

## Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting June 27, 2013

Ukiah Video-Conferenced with Fort Bragg

Present: Courtney, Cross - Fort Bragg; Thomas, Mastin, Strong - Ukiah  
Staff: Baxter, Beard - Fort Bragg, Webster, Butler, Blake - Ukiah  
Excused: Tarbell, Gjerde  
Others:

Chair **Mastin** called the Meeting to order at 1:36 PM.

Chair Mastin called for public comment, there was no public in attendance.

### CONSENT CALENDER

Agenda Item #2: Minutes May 23, 2013 Regular Board Meeting and Special Board Meeting May 28, 2013  
Agenda Item #3a: Service Performance Report: April 2013  
Agenda Item #4: Financial Report: April 2013  
Agenda Item #5: Board Meeting Dates and Locations  
Agenda Item #6: Capital Program: Update/Progress Report

Moved by Dir. **Cross** and Seconded Dir. by **Courtney** to approve Consent Calendar Items #2 through #6.

Approved by a Roll Call Vote:

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

**Agenda Item # 7: Mobility Management Report:** Item presented by Marketing and Planning Manager **Blake** for information only; no action was taken by the Board.

**Agenda Item #8: Facility Modernization and Solarization Program, Maintenance Facilities Project: Progress Report:** Item presented by Maintenance Manager **Butler** and GM **Baxter**. Item was presented for information only; no action was taken by the Board. Maintenance Manager **Butler** updated the Board on the progress of the project. He explained that the roof structure will be started on Monday. 28 vehicles, the majority of which are private vehicles, have been damaged with spray paint due to windy conditions.

GM **Baxter** reported that the last rendering and cost estimates for the Admin/Ops have been received. The project is pretty much ready to go and staff will be actively looking for construction funding. The final cost estimate is about 5.2 million.

He reported that Congressman Huffman may be coming to look at the maintenance facility and the solar canopy.

**Agenda Item #9: Unmet Needs: Action Review Staff Analysis:** Presented by GM **Baxter**. He reviewed the Unmet Transit Needs list identified in this fiscal year. Although the list is not carried forward from year to year, many Unmet Transit Needs will be identified again for next fiscal year.

**CLOSED SESSION:**

**Moved to Closed Session at 2:55 PM**

Conference with Labor Negotiations **Baxter** and **Webster** pursuant to GC 54957.6a re: Agreement effective July 1, 2013.

Reconvened to Open Session @ 2:30 PM

Report out of Closed Session: Chair **Mastin** reported that the Board discussed the labor negotiations with the negotiators.

**Agenda Item #10: Union Agreement for Employees Represented by Teamsters Local 665: Action Approve Resolution 2013-04:**

Moved by Dir. **Strong** and Seconded by Dir. **Thomas** to adopt Resolution 2013-04 authorizing the GM and the Chair to enter into a new three-year agreement with Teamsters Local 665 beginning July 1, 2013 and ending June 30, 2016.

Approved by a Roll Call Vote:

AYES: Cross, Courtney, Thomas, Strong, Mastin  
NOES: None

ABSTAIN: None  
ABSENT: Gjerde, Tarbell

Dir. **Courtney** left the meeting.

**Agenda Item #11: FY 2013/14 Proposed Budget: Action: Approve Resolution 2013-05:** Item presented by Finance and Personnel Manager **Webster**. She reviewed the draft Operating Budget's revenue and expenses.

She explained that the fare revenue remains flat and reflects no increase in this Budget. The budget does show a \$6,000 increase in the Sonoma County share for Route #95. There is a 6.7% increase in TDA funds, STA funds have been reduced by \$50,000 as MTA tries to wean off this funding source for operating capital. MTA may not be eligible to use STA for operating capital in two years. She proposes a revision of the Regional Apportionment (Fed Section 5311) monies from \$354,458 to \$450,000. With this increase in funding after the Union Agreement would be about \$35,000 in the red.

On the expense side of the Budget, she explains, that MTA has decreased the expenses, fuel being the biggest savings due to the fuel efficiency of the new Gilligs as well as lower prices for fuel. Experience modification in Workers' Comp went down resulting in a savings and not filling the Transportation Manager for six months also results in a savings.

She reviewed the exhibits. There is no change in service, but funding for a full year for 1 Local Willits and Saturday service to Mendocino College is added in. She explained that the Senior Centers will also receive a 6.7% increase. She also reviewed the Mobility Management Program Budget.

GM **Baxter** reviewed the Capital and Senior Budget; a five-year projection of MTA's capital funding and needs and the Senior Center vans.

Moved by Dir. **Strong** and Seconded by Dir. **Cross** to adopt Resolution 2013-05 adopting FY 2013/2014 Budgets as revised.

Approved by a Roll Call Vote:

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



**Agenda Item # 12: Management Report:** GM **Baxter** reported that MTA has reached an agreement with the Redwood Empire Fair regarding the "dirty dirt". He also reported on the meeting that he and Marketing and Planning Manager **Blake** had with the President of Mendocino College, Arturo Reyes. He is very excited about the prospect of presenting to the student body the opportunity to make an additional contribution to their student fees in exchange for the ability to ride the MTA buses. Staff is analyzing the loss in fare revenue to determine what the transportation assessment should be.

North Coast Supervisor **Beard** announced tht he is recruiting for a new driver.

Finance and personnel Manager **Webster** explained that the Ukiah office is truly understaffed and four new drivers are being trained.

Maintenance Manager **Butler** said five paratransit vans and three large vans will be starting down the assembly line the 8<sup>th</sup> of July and should be delivered sometime in the middle of August. Staff has been installing bus stop pole benches in Willits and Ukiah and will install aluminum ones on the Coast routes. They are being used quite frequently and staff is getting daily request for additional ones from passengers.

