

Mendocino Transit Authority

Board of Directors

Regular Meeting Agenda

June 27, 2013

1:30 pm

Ukiah

Vide-Conferenced with:

Fort Bragg

**Ukiah Valley Conference Center
200 South School Street
Riesling Room**

**Diana Stewart 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 May 23, 2013 Board Meeting & May 28, 2013 Special Board meeting.
Action: Approve 1
 - 3. Service Performance Report: April 2013
Information 7
 - 4. Financial Report: April 2013
Information 13
 - 5. Board Meeting Dates and Locations:
Information 19
 - 6. Capital Program: Update/Progress Report
Information 21

continued . . .

AGENDA ITEM PAGE

ACTION & DISCUSSION

- | | | |
|----|--|------|
| 7. | Mobility Management Program
<u>Information</u> | 23 |
| 8. | Facility Modernization and Solarization Program,
Solar Canopy Project and Admin Building Design
<u>Information</u> | oral |
| 9. | Unmet Needs
<u>Action:</u> Review Staff Analysis | 25 |

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS Baxter and Webster
pursuant to GC 54957.6a re: Agreement effective July 1, 2013

REPORT OUT OF CLOSED SESSION.

- | | | |
|-----|--|------------------------|
| 10. | Union agreement for employees represented by Teamsters
Local 665
<u>Action:</u> Approve Resolution 2013-04 | distributed at meeting |
| 11. | FY 2013/14 Proposed Budget
<u>Action:</u> Approve Resolution 2013-05 | 27 |
| 12. | Management Report | oral |
| 13. | Matters from Directors | oral |

ADJOURN Anticipated adjournment is 4:00pm

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 May 23, 2013

Ukiah Video-Conferenced with Fort Bragg

Present: Courtney, Tarbell, Cross - Fort Bragg; Thomas, Strong, Mastin - Ukiah
Staff: Webster, Blake, Beard - Fort Bragg, Baxter, Butler - Ukiah
Excused: Gjerde
Others: Loretta Ellard MCOG, Leslie Jo Feldman Bus Rider

Chair **Mastin** called the Meeting to order at 1:33 PM and asked for introductions.

Chair **Mastin** asked for Public Comment; Ms Feldman addressed the Board. She stated there was a need for a bus in Ukiah to operate on Sundays and a bus to depart from Ukiah for Fort Bragg and return in the same day.

Chair **Mastin** explained the Unmet Needs Process and these needs will be added to the list.

North Coast Supervisor **Beard** stated he had received a call before the meeting from a regular rider requesting the fare between Fort Bragg and Santa Rosa be reduced.

CONSENT CALENDER

Agenda Item #2: Minutes March 28, 2013 Regular Board Meeting
Agenda Item #3a: Service Performance Report: Winter Quarter FY 12/13
Agenda Item #3b: And March 2013
Agenda Item #4: Financial Report: March 2013
Agenda Item #5: Board Meeting Dates and Locations: Moved to Action Item #7
Agenda Item #6: Capital Program: Update/Progress Report

Moved by **Courtney** and Seconded by **Tarbell** to approve Consent Calendar Items #2 and 6.

Approved by a Roll Call Vote:

AYES: Cross, Tarbell, Courtney, Thomas, Strong, Mastin
NOES: None
ABSTAIN: None
ABSENT: Gjerde

Agenda Item # 7: Mobility Management Report: Item presented by Marketing and Planning Manager **Blake** for information only; no action was taken by the Board. She stated that there was some positive news to report that three of the five vans were in service and two are traveling some distances which is bringing in some good fare revenue.

She reported that the Potter Valley Resource Center, the first partner agency under the JARC grant Mobility Management Program, has submitted their first invoice and staff is working with the Laytonville Healthy Start program to enter into a similar MOU to provide a subsidy for their transportation services.

Agenda Item #8: Facility Modernization and Solarization Program, Maintenance Facilities Project: Progress Report: Item presented by Interim GM **Baxter**. He reported that MTA has applied for a PG&E rebate for the Solarization of the Maintenance building of upwards to \$30,000. Staff has submitted all the required paperwork and will soon be submitting the required payment of \$1200.

Maintenance Manager **Butler** reported that the PG&E meter is still running backwards and will end up selling quite a bit back to PG&E. Interim GM **Baxter** stated that the electric bill for the entire Maintenance Facility is less than \$20.00 per month.

Agenda Item #9: Facility Modernization and Solarization Program, Solar Canopy Project and Admin Building: Item presented by Maintenance Manager **Butler**. Item was presented for information only, no action was taken by the Board. He reported that work on the project has begun. Completion date will be the middle of July.

He stated that the option for the fifth bay had to be deleted due to the high cost of the added steel to support a single bay, but instead MTA will activate a third option that is to add another solar array and possibly two depending on how much is left in the contingency fund.

Interim GM **Baxter** reported that the design for the Admin building is almost complete and a new cost estimate is coming soon that should be around \$4 million and staff is looking for money.

Agenda #10: Operating Budget Overview: Action: Discuss and Provide Direction: Item presented by Interim GM **Baxter**. He reminded the Board that the last draft budget staff presented was only over budget by \$10,000 and this assumes no COLA increases for any employee, no fare increase, no service changes, adjustments in the GM and Transportation Managers' salaries' were made, and fuel was projected at \$3.50 per gallon. Additionally, liability and health insurance rates are unknown at this time.

He stated that negotiations with the Union are pending and certainly they will be asking for a COLA of 3% that would total a \$75,000 increase in the Budget.

He reported that the onetime \$177,000 federal Regional funding "wind fall" is also not reflected in the draft budget. Finance and Personnel Manager **Webster** commented that this unanticipated funding will be added to the reserves.

Finance and Personnel Manager **Webster** pointed out that the Income Statement shows an \$116,652 positive budget performance.

Agenda Item #11: Management Report: North Coast Supervisor **Beard** reported both of the new full-time drivers are fully licensed.

Marketing and Planning Manager **Blake** reported on the CalAct Conference she, the Interim GM and the Maintenance Manager attended in Tahoe.

Finance and Personnel Manager **Webster** reported that Operations in Ukiah is understaffed and dealing with the stress of keeping the service on the road. Staff is in the process of recruiting new drivers.

