

Mendocino Transit Authority

Board of Directors

Regular Meeting Agenda

June 26, 2014

1:30 pm

Ukiah

Vide-Conferenced with:

Fort Bragg

**Ukiah Valley Conference Center
200 South School Street
Zinfandel 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 29, 2014 Board Meeting.
<u>Action:</u> Approve | 1 |
| 3. Service Performance Report: April 2014
<u>Information</u> | 5 |
| 4. Financial Report: April 2014
<u>Information</u> | 11 |
| 5. Board Meeting Dates and Locations:
<u>Information</u> | 17 |
| 6. Capital Program: Update/Progress Report
<u>Information</u> | 19 |

continued . . .

AGENDA ITEM	PAGE
ACTION & DISCUSSION	
7. County-wide Rider and Non-rider Survey <u>Information</u>	oral
8. Unmet Transit Needs <u>Action</u> : Receive Public Input	21
9. Adoption of Title VI Program <u>Action</u> : Discuss and Adopt Resolution 2014-8	23

CLOSED SESSION

Consideration of Compensation: General Manager, pursuant to Government Code 54957.

Report out of Closed Session

10. FY 2014/15 Proposed Budget <u>Action</u> : Discuss and Adopt Resolution 2014-09	25
11. General Manager's Contract <u>Action</u> : Authorize the Chair to enter into an Employment Contract with the General Manager.	
12. Management Report	oral
13. Matters from Directors	oral

ADJOURN Anticipated adjournment is 4:00pm

Americans With Disabilities Act (ADA) Compliance

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Interpreter services are available for the meeting by calling 707-462-5765, with seven (7) day advance notice.

Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting May 29, 2014

Ukiah Video-Conferenced with Fort Bragg

Present: Courtney, Gjerde, Cross - Fort Bragg; Mastin, Thomas, Strong - Ukiah
Staff: Baxter - Fort Bragg, Blake, Webster, Butler - Ukiah
Excused: Tarbell
Others: Loretta Ellard MCOG, Willie West Rider, Richard Hubacek Rider, Rick Riley MTA Driver, Mary Maugan Rider, Tiffany Revelle Ukiah Daily Journal

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

Chair **Mastin** asked for Public Comment: Passenger Mary Maugan announced that she was here to complain about the poor customer service she has received from one MTA driver. She is a regular rider and this driver is the only one she has had issues with. Unfortunately she did not know his name. Finance and Personnel Manager **Webster** will follow up on her complaint.

CONSENT CALENDER

Agenda Item #2: April 24, 2014 Regular Board Meeting
Agenda Item #3: Service Performance Report: March, 2014
Agenda Item #4: Financial Report: March, 2014
Agenda Item #5: Board Meeting Dates and Locations:
Agenda Item #6: Capital Program: Update/Progress Report

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

Approved by a Roll Call Vote:

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

Agenda Item #9: Unmet Transit Needs: Ukiah and Fort Bragg:
Solicit Input: Item presented by Marketing and Planning Manager **Blake**. She reviewed the Unmet Transit Needs compiled thus far.

Dir. **Courtney** stated she would like to lobby for service from the North Coast for students to Mendocino College campus.

Mr. **Hubacek** from Little River would like day trips from the North Mendocino Coast to the South Mendocino Coast and back.

Agenda Item #7: Possible Fare Increase: Action: Hold Public Hearing and Adopt Resolution 2014-4: Item presented by GM **Baxter**. He reported that the ad-hoc committee members, Dir. **Gjerde**, Chair **Mastin**, staff **Webster** and he met to review the fare increase options.

He explained the committee proposes a \$.25 in one zone cash fare, no increase in the additional zone fares and a 13% increase in other fare media. Dial-A-Ride fares increase 20% across the board. Staff estimates that this proposed fare increase would generate an additional \$74,000 in revenues and increase the fare box ratio to 15.8%.

Chair **Mastin** commented that since this fare increase would only increase revenue by 2/3 of what was proposed last month, the Board will probably have to look at another increase in two years.

Chair **Mastin** opened the Public Hearing at 1:56 PM.

Driver **Rick Riley** thanked the ad-hoc committee for recommending the cash fare be an even amount making it easier on the drivers and stated he supports the fare increase.

Mr. **Hubacek** stated he also supports the fare increase and he would like to see the service expand not decrease.

Chair **Mastin** Closed the Public Hearing at 2:09 PM

Dir. **Strong** noted some minor typos on the Resolution that should be corrected.

Moved by Dir. **Strong** and Seconded by Dir. **Gjerde** to adopt Resolution 2014-04, with minor corrections, approving revised bus and DAR fares.

Approved by a Roll Call Vote:

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

Agenda Item #8: County-Wide Rider and Non-Rider Survey: Action: Discuss and Adopt Resolution 2014-7 Awarding Contract: Item presented by Marketing and Planning Manager **Blake**: She explained that MTA had received eight proposals and reviewed the evaluation process. The evaluation committee consisted of Chair **Mastin, Loretta Ellard** from MCOG and herself.

After careful consideration and deliberation the committee recommends adopting Resolution 2014-07 awarding the contract to perform the rider and non-rider survey to LSC Transportation Consultants, Inc.

Dir. **Strong** noted that the Resolution did not include the dollar amount of the project. It should be included.

Moved by Dir. **Courtney** and Seconded by Dir. **Strong** to adopt Resolution 2014-07 as amended awarding a contract to LSC Transportation Consultants Inc., to conduct a County-Wide Rider and Non-Rider Survey.