**Agenda Item #12: Matters from Directors:** No reports

Adjourned: 3:08

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Chair, Mastin

  
Glenna Blake, Marketing & Planning



**AGENDA ITEM # 3**

**To:** MTA Board of Directors  
**From:** Dan Baxter, General Manager  
**Date:** June 21, 2012



**Subj: Service Performance Report: May and Spring Quarter 2013**

Attached is the Quarterly Report for Spring 2013 (March, April and May), plus the monthly report for May 2013. Performance of MTA services for the Spring Quarter exceeded or met seven the sixteen standards and performance improved compared to Spring 2012 for eleven of the sixteen measures. Senior Center data are also included, showing all four of the standards met and improvements in two of the four.

Performance in the month of May 2013 met or exceeded standards for five of twelve measures. Compared to May 2012, performance improved for seven of the twelve.

Also attached is a year-to-date summary of statistics and performance. Due to month-to-month fluctuations, this year-to-date summary is more meaningful than the monthly reports. Compared with the same eleven months of last year, Total Public Service:

Fare Revenue	flat	0.0%
Ridership	up	2.1%
Service hours	up	2.8%
Total operating cost	up	0.4%

**That means that compared to last fiscal year after May (11 months):**

Cost per hour (hourly rate)	decreased	2.3% to \$86.57
Productivity (passengers per hour)	decreased	0.7% to 9.1
Farebox Ratio	decreased	0.4% to 15.2%
Average fare paid	decreased	2.0%to \$1.45

Most indicators are basically flat. Staff will continue to monitor and report.

# QUARTERLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
	Higher # is better	Higher # is better	Lower # is better	Lower # is better
<b>Dial-A-Rides</b>				
Spring 2012	4.1	13.7%	83.88	20.46
Summer 2012	4.0	14.0%	85.21	21.26
Fall 2012	4.1	13.8%	88.91	21.54
Winter 2012/13	4.0	14.2%	91.37	22.58
Spring 2013	3.9	13.0%	82.61	21.03
<b>STANDARD</b>	<b>4.5</b>	<b>15.0%</b>	<b>74.88</b>	<b>16.64</b>
<b>Flex Routes (***)</b>				
Spring 2012	6.4	4.7%	110.47	17.26
Summer 2012	6.9	6.4%	90.37	13.03
Fall 2012	6.8	6.7%	81.66	12.10
Winter 2012/13	5.6	6.3%	81.44	14.62
Spring 2013	6.2	6.5%	74.45	11.92
<b>STANDARD</b>	<b>8.2</b>	<b>15.0%</b>	<b>69.00</b>	<b>8.41</b>
<b>Short Distance Bus Routes (**)</b>				
Spring 2012	16.3	15.0%	93.75	5.75
Summer 2012	14.2	13.2%	90.58	6.38
Fall 2012	15.9	15.4%	87.47	5.52
Winter 2012/13	14.8	15.5%	88.56	5.99
Spring 2013	15.6	15.6%	81.43	5.20
<b>STANDARD</b>	<b>14.0</b>	<b>15.0%</b>	<b>77.37</b>	<b>5.53</b>
<b>Long Distance Bus Routes (*)</b>				
Spring 2012	4.1	14.4%	94.51	23.05
Summer 2012	4.0	17.8%	92.25	22.92
Fall 2012	4.8	18.4%	89.16	18.73
Winter 2012/13	4.2	18.5%	87.92	21.07
Spring 2013	4.7	18.4%	82.42	17.62
<b>STANDARD</b>	<b>3.2</b>	<b>15.0%</b>	<b>83.54</b>	<b>26.11</b>
<b>Senior Centers</b>				
Spring 2012	3.6	12.6%	42.26	11.74
Summer 2012	3.5	11.8%	41.07	11.73
Fall 2012	3.5	11.9%	45.09	12.88
Winter 2012/13	3.6	12.1%	43.98	12.22
Spring 2013	3.7	12.0%	42.32	11.44
<b>STANDARD</b>	<b>3.0</b>	<b>12.0%</b>	<b>53.06</b>	<b>17.69</b>

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

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

May-12	4.1	15.6%	81.07
Feb-13	4.2	15.2%	91.99
Mar-13	4.0	12.2%	83.42
Apr-13	3.8	11.8%	80.11
May-13	3.9	15.0%	84.28
<b>STANDARD</b>	<b>4.5</b>	<b>15.0%</b>	<b>74.88</b>

## Flex Routes (\*\*)

May-12	7.3	6.6%	98.11
Feb-13	6.0	7.3%	83.40
Mar-13	6.0	5.8%	76.73
Apr-13	6.6	6.3%	69.38
May-13	6.1	7.3%	77.33
<b>STANDARD</b>	<b>8.2</b>	<b>15.0%</b>	<b>69.00</b>

## Short Distance Bus Routes (\*\*)

May-12	16.0	16.1%	92.11
Feb-13	16.4	17.7%	91.34
Mar-13	15.5	13.5%	82.79
Apr-13	16.0	15.4%	78.84
May-13	15.4	17.7%	82.70
<b>STANDARD</b>	<b>14.0</b>	<b>15.0%</b>	<b>77.37</b>

## Long Distance Bus Routes (\*)

May-12	4.4	17.1%	91.14
Feb-13	4.5	18.6%	90.31
Mar-13	4.6	15.9%	79.60
Apr-13	4.5	17.1%	82.62
May-13	5.0	21.9%	84.99
<b>STANDARD</b>	<b>3.2</b>	<b>15.0%</b>	<b>83.54</b>