Agenda Item #12: Matters from Directors: Dir. **Courtney** inquired if there was any possibility of replacing the Redwood Coast Senior Purple which has had so many problems. Maintenance Manager **Butler** is working with the Redwood Coast Seniors Director and Ford to try to identify the cause of the problem.

Dir. **Tarbell** and Dir. **Cross** commented how improved the sound system is on the new AV equipment.

Chair **Mastin** reported on the CTA Spring Legislature conference in Sacramento he attended last week. He said that although it has always been required, that transit agencies conduct a SEQUA review when they raise fares, or change schedules, it has not

been enforced until recently when a transit agency was sued. MTA needs to look into how this might affect the agency. Another issue that was discussed at the conference was that the State is planning on getting a little more stringent about transit agencies meeting their performance standards and the possibility of withholding TDA funds if standards are not met.

CLOSED SESSION:

Moved to Close Session at 2:55 PM

Public Employee Appointment: General Manager - pursuant to Government Code 54957 (b).

Reconvened to Open Session @ 4.25 PM

Agenda Item #13: Report out of Closed Session: Chair **Mastin**
Chair **Mastin** reported no action was taken by the Board.

Agenda Item #14: General Manager's Contract: Action: No Action was taken by the Board

Adjourned: 4:28

Chair, Mastin


Glenna Blake, Marketing & Planning

Agenda #2

Mendocino Transit Authority

Board of Directors

Special Board Meeting May 28, 2013

Ukiah

Present: Courtney, Tarbell, Cross, Thomas, Strong, Mastin
Staff: Webster
Excused: Gjerde

Agenda Item # 1: Chair **Mastin** called the Meeting to order at 1:33 PM.

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

CLOSED SESSION:

Agenda Item #2: Chair Mastin Moved to Close Session at 1:37 PM

Public Employee Appointment: General Manager - pursuant to Government Code 54957 (b).

Reconvened to Open Session @ 4:30 PM

Agenda Item #3: Report out of Closed Session: Chair **Mastin** reported that the Board took action with a unanimous vote to offer the General Manager position to Mr. Dan **Baxter**, effective at the beginning of the pay period May 26, 2013.

Adjourned: 4:35

Chair, Mastin


Glenna Blake, Marketing & Planning

Agenda Item # 3

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: June 21, 2013



Subj: Service Performance Report: April 2013

Attached is the Monthly Report for April 2013 comparing performance with April 2012. April 2013 performance exceeded four of the twelve standards and improved for eight of the twelve when compared with the April 2012 report.

Also attached is a year-to-date summary 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 ten months of last year, showing Total Public Service. Below are the highlights of the year-to-date summary:

Fare revenue	Down	0.8%
Ridership	Up	2.0%
Service hours	Up	2.8%
Total operating cost	Up	0.9%

That means that compared to last fiscal year after April (ten months):

Cost per hour (hourly rate)	Decreased	1.9% to \$86.90
Productivity (passengers per hour)	Decreased	0.8% to 9.1
Farebox ratio	Decreased	1.7% to 14.9%
The average fare paid	Decreased	2.8% to \$1.43

Most metrics are down a bit or stable. Staff is looking forward to improvements this summer with the addition of passengers from the Adelante Program.

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
---------------	---------------------	---------------	-------------------------

Dial-A-Rides

Apr-12	4.2	15.2%	80.05
Jan-13	4.0	13.0%	93.14
Feb-13	4.2	15.2%	91.99
Mar-13	4.0	12.2%	83.42
Apr-13	3.8	11.8%	80.11
STANDARD	4.5	15.0%	71.35

Flex Routes (***)

Apr-12	6.9	5.8%	99.22
Jan-13	5.1	5.6%	82.39
Feb-13	6.0	7.3%	83.40
Mar-13	6.0	5.8%	76.73
Apr-13	6.6	6.3%	69.38
STANDARD	8.2	15.0%	69.00

Short Distance Bus Routes (**)

Apr-12	15.1	15.1%	92.06
Jan-13	14.5	14.7%	87.40
Feb-13	16.4	17.7%	91.34
Mar-13	15.5	13.5%	82.79
Apr-13	16.0	15.4%	78.84
STANDARD	14.0	15.0%	73.72

Long Distance Bus Routes (*)

Apr-12	3.9	16.5%	90.05
Jan-13	4.0	16.0%	87.91
Feb-13	4.5	18.6%	90.31
Mar-13	4.6	15.9%	79.60
Apr-13	4.5	17.1%	82.62
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

