

Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting September 26, 2013

Point Arena

Present: Mastin, Tarbell, Courtney, Gjerde
Staff: Baxter, Butler
Excused: Cross, Thomas, Strong
Others: South Coast Supervisor Edlund, South Coast Driver
McNamee

Chair **Mastin** called the meeting to order at 2:12 PM. He called for public comment, there was no public in attendance.

CONSENT CALENDER

Agenda Item #2: Minutes July 25, 2013 Regular Board Meeting
Agenda Item #3: Preliminary Year-End Performance Report:
Information
Agenda Item #4: No Report
Agenda Item #5: Board Meeting Dates and Locations
Agenda Item #6: Capital Program: Update/Progress Report

GM **Baxter** pointed out there was an error in Agenda Item #13 in the 7/25/2013 minutes. Dir. **Courtney** was listed twice in the roll call vote whereas Dir. **Strong** was not listed.

Moved by Dir. **Courtney** and Seconded by Dir. **Tarbell** to approve the Consent Calendar Items #2 and #6 as amended. Carried by those present.

Agenda Item # 7: Unmet Transit Needs for 2014/15 - South Mendocino Coast Area: South Coast Supervisor **Edlund** identified the need to reinstate Route #75 and Route #60 service on Saturdays.

Dir. **Gjerde** would like to see the concept of public transportation broadened to include people on bicycles and bike stations throughout the County.

Dir. **Tarbell** identified the need to reinstate service on Route #60 between Fort Bragg and Mendocino.

Agenda Item #8: Mobility Management Report: Item presented by GM **Baxter** for information only; no action was taken by the Board.

Agenda Item #9: Facility Solarization Update: Item was presented for information only; no action was taken by the Board.

Maintenance Manager **Butler** reported that one year after moving into the maintenance facility, MTA has received a PG&E credit for the year of \$624.00. He also reported that the canopy project has been completed for the original estimated price. Since there are funds left over, MTA has asked Gaia to install 33 more panels, for a total of 99. This should result in the same, or even more savings, from the Administration side of the facility as has been saved from the Maintenance side.

Agenda Item #10: Prop 1B Security Grant: Authorize Acceptance of Grant Funds: Action: Adopt Resolution 2013-09: Item was presented by GM **Baxter**. He explained tht the Prop 1B funds available is \$80,487 in FY 12/13. Proposed projects this year are, install a new two-way radio system, include On-board Video Recording Systems on three new Gilligs and design and install the security aspects of the new admin building.

Staff recommends that the Board approve Resolution 2013-09 authorizing the General Manager or his designee to expend the funds.

Moved by Dir. **Courtney** and Seconded by Dir. **Tarbell** to adopt Resolution 2013-09 to accept and disburse the Proposition 1B Funds.

Approved by a Roll Call Vote:

AYES: Mastin, Courtney, Gjerde, Tarbell

NOES: None

ABSTAIN: None

ABSENT: Thomas, Cross, Strong

Agenda Item #11: Management Report: South Coast Supervisor **Edlund** reported the South Coast has just received a new, very reliable bus to be used on Route #95 and #75.

Maintenance Manager **Butler** reported that seven of the eight new vehicles have been accepted. Six of them are in service, the seventh one will be fitted with cameras and probably be ready today and the eighth one was sent back to the dealer for floor damage that was incurred during transit.

GB **Baxter** reported that Santa Rosa City Bus is selling several of their new hybrid buses for half price because the hybrid technology is so expensive to maintain and the manufacturer has gone bankrupt. They sold them to Gardena who will use the bus parts for their hybrid bus fleet and then strip them and turn them into electric buses. He also reported that next week staff will be submitting a STIP grant proposal for MTA's first electric bus.

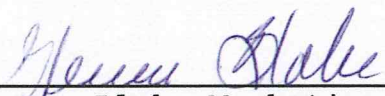
Agenda #12: Matters from Directors: Dir. **Courtney** commented on the concept of broad-band technology as a transportation vehicle.

Dir. **Gjerde** commented that in Mendocino County where two out of three people do not live in cities, but are all spread out, he encouraged MTA to look at the role it can play in supporting other forms of transportation like bikes and pedestrians to access MTA bus stops.

Chair **Mastin** stated once again on the wonderful experience he had when he went with Maintenance Manager **Butler** and GM **Baxter** to the Gillig Facility in Hayward. It is an amazing plant.

Meeting Adjourned: 3:18 PM

Chair **Mastin**


Glenna Blake Marketing/Planning

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To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: November 14, 2013

Subj: Service Performance Report: Summer Quarter 2013

Attached is the Quarterly Report for Summer 2013 (June, July and August) compared to the Summer 2012 Quarter. Also attached is the monthly report for September 2013 (normally this report would include the August report), comparing performance in September 2013 with the three previous months plus September 2012. Performance of MTA services for the Summer 2013 Quarter exceeded only four of the sixteen standards. Compared with the Summer 2012 Quarter the Summer 2013 performance improved or stayed the same in twelve of the sixteen. Quarterly data for the Senior Centers is also included showing the centers exceeding all four of their standards and improving in one.

