in better shape than they were back in June when the Capital budget was originally approved.

The following five pages provide the Resolution for approval, the Five-Year Capital Program, The Five-Year Capital Fund Balances, the FY 2012/13 Budget and the FY 2013/14 Budget.

Compared to the original budget for FY 2012/13, we have added the start of design of the Admin/Ops building, and now eliminated the purchase of two medium-duty low-floor buses. For FY 2013/14 we have added 3 heavy-duty low-floor buses, the switch from this year, plus two moved forward from 2014/15. These should be built in early 2014.

Recommendation

Attached Resolution 2012-14 approves the above change, subject to approval by CalTrans for modification of the earlier STIP grant for the two medium-duty buses, and subject to approval by MCOG for earlier use of STA funds. Staff recommends Board adoption of Resolution 2012-14.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2012-14
AMENDING FISCAL YEAR 2012/2013 CAPITAL BUDGET

WHEREAS:

1. MTA policy calls for adoption of annual balanced budgets,
2. The MTA Board of Directors approved a Capital Budget on June 28, 2012, and
3. One large new grant has been approved or confirmed leading to inclusion of one new project, and adjustment of vehicle acquisitions would be advantageous, and
4. Staff has prepared a revision and the Board of Directors has reviewed all details of that revised budget.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors:

1. Adopts the Proposed, Revised Capital Budget as presented to the Board and dated November 8, 2012, as may be revised at the November 15, 2012 meeting, and
2. Directs the General Manager to take all action necessary, including requests for approvals by CalTrans and MCOG, to implement all projects included in that budget.

ADOPTION of this RESOLUTION was MOVED by Director _____, and **SECONDED** by Director _____, at a regular meeting of the MTA Board of Directors on November 15, 2012 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chair

Bruce Richard, General Manager

FIVE YEAR CAPITAL PROGRAM by YEAR

With Reduced Facility Project, Start Admin/Ops Design

November 8, 2012

Funding Source	Final	Estimated	Proposed Revision					5 Year
	2010/11	Year End 2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Federal Transit Admin:								
5311 f Intercity/ARRA	516,689	86,586	0	0	0	0	0	0
5311 Discretionary	0	0	0	0	0	0	0	0
5307 State of Good Repair	0	3,800,000	1,200,000	0	1,100,000	3,200,000	0	5,500,000
5309 TIGGER2	0	0	470,000	0	0	0	0	470,000
5309 Bus Program	0	0	--	0	0	0	0	0
5316 Job Access	0	0	0	0	0	0	0	0
5310 Seniors	0	0	60,000	118,000	119,955	124,000	0	421,955
Federal Total >								6,391,955
State Transit Assistance	72,408	179,589	269,913	464,361	259,900	718,958	358,951	2,072,083
Reg/State Transport Impr Program	543,050	264,171	0	1,627,986	0	94,700	0	1,722,686
Prop 1B Modernization	167,286	823,215	2,522,037	230,975	91,331	954,720	0	3,799,063
Prop 1B Security	61,834	88,998	98,987	0	0	50,000	0	148,987
Other	441,413	181,464	86,875	24,625	12,500	312,000	6,500	442,500
Capital Reserve Fund	0	107,810	13,154	208,707	166,041	51,000	0	438,902
Total Revenue	1,802,681	5,531,833	4,720,967	2,674,654	1,749,727	5,505,378	365,451	15,016,176

ARRA STIP

Expense	Final	Estimated	Proposed Revision					5 Year
	2010/11	Year End 2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Vehicle Acquisition:								
Vans - Paratransit	292,519	69,964	0	573,560	0	620,362	0	1,193,922
Vans - Large	598,064	0	0	421,362	0	438,385	0	859,747
Buses - Medium Duty	0	388,603	0	0	0	0	258,867	258,867
Buses - Heavy Duty	0	538	2,300,000	1,386,000	0	0	0	3,686,000
Staff Vehicles	46,341	59,000	0	0	65,000	139,837	0	204,837
Senior Center Vans	143,147	0	73,154	181,706	228,327	232,894	79,184	795,265
Vanpool Vans	0	0	0	0	0	0	0	0
Vehicle Total >								6,998,639
Equipment & Minor Facilities								
Transportation	1,437	9,070	4,500	4,000	4,000	4,500	5,500	22,500
Vehicle	42,269	21,035	29,900	22,400	10,400	2,900	900	66,500
Security	61,834	30,511	0	0	--	0	0	0
Maintenance	0	1,387	87,500	11,500	5,000	5,000	5,000	114,000
Administration	4,462	26,435	37,375	24,625	12,500	12,000	6,500	93,000
Shelters & Benches	1,234	1,516	49,500	49,500	49,500	49,500	9,500	207,500
Modular Building	7,136	0	0	0	0	0	0	0
Miscellaneous		677						
Major Facilities								
Facility Solarization & Modernization	604,237	4,923,096	2,139,037	0	1,375,000	4,000,000	0	7,514,037
Total Expense	1,802,680	5,531,833	4,720,966	2,674,653	1,749,727	5,505,378	365,451	15,016,176
Gain / (Loss)	0	0	1	1	0	-1	0	0