Year-to-Date Statistics and Performance

Route/Run	Thru		Apr-13		YTD Service Miles	YTD Paid Hours	Mileage Based Costs	Hourly Based Costs	Direct Costs	Indirect Costs	Total Costs	Hourly Rate	Pass per Hour	Fare Box Ratio	Pass per \$ Subsidy	Average Fare	Rev per Svc Hr
	YTD Revenue	YTD Pass	YTD Service Hours	YTD Service Hours													
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	49,059	18,260	4,979	5,890	44,076	35,973	183,571	81,961	128,258	429,763	86.32	3.7	11.4%	0.048	2.69	9.85	
04 Fort Bragg - DAR	49,192	15,084	3,291	3,578	42,367	35,105	111,334	60,835	86,285	295,559	89.80	4.6	16.6%	0.061	3.26	14.95	
Total Dial-A-Ride	98,251	33,344	8,270	9,468	86,443	71,078	294,905	142,796	216,542	725,322	87.70	4.0	13.5%	0.053	2.95	11.88	
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
08 Local Evening Service	10,441	12,725	1,994	2,415	22,409	19,573	75,230	17,539	47,820	160,162	80.33	6.4	6.5%	0.085	0.82	5.24	
Total Flex Routes	10,441	12,725	1,994	2,415	22,409	19,573	75,230	17,539	47,820	160,162	80.33	6.4	6.5%	0.085	0.82	5.24	
01 Willits - Flex	6,073	7,920	1,852	2,319	21,005	17,088	72,326	19,388	46,020	154,822	83.62	4.3	3.9%	0.053	0.77	3.28	
05 Bragg/About	12,782	19,498	2,231	2,555	30,399	25,722	79,432	6,613	47,594	159,361	71.44	8.7	8.0%	0.133	0.66	5.73	
06 Bragg/About - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
07 Jitney	1,638	3,441	313	387	4,362	6,035	12,058	1,596	8,352	28,041	89.53	11.0	5.8%	0.130	0.48	5.23	
09 Local	117,207	155,087	7,148	7,676	89,946	132,392	239,179	36,511	173,518	581,601	81.36	21.7	20.2%	0.334	0.76	16.40	
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
20 & 21 Willits	52,653	38,630	3,213	3,702	75,471	115,465	115,343	19,293	106,434	356,536	110.96	12.0	14.8%	0.127	1.36	16.39	
30 Redwood Valley	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
40 Potter Valley	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
52 Talmage	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
54 Hopland	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
Total Inland Routes	190,353	224,576	14,757	16,638	221,183	296,702	518,339	83,401	381,918	1,280,361	86.76	15.2	14.9%	0.206	0.85	12.90	
01 Coaster	10,627	14,016	1,260	1,522	34,110	28,667	47,333	3,738	33,942	113,680	90.26	11.1	9.3%	0.136	0.76	8.44	
02 Coaster - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
03 CC Rider	92,526	11,222	2,990	3,455	92,042	76,281	107,560	8,844	81,980	274,686	91.87	3.8	33.7%	0.082	8.25	30.95	
04 Coast to Coast	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR	
74 Gualala - Saturday	1,906	758	382	435	8,600	7,124	13,544	2,388	9,773	32,828	86.01	2.0	5.8%	0.025	2.51	4.99	
75 Gualala	14,449	8,250	1,923	2,196	41,900	34,643	68,336	12,109	49,065	164,153	85.37	4.3	8.8%	0.055	1.75	7.51	
95 Point Arena-Santa Rosa	28,855	7,113	2,872	3,268	58,934	48,761	101,834	19,320	72,336	242,250	84.35	2.5	11.9%	0.033	4.06	10.05	
Total Coastal & Long Routes	148,363	41,359	9,426	10,876	235,586	195,476	338,628	46,398	247,096	827,598	87.80	4.4	17.9%	0.061	3.59	15.74	
Total Public Service	447,408	312,004	34,447	39,387	565,621	582,829	1,227,103	290,135	893,376	2,993,442	86.90	9.1	14.9%	0.123	1.43	12.99	
97 Contract Services	53,419	6,319	1,016	1,016	9,831	8,317	31,478	5,139	19,519	64,453	63.41	6.2	82.9%	0.573	8.45	52.56	
98 Charter	30,194	8,062	359	359	4,237	5,523	11,013	1,236	7,506	25,278	70.37	22.4	119.4%	-1.640	3.75	84.06	
Total Other	83,613	14,381	1,376	1,376	14,068	13,840	42,491	6,374	27,025	89,731	65.23	10.5	93.2%	2.351	5.81	60.78	
Total	531,021	326,385	35,823	40,773	579,689	596,669	1,269,594	296,509	920,401	3,083,173	86.07	9.1	17.2%	0.128	1.63	14.82	
Total Mileage, Labor & Direct Costs											2,162,772	43%	19%	41%	10%	30%	100%

Mendocino Transit Authority Year to Date Statistics Comparison

Comparison
FY 11/12 - FY 12/13

Route/Run	YTD Through 11/12			YTD Through 12/13			YTD Through 11/12			YTD Through 12/13			YTD Through 11/12			YTD Through 12/13		
	Fare Revenue	Amount Diff	% Diff	Pass	Amount Diff	% Diff	Service Hours	Amount Diff	% Diff	Total Cost	Amount Diff	% Diff	Total Cost	Amount Diff	% Diff			
02 Willits - DAR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
03 Ukiah - DAR	55,557	(6,498)	-11.7%	18,883	(623)	-3.3%	5,064	(85)	-1.7%	415,583	14,180	3.4%	429,763	14,180	3.4%			
04 Fort Bragg - DAR	46,579	2,613	5.6%	13,609	1,475	10.8%	3,170	121	3.8%	264,308	295,559	11.8%	295,559	31,251	11.8%			
Total Dial-A-Ride	102,136	(3,885)	-3.8%	32,492	852	2.6%	8,234	36	0.4%	679,891	725,322	6.7%	725,322	45,431	6.7%			
08 Local Evening Service	12,911	(2,470)	-19.1%	15,274	(2,549)	-16.7%	1,935	59	3.0%	184,064	(23,902)	-13.0%	160,162	(23,902)	-13.0%			
Total Flex Routes	12,911	(2,470)	-19.1%	15,274	(2,549)	-16.7%	1,935	59	3.0%	184,064	(23,902)	-13.0%	160,162	(23,902)	-13.0%			
01 Willits - Flex	4,656	1,417	30.4%	4,844	3,076	63.5%	936	916	97.8%	113,450	154,822	36.5%	154,822	41,372	36.5%			
05 Bragg/About	12,393	389	3.1%	17,746	1,752	9.9%	2,229	2	0.1%	165,375	(6,014)	-3.6%	159,361	(6,014)	-3.6%			
06 Bragg/About - Saturday	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
07 Jitney	2,978	(1,340)	-45.0%	4,834	(1,393)	-28.8%	330	(17)	-5.1%	28,951	(310)	-1.1%	28,041	(310)	-1.1%			
09 Local	120,582	(3,375)	-2.8%	153,436	1,651	1.1%	7,052	96	1.4%	577,205	4,396	0.8%	581,601	4,396	0.8%			
15 Laytonville-Willits	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
20 & 21 Willits	52,591	62	0.1%	39,613	(983)	-2.5%	3,315	(102)	-3.1%	368,741	(12,205)	-3.3%	356,536	(12,205)	-3.3%			
30 Redwood Valley	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
40 Potter Valley	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
52 Talmage	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
54 Hopland	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
Total Inland Routes	193,200	(2,847)	-1.5%	220,473	4,103	1.9%	13,882	895	6.5%	1,253,122	27,299	2.2%	1,280,361	27,299	2.2%			
01 Coaster	9,543	1,084	11.4%	11,727	2,289	19.5%	1,278	(19)	-1.4%	121,181	(7,501)	-6.2%	113,680	(7,501)	-6.2%			
Coaster - Saturday	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
11 Coaster Rider	84,711	7,815	9.2%	10,018	1,204	12.0%	2,999	(9)	-0.3%	283,409	(8,723)	-3.1%	274,686	(8,723)	-3.1%			
10 Coast to Coast	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR			
74 Gualala - Saturday	2,264	(358)	-15.8%	789	(31)	-3.9%	391	(9)	-2.4%	34,033	(1,205)	-3.5%	32,828	(1,205)	-3.5%			
75 Gualala	15,135	(666)	-4.5%	7,634	616	8.1%	1,926	(3)	-0.2%	165,520	(1,367)	-0.8%	164,153	(1,367)	-0.8%			
95 Point-Arena-Santa Rosa	31,264	(2,409)	-7.7%	7,421	(308)	-4.2%	2,876	(4)	-0.1%	245,333	(3,083)	-1.3%	242,250	(3,083)	-1.3%			
Total Coastal & Long Routes	142,917	5,446	3.8%	37,589	3,770	10.0%	9,470	(44)	-0.5%	849,476	(21,878)	-2.6%	827,598	(21,878)	-2.6%			
Total Public Service	451,164	(3,756)	-0.8%	305,828	6,176	2.0%	33,501	946	2.8%	2,966,553	26,899	0.9%	2,993,442	26,899	0.9%			
97 Contract Services	47,497	5,922	12.5%	5,737	582	10.1%	914	102	11.2%	58,008	6,445	11.1%	64,453	6,445	11.1%			
98 Charter	41,008	(10,814)	-26.4%	10,526	(2,464)	-23.4%	477	(118)	-24.7%	34,723	(9,445)	-27.2%	25,278	(9,445)	-27.2%			
Total Other	88,505	(4,892)	-5.5%	16,263	(1,882)	-11.6%	1,391	(15)	-1.1%	92,731	(3,000)	-3.2%	89,731	(3,000)	-3.2%			
Total	539,669	(8,648)	-1.6%	322,091	4,294	1.3%	34,892	931	2.7%	3,059,284	3,083,173	0.8%	3,083,173	23,889	0.8%			
	531,021			326,385			35,823			3,083,173			3,083,173					

