

Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting January 22, 2015

Ukiah Video-Conferenced with Fort Bragg

Present: Tarbell - Fort Bragg; Doble, Gjerde, Strong, Mastin - Ukiah
Staff: Baxter, Beard - Fort Bragg; Webster, Butler, Wilson, Blake - Ukiah
Excused: Peters, Cross
Others: Loretta Ellard, MCOG

Chair **Mastin** called the Meeting to order at 1:30 PM.

Chair **Mastin** introduced those in attendance including new Board member Mr. Doble. Also in attendance was passenger Richard **Hubacek**.

Chair **Mastin** asked for Public Comment and inquired if anyone would like to address any items that are not on the agenda.

Mr. **Hubacek** addressed the Board and requested bus service between Inland Mendocino and the Coast and return in the same day. Marketing and Planning Manager **Blake** will add this Unmet Transit Need to the FY 2016/17 list.

CONSENT CALENDER

Agenda Item #2: Minutes October 23, 2014 Regular Board Meeting
Agenda Item #3: Service Performance Report: Fall Quarter 2014
Agenda Item #4: Financial Report: November 2014
Agenda Item #5: Board Meeting Dates and Locations:
Agenda Item #6: Capital Program: Update/Progress Report

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

Approved by a Roll Call Vote:

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

Agenda Item #7: Mendocino Countywide Transit Ridership Survey:

Item presented by Marketing and Planning Manager **Blake** and Ms Selena **McKinney**, LSC Transportation Consultants' lead Transportation Planner.

Ms **Blake** explained that the consulting firm LSC Transportation Consultants have been working with staff to produce the draft Mendocino Countywide Transit Ridership Survey that is before you today. Ms **Blake** introduced Ms **McKinney** who reviewed the survey results and answered questions.

Ms **McKinney** explained that two passenger surveys, one in August, 2014 when school was not in session and one in September while school was not operating, were conducted on all MTA services. Additionally, a countywide non-rider survey was conducted with 438 surveys completed. Also, a community wide social service provider survey was conducted.

She explained the purpose of the study was to obtain information about MTA's transit system, users and non-users, what their trip patterns are, how they are getting their information, their satisfaction of the system, and what short term and long term transit needs are. She reviewed the findings from the study.

Ms **McKinney** informed the Board that a part of the project's scope of work that covers MTA's target markets and how best to reach them, was accidentally omitted. This final chapter will be added to the study and submitted for approval by the Board next month.

Staff Recommendation:

Add the final chapter to the report and submit the final draft report for approval at the February 26, 2015 Board meeting.

Agenda Item #8: Fare Increase Results and Ridership Review:

Information: Item presented by GM **Baxter** and Finance and Personnel Manager **Webster** for information only. No action was taken by the Board.

GM **Baxter** reported that ridership is down about 11%. This is primarily due to losing about 100 passengers a day from the Boys and Girls Club in Ukiah who are now using Ukiah Unified School District buses. Cheap gas prices have also had an effect.

GM **Baxter** stated that staff is monitoring this very closely and have taken some steps to improve the situation. Staff is working with Mendocino College on some ideas for the Campus in Fort Bragg and last November MTA conducted an extensive customer

service training for drivers, dispatchers, front desk employees and management personnel. He stated the training was very well received and that our drivers' skills have improved greatly because of this training.

Ms **Webster** added that the stats in the January Board packet are through November 2014 and reflect fewer operating days due to the Holidays. She reported that fare revenue is trending up even with the fare increase. She thinks this trend will continue, especially after the old fare media is out of the system. Her advice is to stay tuned.

Agenda #9: General Manager Evaluation - Begin Process: Item presented by Chair **Mastin**. He explained that every year the Board goes through an evaluation process for the General Manager. In the past this process usually starts in January or February. He explained that as there are two new Board members it might be a good idea to make a change in timing so that evaluations are done prior to the turnover of new Board members. New appointees usually take office in January, at least from the Cities, and it may be unfair to expect them to be familiar with the process.