Approved by a Roll Call Vote:

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

Agenda #10: Management Report: Finance and Personnel Manager **Webster** informed the Board of the new Title IV regulations and the compliance process required of MTA. All rural transit agencies have to be in compliance by June 31, 2014. She has written a Title IV plan and has sent it to Caltrans for preliminary approval. The plan will be brought for Board adoption at the June Board meeting.

She has received notification from MTA's insurance broker that MTA's health insurance plan will no longer be offered through Blue Shield, and will need to be changed. The plan the broker proposed has some good components and also some negative ones. She will have more information on rates closer to the end of the fiscal year.

She has been informed that the auditor MTA has had for the last two years will no longer be doing public work. MTA will use the 2nd choice and previous auditor, Ricciardi, Inc.

Maintenance Manager **Butler** reported that the warranty replacement floor repair for the first five Gillig buses has been completed. He reported that the Ukiah Seniors has received their 5310 contract from Caltrans for a new vehicle and is waiting for the Redwood Coast Seniors to get their contract and then he will order the buses.

Ms **Ellard** informed the Board that MCOG will meet on Monday to consider MTA's claim. She reported that MCOG staff is helping some of the Senior Centers with their Title IV plans.

GM **Baxter** stated he had finished the 5311 Intercity Bus Grant application to increase the service on Route #65 and has submitted it. Chair **Mastin** and he went to the CTA Legislative conference this week. There was some very good information about Cap and Trade Funds. It looks like there will be an increase in funding available for transit.

Chair **Mastin** further explained that unfortunately funds like this are not usually available for operations. Though they are talking about an element that is divided up based on the STA formula. MTA may be able to access these funds for operations if they continue with the exemption that MTA currently falls under. They are talking about \$650 million the first years and three to five years out \$3 to \$5 billion for transportation issues state-wide.

Agenda Item #11: Matters from Directors: Dir. **Courtney** reported on the Community Rights initiative that would ban fracking in Mendocino County.

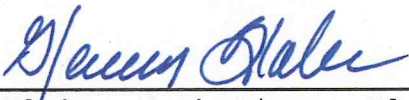
Dir. **Cross** shared that he had completed a CSDA course in Sacramento. He learned a lot and encourages others to attend. He also stated that his Board term expires in June and he is considering putting his name forward. Because of his work schedule he sometimes has had to miss meetings and wondered if that was a problem with other Board members.

Chair **Mastin** stated it does not bother him personally, but it is really a Point Arena City Council issue. Board members and staff encouraged him to re-apply.

Madge thanked Meg for her information on Community Rights.

Adjourn: 2:51 PM

Chair, Jim Mastin


Glenna Blake, Marketing & Planning

Agenda Item # 3

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: June 19, 2014



Subj: Service Performance Report: April 2014

Attached is the Monthly Report for April 2014 comparing performance with April 2013. April 2014 performance exceeded five of the twelve standards and improved for five of the twelve when compared with the April 2013 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	0.9%
Ridership	Down	2.0%
Service hours	Up	1.0%
Total operating cost	Up	2.6%

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

Cost per hour (hourly rate)	Increased	1.6% to \$88.27
Productivity (passengers per hour)	Decreased	3.0% to 8.8
Farebox ratio	Decreased	3.4% to 14.4%
The average fare paid	Increased	1.1% to \$1.45

Most metrics are down a bit or stable. Decreased Ridership reflects the loss of the Boys and Girls Club riders. 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
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Dial-A-Rides

Apr-13	3.8	11.8%	80.11
Jan-14	4.3	12.2%	100.63
Feb-14	4.3	13.0%	90.19
Mar-14	4.1	12.1%	86.21
Apr-14	4.0	14.0%	91.12
STANDARD	4.5	15.0%	87.19

Flex Routes (***)

Apr-13	6.6	6.3%	69.38
Jan-14	5.1	5.4%	89.57
Feb-14	5.3	6.3%	74.03
Mar-14	5.3	5.5%	77.48
Apr-14	5.2	7.1%	80.62
STANDARD	8.2	15.0%	89.80

Short Distance Bus Routes (**)

Apr-13	16.0	15.4%	78.84
Jan-14	13.8	12.7%	98.27
Feb-14	14.7	15.8%	78.92
Mar-14	13.6	13.1%	84.36
Apr-14	13.0	15.3%	87.42
STANDARD	14.0	15.0%	88.16

Long Distance Bus Routes (*)

Apr-13	4.5	17.1%	82.62
Jan-14	4.2	15.0%	104.24
Feb-14	4.4	18.7%	85.97
Mar-14	4.4	16.4%	89.18
Apr-14	4.6	21.1%	94.90
STANDARD	3.2	15.0%	90.18

(*) 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 and Performance

Wednesday June 18, 2014

File:(Budget12\ROUTETD)

