

Mendocino Transit Authority

Board of Directors

Lunch at Chowder House, 790 Port Road, Point Arena, 12 noon

Regular Meeting Agenda

September 26, 2013

1:30 pm

Point Arena  
RCMS Dental Facility  
175 Main Street  
Conference Room

AGENDA ITEM PAGE

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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 July 25, 2013 Board Meeting 1  
Action: Approve
3. Preliminary Year-End Performance Report: 7  
Information.
4. Financial Report: no report  
Information.
5. Board Meeting Dates and Locations 11  
Information.
6. Capital Program: Update/Progress Report 13  
Information.

## Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting July 25, 2013

### Willits

Present: Strong, Tarbell, Courtney, Gjerde  
Staff: Baxter, Webster, Butler, Blake  
Excused: Cross, Thomas, Mastin  
Others: Bruce Richard

Vice Chair **Tarbell** called the meeting to order as a committee of the Board due to a lack of a quorum at 1:32 PM.

#### **Agenda Item # 7: Unmet Transit Needs for 2014/15 - Willits Area:**

**Solicit Input, start list:** Item presented by Marketing & Planning Manager **Blake**. She reviewed the Unmet Transit Needs that had been identified thus far.

Dir. **Strong** identified the need for bus service between Ukiah and Willits on Saturdays.

**Agenda Item #8: Mobility Management Report:** Item presented by Marketing and Planning Manager **Blake** for information only; no action was taken by the Board.

Dir. **Gjerde** arrived at 1:40 PM

At 1:42 PM. Vice Chair **Tarbell** reconvened the Board meeting to Order.

Vice Chair **Tarbell** called for public comment. There was no public in attendance.

#### **CONSENT CALENDER**

**Agenda Item #2: Minutes June 27, 2013 Regular Board Meeting**  
**Agenda Item #3a: Service Performance Report: Spring Quarter, and May 2013**  
**Agenda Item #4: Financial Report: May 2013**  
**Agenda Item #5: Board Meeting Dates and Locations**  
**Agenda Item #6: Capital Program: Update/Progress Report**

Dir. **Strong** pointed out that there was an error in the minutes regarding the timing of the Closed Session. They should read

Solicitation of bids began with public notices in the local newspapers, posting the RFP on the MTA web site and copies of the complete RFP were sent to four qualified local contractors.

Only one bid from Mendocino Construction was received. Staff recommends the Board award the contract to Mendocino Construction for grading, compacting and paving the Willits bus Yard with 3" of asphalt, plus grading and compacting the driveway, at a cost not to exceed \$45,000.

Moved by Dir. **Gjerde** and Seconded by Dir. **Courtney** to adopt Resolution 2013-06 awarding the contract to Mendocino Construction Inc, for paving the Willits Bus Yard and grading the driveway and adjusting the 2013/14 Capital Budget.

Approved by a Roll Call Vote:

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

**Agenda Item #11: Updated Parity Study for Non-Represented Employees: Action: Discuss Options and Strategy; Consider Revising Agenda Items #12 and #13: Item presented by GM Baxter:**

He explained the parity study that was conducted and presented to the Board in March, 2012 which indicated that all employees except drivers, dispatchers and mechanics were way under the medium salary of agencies MTA's size. The Board approved a raise that resulted in taking the non-represented staff to 82% of parity. The Board also had instructed staff to bring back the study for the Board to review once a year and at some point in the future to reach 100% of parity. He reviewed the study.

**Agenda #12: Wage and Salary Adjustments: Non-Represented Employees: Action: Approve Resolution 2013-07: Item presented by GM Baxter.**

Moved by Dir. **Strong** and Seconded by Dir. **Courtney** to adopt Resolution 2013-07 authorizing a 3.5% increase for all non-represented staff and another amount to bring non-represented up to 85% of parity.

Approved by a Roll Call Vote:

AYES: Courtney, Strong, Gjerde, Tarbell  
NOES: None

Dir. **Gjerde** would like to see one Rt. #65 vehicle going to Ukiah from Fort Bragg and back and then another Rt.#65 vehicle from Ukiah to Santa Rosa two or more times a day.

GM **Baxter** would like restoring Saturday service on the Coast between fort Bragg and Navarro River with connections to Rt. 75 to be added to the list.

**Agenda Item #12: Matters from Directors:** Dir. **Gjerde** said that Supervisor **Pinches** said that someone had called MTA inquiring about transportation between Covelo and Willits and they were not informed about e-ride.

Dir. **Courtney** appreciates being in the same room together.

Adjourned: 3:13

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Jim Tarbell, Vice Chair

*Glenna Blake*  
Glenna Blake, Marketing & Planning

Blank

**AGENDA ITEM # 3**

**To:** MTA Board of Directors  
**From:** Dan Baxter, General Manager  
**Date:** September 19, 2013



**Subj: Preliminary Yearend Service Performance Report: FY 2012/2013**

At this time, we have yearend data available for Ridership and Service Hours. The three attached charts compare these statistics from FY 12/13 with FY 11/12, as well as the resulting productivity (passengers per hour). We also compare the above metrics to budget for FY 12/13. Comparisons are made by service type and route, please note that the service type groupings are slightly different from the usual.