He explained that normally a committee is formed to review the evaluation criteria, time frames, and how the Board wants to proceed. He asked Dir. **Tarbell**, who served on the committee last time, to explain the process. Dir. **Tarbell** explained that the committee asked a specific set of questions and interviewed other Board members, staff and even some individuals from outside the agency, and then met with the GM. He recalls it was about a two month process.

Dir. **Tarbell** said he would be willing to serve as the committee Chair and stated Dir. **Cross** had also expressed an interest. Dir. **Doble** also volunteered to serve. Dir. **Tarbell** explained that Dir. **Cross** would most likely not be available until after tax season because of his work commitments, but he will contact him.

Chair **Mastin** asked if the Board was comfortable waiting until April or May to start the process with the target date of June to be finished. The Board agreed.

Agenda Item #10: Management Report: Maintenance Manager **Butler** reported that the Redwood Coast and Ukiah Senior Center buses will go down the production line in Elkhart in February and will be here the first part of March. He will be traveling to Elkhart to oversee the production. He reported that Caltrans has given

approval for the purchase of the medium-size bus for the new grant funded service that will be started in July. The vehicle will be here in June.

Finance and Personnel Manager **Webster** explained that the California Special District Association (CSDA), MTA's worker's comp insurance agency, gives credit incentive points off of the premium for attending the webinars and workshop. The savings are significant. She stated that over the past years, CSDA has encouraged more Board involvement. Often times this just means a couple Board members attending a workshop. She passed out a catalog of this year's workshops that appear to be very interesting and informative. Courses are offered in some nice locations and paid for by MTA. Please let her know if anyone is interested in attending.

Ms **Ellard**, MCOG, announced that MCOG has a consultant under contract working on a Hopland Main Street Complete Street Study to look at transit access, bike access and car access. There is a public workshop to be held February 11th and 12th and she is hoping someone from MTA can attend. MCOG's first meeting of the year with new Board members is Monday, February 2.

GM **Baxter** reviewed the customer service training provided for employees that was very well received and everyone was pleased with the results. He reported that the contract has been signed with Caltrans for the extended Route 65 bus service.

Ms **Ellard** added that the Cap and Trade Guidelines were adopted this week. It looks like the only qualifying projects for the County will be transit projects.

Agenda Item #11: Matters from Directors: Dir. **Gjerde** informed the Board that both MCOG and MTA have returned to the previous auditing firm as the firm used last year will no longer be working with public agencies.

Dir. **Doble** stated he was excited to be part of this Board and getting to know everyone. He stated that MTA is one of Boards that he requested to be on.


Chair **Mastin** announced that next meeting a new Chair and Vice-Chair need to be elected.

Adjourn: 3:12 PM

Chair, Mastin

Glenna Blake, Marketing & Planning

Agenda Item # 3

To: MTA Board of Directors
From: Norma Wilson, Interim Transportation Manager 
Date: February 18, 2015
Subj: **Service Performance Report: December 2014**

Attached is the usual monthly report, comparing performance in December 2014 with the three previous months plus December 2013. Performance in the month of December 2014 exceeded standards for only five of the twelve measures. Compared to December 2013, performance in December 2014 improved in five of the twelve.

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 six months of last year, showing Total Public Service:

Fare Revenue	Up	3.7%
Ridership	Down	11.0%
Service hours	Up	0.1%
Total operating cost	Up	6.7%

That means that compared to last fiscal year after December (six months):

Cost per hour (hourly rate)	Increased 6.6% to \$92.93
Productivity (passengers per hour)	Decreased 11.1% to 8.0
Farebox ratio	Decreased 2.8% to 14.0%
The average fare paid	Increased 16.4% to \$1.63

Ridership drops, primarily reflecting the loss of the Boys & Girls Club riders. Average fare is up nicely, as is fare revenue showing the positive effect of our July fare increase. Other metrics are stable.