Subsidy, Ft Bragg DAR (RCRC) 1,288,653

Mendocino Transit Authority

Year to Date Performance Comparison.

Thursday June 20, 2013

File(Budget12\ROUTEYTD)

Route/Run	YTD Through			YTD Through			YTD Through			YTD Through		
	11/12 Hourly Rate	12/13 Hourly Rate	% Diff	11/12 Pass per Hour	12/13 Pass per Hour	% Diff	11/12 Farebox Ratio	12/13 Farebox Ratio	% Diff	11/12 Average Fare	12/13 Average Fare	% Diff
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	82.07	86.32	5.2%	3.7	3.7	-1.6%	13.4%	11.4%	-2.0%	2.94	2.69	-8.7%
04 Fort Bragg - DAR	83.38	89.80	7.7%	4.3	4.6	6.8%	17.6%	16.6%	-1.0%	3.42	3.26	-4.7%
Total Diat-A-Ride	82.57	87.70	6.2%	3.9	4.0	2.2%	15.0%	13.5%	-1.5%	3.14	2.95	-6.3%
08 Local Evening Service	95.12	80.33	-15.6%	7.9	6.4	-19.1%	7.0%	6.5%	-0.5%	0.85	0.82	-3.5%
Total Flex Routes	95.12	80.33	-15.6%	7.9	6.4	-19.1%	7.0%	6.5%	-0.5%	0.85	0.82	-3.5%
01 Willits - Flex	121.21	83.62	-31.0%	5.2	4.3	-17.3%	4.1%	3.9%	-0.2%	0.96	0.77	-19.8%
06 Bragg/About	74.19	71.44	-3.7%	8.0	8.7	9.8%	7.5%	8.0%	0.5%	0.70	0.66	-5.7%
08 Bragg/About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	85.91	89.53	4.2%	14.6	11.0	-25.0%	10.5%	5.8%	-4.7%	0.82	0.48	-42.7%
09 Local	81.85	81.36	-0.6%	21.8	21.7	-0.3%	20.9%	20.2%	-0.7%	0.79	0.76	-3.8%
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	111.23	110.96	-0.2%	11.9	12.0	0.6%	14.3%	14.8%	0.5%	1.33	1.36	2.7%
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	90.40	86.76	-4.0%	15.9	15.2	-4.3%	15.4%	14.9%	-0.6%	0.88	0.85	-3.3%
90 Coaster	94.82	90.26	-4.8%	9.2	11.1	21.3%	7.9%	9.3%	1.5%	0.81	0.76	-6.8%
1 Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
5 CC Rider	94.50	91.87	-2.8%	3.3	3.8	12.4%	29.9%	33.7%	3.8%	8.48	8.25	-2.5%
1 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
74 Gualala - Saturday	87.04	86.01	-1.2%	2.0	2.0	-0.0%	6.7%	5.8%	-0.8%	2.87	2.51	-12.4%
75 Gualala	85.94	85.37	-0.7%	4.0	4.3	8.2%	12.7%	8.8%	-3.7%	1.98	1.75	-11.7%
95 Point Arena-Santa Rosa	85.30	84.35	-1.1%	2.6	2.5	-4.0%	12.7%	11.9%	-0.8%	4.21	4.06	-3.7%
Total Coastal & Long Routes	89.70	87.80	-2.1%	4.0	4.4	10.5%	16.8%	17.9%	1.1%	3.80	3.59	-5.7%
Total Public Service	88.55	86.90	-1.9%	9.1	9.1	-0.8%	15.2%	14.9%	-0.3%	1.48	1.43	-3.4%
97 Contract Services	63.47	63.41	-0.1%	6.3	6.2	-1.0%	81.9%	82.9%	1.0%	8.28	8.45	2.1%
98 Charter	72.79	70.37	-3.3%	22.1	22.4	1.7%	118.1%	119.4%	1.3%	3.90	3.75	-3.9%
Total Other	66.66	65.23	-2.2%	11.7	10.5	-10.6%	95.4%	93.2%	-2.3%	5.44	5.81	6.8%
Total	87.68	86.07	-1.8%	9.2	9.1	-1.3%	17.6%	17.2%	-0.4%	1.68	1.63	-2.9%