(\*) 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

Comparison FY 11/12 - FY 12/13		YTD Through				May-13				YTD Through				May-13				YTD Through				May-13			
		11/12 Fare Revenue	12/13 Fare Revenue	Amount Diff	% Diff	11/12 Pass	12/13 Pass	Amount Diff	% Diff	11/12 Service Hours	12/13 Service Hours	Amount Diff	% Diff	11/12 Total Cost	12/13 Total Cost	Amount Diff	% Diff	11/12 Total Cost	12/13 Total Cost	Amount Diff	% Diff				
Route/Run																									
02 Willits - DAR		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
03 Ukiah - DAR		61,474	54,733	(6,741)	-11.0%	20,962	20,142	(820)	-3.9%	5,597	5,489	(108)	-1.9%	458,562	471,698	13,136	2.9%	458,562	471,698	13,136	2.9%				
04 Fort Bragg - DAR		51,675	54,245	2,570	5.0%	15,106	16,543	1,437	9.5%	3,509	3,629	120	3.4%	291,972	325,094	33,122	11.3%	291,972	325,094	33,122	11.3%				
Total Dial-A-Ride		113,149	108,978	(4,171)	-3.7%	36,068	36,685	617	1.7%	9,106	9,118	12	0.1%	750,534	796,792	46,258	6.2%	750,534	796,792	46,258	6.2%				
08 Local Evening Service		14,276	11,628	(2,648)	-18.5%	16,809	14,013	(2,796)	-16.6%	2,145	2,204	59	2.7%	204,657	176,394	(28,263)	-13.8%	204,657	176,394	(28,263)	-13.8%				
Total Flex Routes		14,276	11,628	(2,648)	-18.5%	16,809	14,013	(2,796)	-16.6%	2,145	2,204	59	2.7%	204,657	176,394	(28,263)	-13.8%	204,657	176,394	(28,263)	-13.8%				
01 Willits - Flex		5,034	7,001	1,967	39.1%	5,261	8,906	3,645	69.3%	1,034	2,066	1,032	99.8%	125,417	172,125	46,708	37.2%	125,417	172,125	46,708	37.2%				
05 Bragg>About		13,807	14,438	631	4.6%	19,794	21,659	1,865	9.4%	2,463	2,466	3	0.1%	181,978	175,883	(6,095)	-3.3%	181,978	175,883	(6,095)	-3.3%				
06 Bragg>About - Saturday		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
07 Jitney		3,237	1,898	(1,339)	-41.4%	5,286	3,849	(1,437)	-27.2%	365	348	(17)	-4.7%	31,455	30,974	(481)	-1.5%	31,455	30,974	(481)	-1.5%				
09 Local		134,112	131,542	(2,570)	-1.9%	169,631	171,751	2,120	1.2%	7,787	7,895	108	1.4%	639,495	639,491	(4)	-0.0%	639,495	639,491	(4)	-0.0%				
15 Laytonville-Willits		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
20 & 21 Willits		58,605	58,509	(96)	-0.2%	43,778	42,555	(1,223)	-2.8%	3,664	3,551	(113)	-3.1%	408,609	391,689	(16,920)	-4.1%	408,609	391,689	(16,920)	-4.1%				
30 Redwood Valley		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
40 Potter Valley		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
52 Talmage		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
54 Hopland		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
Total Inland Routes		214,795	213,388	(1,407)	-0.7%	243,750	248,720	4,970	2.0%	15,313	16,327	1,014	6.6%	1,386,954	1,410,162	23,208	1.7%	1,386,954	1,410,162	23,208	1.7%				
60 Coaster		10,713	12,210	1,497	14.0%	13,246	15,836	2,590	19.6%	1,409	1,397	(12)	-0.9%	133,300	125,727	(7,573)	-5.7%	133,300	125,727	(7,573)	-5.7%				
61 Coaster - Saturday		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
65 CC Rider		94,389	103,349	8,960	9.5%	11,140	12,475	1,335	12.0%	3,306	3,297	(9)	-0.3%	313,257	302,607	(10,650)	-3.4%	313,257	302,607	(10,650)	-3.4%				
66 Coast to Coast		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
74 Gualala - Saturday		2,405	2,128	(277)	-11.5%	845	832	(13)	-1.5%	426	417	(9)	-2.1%	37,228	35,766	(1,462)	-3.9%	37,228	35,766	(1,462)	-3.9%				
75 Gualala		16,729	16,299	(430)	-2.6%	8,516	9,210	694	8.1%	2,142	2,125	(18)	-0.8%	184,593	180,687	(3,906)	-2.1%	184,593	180,687	(3,906)	-2.1%				
95 Point Arena-Santa Rosa		34,050	32,577	(1,473)	-4.3%	8,199	7,850	(349)	-4.3%	3,172	3,168	(4)	-0.1%	270,909	265,840	(5,069)	-1.9%	270,909	265,840	(5,069)	-1.9%				
Total Coastal & Long Routes		158,286	166,563	8,277	5.2%	41,946	46,203	4,257	10.1%	10,455	10,403	(52)	-0.5%	939,287	910,626	(28,661)	-3.1%	939,287	910,626	(28,661)	-3.1%				
Total Public Service		500,506	500,557	51	0.0%	338,573	345,621	7,048	2.1%	37,019	38,052	1,033	2.8%	3,281,432	3,293,975	12,543	0.4%	3,281,432	3,293,975	12,543	0.4%				
97 Contract Services		52,773	58,528	5,755	10.9%	6,360	6,856	496	7.8%	1,011	1,114	103	10.1%	64,372	70,193	5,821	9.0%	64,372	70,193	5,821	9.0%				
98 Charter		45,940	35,874	(10,066)	-21.9%	12,493	9,555	(2,938)	-23.5%	524	419	(106)	-20.1%	38,857	30,082	(8,795)	-22.6%	38,857	30,082	(8,795)	-22.6%				
Total Other		98,713	94,402	(4,311)	-4.4%	18,853	16,411	(2,442)	-13.0%	1,535	1,532	(3)	-0.2%	103,229	100,255	(2,974)	-2.9%	103,229	100,255	(2,974)	-2.9%				
Total		599,219	594,959	(4,260)	-0.7%	357,426	362,032	4,606	1.3%	38,554	39,584	1,030	2.7%	3,384,661	3,394,230	9,569	0.3%	3,384,661	3,394,230	9,569	0.3%				
		594,959																							
		39,584																							