Vehicle Acquisition	1,080,071	518,105	2,373,154	2,562,628	293,327	1,431,478	338,051	6,998,639
Equipment & Minor Facilities	118,372	89,955	208,775	112,025	81,400	73,900	27,400	503,500

FIVE YEAR CAPITAL FUND BALANCES by YEAR

November 8, 2012

With Reduced Facility Project, Start Admin/Ops Design, buy 8th Heavy-Duty Bus

	Final	Estimated	Proposed					5 Year
	2010/11	Year End	Revision	2013/14	2014/15	2015/16	2016/17	Total
Capital Reserve		2011/12	2012/13					
Beginning Balance	576,821	578,974	473,164	461,510	254,003	88,109	37,109	0
Deposit	0	0	0	0	0	0	0	0
Interest	2,153	2,000	1,500	1,200	147	0	0	2,847
Withdrawal/Expenditure	0	(107,810)	(13,154)	(208,707)	(166,041)	(51,000)	0	(438,902)
End Balance	578,974	473,164	461,510	254,003	88,109	37,109	37,109	
State Transit Assistance (STA)								
Beginning Balance	533,427	618,866	632,456	503,143	267,686	323,443	3,834	
estimated available NEW	506,076	536,624	488,800	527,904	564,857	598,749	628,686	2,808,996
Allocated to Operations	(350,000)	(345,445)	(350,000)	(300,000)	(250,000)	(200,000)	(150,000)	
interest	1,771	2,000	1,800	1,000	800	600	0	4,200
budgeted or spent	(72,408)	(179,589)	(269,913)	(464,361)	(259,900)	(718,958)	(358,951)	(2,072,083)
End Balance	618,866	632,456	503,143	267,686	323,443	3,834	123,569	
	1,197,840	1,105,620	964,653	521,689	411,552	40,943	160,678	
Regional/State Transportation Improvement Program (R/STIP)								
Beginning Balance	0	703,950	439,779	1,646,779	18,793	106,493	11,793	
Allocated by CTC	1,247,000	0	1,207,000	0	87,700	0	0	1,294,700
from>	'06 Augment		2012 STIP		2012 STIP			
budgeted or spent	(543,050)	(264,171)	0	(1,627,986)	0	(94,700)	0	(1,722,686)
End Balance	703,950	439,779	1,646,779	18,793	106,493	11,793	11,793	
Proposition 1B (2006) - Public Transit Modernization, Improvement and Service Enhancement Account (PTM)								
	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	
Beginning Balance	1,257,982	1,093,696	2,742,497	230,460	485	1,019,374	64,654	
received	0	2,467,016	0	0	1,104,220	0	0	1,104,220
interest	3,000	5,000	10,000	1,000	6,000	0	0	17,000
budgeted or spent	(167,286)	(823,215)	(2,522,037)	(230,975)	(91,331)	(954,720)	0	(3,799,063)
End Balance	1,093,696	2,742,497	230,460	485	1,019,374	64,654	64,654	
Proposition 1B (2006) - Transit System Security (Security)								
Beginning Balance	10,203	29,094	20,583	2,083	82,570	163,057	193,544	
Appropriated, and allocated to MTA	80,725	80,487	80,487	80,487	80,487	80,487	80,487	402,435
interest	0	0	0	0	0	0	0	0
budgeted or spent	(61,834)	(88,998)	(98,987)	0	0	(50,000)	0	(148,987)
End Balance	29,094	20,583	2,083	82,570	163,057	193,544	274,031	