Performance in the month of September 2013 exceeded standards for only three of the twelve measures. Compared to September 2012, performance improved for three of the twelve.

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

Fare Revenue	Down	2.1%
Ridership	Up	6.2%
Service hours	Up	2.6%
Total operating cost	Up	1.4%

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

Cost per hour (hourly rate)	Decreased	1.2% to \$86.81
Productivity (passengers per hour)	Increased	3.5% to 9.2
Farebox ratio	Decreased	3.4% to 14.3%
The average fare paid	Decreased	7.9% to \$1.35

Agency Fares were down in September, causing an outsized impact in September's metrics. These Fares came in in October next month's year-to-date report should be much improved.

QUARTERLY PERFORMANCE

Service Quarter	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
<u>Dial-A-Rides</u>				
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
Summer 2013	3.9	13.1%	84.78	21.66
STANDARD	4.5	15.0%	74.88	16.64
<u>Flex Routes (***)</u>				
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
Summer 2013	6.9	7.6%	73.96	10.76
STANDARD	8.2	15.0%	69.00	8.41
<u>Short Distance Routes (**)</u>				
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
Summer 2013	14.7	14.7%	82.59	5.61
STANDARD	14.0	15.0%	77.37	5.53
<u>Long Distance Routes (*)</u>				
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
Summer 2013	3.9	19.6%	85.26	21.67
STANDARD	3.2	15.0%	83.54	26.11
<u>Senior Centers</u>				
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
Summer 2013	3.4	13.0%	46.32	13.62
STANDARD	3.0	12.0%	53.06	17.69

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

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

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

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

MONTHLY PERFORMANCE

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

Sep-12	4.1	14.2%	83.21
Jun-13	3.9	15.4%	73.45
Jul-13	3.9	13.0%	87.03
Aug-13	3.9	11.5%	92.76
Sep-13	4.0	11.2%	89.09
STANDARD	4.5	15.0%	74.88

Flex Routes (***)

Sep-12	8.0	7.6%	82.40
Jun-13	6.5	8.0%	70.52
Jul-13	6.6	8.0%	67.53
Aug-13	7.4	7.0%	83.52
Sep-13	7.6	6.3%	82.34
STANDARD	8.2	15.0%	69.00

Short Distance Bus Routes (**)

Sep-12	16.7	16.4%	85.32
Jun-13	14.4	15.1%	79.09
Jul-13	14.2	14.6%	81.47
Aug-13	15.6	14.4%	86.94
Sep-13	16.6	13.5%	87.01
STANDARD	14.0	15.0%	77.37

Long Distance Bus Routes (*)

Sep-12	4.8	18.1%	87.09
Jun-13	3.9	19.9%	80.06
Jul-13	3.8	20.8%	86.92
Aug-13	4.1	18.2%	88.50
Sep-13	4.9	15.1%	91.80
STANDARD	3.2	15.0%	83.54