Description	YTD Through		% Diff
	11/12	12/13	
Mileage	537,826	579,689	7.8%
Mileage Based Costs	595,045	596,669	0.3%
Hourly Based Costs	1,223,439	1,269,594	3.8%
Direct Costs	286,235	296,509	3.6%
Overhead Costs	954,565	920,401	-3.6%
Total Costs	3,059,283	3,083,173	0.8%

Charter Rate Calculation:		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	Actual Hourly Rate
Miniivan	0.650	42.60%	31.14
Van/Small Bus	1.030	Overhead	Plus Direct Costs
Coach	1.916	0.93	Hourly Rate
Combined	1.286	1.47	Plus Overhead
		1.83	Hourly Rate
		2.01	Plus Profit
			20.0%
			65.72

Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: June 20, 2013
Subj: Financial Statements as of April 30, 2013

Attached are Financial Statements for the month ending April 2013. The Income Statement shows a gain of \$38,988 and a \$137,458 *positive* budget performance. Comparing year-to-date through Apr 13 to Apr 12: Operating Revenue is down (\$10,476) (1.6%). Other Revenue is up 4.9% and Operating Expenses are up 0.8% compared to the previous year. Our operating expenses compared to our budget are down (5.1%).

The Mobility Management Program is reflected in the financial statements. Grants do not cover the cost of the program, therefore MTA operating revenue is covering the loss at this time. Minor fluctuations in revenue and expenses will occur as a matter of timing as far as billing is concerned.

The Capital Income/Expense Statement reflects a loss of \$45,193 this month, including the STA carryover. For further details to the capital program, please see Agenda Item #6.

Mendocino Transit Authority				
Budget to Actual Income Statement for ten months ending				Mar-13
Description Revenue	-----Year to Date-----			
	Actual \$	Budget \$	Variance \$	Variance %
Operating Revenue	657,645	664,991	(7,346)	-1.1%
Other Revenue	2,526,744	2,529,741	(2,997)	-0.1%
Total Revenue	3,184,389	3,194,732	(10,343)	-0.3%
Operating Expenses				
Transportation	2,213,106	2,315,624	(102,518)	-4.4%
Maintenance	357,432	363,757	(6,325)	-1.7%
Administration	558,117	616,221	(58,104)	-9.4%
Total Operating Expenses	3,128,655	3,295,602	(166,947)	-5.1%
Other (Income)/Expense	(538)	(2,400)	1,862	-77.6%
Mobility Management Program				
Revenue	50,394		50,394	ERR
Expense	(67,678)		(67,678)	ERR
Net Gain/(Loss) Before Depreciation	38,988	(98,470)	137,458	ERR

Mendocino Transit Authority		
Balance Sheet as of	Mar-13	
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,135,401	
A/R, Prepaid Expenses & Inventory	1,182,962	
Total Other Current Assets		2,318,363
Property, Plant & Equip Net of Depreciation		8,250,453
Investment - Deferred		0
Total Assets		10,568,816
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	471,746	
Other Liabilities	856,088	
Provision for Restricted Funds	175,456	
Total Current Liabilities		1,503,290
Deferred Compensation Payable		0
Total Liabilities		1,503,290
Fund Equity		
Contributed Capital	8,375,333	
Retained Earnings	690,193	
Total Fund Equity		9,065,526
Total Liabilities and Equity		10,568,816

REVENUE - Budget to Actual Comparison

Date: 20-Jun-13

Dpt	A/C #	Description	Apr-13 Budget	Apr-13 Actual	Apr-13 Variance	Apr-13 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	30,036	29,537	(499)	-1.7%	308,796	312,916	4,120	1.3%
40.	401.200	Fares Paid by Agencies	14,396	11,720	(2,676)	-18.6%	148,003	134,492	(13,511)	-9.1%
40.	402.200	Contract Service	4,583	4,894	311	6.8%	45,833	47,866	2,033	4.4%
40.	405.100	Charter	609	539	(70)	-11.5%	20,379	31,191	10,812	53.1%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	7,813	2,450	(5,363)	-68.6%
40.	409.200	Sonoma County Participation	13,417	12,036	(1,381)	-10.3%	134,167	128,730	(5,437)	-4.1%
		Total	63,823	58,726	(5,097)	-8.0%	664,991	657,645	(7,346)	-1.1%

Other Revenue

40.	409.100	TDA - Operations	180,425	180,425	(0)	-0.0%	1,804,253	1,804,253	1	0.0%
40.	409.110	STA - Operations	29,167	29,167	0	0.0%	291,667	291,667	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%	295,382	295,382	0	0.0%
40.	413.110	Welfare to Work Grant	0	0	0	ERR	87,354	89,179	1,825	2.1%
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%	18,753	18,753	1	0.0%
40.	407.210	Maintenance Labor Revenue	3,167	3,218	51	1.6%	31,667	25,819	(5,848)	-18.5%
40.	407.220	Maintenance Parts Revenue	0	327	327	ERR	0	944	944	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	117	50	75.5%	667	747	80	12.0%
		Total	244,239	244,667	428	0.2%	2,529,741	2,526,744	(2,997)	-0.1%
		Combined - Oper/Other Rev	308,061	303,393	(4,668)	-1.5%	3,194,732	3,184,389	(10,343)	-0.3%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		900	900			6,856	6,856	
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		0	0			43,538	43,538	
41.	413.200	Federal Planning Grant - Commute Study		0	0			0	0	
41.	407.500	Other Income		0	0			0	0	
		Total	0	900	900		0	50,394	50,394	
		Combined	308,061	304,293	(3,768)	-1.2%	3,194,732	3,234,783	40,051	1.3%

		Fares - Passenger/Agency	44,433	41,257	(3,176)	-7.1%	456,799	447,408	(9,391)	-2.1%
--	--	--------------------------	--------	--------	---------	-------	---------	---------	---------	-------

Mendocino Transit Authority - Public Service

File:(Budget13\EXPCUMBA)