Route/Run	Thru		Apr-14		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 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	52,351	20,015	4,973	5,885	52,534	42,844	194,833	84,462	126,555	448,694	90.23	4.0	11.7%	0.050	2.62	10.53			
04 Fort Bragg - DAR	39,127	13,352	3,228	3,505	36,679	29,913	116,124	67,168	83,799	297,003	92.00	4.1	13.2%	0.052	2.93	12.12			
Total Dila-A-Ride	91,478	33,367	8,201	9,390	89,213	72,757	310,957	151,630	210,353	745,697	90.93	4.1	12.3%	0.051	2.74	11.15			
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR			
08 Local Evening Service	10,225	12,038	2,003	2,390	22,517	18,494	79,176	16,745	44,968	159,382	79.56	6.0	6.4%	0.081	0.85	5.10			
Total Flex Routes	10,225	12,038	2,003	2,390	22,517	18,494	79,176	16,745	44,968	159,382	79.56	6.0	6.4%	0.081	0.85	5.10			
01 Willits - Flex	8,069	10,348	2,050	2,537	25,680	20,980	83,962	20,800	49,411	175,152	85.44	5.0	4.6%	0.062	0.78	3.94			
05 Bragg>About	11,833	17,352	2,247	2,583	30,631	25,535	85,481	9,348	47,290	167,644	74.61	7.7	7.1%	0.111	0.68	5.27			
06 Bragg>About - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR			
07 Jitney	2,439	4,750	315	400	4,391	5,525	13,266	1,417	7,919	28,127	89.18	15.1	8.7%	0.185	0.51	7.73			
09 Local	113,811	149,622	7,222	7,959	91,160	120,914	263,331	32,229	163,794	580,267	80.35	20.7	19.6%	0.321	0.76	15.76			
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR			
20 & 21 Willits	48,051	36,317	3,226	3,881	75,830	103,970	128,405	17,155	98,070	347,599	107.76	11.3	13.8%	0.121	1.32	14.90			
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	184,203	218,389	15,060	17,361	227,692	276,924	574,443	80,949	366,474	1,298,790	86.24	14.5	14.2%	0.196	0.84	12.23			
60 Coaster	11,475	14,461	1,356	1,644	36,786	30,444	54,398	5,675	35,565	126,082	93.00	10.7	9.1%	0.126	0.79	8.46			
61 Coaster - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR			
65 CC Rider	101,412	12,529	2,995	3,686	92,113	75,529	122,180	12,419	82,557	292,685	97.73	4.2	34.6%	0.066	8.09	33.86			
70 Coast to Coast	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR			
74 Gualala - Saturday	1,889	692	382	436	8,600	6,998	14,454	2,597	9,489	33,538	87.86	1.8	5.6%	0.022	2.73	4.95			
75 Gualala	15,436	8,126	1,926	2,206	42,000	34,241	73,034	13,194	47,295	167,754	87.12	4.2	9.2%	0.053	1.90	8.02			
95 Point Arena-Santa Rosa	27,344	6,162	2,874	3,281	58,933	48,067	108,713	20,945	69,776	247,501	86.11	2.1	11.0%	0.028	4.44	9.51			
Total Coastal & Long Routes	157,556	41,970	9,532	11,254	238,432	195,279	372,780	54,830	244,671	867,560	91.01	4.4	18.2%	0.059	3.75	16.53			
Total Public Service	443,462	305,764	34,797	40,394	577,854	563,454	1,337,355	304,153	866,466	3,071,429	88.27	8.8	14.4%	0.116	1.45	12.74			
97 Contract Services	47,156	4,380	911	911	7,597	6,198	30,150	4,055	15,880	56,283	61.80	4.8	83.8%	0.480	10.77	51.77			
98 Charter	43,322	10,248	497	497	6,521	7,515	16,646	1,720	9,954	35,845	72.12	20.6	120.9%	-1.371	4.23	87.17			
Total Other	90,478	14,628	1,408	1,408	14,118	13,713	46,796	5,776	25,844	92,129	65.44	10.4	98.2%	8.862	6.19	64.27			
Total	533,940	320,392	36,204	41,802	591,972	577,167	1,384,151	309,929	892,311	3,163,568	87.38	8.8	16.9%	0.122	1.67	14.75			
Total Mileage, Labor & Direct Costs																2,271,247	39%	28%	100%
Total Mileage, Labor & Direct Costs																18%	44%	10%	100%