Subsidy, Ft Bragg DAR (RORC) 1,427,814



# Mendocino Transit Authority

FY 11/12 - FY 12/13

## Year to Date Performance Comparison

Saturday July 13, 2013

File(Budget12\ROUTEYTD)

Route/Run	YTD Through May-13			YTD Through May-13			YTD Through May-13			YTD Through May-13			YTD Through May-13		
	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	11/12 Average Fare	12/13 Average Fare	Amount Diff
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	81.93	85.93	4.00	4.9%	3.7	3.7	-0.1	-2.0%	13.4%	11.6%	-1.8%	-13.4%	2.93	2.72	-0.22
04 Fort Bragg - DAR	83.21	89.58	6.38	7.7%	4.3	4.6	0.3	5.9%	17.7%	16.7%	-1.0%	-5.7%	3.42	3.28	-0.14
Total Dial-A-Ride	82.42	87.38	4.96	6.0%	4.0	4.0	0.1	1.6%	15.1%	13.7%	-1.4%	-9.3%	3.14	2.97	-0.17
08 Local Evening Service	95.41	80.04	-15.37	-16.1%	7.8	6.4	-1.5	-18.9%	7.0%	6.6%	-0.4%	-5.5%	0.85	0.83	-0.02
Total Flex Routes	95.41	80.04	-15.37	-16.1%	7.8	6.4	-1.5	-18.9%	7.0%	6.6%	-0.4%	-5.5%	0.85	0.83	-0.02
01 Willits - Flex	121.29	83.31	-37.99	-31.3%	5.1	4.3	-0.8	-15.3%	4.0%	4.1%	0.1%	1.3%	0.96	0.79	-0.17
05 Bragg/About	73.88	71.31	-2.57	-3.5%	8.0	8.8	0.7	9.3%	7.6%	8.2%	0.6%	8.2%	0.70	0.67	-0.03
06 Bragg/About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	86.18	89.01	2.83	3.3%	14.5	11.1	-3.4	-23.6%	10.3%	6.1%	-4.2%	-40.5%	0.61	0.49	-0.12
09 Local	82.12	81.00	-1.12	-1.4%	21.8	21.8	0.0	-0.1%	21.0%	20.6%	-0.4%	-1.9%	0.79	0.77	-0.02
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	111.52	110.30	-1.22	-1.1%	11.9	12.0	0.0	0.3%	14.3%	14.9%	0.6%	4.1%	1.34	1.37	0.04
30 Redwood Valley	ERR	ERR	ERR	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	ERR	ERR	ERR
52 Talmage	ERR	ERR	ERR	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	ERR	ERR	ERR
Total Inland Routes	90.57	86.37	-4.20	-4.6%	15.9	15.2	-0.7	-4.3%	15.5%	15.1%	-0.4%	-2.3%	0.88	0.86	-0.02
60 Coaster	94.61	90.02	-4.58	-4.8%	9.4	11.3	1.9	20.6%	8.0%	9.7%	1.7%	20.8%	0.81	0.77	-0.04
61 Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
5 CC Rider	94.75	91.79	-2.96	-3.1%	3.4	3.8	0.4	12.3%	30.1%	34.2%	4.0%	13.3%	8.47	8.28	-0.19
0 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
0 Coast to Coast - Saturday	87.39	85.73	-1.66	-1.9%	2.0	2.0	0.0	0.5%	6.5%	5.9%	-0.5%	-7.9%	2.85	2.56	-0.29
74 Gualala	86.18	85.05	-1.13	-1.3%	4.0	4.3	0.4	9.0%	9.1%	9.0%	-0.0%	-0.5%	1.96	1.77	-0.19
95 Point Arena-Santa Rosa	85.41	83.91	-1.49	-1.7%	2.6	2.5	-0.1	-4.1%	12.6%	12.3%	-0.3%	-2.5%	4.15	4.15	-0.00
Total Coastal & Long Routes	89.84	87.53	-2.31	-2.6%	4.0	4.4	0.4	10.7%	16.9%	18.3%	1.4%	8.5%	3.77	3.61	-0.17
Total Public Service	88.64	86.57	-2.08	-2.3%	9.1	9.1	-0.1	-0.7%	15.3%	15.2%	-0.1%	-0.4%	1.48	1.45	-0.03
97 Contract Services	63.67	63.03	-0.64	-1.0%	6.3	6.2	-0.1	-2.1%	82.0%	83.4%	1.4%	1.7%	8.30	8.54	0.24
98 Charter	74.15	71.83	-2.32	-3.1%	23.8	22.8	-1.0	-4.2%	118.2%	119.3%	1.1%	0.9%	3.68	3.75	0.08
Total Other	67.25	65.44	-1.81	-2.7%	12.3	10.7	-1.6	-12.8%	95.6%	94.2%	-1.5%	-1.5%	5.24	5.75	0.52
Total	87.79	85.76	-2.04	-2.3%	9.3	9.1	-0.1	-1.3%	17.7%	17.5%	-0.2%	-1.0%	1.68	1.64	-0.03

## Comparison

FY 11/12 - FY 12/13

Description	YTD Through May-13			% Diff
	11/12	12/13	Amount Diff	
Mileage	595,473	641,633	46,160	7.8%
Mileage Based Costs	663,190	657,873	(5,317)	-0.8%
Hourly Based Costs	1,352,878	1,398,537	45,659	3.4%
Direct Costs	319,125	328,859	9,734	3.1%
Overhead Costs	1,049,469	1,008,961	(40,508)	-3.9%
Total Costs	3,384,662	3,394,230	9,568	0.3%