(*) 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

Router/Run	Thru		Sep-13		YTD Service Miles	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 Fare Revenue	YTD Pass	YTD Service Hours	YTD Paid Hours												
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	14,076	5,561	1,448	1,692	15,315	12,394	24,949	37,700	130,270	89.97	3.8	10.8%	0.048	2.53	9.72	
04 Fort Bragg - DAR	11,783	4,006	977	1,048	11,900	9,633	18,273	25,297	87,335	89.40	4.1	13.5%	0.053	2.94	12.06	
Total Diat-A-Ride	25,859	9,567	2,425	2,740	27,215	22,027	43,222	62,998	217,605	89.74	3.9	11.9%	0.050	2.70	10.86	
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
08 Local Evening Service	3,352	4,399	611	699	6,862	5,683	5,187	13,719	47,417	77.66	7.2	7.1%	0.100	0.76	5.49	
Total Flex Routes	3,352	4,399	611	699	6,862	5,683	5,187	13,719	47,417	77.66	7.2	7.1%	0.100	0.76	5.49	
01 Willits - Flex	2,508	3,284	625	777	7,825	6,325	6,559	15,515	53,724	86.01	5.3	4.7%	0.064	0.76	4.02	
05 Bragg/About	3,433	5,219	682	799	9,300	8,033	1,735	14,541	50,341	73.79	7.7	6.8%	0.111	0.66	5.03	
06 Bragg/About - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
07 Jitney	556	1,357	84	104	1,215	1,573	365	2,168	7,526	89.38	16.1	7.4%	0.195	0.41	6.60	
09 Local	35,136	49,700	2,226	2,404	28,090	36,809	9,475	50,710	175,282	78.75	22.3	20.0%	0.355	0.71	15.79	
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
20 & 21 Willits	13,726	11,417	983	1,159	23,110	31,416	5,107	30,169	104,445	106.25	11.6	13.1%	0.126	1.20	13.96	
30 Redwood Valley	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
40 Potter Valley	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
52 Talmage	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
54 Hopland	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
Total Inland Routes	55,359	70,977	4,600	5,243	69,540	84,156	23,240	113,104	391,318	85.07	15.4	14.1%	0.211	0.78	12.04	
60 Coaster	2,599	3,668	398	492	10,824	9,136	1,016	10,642	36,826	92.43	9.2	7.1%	0.107	0.71	6.52	
1 Coaster - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
5 CC Rider	29,985	3,853	922	1,099	28,298	23,053	2,349	24,863	86,134	93.38	4.2	34.8%	0.069	7.78	32.51	
10 Coast to Coast	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	
74 Gualala - Saturday	562	217	115	133	2,600	2,102	687	2,910	10,038	86.98	1.9	5.6%	0.023	2.59	4.87	
75 Gualala	4,589	2,393	587	678	12,800	10,346	3,492	14,578	50,530	86.11	4.1	9.0%	0.052	1.91	7.79	
95 Point Arena-Santa Rosa	8,881	2,110	876	1,009	17,953	14,524	5,622	21,468	74,544	85.11	2.4	11.9%	0.032	4.20	10.12	
Total Coastal & Long Routes	46,576	12,241	2,899	3,412	72,475	59,161	13,167	74,461	288,070	89.03	4.2	18.0%	0.058	3.80	16.07	
Total Public Service	131,146	97,184	10,534	12,094	176,092	171,027	84,816	264,282	914,409	86.81	9.2	14.3%	0.124	1.35	12.45	
97 Contract Services	14,715	1,485	283	283	2,414	1,950	1,206	5,037	17,419	61.53	5.2	84.5%	0.549	9.91	51.98	
98 Charter	20,371	4,298	233	233	2,958	3,295	832	4,628	16,464	70.63	18.4	123.7%	-1,100	4.74	87.39	
Total Other	35,086	5,783	516	516	5,372	5,245	2,038	9,665	33,884	65.64	11.2	103.5%	-4,809	6.07	67.97	
Total	166,232	102,967	11,050	12,610	181,464	176,272	86,855	273,946	948,293	85.82	9.3	17.5%	0.132	1.61	15.04	
Total Mileage, Labor & Direct Costs																
19%																
43%																
9%																
29%																
100%																

Mendocino Transit Authority Year to Date Statistics Comparison