MONTHLY PERFORMANCE

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

Dec-13	4.1	10.6%	88.88
Sep-14	4.0	11.8%	104.04
Oct-14	3.8	12.0%	93.37
Nov-14	4.0	14.0%	103.35
Dec-14	4.0	14.2%	92.10
STANDARD	4.5	15.0%	87.19

Flex Routes (***)

Dec-13	5.1	4.9%	78.90
Sep-14	6.0	8.2%	85.97
Oct-14	5.4	7.0%	81.29
Nov-14	4.8	6.1%	92.66
Dec-14	4.3	5.8%	79.70
STANDARD	8.2	15.0%	89.80

Short Distance Bus Routes (**)

Dec-13	13.1	11.8%	83.83
Sep-14	14.2	15.1%	96.59
Oct-14	14.0	15.3%	87.55
Nov-14	13.0	14.3%	99.20
Dec-14	11.3	13.4%	83.30
STANDARD	14.0	15.0%	88.16

Long Distance Bus Routes (*)

Dec-13	4.2	16.9%	88.52
Sep-14	4.7	17.6%	103.20
Oct-14	4.9	18.9%	92.41
Nov-14	4.1	21.3%	96.16
Dec-14	3.5	18.3%	88.70
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

Year-to-Date Statistics and Performance

Router/Run	Thru		Dec-14		0.986		33.36		607,672		2,008,182		Pass per Hour	Fare Box Ratio	Pass per \$ Subsidy	Average Fare	Rev per Svc Hr
	YTD	Pass	YTD	Service Hours	YTD	Paid Hours	YTD	Service Miles	Mileage Based Costs	Hourly Based Costs	Direct Costs	Indirect Costs	Total Costs	Hourly Rate	ERR	ERR	ERR
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
03 Ukiah - DAR	33,715	11,716	3,049	3,049	32,083	3,722	32,083	26,687	124,077	53,174	53,174	88,486	292,424	95.92	3.8	11.5%	2.88
04 Fort Bragg - DAR	24,241	7,682	1,921	1,921	21,390	2,203	21,390	17,760	73,455	42,302	42,302	57,869	191,386	99.63	4.0	12.7%	3.16
Total Diat-A-Ride	57,956	19,398	4,970	4,970	53,473	5,925	53,473	44,447	197,532	95,476	95,476	146,355	483,809	97.36	3.9	12.0%	2.99
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
08 Local Evening Service	6,593	6,469	1,212	1,212	13,618	1,447	13,618	11,328	48,301	11,200	11,200	30,692	101,521	83.80	5.3	6.5%	1.02
Total Flex Routes	6,593	6,469	1,212	1,212	13,618	1,447	13,618	11,328	48,301	11,200	11,200	30,692	101,521	83.80	5.3	6.5%	1.02
01 Willits - Flex	5,176	6,440	1,240	1,240	15,527	1,514	15,527	12,917	50,523	13,801	13,801	33,540	110,781	89.37	5.2	4.7%	0.80
05 Bragg/About	8,717	11,138	1,354	1,354	18,462	1,607	18,462	15,889	53,557	6,984	6,984	33,187	109,617	80.93	8.2	8.0%	0.78
06 Bragg/About - Saturday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
07 Jitney	1,111	2,303	201	201	2,756	254	2,756	3,264	8,464	1,250	1,250	5,632	18,610	92.73	11.5	6.0%	0.48