## Charter Rate Calculation: Cost per mile calculation:

Actual	Plus	Plus	Hourly Rate Calculation:
0.648	42.30%	10.0%	Actual Hourly Rate
1.024	Overhead	Profit	Plus Direct Costs
1.903	MiniVan	1.01	Hourly Rate
1.278	Van/Small Bus	1.61	Plus Overhead
	Coach	2.98	Hourly Rate
	Combined	2.00	Plus Profit

31.01	Hourly Rate Calculation:
23.5%	Actual Hourly Rate
38.30	Plus Direct Costs
42.30%	Hourly Rate
54.50	Plus Overhead
65.40	Hourly Rate
20.0%	Plus Profit



## Agenda Item # 4

To: Board of Directors  
From: Sally Webster, Finance & Personnel Manager  
Date: July 17, 2013  
Subj: Financial Statements as of May 2013

Attached are Financial Statements for the month ending May 2013. The Income Statement shows a gain of \$29,254 and a \$103,597 *positive* budget performance. Comparing year-to-date through May 13 to May 12: Operating Revenue is down (\$9,050) (1.2%). Other Revenue is up 5.2% and Operating Expenses are up 0.4% compared to the previous year. Our operating expenses compared to our budget are down (5.0%).

The Mobility Management Program is reflected in the financial statements. Grants do not cover the cost of the program, therefore MTA other 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 \$37,072 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 eleven months ending**

**May-13**

Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	734,162	733,771	391	0.1%
Other Revenue	2,773,019	2,817,656	(44,637)	-1.6%
<b>Total Revenue</b>	<b>3,507,181</b>	<b>3,551,427</b>	<b>(44,246)</b>	<b>-1.2%</b>
<b>Operating Expenses</b>				
Transportation	2,441,614	2,554,060	(112,446)	-4.4%
Maintenance	392,449	400,062	(7,613)	-1.9%
Administration	612,753	674,048	(61,295)	-9.1%
<b>Total Operating Expenses</b>	<b>3,446,816</b>	<b>3,628,170</b>	<b>(181,354)</b>	<b>-5.0%</b>
Other (Income)/Expense	(538)	(2,400)	1,862	-77.6%
<b>Mobility Management Program</b>				
Revenue	51,504		51,504	ERR
Expense	(83,153)		(83,153)	ERR
<b>Net Gain/(Loss) Before Depreciation</b>	<b>29,254</b>	<b>(74,343)</b>	<b>103,597</b>	<b>ERR</b>

# Mendocino Transit Authority

**Balance Sheet as of .....**

**May-13**

Description	\$	\$
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash	907,393	
A/R, Prepaid Expenses & Inventory	1,512,991	
<b>Total Other Current Assets</b>		<b>2,420,384</b>
Property, Plant & Equip Net of Depreciation		8,196,021
Investment - Deferred		0
<b>Total Assets</b>		<b>10,616,405</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Current Liabilities</b>		
Accounts Payable & Accruals	646,580	
Other Liabilities	796,249	
Provision for Restricted Funds	164,092	
<b>Total Current Liabilities</b>		<b>1,606,921</b>
Deferred Compensation Payable		0
<b>Total Liabilities</b>		<b>1,606,921</b>
<b>Fund Equity</b>		
Contributed Capital	8,319,291	
Retained Earnings	690,193	
<b>Total Fund Equity</b>		<b>9,009,484</b>
<b>Total Liabilities and Equity</b>		<b>10,616,405</b>



## REVENUE - Budget to Actual Comparison

Date: 13-Jul-13

Dpt	A/C #	Description	May-13 Budget	May-13 Actual	May-13 Variance	May-13 %	YTD Budget	YTD Actual	YTD Variance	YTD %
<b>Operating Revenue</b>										
40.	401.100	Fares-Passenger	30,934	34,534	3,600	11.6%	339,730	347,450	7,720	2.3%
40.	401.200	Fares Paid by Agencies	14,826	18,617	3,791	25.6%	162,829	153,109	(9,720)	-6.0%
40.	402.200	Contract Service	4,583	5,109	526	11.5%	50,417	52,975	2,558	5.1%
40.	405.100	Charter	4,238	6,146	1,908	45.0%	24,617	37,337	12,720	51.7%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	8,594	2,450	(6,144)	-71.5%
40.	409.200	Sonoma County Participation	13,417	12,111	(1,306)	-9.7%	147,583	140,841	(6,742)	-4.6%
		<b>Total</b>	<b>68,780</b>	<b>76,517</b>	<b>7,737</b>	<b>11.2%</b>	<b>733,771</b>	<b>734,162</b>	<b>391</b>	<b>0.1%</b>

## Other Revenue

40.	409.100	TDA - Operations	180,425	180,425	(0)	-0.0%	1,984,678	1,984,678	0	0.0%
40.	409.110	STA - Operations	29,167	29,167	0	0.0%	320,833	320,833	(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%	324,920	324,920	0	0.0%
40.	413.110	Welfare to Work Grant	43,677		(43,677)	-100.0%	131,031	89,179	(41,852)	-31.9%
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%	20,628	20,628	0	0.0%
40.	407.210	Maintenance Labor Revenue	3,167	5,002	1,835	58.0%	34,833	30,822	(4,011)	-11.5%
40.	407.220	Maintenance Parts Revenue	0	227	227	ERR	0	1,172	1,172	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	40	(27)	-40.0%	733	787	54	7.3%
		<b>Total</b>	<b>287,916</b>	<b>246,274</b>	<b>(41,642)</b>	<b>-14.5%</b>	<b>2,817,656</b>	<b>2,773,019</b>	<b>(44,637)</b>	<b>-1.6%</b>
		Combined - Oper/Other Rev	356,695	322,791	(33,904)	-9.5%	3,551,427	3,507,181	(44,246)	-1.2%

## Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		1,110	1,110			7,966	7,966	
41.	401.200	Fares Paid by Agencies			0				0	
41.	402.200	Contract Service			0				0	
41.	411.100	State Grant - Ag Worker/Commute Study			0				0	
41.	413.110	Federal Operating Grant - JARC			0			43,538	43,538	
41.	413.200	Federal Planning Grant - Commute Study			0				0	
41.	407.500	Other Income			0				0	
		<b>Total</b>	<b>0</b>	<b>1,110</b>	<b>1,110</b>		<b>0</b>	<b>51,504</b>	<b>51,504</b>	
		Combined	356,695	323,901	(32,794)	-9.2%	3,551,427	3,558,685	7,258	0.2%

Fares - Passenger/Agency	45,760	53,151	7,391	16.2%	502,560	500,559	(2,001)	-0.4%
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# Mendocino Transit Authority - Public Service

File: (Budget13\EXPCUMBA)

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

YTD thru May-13 Saturday July 13, 2013

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	1,152,805	184,050	288,041	1,624,896	1,136,595	192,454	272,921	1,601,970	(22,926)	-1.4%	41,403	1,643,373
Wages-Vac/Sick/Hol	192,892	39,713	50,771	283,376	192,966	39,100	45,483	277,549	(5,827)	-2.1%	5,359	282,908
Health	353,245	50,242	50,242	453,729	316,565	42,935	34,886	394,386	(59,343)	-13.1%	6,987	401,373
Workers Comp	112,989	13,602	1,908	128,498	112,948	14,873	2,030	129,851	1,353	1.1%	278	130,129
Retirement	104,547	19,494	26,322	150,364	99,087	20,260	23,896	143,243	(7,121)	-4.7%	3,552	146,795
Payroll Taxes	37,994	6,241	8,490	52,725	38,296	6,937	9,108	54,341	1,616	3.1%	1,448	55,789
Uniform Allowance	7,575	6,050		13,625	5,642	5,844		11,486	(2,139)	-15.7%		11,486
Travel Expenses	4,950	2,292	5,410	12,652	5,146	1,618	4,511	11,275	(1,377)	-10.9%	420	11,695
Outside Labor	2,403	4,744	77,572	84,719	4,455	8,741	73,213	86,409	1,690	2.0%	3,613	90,022
Fuel-Revenue Vehicles	451,062			451,062	409,002			409,002	(42,060)	-9.3%	6,021	415,023
Tires/Tubes-Revenue Vehicles	13,762			13,762	14,696			14,696	934	6.8%	2,680	17,376
Parts-Revenue Vehicles	17,429			17,429	13,443			13,443	(3,986)	-22.9%		13,443
Expense Parts		31,372		31,372		22,669		22,669	(8,703)	-27.7%		22,669
Non-Capital Equipment		825		825		1,731		1,731	906	109.8%		1,731
Office Supplies	2,300	2,200	917	5,417	2,168	1,016	1,040	4,224	(1,193)	-22.0%		4,224
Subscriptions	475		12,375	12,850	331		10,861	11,192	(1,658)	-12.9%	233	11,425
Dues & Memberships	675		1,454	2,129	674		384	1,058	(1,071)	-50.3%		1,058
Janitorial Supplies	305		6,100	6,405	375		5,593	5,968	(437)	-6.8%		5,968
Shop Supplies		12,045		12,045		10,484		10,484	(1,561)	-13.0%		10,484
R & M-Buildings & Property		2,750		2,750		1,819		1,819	(931)	-33.9%		1,819
Shelter Expense		8,875		8,875		7,830		7,830	(1,045)	-11.8%		7,830
Telephone	9,273	1,100	10,971	21,344		2,371		2,371	354	17.6%		2,371
Utilities	6,665		19,255	25,920	8,622	1,113	11,986	21,721	377	1.8%	879	22,600
Insurance	49,829	8,708	5,500	64,037	6,648	2,380	16,562	25,590	(330)	-1.3%		25,590
Purchased Transportation					36,373	7,479	5,750	49,602	(14,435)	-22.5%	9,680	59,282
Marketing					1,227			1,227	1,227	ERR		1,227
Training			103,405	103,405			90,160	90,160	(13,245)	-12.8%	600	90,760
Board Expense	6,049	2,292	1,800	10,140	8,463	660	732	9,855	(285)	-2.8%		9,855
Miscellaneous			3,150	3,150			3,245	3,245	95	3.0%		3,245
Vehicle Rental	4,142	550	110	4,802	3,505	59	12	3,576	(1,226)	-25.5%		3,576
Equipment Rental					1,313			1,313	1,313	ERR		1,313
Property Rental	22,695	900	255	1,155		75	380	455	(700)	-60.6%		455
Total	2,554,060	400,062	674,048	3,628,170	2,441,617	392,448	612,753	3,446,818	(181,352)	-5.0%	83,153	3,529,971



# Mendocino Transit Authority

Budget to Actual Income Statement for eleven months ending

May-13

Description	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
<b>Capital Revenue:</b>				
State Grants	2,503,094	2,580,546	(77,452)	97.0%
STA - Capital	144,940	191,920	(46,980)	75.5%
R/STIP		427,986	(427,986)	0.0%
Federal	1,091,159	1,730,000	(638,841)	63.1%
Transfer from Transit Reserve	9,299	13,154	(3,855)	70.7%
Local - Other	78,055		78,055	ERR
Sale of Assets	18,692		18,692	ERR
Interest Income	12,343		12,343	ERR
Other		86,875	(86,875)	0.0%
<b>Total Revenue</b>	<b>3,857,582</b>	<b>5,030,481</b>	<b>(1,172,899)</b>	<b>76.7%</b>