Route/Run	YTD Through		Sep-13		YTD Through		Sep-13		YTD Through		Sep-13		YTD Through		Sep-13	
	12/13 Fare Revenue	13/14 Fare Revenue	12/13 Pass	13/14 Pass	Amount Diff	% Diff	12/13 Service Hours	13/14 Service Hours	Amount Diff	% Diff	12/13 Total Cost	13/14 Total Cost	Amount Diff	% Diff	12/13 Total Cost	13/14 Total Cost
02 Willits - DAR	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
03 Ukiah - DAR	15,087	14,076	5,628	5,561	(87)	-1.2%	1,494	1,448	(46)	-3.1%	121,971	130,270	8,299	6.8%	130,270	130,270
04 Fort Bragg - DAR	14,484	11,783	4,412	4,006	(406)	-9.2%	998	977	(21)	-2.1%	91,323	87,335	(3,988)	-4.4%	87,335	87,335
Total Dial-A-Ride	29,571	25,859	10,040	9,567	(473)	-4.7%	2,492	2,425	(67)	-2.7%	213,294	217,605	4,311	2.0%	213,294	217,605
08 Local Evening Service	3,609	3,352	4,406	4,399	(7)	-0.2%	601	611	10	1.6%	50,253	47,417	(2,836)	-5.6%	50,253	47,417
Total Flex Routes	3,609	3,352	4,406	4,399	(7)	-0.2%	601	611	10	1.6%	50,253	47,417	(2,836)	-5.6%	50,253	47,417
01 Willits - Flex	1,475	2,508	1,834	3,284	1,450	79.1%	427	625	198	46.3%	35,226	53,724	18,498	52.5%	35,226	53,724
05 Bragg>About	3,535	3,433	5,297	5,219	(78)	-1.5%	672	682	10	1.5%	51,145	50,341	(804)	-1.6%	51,145	50,341
06 Bragg>About - Saturday	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
07 Jitney	360	556	815	1,357	542	66.5%	83	84	1	1.4%	7,570	7,526	(44)	-0.6%	7,570	7,526
09 Local	34,049	35,136	45,620	49,700	4,080	8.9%	2,161	2,226	65	3.0%	175,775	175,282	(493)	-0.3%	175,775	175,282
15 Laytonville-Willits	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
20 & 21 Willits	15,206	13,726	11,318	11,417	99	0.9%	968	983	15	1.5%	109,767	104,445	(5,322)	-4.8%	109,767	104,445
30 Redwood Valley	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
40 Potter Valley	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
52 Talmage	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
54 Hopland	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
Total Inland Routes	54,625	55,359	64,884	70,977	6,093	9.4%	4,311	4,600	289	6.7%	379,483	391,318	11,835	3.1%	379,483	391,318
60 Coaster	2,665	2,599	3,415	3,668	253	7.4%	382	398	16	4.3%	36,885	36,826	(59)	-0.2%	36,885	36,826
61 Coaster - Saturday	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
5 CC Rider	29,098	29,985	3,504	3,853	349	10.0%	912	922	10	1.1%	85,883	86,134	251	0.3%	85,883	86,134
J Coast to Coast	0	0	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0
74 Gualala - Saturday	706	562	269	217	(52)	-19.3%	115	115	0	0.3%	10,180	10,038	(142)	-1.4%	10,180	10,038
75 Gualala	4,504	4,569	2,521	2,393	(128)	-5.1%	578	587	9	1.5%	50,775	50,530	(245)	-0.5%	50,775	50,530
95 Point Arena-Santa Rosa	9,225	8,861	2,462	2,110	(352)	-14.3%	874	876	2	0.2%	75,413	74,544	(869)	-1.2%	75,413	74,544
Total Coastal & Long Routes	46,198	46,576	12,171	12,241	70	0.6%	2,861	2,899	38	1.3%	259,136	258,070	(1,066)	-0.4%	259,136	258,070
Total Public Service	134,003	131,146	91,501	97,184	5,683	6.2%	10,265	10,534	269	2.6%	902,166	914,409	12,243	1.4%	902,166	914,409
97 Contract Services	20,335	14,715	2,486	1,485	(1,001)	-40.3%	380	283	(97)	-25.5%	24,381	17,419	(6,962)	-28.6%	24,381	17,419
98 Charter	13,863	20,371	3,455	4,298	843	24.4%	151	233	82	54.4%	10,558	16,464	5,906	55.9%	10,558	16,464
Total Other	34,198	35,086	5,941	5,783	(158)	-2.7%	531	516	(15)	-2.8%	34,939	33,884	(1,055)	-3.0%	34,939	33,884
Total	168,201	166,232	97,442	102,967	5,525	5.7%	10,796	11,050	254	2.4%	937,105	948,293	11,188	1.2%	937,105	948,293
				102,967				11,050								