Mendocino Transit Authority Year to Date Statistics Comparison

Route/Run	Comparison			FY 12/13 - FY 13/14			Apr-14			Apr-14			Apr-14			
	12/13 Fare Revenue	13/14 Fare Revenue	Amount Diff	% Diff	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
02 Willits - DAR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
03 Ukiah - DAR	49,059	52,351	3,292	6.7%	18,260	20,015	1,755	9.6%	4,979	4,973	(6)	-0.1%	429,763	448,694	18,931	4.4%
04 Fort Bragg - DAR	49,192	39,127	(10,065)	-20.5%	15,084	13,352	(1,732)	-11.5%	3,291	3,228	(63)	-1.9%	295,559	297,003	1,444	0.5%
Total Dial-A-Ride	98,251	91,478	(6,773)	-6.9%	33,344	33,367	23	0.1%	8,270	8,201	(69)	-0.8%	725,322	745,697	20,375	2.8%
08 Local Evening Service	10,441	10,225	(216)	-2.1%	12,725	12,038	(687)	-5.4%	1,994	2,003	9	0.5%	160,162	159,382	(780)	-0.5%
Total Flex Routes	10,441	10,225	(216)	-2.1%	12,725	12,038	(687)	-5.4%	1,994	2,003	9	0.5%	160,162	159,382	(780)	-0.5%
01 Willits - Flex	6,073	8,069	1,996	32.9%	7,920	10,348	2,428	30.7%	1,852	2,050	198	10.7%	154,822	175,152	20,330	13.1%
05 Bragg/About	12,782	11,833	(949)	-7.4%	19,498	17,352	(2,146)	-11.0%	2,231	2,247	16	0.7%	159,361	167,844	8,283	5.2%
06 Bragg/About - Saturday	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
07 Jitney	1,638	2,439	801	48.9%	3,441	4,750	1,309	38.0%	313	315	2	0.8%	28,041	28,127	86	0.3%
09 Local	117,207	113,811	(3,396)	-2.9%	155,087	149,822	(5,465)	-3.5%	7,148	7,222	74	1.0%	581,601	580,267	(1,334)	-0.2%
15 Laytonville-Willits	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
20 & 21 Willits	52,653	48,051	(4,602)	-8.7%	38,630	36,317	(2,313)	-6.0%	3,213	3,226	13	0.4%	356,536	347,599	(8,937)	-2.5%
30 Redwood Valley	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
52 Talmage	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
Total Inland Routes	190,353	184,203	(6,150)	-3.2%	224,576	218,389	(6,187)	-2.8%	14,757	15,060	303	2.1%	1,280,361	1,298,790	18,429	1.4%
60 Coaster	10,627	11,475	848	8.0%	14,016	14,461	445	3.2%	1,260	1,356	96	7.6%	113,680	126,082	12,402	10.9%
01 Coaster - Saturday	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
5 CC Rider	92,526	101,412	8,886	9.6%	11,222	12,529	1,307	11.6%	2,990	2,995	5	0.2%	274,686	292,685	17,999	6.6%
00 Coast to Coast	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR
74 Gualala - Saturday	1,906	1,889	(17)	-0.9%	758	692	(66)	-8.7%	382	382	(0)	0.0%	32,828	33,538	710	2.2%
75 Gualala	14,449	15,436	987	6.8%	8,250	8,126	(124)	-1.5%	1,923	1,926	3	0.1%	164,153	167,754	3,601	2.2%
95 Point Arena-Santa Rosa	28,855	27,344	(1,511)	-5.2%	7,113	6,162	(951)	-13.4%	2,872	2,874	2	0.1%	242,250	247,501	5,251	2.2%
Total Coastal & Long Routes	148,363	157,556	9,193	6.2%	41,359	41,970	611	1.5%	9,427	9,532	105	1.1%	827,597	867,560	39,963	4.8%
Total Public Service	447,408	443,462	(3,946)	-0.9%	312,004	305,764	(6,240)	-2.0%	34,448	34,797	349	1.0%	2,993,442	3,071,429	77,987	2.6%
97 Contract Services	53,419	47,156	(6,263)	-11.7%	6,319	4,380	(1,939)	-30.7%	1,016	911	(105)	-10.4%	64,453	56,283	(8,170)	-12.7%
98 Charter	30,194	43,322	13,128	43.5%	8,062	10,248	2,186	27.1%	359	497	138	38.4%	25,278	35,845	10,567	41.8%
Total Other	83,613	90,478	6,865	8.2%	14,381	14,628	247	1.7%	1,375	1,408	33	2.4%	88,731	92,129	2,398	2.7%
Total	531,021	533,940	2,919	0.5%	326,385	320,392	(5,993)	-1.8%	35,823	36,204	381	1.1%	3,083,173	3,163,558	80,385	2.6%
		533,940			320,392				36,204				3,163,558			

Subsidy, Ft Bragg DAR (RCRC 1,273,035

Mendocino Transit Authority Year to Date Performance Comparison
 FY 12/13 - FY 13/14

Wednesday June 18, 2014 File(Budget12\ROUTEYTD)