MTA & SENIOR CENTER CAPITAL PROGRAM

November 8, 2012

2012/13

#	COST	FTA 5311 F	FTA 5309	FTA Job Acc	STA	R/STIP PROP 1B**	Other	Reserve	TOTAL		
Vehicle Acquisition:											
	0	--	--	--	0	0	--	0	0		
	0	--	--	--	0	--	--	0	0		
	0	--	--	--	--	--	--	--	0		
	0	--	--	--	--	--	--	--	0		
	0	--	--	--	0	--	--	--	0		
	0	--	--	--	--	--	--	0	0		
75C	2 Buses, Medium Duty	<i>change to one HD Bus in 2014/15 pending CalTrans approval</i>				0	--	--	--	0	
88	5 Buses, Heavy Duty	2,300,000	--	--	0	0 2,300,000 <PTM	--	--	2,300,000		
	0 Van Pool Vans	0	--	--	--	--	0	--	0		
Equipment & Minor Facilities:											
	4,500	--	--	--	4,500	--	--	0	4,500		
	29,900	--	--	--	29,900	--	--	0	29,900		
	0	all Security projects are included in the Maintenance Facility									
	87,500	--	--	--	87,500	--	--	0	87,500		
	37,375	--	--	--	--	--	37,375	--	37,375		
	49,500	--	--	--	--	--	49,500	0	49,500		
Major Facilities											
	Facility Solarization&Modernization										
82	Construct Mtc Facility	1,492,714	SGR >	1,200,000	23,013			0	1,322,000		
						98,987 < Security			170,714		
						170,714 < PTM			170,714		
81	Solar Canopy	521,323	tigger2>	470,000	0	0	51,323 < PTM	0	521,323		
89	Start Design Admin/Ops	125,000			125,000				125,000		
	TOTALS	4,647,812	0	1,670,000	0	269,913	0	2,621,024	86,875	0	4,647,813

Senior Center Capital

	For Vans unless noted.	COST	5311 f	5310	Misc.	STA	R/STIP PROP 1B**	Other	Reserve	TOTAL
114	0 Anderson Valley	0	0	0	0	0	0	0	0	0
	0 Redwood Coast	0	0	0	0	0	0	0	0	0
	0 South Coast	0	0	0	0	0	0	0	0	0
	0 Ukiah	0	0	0	0	0	0	0	0	0
113	1 Willits	73,154	0	60,000	0	0	0	0	13,154	73,154
	1 total	73,154	0	60,000	0	0	0	0	13,154	73,154
	COMBINED >	4,720,966				269,913	0	86,875	13,154	4,720,967

MTA & SENIOR CENTER CAPITAL PROGRAM


November 8, 2012

2013/14

#	COST	FTA 5311 F	FTA 5309	FTA Job Acc	STA	R/STIP PROP 1B**	Other	Reserve	TOTAL	
Vehicle Acquisition:										
0 Staff - Hybrid	0	--	--	--	--	--	--	0	0	
0 Staff - Electric	0	--	--	--	--	--	--	--	0	
0 Staff - Mtc Van	0	--	--	--	--	--	--	--	0	
0 Staff - Mtc Truck	0	--	--	--	--	--	--	0	0	
5 Vans - Paratransit	573,560	--	--	--	259,560	200,000	14,000 <PTM	100,000	573,560	
3 Large Vans	421,362	--	--	--	21,362	400,000	0	0	421,362	
0 Buses, Medium Duty	0	--	--	--	--	--	--	--	0	
3 Buses, Heavy Duty	1,386,000	--	--	--	96,039	1,027,986	216,975 <PTM	45,000	1,386,000	
0 van pool vans	0	--	--	--	--	--	--	--	0	
Equipment & Minor Facilities:										
Transportation	4,000	--	--	--	4,000	--	--	--	4,000	
Vehicles	22,400	--	--	--	22,400	--	--	--	22,400	
Maintenance	11,500	--	--	--	11,500	--	--	--	11,500	
Administration	24,625	--	--	--	0	--	24,625	--	24,625	
Shelters & Benches	49,500	--	--	--	49,500	--	--	--	49,500	
Security	0	--	--	--	--	--	--	--	0	
Major Facilities										
89 Facility Solarization & Modernization										
Design Admin/Ops	seek funding		-	--	0	--	--	0	0	
									0	
TOTALS	2,492,947	0	0	0	464,361	1,627,986	230,975	24,625	145,000	2,492,947