Subsidy, Ft Bragg DAR (RCRC 414,773

Mendocino Transit Authority

FY 12/13 - FY 13/14

Year to Date Performance Comparison

Thursday November 14, 2013

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Route/Run	YTD Through 12/13		YTD Through 13/14		YTD Through 12/13		YTD Through 13/14		YTD Through 12/13		YTD Through 13/14		YTD Through 12/13		YTD Through 13/14	
	Hourly Rate	Amount Diff	% Diff	Pass per Hour	Amount Diff	% Diff	Farebox Ratio	Amount Diff	% Diff	Average Fare	Amount Diff	% Diff	Average Fare	Amount Diff	% Diff	
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
03 Ukiah - DAR	81.64	8.32	10.2%	3.8	0.1	1.9%	12.4%	10.8%	-1.6%	2.68	2.53	-0.15	2.68	2.53	-0.15	
04 Fort Bragg - DAR	91.51	-2.11	-2.3%	4.4	-0.3	-7.2%	15.9%	13.5%	-2.4%	3.28	2.94	-0.34	3.28	2.94	-0.34	
Total Dial-A-Ride	85.59	89.74	4.8%	4.0	3.9	-2.1%	13.9%	11.9%	-2.0%	2.95	2.70	-0.24	2.95	2.70	-0.24	
08 Local Evening Service	83.62	-5.96	-7.1%	7.3	-0.1	-1.7%	7.2%	7.1%	-0.1%	0.82	0.76	-0.06	0.82	0.76	-0.06	
Total Flex Routes	83.62	-5.96	-7.1%	7.3	-0.1	-1.7%	7.2%	7.1%	-0.1%	0.82	0.76	-0.06	0.82	0.76	-0.06	
01 Willits - Flex	82.50	86.01	4.3%	4.3	5.3	22.4%	4.2%	4.7%	0.5%	0.80	0.76	-0.04	0.80	0.76	-0.04	
05 Bragg>About	76.11	73.79	-3.0%	7.9	7.7	-2.9%	6.9%	6.8%	-0.1%	0.67	0.66	-0.01	0.67	0.66	-0.01	
06 Bragg>About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
07 Jitney	91.20	-1.82	-2.0%	9.8	16.1	64.1%	4.8%	7.4%	2.6%	0.44	0.41	-0.03	0.44	0.41	-0.03	
09 Local	81.34	78.75	-3.2%	21.1	22.3	5.8%	19.4%	20.0%	0.7%	0.75	0.71	-0.04	0.75	0.71	-0.04	
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
20 & 21 Willits	113.40	-7.14	-6.3%	11.7	11.6	-0.7%	13.9%	13.1%	-0.7%	1.34	1.20	-1.14	1.34	1.20	-1.14	
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	88.03	85.07	-3.4%	15.1	15.4	2.5%	14.4%	14.1%	-0.2%	0.84	0.78	-0.06	0.84	0.78	-0.06	
07 Coaster	96.56	-4.12	-4.3%	8.9	9.2	3.0%	7.2%	7.1%	-0.2%	0.78	0.71	-0.07	0.78	0.71	-0.07	
Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
CC Rider	94.17	-0.79	-0.8%	3.8	4.2	8.7%	33.9%	34.8%	0.9%	8.30	7.78	-0.52	8.30	7.78	-0.52	
Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
74 Guialala - Saturday	88.52	-1.54	-1.7%	2.3	1.9	-19.6%	6.9%	5.6%	-1.3%	2.62	2.59	-0.03	2.62	2.59	-0.03	
75 Guialala	87.85	-1.74	-2.0%	4.4	4.1	-6.5%	8.9%	9.0%	0.2%	1.79	1.91	0.12	1.79	1.91	0.12	
95 Point Arena-Santa Rosa	86.28	-1.17	-1.4%	2.8	2.4	-14.5%	12.2%	11.9%	-0.3%	3.75	4.20	0.45	3.75	4.20	0.45	
Total Coastal & Long Routes	90.58	89.03	-1.7%	4.3	4.2	-0.7%	17.8%	18.0%	0.2%	3.80	3.80	0.01	3.80	3.80	0.01	
Total Public Service	87.89	-1.08	-1.2%	8.9	9.2	3.5%	14.9%	14.3%	-0.5%	1.46	1.35	-0.12	1.46	1.35	-0.12	
97 Contract Services	64.16	-2.63	-4.1%	6.5	5.2	-19.8%	83.4%	84.5%	1.1%	8.18	9.91	1.73	8.18	9.91	1.73	
98 Charter	69.92	70.63	1.0%	22.9	18.4	-19.4%	131.3%	123.7%	-7.6%	4.01	4.74	0.73	4.01	4.74	0.73	
Total Other	65.64	-0.16	-0.2%	11.2	11.2	0.1%	97.9%	103.5%	5.7%	5.76	6.07	0.31	5.76	6.07	0.31	
Total	86.80	-0.98	-1.1%	9.0	9.3	3.2%	17.9%	17.5%	-0.4%	1.73	1.61	-0.11	1.73	1.61	-0.11	

Comparison

FY 12/13 - FY 13/14

Description	YTD Through 12/13		YTD Through 13/14		YTD Through 12/13		YTD Through 13/14	
	Amount	% Diff	Amount	% Diff	Amount	% Diff	Amount	% Diff
Mileage	165,967	181,464	15,497	9.3%				
Mileage Based Costs	185,798	176,272	(9,526)	-5.1%				
Hourly Based Costs	372,197	411,220	39,023	10.5%				
Direct Costs	89,089	86,855	(2,234)	-2.5%				
Overhead Costs	290,022	273,946	(16,076)	-5.5%				
Total Costs	937,106	948,293	11,187	1.2%				

Charter Rate Calculation:

Cost per mile calculation:

Actual	Plus	Plus	Plus
0.659	40.60%	10.0%	Hourly Rate Calculation:
1.032	Overhead	Profit	Actual Hourly Rate
1.731	1.45	1.60	Plus Direct Costs
1.238	2.43	2.67	Hourly Rate
	1.74	1.91	Plus Overhead
			Hourly Rate
			Plus Profit
			20.0%
			32.61
			21.1%
			39.50
			40.60%
			55.54
			66.65

Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: November 8, 2013
Subj: Financial Statements as of September 30, 2013

Attached are Financial Statements for the month ending September 2013. The Income Statement shows a gain of \$66,821 and a \$69,794 *positive* budget performance. Comparing year-to-date through Sep 13 to Sep 12: Operating Revenue is up \$8,335 (4.1%). Other Revenue is up (12.0%) and Operating Expenses are up (1.1%) as compared to the previous year. Our operating expenses compared to our budget are down (1.9%).

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

The Capital Income/Expense Statement reflects a loss of \$14,526 this month. For further details to the capital program, please see Agenda Item #6.

Our fiscal year ending June 13 has not been completed as of this date. Changes may be made to accounts depending on the outcome of the actuarial reports and adjustments to the Balance Sheet.