09 Local	67,435	76,786	4,344	4,344	54,837	4,777	54,837	68,867	159,386	27,085	27,085	110,869	366,217	84.30	17.7	18.4%	0.257
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
20 & 21 Willits	28,993	21,814	1,953	1,953	45,921	2,345	45,921	59,323	78,226	14,009	14,009	65,750	217,308	111.25	11.2	13.3%	1.33
30 Redwood Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
40 Potter Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
52 Talmage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
54 Hopland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
Total Inland Routes	111,432	118,481	9,092	9,092	137,503	10,497	137,503	160,260	350,155	63,139	63,139	248,979	822,533	90.47	13.0	13.5%	0.167
60 Coaster	6,131	7,332	766	766	20,721	957	20,721	17,629	31,915	3,946	3,946	23,220	76,710	100.21	9.6	8.0%	0.104
61 Coaster - Saturday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
65 CC Rider	65,693	7,554	1,800	1,800	55,411	2,076	55,411	46,349	69,251	9,303	9,303	54,238	179,141	99.54	4.2	36.7%	8.70
70 Coast to Coast	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR
74 Gualala - Saturday	1,032	501	231	231	5,200	266	5,200	4,329	8,874	1,680	1,680	6,497	21,389	92.67	2.2	4.8%	0.025
75 Gualala	9,085	4,755	1,174	1,174	25,600	1,353	25,600	21,276	45,150	8,553	8,553	32,484	107,464	91.55	4.1	8.5%	0.048
95 Point Arena-Santa Rosa	15,895	4,009	1,732	1,732	35,516	1,990	35,516	29,566	66,421	13,157	13,157	47,435	156,579	90.40	2.3	10.2%	0.028
Total Coastal & Long Routes	97,836	24,151	5,702	5,702	142,448	6,642	142,448	119,149	221,611	36,649	36,649	163,874	541,283	94.93	4.2	18.1%	0.054
Total Public Service	273,817	168,499	20,975	20,975	347,042	24,511	347,042	335,184	817,598	206,464	206,464	589,900	1,949,146	92.93	8.0	14.0%	0.101
97 Contract Services	31,104	2,444	544	544	4,437	544	4,437	3,700	18,127	3,384	3,384	10,929	36,140	66.46	4.5	86.1%	12.73
98 Charter	33,035	8,872	318	318	3,667	318	3,667	4,146	10,636	1,271	1,271	6,844	22,896	71.93	27.9	144.3%	3.72
Total Other	64,139	11,316	862	862	8,104	862	8,104	7,846	28,763	4,655	4,655	17,772	59,036	68.48	13.1	108.6%	5.67
Total	337,956	179,815	21,837	21,837	355,146	25,373	355,146	343,030	846,361	211,119	211,119	607,672	2,008,182	91.96	8.2	16.8%	1.88
Total Mileage, Labor & Direct Costs																	15.48
									17%	42%	11%	30%	100%				