<b>Capital Expenses:</b>	<b>Project</b>				
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	ERR
				0	ERR
				0	ERR
				0	ERR
				0	ERR
				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	16,867	49,500	(32,633)	34.1%
				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	ERR
Solar Canopy	c/o 81	76,607	521,323	(444,716)	14.7%
Alt Fuel Infrastructure - Construction	c/o 82	1,285,238	1,492,714	(207,476)	86.1%
Admin/Ops - Preliminary Design	89	100,072	0	100,072	ERR
Willits Senior Center	113	69,299	73,154	(3,855)	94.7%
Redwood Coast Senior Center				0	ERR
Misc - Other				0	ERR
<b>Total Expenses</b>		<b>3,932,781</b>	<b>5,015,488</b>	<b>(1,082,707)</b>	<b>78.4%</b>

<b>Net Gain/(Loss) before Carryover</b>	<b>(75,199)</b>	<b>14,993</b>	<b>(90,192)</b>
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## FY 2011/12 Carryover

STA - Capital	38,127	38,127	0	100.0%
Transfer from Transit Reserve			0	ERR

<b>Net Gain/(Loss)</b>	<b>(37,072)</b>	<b>53,120</b>	<b>(90,192)</b>
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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
<b>2013</b>				
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
December 19	1:30	Fort Bragg	Ukiah	General Manager Evaluation 2013/14 Transit Needs: Fort Bragg
<b>2014</b>				
January 23	1:30	Ukiah	Fort Bragg	
February 27	1:30	Willits	only	Initial 2014/15 Budget Discussion
March 27	1:30	Fort Bragg	Ukiah	DRAFT 2014/15 Budget & Claim
April 24	1:30	Point Arena	only	Proposed 2014/15 Budget
May 22	1:30	Fort Bragg	Ukiah	Proposed 2014/15 Budget
June 26	1:30	Ukiah	Fort Bragg	FINAL 2014/15 Budget





To: MTA Board of Directors  
 From: Dan Baxter, General Manager  
 Date: July 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 and spec'd, 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 out, Contract should be awarded this meeting

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.





Agenda Item # 7

To: Board of Directors  
From: Glenna Blake, Marketing & Planning  
Date: 7/18/2013  
Subject: Unmet Transit Needs FY 2014/15

GB

As you know, MTA collects the Unmet Transit Needs submitted in a variety of ways during the fiscal year. This is the first Unmet Transit Needs public forum for the FY 2014/15.

The following Unmet Transit Needs have been identified for FY 2014/15 as of 7/18/2013:

- Bus service to Potter Valley
- Bus service in Ukiah on Sundays
- Bus service from Ukiah to the Coast and back on the same day

**Staff Recommendation:**

Solicit public input of additional Unmet Transit Needs for the community of Willits and add to the list.





TO: Board of Directors  
 From: Dan Baxter, General Manager  
 Date: July 15, 2013



**Subject: Updated Parity for Non-Represented Employees**

On the next page is staff's update of our March, 2012 Parity Study. As you no doubt recall, the 2012 study revealed that non-represented MTA staff earned substantially less for comparable positions in peer agencies. In light of this study, the Board authorized Wage and Salary increases that brought non-represented staff to 82% of the mean Benchmark Salary established by the Survey (and later moved the General Manager to 85%). The Board also directed staff to up-date the survey annually, using the Bay Area Cost of Living (the same COLA used for represented employees). The Board directed that the Survey itself be updated every three to five years. The stated goal is to eventually move staff Salaries and Wages to 100% of the Benchmark. The attached revision uses the current approved top step salary scale, which is 82% of the mean, and increases that figure by the Bay Area COLA of 3%. Staff offers three different percentages of the new benchmark for discussion. Please note that the Total Cost provided assumes that all staff are at top step and that all positions are filled, neither of which is the case, making the short-term costs somewhat less.

Recommendation: Staff recommends that the Board carefully review the attached sheet and the accompanying costs. The Board may wish to consider amending the Resolutions accompanying Agenda Items 12 & 13. You may also wish to direct staff to continue to update the study.