Mendocino Transit Authority				
Budget to Actual Income Statement for three months ending				Sep-13
Description Revenue	-----Year to Date-----			
	Actual \$	Budget \$	Variance \$	Variance %
Operating Revenue	212,155	204,821	7,334	3.6%
Other Revenue	818,512	778,583	39,929	5.1%
Total Revenue	1,030,667	983,404	47,263	4.8%
Operating Expenses				
Transportation	663,035	678,271	(15,236)	-2.2%
Maintenance	114,758	118,538	(3,780)	-3.2%
Administration	183,316	189,568	(6,252)	-3.3%
Total Operating Expenses	961,109	986,377	(25,268)	-2.6%
Other (Income)/Expense	0	0	0	ERR
Mobility Management Program				
Revenue	14,171		14,171	ERR
Expense	(16,908)		(16,908)	ERR
Net Gain/(Loss) Before Depreciation	66,821	(2,973)	69,794	ERR

Mendocino Transit Authority		
Balance Sheet as of	Sep-13	
Description	\$	\$
ASSETS		
Current Assets		
Cash	821,893	
A/R, Prepaid Expenses & Inventory	1,728,211	
Total Other Current Assets		2,550,104
Property, Plant & Equip Net of Depreciation		7,805,027
Investment - Deferred		0
Total Assets		10,355,131
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	526,326	
Other Liabilities	563,485	
Provision for Restricted Funds	170,482	
Total Current Liabilities		1,260,293
Deferred Compensation Payable		0
Total Liabilities		1,260,293
Fund Equity		
Contributed Capital	8,404,645	
Retained Earnings	690,193	
Total Fund Equity		9,094,838
Total Liabilities and Equity		10,355,131

Mendocino Transit Authority

Budget to Actual Income Statement for three months ending

Sep-13

Description	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants	415,907	2,580,546	(2,164,639)	16.1%
STA - Capital	50,968	191,920	(140,952)	26.6%
R/STIP		427,986	(427,986)	0.0%
Federal	169,698	1,730,000	(1,560,302)	9.8%
Transfer from Transit Reserve	49,696	13,154	36,542	377.8%
Local - Other			0	ERR
Sale of Assets	385		385	ERR
Interest Income			0	ERR
Other		86,875	(86,875)	0.0%
Total Revenue	686,654	5,030,481	(4,343,827)	13.6%

Capital Expenses:	Project				
1 Paratransit Van	90a	70,350	75,582	(5,232)	93.1%
1 Heavy Duty Bus	90b		463,000	(463,000)	0.0%
2 Paratransit Vans	91a	72,325	151,164	(78,839)	47.8%
3 Large Vans	91b	258,305	249,696	8,609	103.4%
2 Heavy Duty Buses	91c		926,000	(926,000)	0.0%
2 Paratransit Vans	92c	140,700	151,164	(10,464)	93.1%
				0	ERR
				0	ERR
				0	ERR
				0	ERR
				0	ERR
Transportation	27		4,000	(4,000)	0.0%
Maintenance	28	43,754	80,000	(36,246)	54.7%
Office	29	1,080	24,625	(23,545)	4.4%
Bus Stops	30	4,088	49,500	(45,412)	8.3%
				0	ERR
Security Cameras/Projects	80	3,573	16,045	(12,472)	22.3%
Transmissions/Major Repairs			12,000	(12,000)	0.0%
Vehicle Equipment (Fare Boxes)			3,900	(3,900)	0.0%
				0	ERR
			0	0	ERR
				0	ERR
Solar Canopy	c/o 81	188,554	271,323	(82,769)	69.5%
				0	ERR
Admin/Ops - Preliminary Design	89	902	0	902	ERR
Redwood Coast Senior Center	114		74,616	(74,616)	0.0%
Ukiah Senior Center	115		74,616	(74,616)	0.0%
Misc - Other				0	ERR
Total Expenses		783,631	2,627,231	(1,843,600)	29.8%

Net Gain/(Loss) before Carryover	(96,977)	2,403,250	(2,500,227)
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FY 2012/13 Carryover					
STA - Capital		82,451	82,451	0	100.0%
Transfer from Transit Reserve				0	ERR

Net Gain/(Loss)	(14,526)	2,485,701	(2,500,227)
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REVENUE - Budget to Actual Comparison

Date: 08-Nov-13

Dpt	A/C #	Description	Sep-13 Budget	Sep-13 Actual	Sep-13 Variance	Sep-13 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	32,020	33,415	1,395	4.4%	95,934	95,758	(176)	-0.2%
40.	401.200	Fares Paid by Agencies	15,347	4,967	(10,380)	-67.6%	45,980	35,386	(10,594)	-23.0%
40.	402.200	Contract Service	4,583	4,564	(19)	-0.4%	13,750	14,715	965	7.0%
40.	405.100	Charter	609	8,771	8,162	1340.8%	5,064	22,346	17,283	341.3%
40.	406.100	Displays Ads	781	1,500	719	92.0%	2,344	2,200	(144)	-6.1%
40.	409.200	Sonoma County Participation	13,917	13,917	0	0.0%	41,750	41,750	0	0.0%
		Total	67,256	67,134	(122)	-0.2%	204,821	212,155	7,334	3.6%