Mendocino Transit Authority

Comparison
FY13/14 - FY14/15

Year to Date Statistics Comparison

Comparison FY13/14 - FY14/15		YTD Through			Dec-14		YTD Through			Dec-14		YTD Through			Dec-14		YTD Through			Dec-14	
		13/14 Fare Revenue	14/15 Fare Revenue	Amount Diff	% Diff	13/14 Pass	14/15 Pass	Amount Diff	% Diff	13/14 Service Hours	14/15 Service Hours	Amount Diff	% Diff	13/14 Total Cost	14/15 Total Cost	Amount Diff	% Diff				
Route/Run																					
02 Willits - DAR		0	0	ERR		0	0	ERR		0	0	ERR		0	0	ERR		0	0	ERR	
03 Ukiah - DAR		28,880	33,715	4,835	16.7%	11,416	11,716	300	2.6%	2,928	3,049	121	4.1%	262,798	292,424	29,626	11.3%				
04 Fort Bragg - DAR		23,368	24,241	873	3.7%	8,034	7,682	(352)	-4.4%	1,945	1,921	(24)	-1.2%	176,628	191,386	14,758	8.4%				
Total Dial-A-Ride		52,248	57,956	5,708	10.9%	19,450	19,398	(52)	-0.3%	4,873	4,970	97	2.0%	439,426	483,809	44,383	10.1%				
08 Local Evening Service		6,359	6,593	234	3.7%	7,900	6,469	(1,431)	-18.1%	1,212	1,212	(1)	-0.0%	95,577	101,521	5,944	6.2%				
Total Flex Routes		6,359	6,593	234	3.7%	7,900	6,469	(1,431)	-18.1%	1,212	1,212	(1)	-0.0%	95,577	101,521	5,944	6.2%				
01 Willits - Flex		4,995	5,176	181	3.6%	6,538	6,440	(98)	-1.5%	1,240	1,240	(0)	-0.0%	106,342	110,781	4,439	4.2%				
05 Bragg/About		6,784	8,717	1,933	28.5%	10,162	11,138	976	9.6%	1,357	1,354	(3)	-0.2%	99,461	109,617	10,156	10.2%				
06 Bragg/About - Saturday		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
07 Jitney		1,306	1,111	(195)	-14.9%	2,842	2,303	(539)	-19.0%	184	201	17	9.1%	16,311	18,610	2,299	14.1%				
09 Local		69,051	67,435	(1,616)	-2.3%	94,665	76,786	(17,879)	-18.9%	4,382	4,344	(38)	-0.9%	348,781	366,217	17,436	5.0%				
15 Laytonville-Willits		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
20 & 21 Willits		28,518	28,993	475	1.7%	22,396	21,814	(582)	-2.6%	1,951	1,953	2	0.1%	207,934	217,308	9,374	4.5%				
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		110,654	111,432	778	0.7%	136,603	118,481	(18,122)	-13.3%	9,114	9,092	(22)	-0.2%	778,829	822,533	43,704	5.6%				
60 Coaster		6,146	6,131	(15)	-0.2%	8,216	7,332	(884)	-10.8%	808	766	(43)	-5.3%	73,874	76,710	2,836	3.8%				
31 Coaster - Saturday		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
35 CC Rider		61,827	65,693	3,866	6.3%	7,794	7,554	(240)	-3.1%	1,817	1,800	(17)	-1.0%	172,238	179,141	6,903	4.0%				
70 Coast to Coast		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR				
74 Gualala - Saturday		1,032	1,032	0	0.0%	421	501	80	19.0%	231	231	(0)	-0.1%	20,065	21,389	1,324	6.6%				
75 Gualala		8,974	9,085	111	1.2%	4,900	4,755	(145)	-3.0%	1,165	1,174	9	0.8%	100,100	107,464	7,364	7.4%				
95 Point Arena-Santa Rosa		16,929	15,895	(1,034)	-6.1%	3,981	4,009	28	0.7%	1,732	1,732	0	0.0%	147,069	156,579	9,510	6.5%				
Total Coastal & Long Routes		94,908	97,836	2,928	3.1%	25,312	24,151	(1,161)	-4.6%	5,753	5,702	(51)	-0.9%	513,346	541,283	27,937	5.4%				
Total Public Service		264,169	273,817	9,648	3.7%	189,265	168,499	(20,766)	-11.0%	20,952	20,976	23	0.1%	1,827,178	1,949,146	121,968	6.7%				
97 Contract Services		28,452	31,104	2,652	9.3%	2,728	2,444	(284)	-10.4%	548	544	(4)	-0.8%	33,992	36,140	2,148	6.3%				
98 Charter		34,710	33,035	(1,675)	-4.8%	8,682	8,872	190	2.2%	410	318	(92)	-22.4%	29,095	22,896	(6,199)	-21.3%				
Total Other		63,162	64,139	977	1.5%	11,410	11,316	(94)	-0.8%	958	862	(96)	-10.0%	63,087	59,036	(4,051)	-6.4%				
Total		327,331	337,956	10,625	3.2%	200,675	179,815	(20,860)	-10.4%	21,910	21,837	(73)	-0.3%	1,890,265	2,008,182	117,917	6.2%				
			337,956			179,815				21,837				2,008,182							