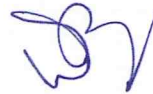
# Potential Top Step Wages FY 12/13

July 15, 2013

		New TOPLEVEL July 2012 BENCHMARK + 3.0% COLA	FY 13/14 Rate as approved in Prelim Budget	Goal: 85% of new BENCHMARK			Goal: 87.5% of new BENCHMARK	Goal: 90% of new BENCHMARK	Raise Amount and %	90%		Annual Hours	Total Cost			
				Goal: 85% of new BENCHMARK		Goal: 87.5% of new BENCHMARK				Goal: 90% of new BENCHMARK			85%	87.5%	90%	
Position				TL plus COLA	Goal >>			85%		87.5%						
Management	General Manager	\$ 121,783	\$104,018.00	\$103,515	\$106,559.98	\$109,604.55	-0.5%	\$2,542	2.4%	\$5,587	5.4%	2080	-\$503	\$2,542	\$5,587	
	Transportation Manager	\$47.06	\$38.77	\$40.00	\$41.17	\$42.35	3.2%	\$2.40	6.2%	\$3.58	9.2%	2080	\$2,547	\$4,994	\$7,441	
	Finance/Personnel Manager	\$41.51	\$34.21	\$35.29	\$36.32	\$37.36	3.2%	\$2.12	6.2%	\$3.16	9.2%	2080	\$2,247	\$4,405	\$6,564	
	Marketing /Planning Manager	\$41.51	\$34.21	\$35.29	\$36.32	\$37.36	3.2%	\$2.12	6.2%	\$3.16	9.2%	2080	\$2,247	\$4,405	\$6,564	
	Maintenance Manager	\$47.06	\$38.77	\$40.00	\$41.17	\$42.35	3.2%	\$2.40	6.2%	\$3.58	9.2%	2080	\$2,547	\$4,994	\$7,441	
Operations	Dial-a-Ride Supervisor	\$29.39	\$24.21	\$24.98	\$25.71	\$26.45	3.2%	\$1.50	6.2%	\$2.23	9.2%	2080	\$1,590	\$3,119	\$4,647	
	Operations Supervisor	\$29.39	\$24.21	\$24.98	\$25.71	\$26.45	3.2%	\$1.50	6.2%	\$2.23	9.2%	2600	\$1,988	\$3,898	\$5,808	
	Lead Trainer	\$29.39	\$24.21	\$24.98	\$25.71	\$26.45	3.2%	\$1.50	6.2%	\$2.23	9.2%	2080	\$1,590	\$3,119	\$4,647	
	Transportation Superintendent	\$35.26	\$29.17	\$29.97	\$30.86	\$31.74	2.7%	\$1.68	5.8%	\$2.56	8.8%	2080	\$1,665	\$3,499	\$5,333	
Administration	Finance/Personnel Assistants	\$30.75	\$25.34	\$26.14	\$26.91	\$27.68	3.2%	\$1.57	6.2%	\$2.34	9.2%	2080	\$1,664	\$3,263	\$4,862	
	Marketing/Planning Assistants	\$30.75	\$25.34	\$26.14	\$26.91	\$27.68	3.2%	\$1.57	6.2%	\$2.34	9.2%	2080	\$1,664	\$3,263	\$4,862	
	Mobility Management Coordinator	\$30.75	\$25.34	\$26.14	\$26.91	\$27.68	3.2%	\$1.57	6.2%	\$2.34	9.2%	1040	\$832	\$1,632	\$2,431	
	Bilingual Receptionist	\$18.96	\$15.62	\$16.11	\$16.59	\$17.06	3.2%	\$0.97	6.2%	\$1.44	9.2%	2080	\$1,026	\$2,012	\$2,998	
Administrative Secretary			Vacant	Vacant					3.2%		\$0.97	6.2%	0	vacant		
													21,105	45,144	69,184	



TO: Board of Directors  
From: Dan Baxter, General Manager  
Date: July 16, 2013



**Subject: Wage and Salary Adjustments: Non-Represented Employees**

At our June 27, 2013 meeting the Board approved new Union Agreement for Represented Employees which included a 3.5% wage increase for those employees. The Board also approved a budget which included a 3.5% increase for all employees but the approved resolution only included represented employees. Appendix A in the budget section reflects the 3.5% increase for represented and non-represented staff.

Recommendation: Staff recommends that the Board review Appendix A and approve resolution 2013-07 authorizing a 3.5% wage increase for non-represented staff or another amount, as amended.

MENDOCINO TRANSIT AUTHORITY  
RESOLUTION 2013-07

GRANTING RAISES FOR NON-REPRESENTED EMPLOYEES  
EFFECTIVE JULY 1, 2013

WHEREAS:

1. The MTA Board of Directors is empowered to and responsible for establishing wage and salary levels, and
2. The MTA Board of Directors, at their June 27, 2013 meeting amended and approved a Budget including a 3.5% wage increase for all employees, and
3. Sufficient funding has been identified to finance the proposed compensation improvements.

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

Grants all non-represented employees a wage increase of 3.5% or other amount as amended, effective July 1, 2013.

ADOPTION of this RESOLUTION, as amended, was MOVED by Director \_\_\_\_\_ and SECONDED by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on July 25, 2013 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Jim Mastin, Chairman

\_\_\_\_\_  
Dan Baxter, General Manager

AGENDA ITEM # 13

TO: Board of Directors  
From: Dan Baxter, General Manager  
Date: July 16, 2013



**Subject: General Manager's Contract and Salary**

At our June 27, 2013 meeting the Board approved new Union Agreement for Represented Employees which included a 3.5% wage increase for those employees. The Board also approved a budget which included a 3.5% increase for all employees, including the General Manager. But the General Manager's Contract and Salary are always discussed and reviewed separately. A 3.5% increase for the General Manager would increase the top step compensation from \$100,500 to \$104,018 and the current compensation would increase from \$91,166 to \$94,357.

Recommendation: Discuss and adopt Resolution 2013-08 authorizing the Chair to amend the General Manager's Contract and grant a 3.5% wage increase or other amount, as amended.



MENDOCINO TRANSIT AUTHORITY  
RESOLUTION 2013-08

AMENDING THE GENERAL MANAGER'S CONTRACT AND GRANTING A RAISE  
EFFECTIVE JULY 1, 2013

WHEREAS:

1. The MTA Board of Directors is empowered to and responsible for establishing wage and salary levels, and
2. The MTA Board of Directors, at their June 27, 2013 meeting amended and approved a Budget including a 3.5% wage increase for all employees, including the General Manager, and
3. Sufficient funding has been identified to finance the proposed compensation improvement.

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

Authorizes the Chair to amend the General Manager's Contract in order to reflect a wage increase of 3.5% or other amount as amended, effective July 1, 2013.

ADOPTION of this RESOLUTION, as amended, was MOVED by Director \_\_\_\_\_ and SECONDED by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on July 25, 2013 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Jim Mastin, Chairman

\_\_\_\_\_  
Dan Baxter, General Manager

TO: Board of Directors  
From: Dan Baxter, General Manager  
Date: July 16, 2013



**Subject: FINAL FY 2013/13 Budgets**

Following is the approved, revised Budget document. Please discard the Tentative Proposed version and insert this one in your binder.

As approved at our June 27, 2013 meeting this budget includes no service, fare or staffing changes. It does include a 3.5% wage increase for all staff and offers a 2% match to the 457 plan.

The operating budget shows a shortfall of \$25,212, covered by operating reserves. Please note that we are still waiting to hear about our JARC Grant application to help with the operating expenses of our Evening Ukiah Service.