Router/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	Hourly Rate	Amount	% Diff	Pass per Hour	Pass per Hour	Amount	% Diff	Farebox Ratio	Farebox Ratio	Amount	% Diff	Average Fare	Average Fare	Amount	% Diff		
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
03 Ukiah - DAR	86.32	90.23	3.91	4.5%	3.7	4.0	0.4	9.7%	11.4%	11.7%	0.3%	2.2%	2.69	2.62	-0.07	-2.6%	-10.1%	
04 Fort Bragg - DAR	89.81	92.00	2.19	2.4%	4.6	4.1	-0.4	-9.8%	16.6%	13.2%	-3.5%	-20.8%	3.26	2.93	-0.33	-10.1%	-7.0%	
Total Direct-A-Ride	87.71	90.93	3.22	3.7%	4.0	4.1	0.0	0.9%	13.5%	12.3%	-1.3%	-9.4%	2.95	2.74	-0.21	-7.0%	-7.0%	
08 Local Evening Service	80.32	79.56	-0.77	-1.0%	6.4	6.0	-0.4	-5.8%	6.5%	6.4%	-0.1%	-1.6%	0.82	0.85	0.03	3.5%	3.5%	
Total Flex Routes	80.32	79.56	-0.77	-1.0%	6.4	6.0	-0.4	-5.8%	6.5%	6.4%	-0.1%	-1.6%	0.82	0.85	0.03	3.5%	3.5%	
01 Willits - Flex	83.60	85.44	1.84	2.2%	4.3	5.0	0.8	18.0%	3.9%	4.6%	0.7%	17.4%	0.77	0.78	0.01	1.7%	1.7%	
05 Bragg/About	71.43	74.61	3.18	4.4%	8.7	7.7	-1.0	-11.6%	8.0%	7.1%	-1.0%	-12.0%	0.66	0.68	0.03	4.0%	4.0%	
06 Bragg/About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	89.59	89.18	-0.41	-0.5%	11.0	15.1	4.1	37.0%	5.8%	8.7%	2.8%	48.4%	0.48	0.51	0.04	7.9%	7.9%	
09 Local	81.37	80.35	-1.02	-1.3%	21.7	20.7	-1.0	-4.5%	20.2%	19.6%	-0.5%	-2.7%	0.76	0.76	0.00	0.6%	0.6%	
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	110.97	107.76	-3.20	-2.9%	12.0	11.3	-0.8	-6.4%	14.8%	13.8%	-0.9%	-6.4%	1.36	1.32	-0.04	-2.9%	-2.9%	
30 Redwood Valley	ERR	ERR	ERR	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	ERR	ERR	ERR
52 Talmage	ERR	ERR	ERR	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	ERR	ERR	ERR
Total Inland Routes	86.76	86.24	-0.52	-0.6%	15.2	14.5	-0.7	-4.7%	14.9%	14.2%	-0.7%	-4.6%	0.85	0.84	-0.00	-0.5%	-0.5%	
60 Coaster	90.22	93.00	2.78	3.1%	11.1	10.7	-0.5	-4.1%	9.3%	9.1%	-0.2%	-2.6%	0.76	0.79	0.04	4.7%	4.7%	
11 Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
15 CC Rider	91.87	97.73	5.86	6.4%	3.8	4.2	0.4	11.5%	33.7%	34.6%	1.0%	2.9%	8.25	8.09	-0.15	-1.8%	-1.8%	
20 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
74 Gualala - Saturday	85.94	87.86	1.93	2.2%	2.0	1.8	-0.2	-8.6%	5.8%	5.6%	-0.2%	-3.0%	2.51	2.73	0.22	8.6%	8.6%	
75 Gualala	85.36	87.12	1.75	2.1%	4.3	4.2	-0.1	-1.6%	8.8%	9.2%	0.4%	4.5%	1.75	1.90	0.15	8.5%	8.5%	
95 Point Arena-Santa Rosa	84.35	86.11	1.76	2.1%	2.5	2.1	-0.3	-13.4%	11.9%	11.0%	-0.9%	-7.2%	4.06	4.44	0.38	9.4%	9.4%	
Total Coastal & Long Routes	87.79	91.01	3.22	3.7%	4.4	4.4	0.0	0.4%	17.9%	18.2%	0.2%	1.3%	3.59	3.75	0.17	4.7%	4.7%	
Total Public Service	86.90	88.27	1.37	1.6%	9.1	8.8	-0.3	-3.0%	14.9%	14.4%	-0.5%	-3.4%	1.43	1.45	0.02	1.1%	1.1%	
97 Contract Services	63.44	61.80	-1.64	-2.6%	6.2	4.8	-1.4	-22.7%	82.9%	83.8%	0.9%	1.1%	8.45	10.77	2.31	27.4%	27.4%	
98 Charter	70.41	72.12	1.71	2.4%	22.5	20.6	-1.8	-8.2%	119.4%	120.9%	1.4%	1.2%	3.75	4.23	0.48	12.9%	12.9%	
Total Other	65.26	65.44	0.18	0.3%	10.5	10.4	-0.1	-0.7%	93.2%	98.2%	5.0%	5.4%	5.81	6.19	0.37	6.4%	6.4%	
Total	86.07	87.38	1.31	1.5%	9.1	8.8	-0.3	-2.9%	17.2%	16.9%	-0.3%	-2.0%	1.63	1.67	0.04	2.4%	2.4%	

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	579,689	591,972	12,283	2.1%				
Mileage Based Costs	596,669	577,167	(19,502)	-3.3%				
Hourly Based Costs	1,269,594	1,384,151	114,557	9.0%				
Direct Costs	296,509	309,929	13,420	4.5%				
Overhead Costs	920,401	892,311	(28,090)	-3.1%				
Total Costs	3,083,173	3,163,558	80,385	2.6%				

Charter Rate Calculation:
 Cost per mile calculation:

Minivan	Actual	0.659	Plus	Overhead	1.01	Plus	Profit	10.0%	33.11
Van/Small Bus	Actual	1.045	Plus	Overhead	1.46	Plus	Profit	10.0%	40.52
Coach	Actual	1.753	Plus	Overhead	2.44	Plus	Profit	10.0%	56.44
Combined	Actual	1.248	Plus	Overhead	1.74	Plus	Profit	10.0%	67.73

Hourly Rate Calculation:

Actual Hourly Rate	33.11
Plus Direct Costs	22.4%
Hourly Rate	40.52
Plus Overhead	39.30%
Hourly Rate	56.44
Plus Profit	20.0%
Hourly Rate	67.73

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Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: June 18, 2014
Subj: Financial Statements as of April 30, 2014

Attached are Financial Statements for the month ending April 2014. The Income Statement shows a gain of \$95,390 and a \$114,428 *positive* budget performance. Comparing year-to-date through Apr 14 to Apr 13: Operating Revenue is up \$12,752 (1.9%). Other Revenue is up 4.4% and Operating Expenses are up 2.6% compared to the previous year. Our operating expenses compared to our budget are down (3.6%).

The Mobility Management Program is reflected in the financial statements. We no longer have any grants to cover the cost of the program, therefore TDA is covering the loss (\$2,662) at this time.