Senior Center Capital

For Vans unless noted.	COST	5311 f	5310	Misc.	STA	R/STIP PROP 1B**	Other	Reserve	TOTAL
0 Anderson Valley	0	0	0	0	0	0	0	0	0
1 Redwood Coast	74,617	0	59,000	0	0	0	0	15,617	74,617
0 South Coast	0	0	0	0	0	0	0	0	0
1 Ukiah	74,617	0	59,000	0	0	0	0	15,617	74,617
1 Willits	32,473	0	0	0	0	0	0	32,473	32,473
3 total	181,706	0	118,000	0	0	0	0	63,707	181,707
COMBINED >	2,674,653				464,361	1,627,986	24,625	208,707	2,674,654

To: Board of Directors
From: Bruce Richard, General Manager 
Date: November 8, 2012
Subj: General Manager Recruitment and Replacement

My last day of work and on payroll will be December 28, 2012. We may have just decided to not hold a December Board meeting. The likelihood of hiring a replacement GM who is willing to start by that date is very low. In order to avoid a gap in leadership, the Board should appoint an interim GM effective December 29, and negotiate a salary adjustment.

The GM recruitment Committee (Chair Jim Mastin, Director John Pinches and Finance & Personnel Manager Sally Webster) will have an update on their progress.

Recommendation

I recommend the appointment of Transportation Manager, Dan Baxter, as interim GM.

To: Board of Directors
From: Bruce Richard, General Manager
Date: November 8, 2012

Subj: MTA Bus Charter Rates

At the October 25 meeting, the Board held a lengthy discussion of transit services for major events as requested by Director Pinches. MTA does provide transit services for events, but only if asked and paid for by the event organizers. That is a Charter Service. Hopland Passport and Winesong are just two examples of many. These services are open only to participants in the event, not the general public, and riders travel without fares. When a public transit system runs charters, they may not subsidize them. In other words, charter fees must cover the fully allocated cost. The event organizers' cost for these services, Charter Rates, are established by the MTA Board of Directors.

Other operating/financial schemes are also available and legal. MTA could take on shuttle buses for events, charge regular bus fares or nothing, but would have to budget some revenue to cover most or all of the cost. Buses would have to be open to the general public. No such budget exists for FY 2012/13.

At the conclusion of the discussion, Director Pinches requested that Charter Rates be agendized for the next meeting. On the next page is MTA Resolution 2010-14 which set the rates back in October 2010.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2010-14
INCREASING CHARTER RATES

WHEREAS:

1. MTA's charter rates were last reviewed on July 1, 2008.
2. The existing MTA charter rates do not adequately reflect the MTA's increased fuel and wage costs.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby:

1. Approves increasing the charter rates effective October 1, 2010, as follows:

	Basic Rate	Charitable/Public Service/Employee
Hourly Cost For first 8 Hours	\$65.00	\$54.00
Over 8 hours	97.50	81.00

Plus Mileage

Van	\$ 1.35	\$ 1.20
Trolley	2.25	1.90
Coach	2.25	1.90

Trolley Premium	\$5.00/hour	\$ 5.00/hour
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Coast Delivery \$100.00

ADOPTION of this RESOLUTION was MOVED by Director Courtney and SECONDED by Director Thomas at a regular meeting of the MTA Board of Directors on August 26, 2010 by the following Roll Call vote:

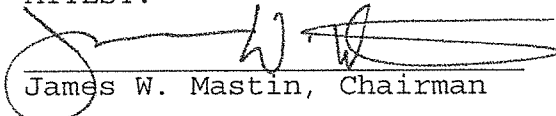
AYES: Pratt, Thomas, Hanson, Tarbell, Courtney, Mastin

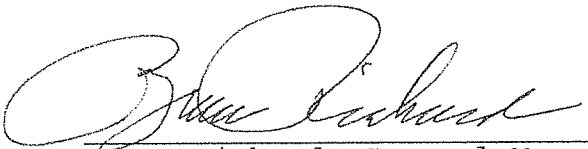
NOES: None

ABSTAIN: None

ABSENT: Pinches

ATTEST:


James W. Mastin, Chairman


Bruce Richard, General Manager