Other Revenue

40.	409.100	TDA - Operations	192,461	192,461	0	0.0%	577,382	577,382	(0)	-0.0%
40.	409.110	STA - Operations	25,000	25,000	0	0.0%	75,000	75,000	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	37,500	37,500	0	0.0%	112,500	112,500	0	0.0%
40.	413.110	Welfare to Work Grant	0	40,580	40,580	ERR	0	40,580	40,580	ERR
40.	413.200	Fed Planning Grant	0	0	0	ERR	0	0	0	ERR
40.	407.200	Senior Center Admin/Dispatch	2,000	2,000	(0)	-0.0%	6,001	6,001	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	1,073	(1,427)	-57.1%	7,500	6,687	(813)	-10.8%
40.	407.220	Maintenance Parts Revenue	0	12	12	ERR	0	130	130	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	57	(10)	-14.5%	200	232	32	16.0%
		Total	259,528	298,683	39,155	15.1%	778,583	818,512	39,929	5.1%
		Combined - Oper/Other Rev	326,784	365,817	39,033	11.9%	983,404	1,030,667	47,263	4.8%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		341	341			2,086	2,086	
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		12,085	12,085			12,085	12,085	
41.	413.200	Federal Planning Grant - Commute Study		0	0			0	0	
41.	407.500	Other Income		0	0			0	0	
		Total	0	12,426	12,426		0	14,171	14,171	
		Combined	326,784	378,243	51,459	15.7%	983,404	1,044,838	61,434	6.2%

Fares - Passenger/Agency	47,366	38,382	(8,984)	-19.0%	141,914	131,144	(10,770)	-7.6%
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Mendocino Transit Authority - Public Service

Budget to Actual Comparison FY 2013/2014 YTD thru Sep-13

File:(Budget14EXPCUMBA)

YTD thru Sep-13 Friday November 8, 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	312,896	57,235	77,438	447,568	321,654	59,332	90,955	471,941	24,373	5.4%	4,559	476,500
Wages-Vac/Sick/Hol	48,659	11,090	13,428	73,177	50,595	11,077	13,981	75,653	2,476	3.4%	758	76,411
Health	96,108	13,425	13,425	122,959	82,169	12,807	11,214	106,190	(16,769)	-13.6%	841	107,031
Workers Comp	25,606	3,369	421	29,396	26,789	3,515	500	30,804	1,408	4.8%	32	30,836
Retirement	32,410	6,832	8,145	47,387	30,580	6,826	9,542	46,948	(439)	-0.9%	426	47,374
Payroll Taxes	10,193	1,918	2,635	14,746	10,621	2,027	3,109	15,757	1,011	6.9%	228	15,985
Uniform Allowance	1,975	1,650		3,625	50	1,649		1,699	(1,926)	-53.1%		1,699
Travel Expenses	1,550	625	1,108	3,283	830		1,878	2,708	(575)	-17.5%	30	2,738
Outside Labor	369	1,077	19,339	20,785	153	637	16,397	17,187	(3,598)	-17.3%	1,417	18,604
Fuel-Revenue Vehicles	109,132			109,132	107,561			107,561	(1,571)	-1.4%	1,594	109,155
Lube-Revenue Vehicles	4,351			4,351	(124)			(124)	(4,475)	-102.8%	399	275
Tires/Tubes-Revenue Vehicles	4,952			4,952	4,200			4,200	(752)	-15.2%		4,200
Parts-Revenue Vehicles		8,761		8,761		4,589		4,589	(4,172)	-47.6%		4,589
Expense Parts		450		450		(26)		(26)	(476)	-105.8%		(26)
Non-Capital Equipment	600	600	500	1,700		236	109	345	(1,355)	-79.7%		345
Office Supplies	75		3,375	3,450			2,853	2,853	(597)	-17.3%		2,853
Subscriptions			347	347			492	492	145	41.8%		492
Dues & Memberships	250			250			134	134	(116)	-46.4%		134
Janitorial Supplies		3,285		3,285		2,995		2,995	(290)	-8.8%		2,995
Shop Supplies		750		750		888		888	138	18.4%		888
Facilities & M-Buildings & Property		2,375		2,375		3,178		3,178	803	33.8%		3,178
Sanitizer Expense		550		550		1,663		1,663	1,113	202.4%		1,663
Telephone	2,034	270	2,762	5,066	2,228	219	2,186	4,633	(433)	-8.5%	150	4,783
Utilities	1,672	225	4,710	6,607	1,888	305	5,011	7,204	597	9.0%		7,204
Insurance	15,412	2,250	3,750	21,412	13,827	2,000	3,650	19,477	(1,935)	-9.0%		19,477
Purchased Transportation	450			450	416			416	(34)	-7.6%		416
Marketing			37,470	37,470			26,228	26,228	(11,242)	-30.0%	39	26,267
Training	2,938	750		3,688	2,765		749	3,514	(174)	-4.7%		3,514
Board Expense			600	600			764	764	164	27.3%		764
Miscellaneous	238	150	30	418	424	839		1,263	846	202.5%		1,263
Vehicle Rental										ERR		
Equipment Rental									(985)	-100.0%		
Property Rental	6,402		85	6,487					8	0.1%		6,410
Total	678,271	118,538	189,568	986,377	663,036	114,756	189,752	967,544	(18,833)	-1.9%	10,473	978,017
# of Empl (Health benefits)	43	6	6	55	663,036	114,756	189,752	967,544				