Subsidy, Ft Bragg DAR (RCRC 833,138

Mendocino Transit Authority

Year to Date Performance Comparison

Friday January 23, 2015

File(Budget12)ROUTEYTD

FY13/14 - FY14/15

Route/Run	YTD Through			Dec-14			YTD Through			Dec-14			YTD Through			Dec-14		
	13/14 Hourly Rate	14/15 Hourly Rate	% Diff	Amount Diff	% Diff	Pass per Hour	13/14 Pass per Hour	14/15 Pass per Hour	% Diff	Amount Diff	% Diff	Farebox Ratio	13/14 Farebox Ratio	14/15 Farebox Ratio	% Diff	Amount Diff	% Diff	Fare Diff
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	89.75	95.92	6.9%	6.17	6.9%	3.9	3.8	3.8	-0.1	-1.4%	-1.4%	11.0%	11.5%	11.5%	4.3%	0.5%	0.35	13.8%
04 Fort Bragg - DAR	90.81	99.63	9.7%	8.82	9.7%	4.1	4.0	4.0	-0.1	-3.2%	-3.2%	13.2%	12.7%	12.7%	-4.3%	-0.6%	0.25	8.5%
Total Dial-A-Ride	90.18	97.36	8.0%	7.18	8.0%	4.0	3.9	3.9	-0.1	-2.2%	-2.2%	11.9%	12.0%	12.0%	0.1%	0.1%	0.30	11.2%
08 Local Evening Service	78.86	83.80	6.3%	4.94	6.3%	6.5	5.3	5.3	-1.2	-18.1%	-18.1%	6.7%	6.5%	6.5%	-2.4%	-0.2%	0.21	26.6%
Total Flex Routes	78.86	83.80	6.3%	4.94	6.3%	6.5	5.3	5.3	-1.2	-18.1%	-18.1%	6.7%	6.5%	6.5%	-2.4%	-0.2%	0.21	26.6%
01 Willits - Flex	85.76	89.37	4.2%	3.61	4.2%	5.3	5.2	5.2	-0.1	-1.5%	-1.5%	4.7%	4.7%	4.7%	-0.0%	-0.0%	0.04	5.2%
05 Bragg/About	73.29	80.93	10.4%	7.64	10.4%	7.5	8.2	8.2	0.7	9.8%	9.8%	6.8%	8.0%	8.0%	1.1%	1.1%	0.12	17.2%
06 Bragg/About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	88.65	92.73	4.6%	4.08	4.6%	15.4	11.5	11.5	-4.0	-25.7%	-25.7%	8.0%	6.0%	6.0%	-2.0%	-2.0%	0.02	5.0%
09 Local	79.59	84.30	5.9%	4.71	5.9%	21.6	17.7	17.7	-3.9	-18.2%	-18.2%	19.8%	18.4%	18.4%	-1.4%	-1.4%	0.15	20.4%
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	106.58	111.25	4.4%	4.67	4.4%	11.5	11.2	11.2	-0.3	-2.7%	-2.7%	13.7%	13.3%	13.3%	-0.4%	-0.4%	0.06	4.4%
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	85.45	90.47	5.9%	5.01	5.9%	15.0	13.0	13.0	-2.0	-13.1%	-13.1%	14.2%	13.5%	13.5%	-0.7%	-0.7%	0.13	16.1%
60 Coaster	91.43	100.21	9.6%	8.78	9.6%	10.2	9.6	9.6	-0.6	-5.8%	-5.8%	8.3%	8.0%	8.0%	-0.3%	-0.3%	0.09	11.8%
31 Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
35 CC Rider	94.79	99.54	5.0%	4.75	5.0%	4.3	4.2	4.2	-0.1	-2.1%	-2.1%	35.9%	36.7%	36.7%	0.8%	0.8%	0.76	9.6%
70 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
74 Gualala - Saturday	86.86	92.67	6.7%	5.81	6.7%	1.8	2.2	2.2	0.3	19.1%	19.1%	5.1%	4.8%	4.8%	-0.3%	-0.3%	-0.39	-16.0%
75 Gualala	85.92	91.55	6.6%	5.63	6.6%	4.2	4.1	4.1	-0.2	-3.7%	-3.7%	9.0%	8.5%	8.5%	-0.5%	-0.5%	0.08	4.3%
95 Point Arena-Santa Rosa	84.91	90.40	6.5%	5.49	6.5%	2.3	2.3	2.3	0.0	0.7%	0.7%	11.5%	10.2%	10.2%	-1.4%	-1.4%	-0.29	-6.8%
Total Coastal & Long Routes	89.23	94.93	6.4%	5.70	6.4%	4.4	4.2	4.2	-0.2	-3.7%	-3.7%	18.5%	18.1%	18.1%	-0.4%	-0.4%	0.30	8.0%
Total Public Service	87.21	92.93	6.6%	5.72	6.6%	9.0	8.0	8.0	-1.0	-11.1%	-11.1%	14.5%	14.0%	14.0%	-0.4%	-0.4%	0.23	16.4%
97 Contract Services	62.03	66.46	7.1%	4.43	7.1%	5.0	4.5	4.5	-0.5	-9.7%	-9.7%	83.7%	86.1%	86.1%	2.4%	2.4%	2.30	22.0%
98 Charter	70.96	71.93	1.4%	0.97	1.4%	21.2	27.9	27.9	6.7	31.6%	31.6%	119.3%	144.3%	144.3%	25.0%	25.0%	-0.27	-6.9%
Total Other	65.85	68.48	4.0%	2.63	4.0%	11.9	13.1	13.1	1.2	10.2%	10.2%	100.1%	108.6%	108.6%	8.5%	8.5%	0.13	2.4%
Total	86.27	91.96	6.6%	5.69	6.6%	9.2	8.2	8.2	-0.9	-10.1%	-10.1%	17.3%	16.8%	16.8%	-0.5%	-0.5%	0.25	15.2%