Budget to Actual Comparison FY 2012/2013 YTD thru Apr-13

YTD thru Apr-13 Thursday June 20, 2013

Description	Budget			Actual			Diff Amount	Diff %	Actual MMP	Actual Total		
	Transp	Maint	Admin	Total	Transp	Maint					Admin	Total
Wages	1,045,889	167,496	262,099	1,475,484	1,027,341	177,921	246,130	1,451,392	(24,092)	-1.6%	37,878	1,489,270
Wages-Vac/Sick/Hol	174,470	35,891	45,896	256,257	176,991	35,666	41,611	254,268	(1,989)	-0.8%	4,957	259,225
Health	319,142	45,592	45,592	410,325	287,483	38,699	31,620	357,802	(52,523)	-12.8%	6,376	364,178
Workers Comp	102,438	12,363	1,734	116,535	102,627	13,458	1,858	117,943	1,408	1.2%	256	118,199
Retirement	94,810	17,719	23,928	136,457	89,764	18,259	21,645	129,668	(6,789)	-5.0%	3,251	132,919
Payroll Taxes	34,452	5,673	7,718	47,843	34,730	6,260	8,280	49,270	1,427	3.0%	1,319	50,589
Uniform Allowance	6,950	5,500		12,450	3,968	5,273		9,241	(3,209)	-25.8%		9,241
Travel Expenses	4,725	2,083	4,960	11,768	4,450	1,087	3,832	9,369	(2,399)	-20.4%	300	9,669
Outside Labor	2,280	4,371	71,777	78,428	4,072	6,097	66,310	76,479	(1,949)	-2.5%	2,619	79,098
Fuel-Revenue Vehicles	408,120			408,120	373,217			373,217	(34,903)	-8.6%	4,913	378,130
Lube-Revenue Vehicles	12,520			12,520	12,395			12,395	(125)	-1.0%	2,150	14,545
Tires/Tubes-Revenue Vehicles	15,770			15,770	11,893			11,893	(3,877)	-24.6%		11,893
Parts-Revenue Vehicles		28,385		28,385		21,157		21,157	(7,228)	-25.5%		21,157
Expense Parts		750		750		1,313		1,313	563	75.1%		1,313
Non-Capital Equipment	2,100	2,000	833	4,933	2,168	399	1,040	3,607	(1,326)	-26.9%		3,607
Office Supplies	450		11,250	11,700	331		10,158	10,489	(1,211)	-10.4%	233	10,722
Subscriptions	675		1,133	1,808	674		384	1,058	(750)	-41.5%		1,058
Dues & Memberships	305		6,100	6,405	375		5,153	5,528	(877)	-13.7%		5,528
Janitorial Supplies		10,950		10,950		9,658		9,658	(1,292)	-11.8%		9,658
Top Supplies		2,500		2,500		1,669		1,669	(831)	-33.2%		1,669
M & M-Buildings & Property		8,250		8,250		7,485		7,485	(765)	-9.3%		7,485
Sanitizer Expense		1,833		1,833		2,047		2,047	214	11.7%		2,047
Telephone	8,430	1,000	10,042	19,472	7,860	1,017	10,919	19,796	324	1.7%	804	20,600
Utilities	6,230		17,780	24,010	6,131	2,361	15,325	23,817	(193)	-0.8%		23,817
Insurance	45,299	7,917	5,000	58,216	31,980	6,812	5,228	44,020	(14,196)	-24.4%	2,021	46,041
Purchased Transportation					1,076			1,076	1,076	ERR		1,076
Marketing			95,475	95,475			84,581	84,581	(10,894)	-11.4%	600	85,181
Training	5,670	2,083	1,800	9,554	7,559	660	732	8,951	(603)	-6.3%		8,951
Board Expense			2,750	2,750			2,918	2,918	168	6.1%		2,918
Miscellaneous	3,629	500	100	4,229	3,505	59	12	3,576	(653)	-15.4%		3,576
Vehicle Rental					1,313			1,313	1,313	ERR		1,313
Equipment Rental			255	1,155		75	380	455	(700)	-60.6%		455
Property Rental	21,270			21,270	21,203			21,203	(67)	-0.3%		21,203
Total	2,315,624	363,757	616,221	3,295,602	2,213,106	357,432	558,116	3,128,654	(166,948)	-5.1%	67,677	3,196,331

Mendocino Transit Authority

Budget to Actual Income Statement for ten months ending

Mar-13

Description	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants	2,472,312	2,580,546	(108,234)	95.8%
STA - Capital	128,947	191,920	(62,973)	67.2%
R/STIP		427,986	(427,986)	0.0%
Federal	1,062,084	1,730,000	(667,916)	61.4%
Transfer from Transit Reserve		13,154	(13,154)	0.0%
Local - Other	18,055		18,055	ERR
Sale of Assets	18,538		18,538	ERR
Interest Income	12,343		12,343	ERR
Other		86,875	(86,875)	0.0%
Total Revenue	3,712,279	5,030,481	(1,318,202)	73.8%

Capital Expenses:	Project		Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
	c/o	75c				
2 Medium Duty Buses	c/o	75c	41	460,000	(459,959)	0.0%
5 Heavy Duty Buses		88	2,302,024	2,259,522	42,502	101.9%
3 Heavy Duty Buses			0	0	0	ERR
				0	0	ERR
				0	0	ERR
				0	0	ERR
				0	0	ERR
				0	0	ERR
				0	0	ERR
Transportation		27	2,423	4,500	(2,078)	53.8%
Maintenance		28	33,822	87,500	(53,678)	38.7%
Office		29	18,365	37,375	(19,010)	49.1%
Bus Stops		30	6,817	49,500	(42,683)	13.8%
					0	ERR
Security Cameras/Projects		80	12,854		12,854	ERR
Transmissions/Major Repairs				19,500	(19,500)	0.0%
Vehicle Equipment (Fare Boxes)			15,169	10,400	4,769	145.9%
					0	ERR
				0	0	ERR
				0	0	ERR
Solar Canopy	c/o	81	70,630	521,323	(450,693)	13.5%
Alt Fuel Infrastructure - Construction	c/o	82	1,255,052	1,492,714	(237,662)	84.1%
Admin/Ops - Preliminary Design		89	78,403	0	78,403	ERR
Willits Senior Center		113		73,154	(73,154)	0.0%
Redwood Coast Senior Center					0	ERR
Misc - Other					0	ERR
Total Expenses			3,795,599	5,015,488	(1,219,889)	75.7%