The Capital Income/Expense Statement reflects a gain of \$257,881 this month, including 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				Apr-14
Description	-----Year to Date-----			
	Actual	Budget	Variance	Variance
Revenue	\$	\$	\$	%
Operating Revenue	670,397	669,991	406	0.1%
Other Revenue	2,638,769	2,638,955	(186)	-0.0%
Total Revenue	3,309,166	3,308,946	220	0.0%
Operating Expenses				
Transportation	2,233,224	2,298,287	(65,063)	-2.8%
Maintenance	384,647	398,171	(13,524)	-3.4%
Administration	593,582	633,926	(40,344)	-6.4%
Total Operating Expenses	3,211,453	3,330,384	(118,931)	-3.6%
Other (Income)/Expense	(339)	(2,400)	2,061	-85.9%
Mobility Management Program				
Revenue	29,168		29,168	ERR
Expense	(31,830)		(31,830)	ERR
Net Gain/(Loss) Before Depreciation	95,390	(19,038)	114,428	ERR

Mendocino Transit Authority		
Balance Sheet as of	Apr-14	
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,615,201	
A/R, Prepaid Expenses & Inventory	722,158	
Total Other Current Assets		2,337,359
Property, Plant & Equip Net of Depreciation		11,485,131
Investment - Deferred		0
Total Assets		13,822,490
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	505,553	
Other Liabilities	216,831	
Provision for Restricted Funds	202,273	
Total Current Liabilities		924,657
Deferred Compensation Payable		0
Total Liabilities		924,657
Fund Equity		
Contributed Capital	11,858,969	
Retained Earnings	1,038,864	
Total Fund Equity		12,897,833
Total Liabilities and Equity		13,822,490

REVENUE - Budget to Actual Comparison

Date: 18-Jun-14

Dpt	A/C #	Description	Apr-14 Budget	Apr-14 Actual	Apr-14 Variance	Apr-14 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	30,036	32,863	2,827	9.4%	308,796	314,501	5,705	1.8%
40.	401.200	Fares Paid by Agencies	14,396	19,903	5,507	38.3%	148,003	128,954	(19,049)	-12.9%
40.	402.200	Contract Service	4,583	5,020	437	9.5%	45,833	47,155	1,322	2.9%
40.	405.100	Charter	609	3,742	3,133	514.7%	20,379	42,381	22,002	108.0%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	7,813	6,003	(1,810)	-23.2%
40.	409.200	Sonoma County Participation	13,917	13,162	(755)	-5.4%	139,167	131,403	(7,764)	-5.6%
		Total	64,323	74,690	10,367	16.1%	669,991	670,397	406	0.1%

Other Revenue

40.	409.100	TDA - Operations	192,461	192,461	0	0.0%	1,924,608	1,924,608	1	0.0%
40.	409.110	STA - Operations	25,000	25,000	0	0.0%	250,000	250,000	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%	375,000	375,000	0	0.0%
40.	413.110	Welfare to Work Grant	0	0	0	ERR	43,677	40,580	(3,097)	-7.1%
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%	20,003	20,003	(0)	-0.0%
40.	407.210	Maintenance Labor Revenue	2,500	2,253	(247)	-9.9%	25,000	24,995	(5)	-0.0%
40.	407.220	Maintenance Parts Revenue	0	60	60	ERR	0	2,900	2,900	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	107	40	60.5%	667	683	16	2.4%
		Total	259,528	259,381	(147)	-0.1%	2,638,955	2,638,769	(185)	-0.0%
		Combined - Oper/Other Rev	323,850	334,071	10,221	3.2%	3,308,945	3,309,166	221	0.0%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		1,943	1,943			7,331	7,331	
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			21,837	21,837	
41.	413.200	Federal Planning Grant - Commute Study			0				0	
41.	407.500	Other Income			0				0	
		Total	0	1,943	1,943		0	29,168	29,168	
		Combined	323,850	336,014	12,164	3.8%	3,308,945	3,338,334	29,389	0.9%

		Fares - Passenger/Agency	44,433	52,766	8,333	18.8%	456,799	443,455	(13,344)	-2.9%
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Mendocino Transit Authority - Public Service

File: (Budget14\EXPCUMBA)