Comparison

FY13/14 - FY14/15

Description	YTD Through			Dec-14		
	13/14	14/15	% Diff	Amount Diff	% Diff	
Mileage	358,868	355,146	(3,722)	(3,722)	-1.0%	
Mileage Based Costs	344,621	343,030	(1,591)	(1,591)	-0.5%	
Hourly Based Costs	827,179	846,361	19,182	19,182	2.3%	
Direct Costs	188,634	211,119	22,485	22,485	11.9%	
Overhead Costs	529,831	607,672	77,841	77,841	14.7%	
Total Costs	1,890,265	2,008,182	117,917	117,917	6.2%	

Charter Rate Calculation Cost per mile calculation:

Minivan	0.710
Van/Small Bus	1.041
Coach	1.623
Combined	1.210

Hourly Rate Calculation:

Actual Hourly Rate	33.36
Plus Direct Costs	24.9%
Hourly Rate	41.68
Plus Overhead	43.40%
Hourly Rate	59.77
Plus Profit	20.0%
Hourly Rate	71.72

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Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: January 23, 2015
Subj: Financial Statements as of December 31, 2014

Attached are Financial Statements for the month ending December 2014. The Income Statement shows a gain of \$11,752 and a \$51,996 *positive* budget performance. Comparing year-to-date through Dec 14 to Dec 13: Operating Revenue is up \$16,778 (4.1%). Other Revenue is up \$23,870 (1.5%) and Operating Expenses are up (6.2%) as compared to the previous year. Our operating expenses compared to our budget are down (4.8%).

The Capital Income/Expense Statement reflects a gain of \$68,576 (including STA Carryover) this month. For further details to the capital program, please see Agenda Item #6.