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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	
2013					
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	<i>Cancelled</i> 2013/14 Transit Needs: Fort Bragg & Ukiah
November	21	1:30	Ukiah	Fort Bragg	2013/14 Transit Needs: Ukiah & Ukiah General Manager Evaluation
December	19	1:30	Fort Bragg	Ukiah	2013/14 Transit Needs: Fort Bragg
2014					
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

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To: MTA Board of Directors
From: Dan Baxter, General Manager 
Date: November 15, 2013
Subj: Capital Program: Progress Report

This report is consistent with the capital budget dated June 27, 2013

2013/14 Projects

Current Budget

Three Heavy-Duty Low Floor Buses (STIP & PTM) \$1,389,000
NEW ACTION: Buses being built and delivered this month.
PROBLEMS: None.

Five Paratransit and three Large Vans (STIP & STA) \$627,606
NEW ACTION: Vehicles delivered and in service.
PROBLEMS: None.

Bus Stop Improvements (Other) \$49,500
NEW ACTION: Report Completed for So. Coast. Application due in December for another round of funding.
PROBLEMS: None.

Facility Solarization & Modernization
Solar Canopy Design/Construction (TIGGER, Prop 1B) \$271,323
(total project budget is \$521,323, including 12/13 money)
NEW ACTION: Construction Completed including the last 33 panels. The only remaining task is Commissioning, which should be done before this meeting.
PROBLEMS: Nothing new.

Two Senior Center Vans (5310) \$149,223
NEW ACTION: Grant application from Redwood Coast Sr. Center was successful, Ukiah was not. RRCSC Van not ordered yet.
PROBLEMS: Ukiah not funded.

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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/late C C Rider trips from Santa Rosa
- Restore bus service between Laytonville and Ukiah
- Saturday bus service between Willits and Ukiah
- Reinstate Saturday service on Route #60 and connections to Route #75
- Service to the Redwood Valley-Loop

On November 7th GM Baxter and I attended MCOG's Social Services Transportation Advisory Council's (SSTAC) annual Unmet Needs Workshop. Additional Unmet Transit Needs were identified at this workshop and MCOG's staff will present the Unmet Transit Needs from this workshop and those gathered by MTA throughout the year at the December 2, 2013 MCOG public hearing of Unmet Transit Needs.


Staff Recommendation:

Solicit public input for any additional Unmet Transit Needs for the County of Mendocino and pass them on to MCOG prior to the December 2, 2013 Hearing.

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Agenda Item #10

To: MTA Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: November 11, 2013
Subj.: 457 Loan Program with ICMA



Background:

MTA adopted a 457 Voluntary Deferred Contribution Plan for its employees, with an option to participate in a plan offered by either CalPERS or ICMA. In October 2007, a loan provision program was adopted for the CalPERS 457 Voluntary Deferred Contribution Plan, at the request of some individuals who had contributed to that plan. Recently, employees who contribute to the ICMA 457 Plan have expressed an interest in having the same opportunity to borrow on their 457 Voluntary Deferred compensation. The plan would allow the same opportunities, and restrictions as the CalPERS plan. Under separate cover, the ICMA Loan Guidelines Agreement is enclosed, which follows the same provisions as the CalPERS Plan.

Recommendation

Staff recommends the Board approve Resolution 2013-10, adding the loan provision program to the 457 Voluntary Deferred Compensation Plan with ICMA.

Mendocino Transit Authority
Resolution 2013-10

**TO APPROVE A LOAN PROVISION WITH THE
ICMA 457 VOLUNTARY DEFERRED PLAN
Mendocino Transit Authority**

WHEREAS:

1. MTA established a retirement plan for employees which serves the interest of MTA by enabling it to provide reasonable retirement security and flexibility for its employees; and
2. MTA has determined that permitting participants in the retirement plan to take loans from the Plan will serve these objectives; and
3. MTA has participated in the Loan Provision Program with the CalPERS 457 Voluntary Deferred Compensation Plan;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Directors hereby approves the addition of the Loan Provision Program to Mendocino Transit Authority's 457 Voluntary Deferred Compensation Plan with ICMA, and authorizes the General Manager to execute it.

ADOPTION of this RESOLUTION was MOVED by Director _____
And SECONDED by Director _____ at a regular meeting of the MTA
Board of Directors on November 21, 2013 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jim Mastin, Chairman

Dan Baxter, General Manager