Budget to Actual Comparison FY 2013/2014 YTD thru Apr-14

YTD thru Apr-14 Wednesday June 18, 2014

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	1,064,602	190,197	260,326	1,515,126	1,039,113	199,697	274,260	1,513,070	(2,056)	-0.1%	15,385	1,528,455
Wages-Vac/Sick/Hol	173,505	38,554	46,708	258,766	179,814	38,773	46,290	264,877	6,111	2.4%	1,967	266,844
Health	328,344	46,267	46,267	420,878	311,269	45,702	37,700	394,671	(26,207)	-6.2%	2,090	396,761
Workers Comp	86,652	11,275	1,422	99,349	91,044	11,560	2,294	104,898	5,549	5.6%	105	105,003
Retirement	110,984	22,864	27,523	161,370	104,361	23,450	30,519	158,330	(3,040)	-1.9%	1,194	159,524
Payroll Taxes	34,934	6,422	8,904	50,261	35,593	6,727	9,812	52,132	1,871	3.7%	428	52,560
Uniform Allowance	6,950	5,500		12,450	3,359	5,446		8,805	(3,645)	-29.3%		8,805
Travel Expenses	4,475	2,083	6,285	12,843	4,546	1,885	4,719	11,150	(1,693)	-13.2%	240	11,390
Outside Labor	2,280			2,280	885	4,066	59,289	64,240	(15,178)	-19.1%	5,574	69,814
Fuel-Revenue Vehicles	355,131			355,131	328,708			328,708	(26,423)	-7.4%	2,949	331,657
Lube-Revenue Vehicles	12,520			12,520	7,495			7,495	(5,025)	-40.1%	1,428	8,923
Tires/Tubes-Revenue Vehicles	16,114			16,114	10,748			10,748	(5,366)	-33.3%		10,748
Parts-Revenue Vehicles		28,510		28,510		9,629		9,629	(18,881)	-66.2%		9,629
Expense Parts		1,500		1,500		1,389		1,389	(111)	-7.4%		1,389
Non-Capital Equipment	2,100	2,000	1,667	5,767	877	1,669	1,320	3,866	(1,901)	-33.0%		3,866
Office Supplies	350		11,250	11,600	249		9,492	9,741	(1,859)	-16.0%	12	9,753
Subscriptions	675		1,133	1,808	704		669	1,373	(435)	-24.0%		1,373
Dues & Memberships	305		5,950	6,255	430		5,712	6,142	(113)	-1.8%		6,142
Janitorial Supplies		10,950		10,950		10,494		10,494	(456)	-4.2%		10,494
Shop Supplies		2,500		2,500		2,430		2,430	(70)	-2.8%		2,430
R & M-Buildings & Property		8,250		8,250		8,147		8,147	(103)	-1.2%		8,147
Shelter Expense		1,833		1,833		4,112		4,112	2,279	124.3%		4,112
Telephone	6,780	900	9,956	17,636	8,274	956	11,301	20,531	2,895	16.4%	458	20,989
Utilities	5,920	2,850	15,105	23,875	7,065	809	11,294	19,168	(4,707)	-19.7%		19,168
Insurance	51,373	7,500	12,500	71,373	59,731	6,668	12,167	78,566	7,193	10.1%		78,566
Purchased Transportation	1,500			1,500	1,263			1,263	(237)	-15.8%		1,263
Marketing			100,003	100,003			72,342	72,342	(27,661)	-27.7%		72,342
Training	7,741	2,500	2,000	12,241	10,592	800	1,814	13,206	965	7.9%		13,206
Board Expense			3,750	3,750			2,326	2,326	(1,424)	-38.0%		2,326
Miscellaneous		500	100	4,382	4,183	238	9	4,430	48	1.1%		4,430
Vehicle Rental										ERR		
Equipment Rental		900	255	1,155			253	253	(902)	-78.1%		253
Property Rental	21,270			21,270	22,921			22,921	1,651	7.8%		22,921
Total	2,298,287	398,171	633,926	3,330,385	2,233,224	384,647	593,582	3,211,453	(118,932)	-3.6%	31,830	3,243,283
	2,298,287	398,171	633,926	3,330,385	2,233,224	384,647	593,582	3,211,453				

Mendocino Transit Authority

Budget to Actual Income Statement for ten months ending

Apr-14

Description	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants	1,845,981	2,580,546	(734,565)	71.5%
STA - Capital	169,894	191,920	(22,026)	88.5%
R/STIP		427,986	(427,986)	0.0%
Federal	189,841	1,730,000	(1,540,159)	11.0%
Transfer from Transit Reserve	56,710	13,154	43,556	431.1%
Local - Other			0	ERR
Sale of Assets	68,077		68,077	ERR
Interest Income	3,218		3,218	ERR
Other		86,875	(86,875)	0.0%
Total Revenue	2,333,721	5,030,481	(2,696,760)	46.4%

Capital Expenses:	Project	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
1 Paratransit Van	90a	70,350	75,582	(5,232)	93.1%
1 Heavy Duty Bus	90b	461,368	463,000	(1,633)	99.6%
2 Paratransit Vans	91a	140,645	151,164	(10,519)	93.0%
3 Large Vans	91b	258,305	249,696	8,609	103.4%
2 Heavy Duty Buses	91c	922,834	926,000	(3,166)	99.7%
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	92,427	80,000	12,427	115.5%
Office	29	2,633	24,625	(21,992)	10.7%
Bus Stops	30	30,884	49,500	(18,616)	62.4%
				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	211,584	271,323	(59,739)	78.0%
				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		2,336,204	2,627,231	(291,027)	88.9%

Net Gain/(Loss) before Carryover	(2,483)	2,403,250	(2,405,733)
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FY 2012/13 Carryover				
STA - Capital		259,881	82,451	177,430 315.2%
Transfer from Transit Reserve				0 ERR

Net Gain/(Loss)	257,398	2,485,701	(2,228,303)
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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
2014				
January	23	1:30 Ukiah	Fort Bragg	General Manager Evaluation
February	27	1:30 Fort Bragg	Ukiah	Cancelled Initial 2014/15 Budget Discussion
March	27	1:30 Willits	only	2014/15 Transit Needs: Willits DRAFT 2014/15 Budget & Claim
April	24	1:30 Ukiah	Fort Bragg	Proposed 2014/15 Budget Award Countywide Transit Ridership Survey Contract
May	29	1:30 Fort Bragg	Ukiah	Fare increase
June	26	1:30 Ukiah	Fort Bragg	FINAL 2014/15 Budget
July	24	1:30 Willits	only	2014/15 Transit Needs: Willits
August	28	1:30 Point Arena	only	2014/15 Transit Needs: Point Arena
September	25	1:30 Fort Bragg	Ukiah	2014/15 Transit Needs: Fort Bragg
October	23	1:30 Ukiah	Fort Bragg	2014/15 Transit Needs: Ukiah
November	20	1:30 Fort Bragg	Ukiah	
December	18	1:30 Ukiah	Fort Bragg	

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To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: June 19, 2014
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: Delivered and in service.

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 approved for another round of funding for North Coast stops.

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, Commissioned and running. Total of 99 panels.

PROBLEMS: Nothing new.

Two Senior Center Vans (5310) \$149,223


NEW ACTION: Grant application from Redwood Coast Sr. Center was successful. Ukiah was initially not successful but was approved.

