

# Mendocino Transit Authority

# Board of Directors

## Regular Meeting Agenda

**October 23, 2014**

**1:30 pm**

### Ukiah

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

*Video-Conferenced with:*

### Fort Bragg

**Diana Stewart Fort Bragg Division  
190 East Spruce  
Conference Room**

AGENDA ITEM	PAGE
1. Call to Order <b>Public Comment:</b> 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 August 28, 2014 Board Meeting <u>Action:</u> Approve	1
3. Service Performance Report: No report <u>Information</u>	xx
4. Financial Report: No report <u>Information</u>	xx
5. Board Meeting Dates and Locations: <u>Information</u>	7
6. Capital Program: Update/Progress Report <u>Information</u>	9

continued . . .

AGENDA ITEM	PAGE
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**ACTION & DISCUSSION**

7. Unmet Transit Needs <u>Information</u>	11
8. Rider and non-Rider Survey <u>Information</u>	oral
9. Health insurance update <u>Information</u>	oral
10. Ridership and customer service training <u>Action:</u> Information	oral
11. Management Report	oral
12. Matters from Directors	oral

**ADJOURN** Anticipated adjournment is 3:00pm

NOTE: Immediately following the MTA Board meeting MCOG will be a stakeholder meeting on the county's Coordinated Public Transit-Human Services Transportation Plan. Flyer is attached. It's not clear on the flyer but we will maintain the Video Conference between Fort Bragg and Ukiah.

**Americans With Disabilities Act (ADA) Compliance**

The Mendocino Transit Authority complies with ADA requirements and, upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable

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 August 28, 2014**

**Point Arena**

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

Chair **Mastin** called the Meeting to order at 1:35 PM

Chair **Mastin** called for public comment. There was no public  
Comment.

**CONSENT CALENDER**

Agenda Item #2: Minutes June 16, 2014 Board Meeting  
Agenda Item #3a: Preliminary Year-End Performance Report  
Agenda Item #3b: Service Performance Report: Spring Quarter  
2014 and May 2014  
Agenda Item #4: Financial Report: May 2014  
Agenda Item #5: Board Meetings Dates and Locations  
Agenda Item #6: Capital Program: Update/Progress Report

Chair **Mastin** pulled Item #3a and #3b to be discussed under Item  
#8.

Moved by Dir. **Tarbell** and Seconded by Dir. **Courtney** to approve  
Consent Calendar Item #2 #4 #5 and #6. Motion Approved by those  
present.

**Agenda Item #7: Unmet Transit Need, South Mendocino Coast:** Item  
presented by Marketing/Planning Manager **Blake**.

South Coast Supervisor **Edlund** identified the unmet transit needs  
of resuming Route 75 service to Fort Bragg on Saturdays, service  
between Anderson Valley and the coast and back in the same day,  
Route #75 connection with the Intercity grant funded additional  
roundtrip on Route #65 between Ukiah and Santa Rosa and service  
to Sea Ranch.



Dir. **Cross** would like to add service from the Inland area to the Coast and back in the same day and local bus service from Point Arena and Gualala.

Marketing and Planning Manager **Blake** will add these items to the Unmet Transit Needs list.

**Agenda Item #8: Rider and Non-Rider Survey:** Item presented by Marketing and Planning Manager **Blake** for information only. No action was taken by the Board. She explained that the first on-board survey was conducted the week of August 4<sup>th</sup> and the second survey will be conducted the week of October 1<sup>st</sup>, and the non-rider survey is being conducted currently. So far, everything is moving along smoothly.

**Agenda Item #9: Service and Fare Structure between Fort Bragg and Inland Mendocino College Campuses:** Item presented by GM **Baxter** for information only. No action was taken by the Board.

Chair **Mastin** introduced and welcomed Norma **Wilson** as the new Interim Operations Manager.

Chair **Mastin** addressed Agenda Items #3a and #3b. He stated that there seems to be something of a disturbing trend with fare revenue and ridership down and service hours and operating costs up. He asked if staff was thinking about this and if they had any ideas what to do about it.