Net Gain/(Loss) before Carryover	(83,320)	14,993	(98,313)
---	-----------------	---------------	-----------------

FY 2011/12 Carryover					
STA - Capital		38,127	38,127	0	100.0%
Transfer from Transit Reserve				0	ERR


Net Gain/(Loss)	(45,193)	53,120	(98,313)
------------------------	-----------------	---------------	-----------------

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	
2013					
January	31	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	<i>Cancelled</i> 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
July	25	1:30	Willits	only	2013/14 Transit Needs: Willits
August	22	1:30	Point Arena	only	2013/14 Transit Needs: Point Arena
September	26	1:30	Ukiah	Fort Bragg	2013/14 Transit Needs: Ukiah
October	24	1:30	Fort Bragg	Ukiah	2013/14 Transit Needs: Fort Bragg
November	21	1:30	Ukiah	Fort Bragg	2013/14 Transit Needs: Ukiah General Manager Evaluation
December	19	1:30	Fort Bragg	Ukiah	2013/14 Transit Needs: Fort Bragg

To: MTA Board of Directors
From: Dan Baxter, General Manager 
Date: June 21, 2013
Subj: Capital Program: Progress Report

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

2012/13 Projects

Current Budget

Heavy-Duty Low Floor Bus and Paratransit Van (STIP) \$460,000

NEW ACTION: Bus has been ordered, pricing obtained for the van.

PROBLEMS: None.

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

NEW ACTION: Vehicle delivered and in service.

PROBLEMS: None.

Pave Willits Bus Yard, \$ 45,000

Part of Maintenance Equipment

NEW ACTION: RFP is ready to go, coordinating with Willits

PROBLEMS: Should be completed by end of summer.

Bus Stop Improvements (Other) \$49,500

NEW ACTION: Field work finished, report being completed.

PROBLEMS: None.

Facility Solarization & Modernization

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

NEW ACTION: Steel is up, painting in progress.


PROBLEMS: Nothing new.

Facility Solarization & Modernization

Admin/Operations Building Preliminary Design \$125,000

NEW ACTION: Design is complete. Cost estimate done, now 5.2mil.

PROBLEMS: None.

To: MTA Board of Directors
From: Glenna Blake and Debra Doering, Mobility Management Program 
Date: June 21, 2013
Subj: Mobility Management Program Update (REVISED)

1. Agricultural Vanpools

In May the agricultural season began in full swing in Mendocino County, and for the first time since the program's inception in 2010, we met our original goal of utilizing four out of our five ag vans for their intended purpose of transporting agricultural workers safely and reliably to their various worksites in Mendocino and neighboring counties. The fifth van is used as a spare. As of the second week of June, the four vans combined had traveled a total of 6,847 miles and provided 1,700 one-way passenger trips in this quarter alone, reaching a total of 17,406 miles and over 3,800 one-way trips for the year up to this point. Fare revenue for the quarter so far is \$3,907, and the total for the fy to date is \$10,126.

2. Partner Agencies

The Potter Valley Family Resource Center signed on as a partner agency in February and since then has been able to bill the MMP's JARC grant for 80% of the administrative costs of its once-weekly demand-response van service. This additional subsidy allows the Center to provide rides to elderly and low-income Potter Valley community members for essential errands beyond the previously restricted purpose of solely medical or dental appointments. Staff has been working on creating a similar partnership with the Laytonville Healthy Start Family Resource Center, which also has use of a small van. This van can only be used strictly for transporting children and their families to school and related activities, unfortunately. However, the Center also has started a volunteer driver program, which grew out of the MMP's E-ride program and which will now be able to receive JARC support for its administrative expenses. Unfortunately, the JARC grant, which is the sole source of funding for the MMP program, will end in December, and so these partnership subsidies are only a brief, one-time opportunity.

3. E-ride

Because JARC grant funding can no longer be used to pay volunteer driver reimbursements or incentives, the E-ride program has been limited to the one consistent rider who has been dependent on the program since it began, in order to go to doctor's appointments and essential services such as the Food Bank in Willits about twice a month. However, we are still receiving regular phone calls from people needing rides in the outlying areas of the county, mostly related to the Long Valley Health Clinic, but there are not enough volunteer drivers to meet their needs. We are hoping our partnerships with Laytonville Healthy Start and other non-profit, human service organizations in the remote regions of the County will help alleviate this problem in the future.

4. Rideshare/Carpool Program

Staff has been making slow but steady progress towards the next phase of the MMP Implementation Plan: a Mendocino County-based, MTA-sponsored ride-match and commuter carpool program. As presented orally in previous MMP board reports, a carpool interest survey has been designed and is ready to be distributed to potential carpoolers in the County, but it will take a large-scale marketing effort to make these surveys available to as broad an audience as possible and to promote the whole general concept. Some possible features of this ride-match program could include: a "double-blind" e-mail ride search and match service available on our website, in which personal information about both riders and drivers is limited; formal Rules of Conduct; an on-line driver and rider rating system; the offer of a Guaranteed Ride Home (with established limits); a map on our website showing Park n' Ride locations; annual membership with a "Commute Log" and various incentives or rewards; instant e-mail or phone notification to members regarding real-time ride availability or road conditions; and a website link to public transportation connections within and outside the County, to name a few. A couple interested individuals have already offered their help on a grassroots level. One has even volunteered to install a solar security light at a potential Park n' Ride lot in Laytonville. The Laytonville Lions Club has also volunteered to contribute labor and supplies to construct the site. Another interested Laytonville resident is helping drum up interest and support for a county-based rideshare program among his neighbors and stakeholders in and around the Laytonville community.

Agenda Item # 9

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: June 23, 2013



Subj: Unmet Needs

Our annual list of unmet needs follows, eighteen needs were identified, nine from the December 2012 SSTAC meeting and nine identified by Mendocino Transit over the year. Staff analyzes this list, prioritizes the needs and submits the analysis to TPC for review. Staff typically places the needs into three categories:

- **Priority Needs** to be considered when funding is available. Normally new service or major restructuring.
- **Potential Needs**-Possibly with minor changes. Normally less expensive changes such as minor route diversions, schedule adjustments an added stops.
- **Low Priority** These often are needs which are impossible to satisfy or have a very low potential of success either due to low projected ridership or great expense compared to potential ridership.
- This year we added a Fourth-**Not an Unmet Need** but deserve consideration. This would be something like amenities on buses.