Comparing FY 12/13 Service Performance to FY 11/12 we note:

Ridership	up	2.1%
Service Hours	up	2.5%
Productivity	down	0.4%

Comparing FY 12/13 Actual to FY 12/13 Budget we find:

Ridership	5.2% under plan
Service Hours	3.9% under plan
Productivity	1.3% under plan

Ridership is up a bit as are Service Hours but Productivity is down slightly reflecting the addition of some important but less productive service. Staff will offer a complete yearend report as soon as data is available.

## Service Hours

	Total 12-13	Total 11-12	12-13 less 11-12	% Change from 12-13	12-13 Budget	Diff from Bud	% Diff from Bud
3 Ukiah Dial-a-Ride	5,939	6,114	-175	-2.9%	6,888	(949)	-13.8%
4 Fort Bragg Dial-a-Ride	3,942	3,825	117	3.1%	4,103	(161)	-3.9%
Total Dial-a-Ride	9,881	9,939	-58	-0.6%	10,991	(1,110)	-10.1%
7 Jitney	375	398	-23	-5.8%	335	40	11.9%
9 Local	8,607	8,498	109	1.3%	8,732	(125)	-1.4%
20 & 21 Willits-Ukiah	3,858	3,993	-135	-3.4%	3,974	(116)	-2.9%
Total Inland	12,840	12,889	-49	-0.4%	13,041	(201)	-1.5%
5 Bragg>About	2,680	2,686	-7	-0.2%	2,661	19	0.7%
60 Coaster	1,520	1,539	-19	-1.2%	1,489	31	2.1%
Total Coast Local	4,199	4,225	-26	-0.6%	4,150	49	1.2%
65 CCRider	3,594	3,604	-10	-0.3%	3,670	(76)	-2.1%
74 Gualala-Ukiah (Saturday)	461	470	-9	-1.9%	469	(8)	-1.7%
75 Gualala-Ukiah	2,308	2,334	-26	-1.1%	2,264	44	1.9%
95 Point Arena-Santa Rosa	3,452	3,458	-6	-0.2%	3,344	108	3.2%
Total Coast/Long	9,815	9,866	-51	-0.5%	9,747	68	0.7%
15 Laytonville-Willits	-	-	0	#DIV/0!	-	-	#DIV/0!
Total Welfare-to-Work	-	-	0	#DIV/0!	-	-	#DIV/0!
01 Willits Flex	2,269	1,129	1140	101.0%	2,471	(202)	-8.2%
08 Local Evening Service	2,395	2,346	49	2.1%	2,693	(299)	-11.1%
Total Flex Routes	4,663	3,475	1188	34.2%	5,164	(501)	-9.7%
<b>GRAND TOTAL service hours</b>	<b>41,399</b>	<b>40,394</b>	<b>1005</b>	<b>2.5%</b>	<b>43,093</b>	<b>(1,694)</b>	<b>-3.9%</b>

9/5/2013

Dan Baxter

**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	<i>Cancelled</i> 2013/14 Transit Needs: Point Arena
September	26	1:30	Point Arena	only	2013/14 Transit Needs: Point Arena
October	24	1:30	Fort Bragg	Ukiah	2013/14 Transit Needs: 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
<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: September 19, 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:** Contract awarded last meeting. Project completed.

**PROBLEMS:** Completed.

**Bus Stop Improvements (Other) \$49,500**

**NEW ACTION:** Report Completed.

**PROBLEMS:** None.

**Facility Solarization & Modernization**

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

**NEW ACTION:** Construction Completer except for last 33 panels and PG&E hook-up

**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 *GB*  
Date: 9/17/13  
Subject: Unmet Transit Needs FY 2014/15

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


The following Unmet Transit Needs have been identified for FY 2014/15 as of 9/17/13:

- Bus service to Potter Valley
- Bus service in Ukiah on Sundays
- Bus service from Ukiah to the Coast and back on the same day
- Additional/later C C Rider trips from Santa Rosa
- Restore bus service between Laytonville and Ukiah
- Saturday bus service between Willits and Ukiah

**Staff Recommendation:**

Solicit public input of additional Unmet Transit Needs for the South Mendocino Coast and add to the list.

Agenda Item #10

To: Board of Directors  
From: Dan Baxter, General Manager   
Date: September 20, 2013  
Subject: Prop. 1B Transit Security Grant

Proposition 1B made available statewide \$900,000,000 in bond funds over ten years starting in FY 07/08, to improve transit safety and security. In FY 12/13 \$100,000,000 will be available of which \$7,292 is slated for MTA and \$73,195 is slated for Mendocino County to be disbursed through MCOG (same amount as last year). Because MTA is the only transit agency in Mendocino County the entire \$80,487 is available only to us.

Proposed projects this year are to Install On-Board Video Recording Systems, Install a new Two-Way Radio System and design and install the security aspects of the new admin building including security alarms and sensors, building and yard video recording equipment.

**Recommendation**

Staff recommends that the Board approve resolution 2013-09 authorizing the General Manager or the Transportation Manager to expend the funds.

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

Dan Baxter and/or his designee, is hereby authorized to execute for and on behalf of MTA, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

**ADOPTION of this RESOLUTION** was MOVED by Director \_\_\_\_\_ and SECONDED by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on September 26, 2013 by the following Roll Call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  
ATTEST:

\_\_\_\_\_  
Jim Mastin, Chair

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