Interim Operations Manager **Wilson** explained that the Ukiah Boys and Girls club is no longer riding with us and the loss of this ridership has had a big negative effect on ridership.

GM **Baxter** stated we are working with the drivers to be aware of the importance of providing good customer service. He also reminded the Board that he and Marketing and Planning Manager **Blake** have been meeting with the College concerning a student subsidy to provide MTA transportation and providing additional service between Fort Bragg and the Inland Mendocino College campuses.

Dir. **Thomas** inquired if there would be any possibilities for grant partnerships to provide service.

Chair **Mastin** explained that there may be some opportunities through Cap and Trade funds allocated for low income communities.

GM **Baxter** stated he has been attending telephone-conference sessions on Cap and Trade by CTA and is looking for any opportunities.

Dir. **Courtney** shared that the City of Fort Bragg has a great grant writer. Perhaps she could help find suitable grants.

Chair **Mastin** suggested that staff talk with Terry Basset of YoloBus as he was the one who started the College rider subsidy.

Maintenance Manager **Butler** brought up the topic of Dial-A-Ride going to subscription service for senior and disabled only. This option has been discussed on and off for years, but as Dial-A-Rides' productivity and ridership is so low, it might be time to look at this option again.

Chair **Mastin** stated that it may be time to sit down with the Senior Centers and the Union to discuss the matter.

Marketing and Planning Manager **Blake** commented that staff should look at how many full-fare Dial-A-Ride passengers are riding as opposed to half-fare paying passengers.

North Coast Supervisor **Edlund** stated that Fort Bragg students could access the Inland Mendocino College by riding Route #60 then transferring to Route #70 and once in Ukiah can be dropped off at the College.

**Agenda Item #10: 5311 (f) Intercity Bus Grant:** Item presented by GM **Baxter** for information only. No action was taken by the Board. He explained both the 5311 (f) Grant applications were successful. The funds will provide an additional Route #65 between Ukiah and Santa Rosa on weekdays, two Route #20 trips between Willits and Ukiah on Saturdays and funds to purchase a new bus for the Route #65 service. He adds that staff is currently looking at buses with luggage storage underneath.

Chair **Mastin** congratulated GM **Baxter** on his success.

Maintenance Manager **Butler** stated that staff is exploring options that will make the 37 foot cut-away more passenger friendly. As in, reclining seats, Wi-Fi, and low floor which eliminates one step.

**Agenda Item #11: Preliminary Review of July 27<sup>th</sup> Fare Increase:** Item presented by GM **Baxter**. Item presented for information only. No action was taken by the Board. He explained it is still too early to determine the effect of the fare increase on the fare box recovery or ridership. He stated that there has been no negative feedback at all about the fare increase from passengers.



**Agenda Item #12: Management Report:** Marketing and Planning Manager Blake invited the Board to the MTA annual employee picnic on September 14<sup>th</sup>. The Board acknowledged they had received their invitations in the mail.

Interim Transportation Manager **Wilson** stated she is excited about her new opportunity and will do the best she can.

Maintenance Manager **Butler** stated that the law permitting three bicycle racks on transit vehicles is moving through the legislature. Many transit agencies are already using them and ignoring the law. He has installed one on the CC Rider Route and is looking for two more for the South Coast and one more for Fort Bragg. He also has quotes back for purchasing Redwood Coast and Ukiah Senior Centers' buses.

GM **Baxter** stated he had already covered Cap and Trade, but added that it is still not clear how the money will be spread around.

**Agenda Item #13: Matters from Directors:** Dir. **Tarbell** reported that he attended a CSDA workshop on ethics that was very informative and enjoyable.

Dir. **Courtney** stated she serves on a lot of Boards and feels many Boards could use this kind of training.

Finance and Personnel Manager **Webster** explained that Board members and management staff are required to go through ethics training every two years.

Dir. **Cross** requested that some kind of a tracking system be set up to assure everyone is in compliance.

Chair **Mastin** shared he happened to be in Fort Bragg and took a bus ride on the BraggAbout. He sent GM **Baxter** a list of suggestions for the service.