The categorized list follows. None of these projects are carried over to the next year, but some will reappear as suggestions and requests are made.

Unmet Transit Needs Analysis

Dan Baxter, interim GM

Eighteen unmet needs are reviewed nine noted during SSTAC's December, 2012 meeting and nine identified by Mendocino Transit during the past year. Source (S=SSTAC and M=MTA) and number are noted.

Priority Needs to be Considered When Funding is Available

S4. Weekend Service between Willits and Ukiah

S8. Additional service between Fort Bragg and Ukiah

Potential Needs – possibly with minor changes

M1 & M2. Service to the Ukiah Valley medical Center as well as The Primary Care Clinic.

M6. Weekday Service between Jack Simpson Apartments and Raley's

S3 and M5. Service to the Consolidated Tribal Health Center (and Coyote Valley)

Low Priority Needs

S1. Saturday Service in Ukiah equivalent to weekday service

S2. Sunday local service in Ukiah

S5. Service between Brooktrails and Willits, including stop at railroad depot bicycle locker

S6. Service between Comptche, Albion Road and Fort Bragg

S7. Service from Anderson Valley to the coast in one day, through Comptche via Flynn Creek Rd.

S8. South Coast Local Routes identified in 2006 Redwood Coast Community Transit Plan

S9. More spaces for wheelchairs on buses to minimize wait time

M3. Service to Grace Hudson Museum

M4. More frequent Service to Downtown Ukiah and banks

M7. Shuttle service between Point Arena, along the ridge to Gualala and the Sea Ranch Apartments

M9. Service Fort Bragg and Downtown Sacramento via Highway 20

Not Unmet Transit Need, but Deserve Consideration

1. Offer Wi-Fi on buses

2. Offer UCSF and UC Davis Med Center as eRide destinations

To: Board of Directors

From: Dan Baxter, General Manager
Sally Webster, Finance & Personnel Manager

Date: June 21, 2013

Subj: Proposed Budgets 2013/14

The proposed 2013/14 Budget is attached as a separate document, in its usual format. This Proposed Budget is tentative in that it does not include the cost of our Tentative Agreement with the Teamsters nor does it account for any wage increases for non-represented staff.

MTA Operating

The MTA Operating budget, as presented, is in the red. That is, it shows a net loss of \$13,957. It contains no changes in service, no fare increase, no change in staffing. Except for Step Increases there are no wage increases.

Our review Unmet Transit Needs is in Agenda Item #9. As proposed, this Budget does not include and service improvements nor does it address any unmet needs. Staff would like to note that, last year MTA was able to offer major improvements on the Saturday Local 9 in Ukiah as well as improvements to our weekday service in Willits.

Sales tax-based TDA receipts in Mendocino County are growing. For fiscal year 2012/13, final receipts have increased by 3.6% compared to actual TDA income in 2011/12, but still down 4.4% compared to the high point in 2007/08.

Staff recommends approval of the Operating Budget as presented, but with the addition costs associated with the proposed labor Agreement.

Senior Center Subsidy Program

An 6.7% increase in TDA funds for MTA operations in FY 2013/14 result in the same increase in subsidies for the five Centers - Anderson Valley, Redwood Coast, South Coast, Ukiah and Willits.

Capital

With the completion of the Maintenance Facility our capital budget drops by almost 50%, to \$2.63 million. Of that \$2.17 million is to

replace three heavy-duty buses and eight vans. Over the next five years we plan on funding and completing the Admin/Ops Building as well as replacing 44 vehicles.

On the revenue side, the Admin/Ops Building is unfunded but will likely be substantially funded by federal funds. In addition, over the next five years, federal funds dwindle to almost nothing (excluding the Admin/Ops Building) with just \$25,000 planned to finish the Solar Canopy. We project \$1.9 Million in STA funds for capital projects. \$ 2.1 million comes from the two state prop 1B programs ant \$1.3 in STIP funding.

Mobility Management Program

MTA's Mobility Management Program encompasses both our Ag Worker Program as well as our eRide voucher program. The funding for this program ends December 31st so the proposed budget reflects only six months of expenditures. The Ag Program is doing well with four vans in service. As the season ends the van usage typically ends also. The eRide program has only one passenger and is lacking qualified volunteer drivers. For the time being staff intends to continue both programs.

This program is funded through a federal JARC grant and local matching funds.

Recommendation

The Operating Budget will change substantially with the adoption of Resolution 2013-04 approving the proposed labor agreement. Board members should review these budgets carefully. Approval of Resolution 2013-05 is required for timely adoption of the budget for the fiscal year beginning next week.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2013-05
ADOPTING FISCAL YEAR 2013/2014 BUDGETS

WHEREAS:

1. MTA policy calls for adoption of annual balanced budgets,
2. The MTA Board of Directors approved a Draft Budget and Claim for funds on March 28, 2013, and public funds required to balance that budget are adequate, with the potential use of State Transit Assistance and operating reserves, and
3. Staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

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

1. Adopts the Proposed Budget as presented to the Board and dated June 27, 2013, as may be revised at the meeting, including:
 - MTA Operating Budget
 - Senior Center Operating Subsidies
 - MTA & Senior Center Capital Program
 - Mobility Management Program
2. Specifically approves the following components of the Budget:
 - Public Transit Service Descriptions
 - Personnel Policies, Appendix:
 - A, 2013/2014 Wage and Staffing Table
 - B, 2013/2014 Holiday Schedule
 - C, Core Benefits (7-1-13)
 - D, Travel Reimbursement
 - E, Retirement Contributions/Vesting Schedule
 - G, Organization Chart

ADOPTION of this RESOLUTION was MOVED by Director _____, and **SECONDED** by Director _____, at a regular meeting of the MTA Board of Directors on June 27, 2013 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

James W. Mastin, Chair

Dan Baxter, General Manager