Waiting for an agreement from the state. Vans not ordered yet. Moved to 14/15.

PROBLEMS: None.

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Agenda Item # 8

To: Board of Directors
From: Glenna Blake, Marketing & Planning 
Date: June 19, 2014
Subject: Unmet Transit Needs FY 2015/16

As you know, MTA collects the Unmet Transit Needs submitted in a variety of ways during the fiscal year. This is the third Unmet Transit Needs public forum for the FY 2015/16.

Unmet Transit Need identified thus far:

- Saturday bus service between Willits and Ukiah
- Additional bus service on Route #7, the Jitney, in Ukiah
- Service to Mendocino College in Ukiah from the North Mendocino Coast and/or drop off and pick up on the current Route #65 schedule
- Saturday bus service on Routes #75 and #60 to Fort Bragg
- Bus service to the North County Mendocino College Campus in Willits from the North Mendocino Coast
- Extend Route #60 that arrives in Mendocino at 12:19 PM to Navarro River and return trip to Fort Bragg.
- Saturday service on Route #60 between Fort Bragg and Navarro River.

Staff Recommendation:

Solicit public input for any Unmet Transit Needs for the Ukiah and Fort Bragg and/or other areas of the County. Add any unmet transit needs to the list.

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To: Board of Directors
From: Sally Webster, Finance/Personnel Manager
Date: June 19, 2014
Subj: Adoption of MTA's Title VI Plan

The US Department of Transportation has issued new guidelines for the Title VI compliance requirements. The program objectives for FTA recipients are to:

- 1) Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- 2) Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- 3) Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

The Plan requirements are tiered, based on the service. In general, our agency must provide the following:

- Title VI Notice, Locations, Complaint Procedures, and a Listing of Title VI Complaints
- A Public Participation Plan, and a Summary of Outreach Efforts
- A Language Assistance Plan
- A Table depicting the Membership of Non-Elected Committees, and Subrecipient Monitoring
- Title VI Equity Analysis (Environmental Justice)
- System-wide Standards and Policies

In addition, this program must be approved by the Board, with the resolution submitted to the CalTrans along with the Final Plan. The plan is enclosed under separate cover.

Recommendation:

Staff is recommending adoption of the Title VI Plan by Resolution 2014-8 as presented.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2014-08**

AUTHORIZING THE ADOPTION OF THE TITLE VI PROGRAM

WHEREAS:

The Mendocino Transit Authority is a recipient of Federal revenues and is required to meet federal regulatory requirements for Title VI of the Civil Rights Act of 1964, established by 49 CFR, Part 21.7; and

The Mendocino Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required for the Title VI Program; and

The Mendocino Transit Authority assures that no person or group of persons on the basis of race, color or national origin, including limited English proficient persons are subjected to discrimination in the level and quality of transportation services, programs, and activities provided, whether federally funded or not;

The Mendocino Transit Authority assures that all residents and visitors of Mendocino County are afforded meaningful access to our programs, activities, and services;

The Mendocino Transit Authority updated the agency Title VI Program to meet current Federal Transit Administration Guidelines.

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

- 1) Approves and adopts the updated Mendocino Transit Authority's Title VI Program as presented.

ADOPTION of the RESOLUTION was MOVED by Director _____, and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on _____ 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
Sally Webster, Finance & Personnel Manager

Date: June 20, 2014

Subj: **Proposed Budgets 2014/15**

The proposed 2014/15 Budget is attached as a separate document, in its usual format. This Proposed Budget is tentative, pending Board revisions and approval.

MTA Operating

The MTA Operating budget, as presented, is in the red. That is, it shows a net loss of \$68,365. It contains no changes in service, a 2.1% Cost of Living wage increase for all staff, represented and nonrepresented as well as Step Increases. Fares increase 16.1%.

As proposed, this Budget does not include and service improvements nor does it address any unmet needs. Staff would like to note that we have applied for a 5311(f) grant that would address two major unmet needs.

Sales tax-based TDA receipts in Mendocino County are growing. For fiscal year 2014/15, projected receipts increase 5.2% compared to actual TDA income in 2013/14, but still down 0.3% 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 2.6% increase in TDA funds for MTA operations in FY 2014/15 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 Solar Canopy and the purchase of eleven buses our capital budget drops by 43%, to \$1.33 million. Over the next five years we plan on funding and completing the Admin/Ops Building as well as replacing 42 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 (excluding the Admin/Ops Building) plus \$274,632 in 5311(f) funding to replace two medium duty intercity buses. We project \$2.6 Million in STA funds for capital projects. \$ 1.3 million comes from the two state prop 1B programs and \$565,375 in STIP funding. Additionally we project using \$200,000 in Cap and Trade funding.

Recommendation

Board members should review these budgets carefully. Approval of Resolution 2014-09 is required for timely adoption of the budget for the fiscal year beginning next week.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2014-09
ADOPTING FISCAL YEAR 2014/2015 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 27, 2014, 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 26, 2014, as may be revised at the meeting, including:
 - MTA Operating Budget
 - Senior Center Operating Subsidies
 - MTA & Senior Center Capital Program
2. Specifically approves the following components of the Budget:
 - Revised Public Transit Service Descriptions
 - Personnel Policies, Appendix:
 - A, 2014/2015 Wage and Staffing Table
 - B, 2014/2015 Holiday Schedule
 - C, Core Benefits (7-1-14)
 - 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 26, 2014 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chair

Dan Baxter, General Manager

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