GM **Baxter** informed the Board that after the next MTA Board meeting in October, the Board will be invited to participate in MCOG's Coordinated Plan public forum.

Maintenance Manager **Butler** stated that staff has been looking for ways to increase the stroller capacity without losing seats. Staff installed forward facing, flip-up seats on the passenger side of one Gillig bus. CalTip sent out a bulletin saying they represent a potential hazard. American Seating come to look at them. They requested a full pull-test be completed before they will sign off on them.

Meeting Adjourned at 3:33 PM.

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Chair, Mastin

*Glenna Blake*  
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Glenna Blake, Marketing & Planning

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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					
July	24	1:30	Willits	only	Cancelled 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	Cancelled 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	
2015					
January	22	1:30	Fort Bragg	Ukiah	General Manager Evaluation
February	26	1:30	Willits	only	Initial 2015/16 Budget Discussion 2015/16 Transit Needs: Willits
March	26	1:30	Ukiah	Fort Bragg	DRAFT 2015/16 Budget & Claim
April	23	1:30	Point Arena	only	Proposed 2015/16 Budget
May	28	1:30	Fort Bragg	Ukiah	Proposed 2015/16 Budget
June	25	1:30	Ukiah	Fort Bragg	FINAL 2015/16 Budget

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To: MTA Board of Directors  
From: Dan Baxter, General Manager  
Date: October 20, 2014  
Subj: Capital Program: Progress Report

This report is consistent with the capital budget dated June 26, 2014

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## 2014/15 Projects

### Current Budget

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

**NEW ACTION:** MCOG approved \$25,000 for phase 2. New Scope of Work & RFQ being prepared.

**PROBLEMS:** None.

#### **Facility Solarization & Modernization**

**Admin Building Design/Construction (State of Good Repair, Prop 1B) \$1,000,000**

**NEW ACTION:** Preliminary design is completed. Majority of funding is not secure.

**PROBLEMS:** Searching for funding.

#### **Two Senior Center Vans (5310) \$153,710**

**NEW ACTION:** Vehicles for Redwood Coast and Ukiah Sr. Centers were approved. Purchasing Vans via the CalACT Coop was held-up for approval by CalTrans but is now in place. Waiting for a build date.

**PROBLEMS:** None.



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## Agenda Item # 7

To: Board of Directors  
From: Glenna Blake, Marketing & Planning *GB*  
Date: October 14, 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 fifth 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.
- Earlier service to Fort Bragg High School to accommodate the morning bell time.
- Service to the new Howard Hospital campus in Willits
- Bus service to fill the transit void between Garberville and Willits.

### **Staff Recommendation:**

Solicit public input for any Unmet Transit Needs for Mendocino County. Add any Unmet Transit Needs to the list.

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# Do you have unmet Transit Needs?

## Voice your opinion!

*Come provide your input on plans being developed to **document unmet transit needs** for Mendocino County residents*

**Where** **Wednesday, October 22nd**

3:00 PM—4:30 PM

C.V. Starr Center

300 S. Lincoln Street, Fort Bragg, CA 95437

**Thursday, October 23rd**

3:00 PM (After the MTA Meeting)

Ukiah Conference Center: 200 S. School Street, Ukiah, CA 95482

### What

We will discuss updates to the county's Co-ordinated Public Transit-Human Services Transportation Plan. Mendocino County is encouraging the community to provide input on the new plan and share thoughts on social service transportation needs and issues

*Please contact Nephele Barrett at 707-463-1806 or [nbarrett@dbcteam.net](mailto:nbarrett@dbcteam.net) a few days in advance if you need assistance getting to the workshop, will need language interpretation, and/or other assistance during the meeting*

### Can't Make It?



#### Email Comments

[coordplan14@pacific.edu](mailto:coordplan14@pacific.edu)

#### Online Survey

Give input online through our survey:

[www.surveymonkey.com/s/mendocinocpl4](http://www.surveymonkey.com/s/mendocinocpl4)



#### Over the Phone

*Call us to schedule a phone survey or request a paper survey*

**TOLL FREE NUMBER**

**844-462-9040**

**All Comments due:**

**11/7/2014**