Our fiscal year ending June 14 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 six months ending				Dec-14
Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	424,864	459,333	(34,469)	-7.5%
Other Revenue	1,623,575	1,640,998	(17,423)	-1.1%
Total Revenue	2,048,439	2,100,331	(51,892)	-2.5%
Operating Expenses				
Transportation	1,367,164	1,439,005	(71,841)	-5.0%
Maintenance	258,998	248,291	10,707	4.3%
Administration	411,735	454,079	(42,344)	-9.3%
Total Operating Expenses	2,037,897	2,141,375	(103,478)	-4.8%
Other (Income)/Expense	(807)	(800)	(7)	0.9%
Mobility Management Program				
Revenue	3,374		3,374	ERR
Expense	(2,971)		(2,971)	ERR
Net Gain/(Loss) Before Depreciation	11,752	(40,244)	51,996	ERR

Mendocino Transit Authority		
Balance Sheet as of		Dec-14
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,888,567	
A/R, Prepaid Expenses & Inventory	566,561	
Total Other Current Assets		2,455,128
Property, Plant & Equip Net of Depreciation		10,490,440
Investment - Deferred		0
Total Assets		12,945,568
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	413,741	
Other Liabilities	249,851	
Provision for Restricted Funds	193,514	
Total Current Liabilities		857,106
Deferred Compensation Payable		0
Total Liabilities		857,106
Fund Equity		
Contributed Capital	11,049,598	
Retained Earnings	1,038,864	
Total Fund Equity		12,088,462
Total Liabilities and Equity		12,945,568

REVENUE - Budget to Actual Comparison

Date: 23-Jan-15

Dpt	A/C #	Description	Dec-14 Budget	Dec-14 Actual	Dec-14 Variance	Dec-14 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	33,659	33,695	36	0.1%	220,174	204,478	(15,696)	-7.1%
40.	401.200	Fares Paid by Agencies	16,132	11,462	(4,670)	-28.9%	105,527	69,339	(36,188)	-34.3%
40.	402.200	Contract Service	4,583	5,316	733	16.0%	27,500	31,104	3,604	13.1%
40.	405.100	Charter	8,034	7,168	(866)	-10.8%	17,944	33,599	15,655	87.2%
40.	406.100	Displays Ads	781	1,800	1,019	130.4%	4,688	1,800	(2,888)	-61.6%
40.	409.200	Sonoma County Participation	13,917	13,659	(258)	-1.9%	83,500	84,544	1,044	1.3%
		Total	77,106	73,100	(4,006)	-5.2%	459,333	424,864	(34,469)	-7.5%

Other Revenue

40.	409.100	TDA - Operations	197,382	197,382	1	0.0%	1,184,289	1,184,289	0	0.0%
40.	409.110	STA - Operations	20,833	20,833	(0)	-0.0%	125,000	125,000	0	0.0%
40.	411.100	State Planning Grant	0	0	0	ERR	56,000	36,143	(19,857)	-35.5%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	248,000	248,000	0	0.0%
40.	413.110	Welfare to Work Grant	0	0	0	ERR	0	0	0	ERR
40.	413.200	Fed Planning Grant	0	0	0	ERR	0	0	0	ERR
40.	407.200	Senior Center Admin/Dispatch	2,052	2,052	1	0.0%	12,309	12,309	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	2,599	99	4.0%	15,000	16,932	1,932	12.9%
40.	407.220	Maintenance Parts Revenue	0	15	15	ERR	0	471	471	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	47	(20)	-29.5%	400	431	31	7.8%
		Total	264,166	264,261	95	0.0%	1,640,998	1,623,575	(17,423)	-1.1%
		Combined - Oper/Other Rev	341,273	337,361	(3,912)	-1.1%	2,100,331	2,048,439	(51,892)	-2.5%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger	647	647	647		3,374	3,374		
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				0	
41.	413.200	Federal Planning Grant - Commute Study			0				0	
41.	407.500	Other Income			0				0	
		Total	0	647	647		0	3,374	3,374	
		Combined	341,273	338,008	(3,265)	-1.0%	2,100,331	2,051,813	(48,518)	-2.3%
		Fares - Passenger/Agency	49,791	45,157	(4,634)	-9.3%	325,701	273,817	(51,884)	-15.9%

Mendocino Transit Authority - Public Service

File:(Budget15\EXPCUMBA)

Budget to Actual Comparison FY 2014/2015 YTD thru Dec-14

YTD thru Dec-14 Friday January 23, 2015

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	648,765	125,518	166,529	940,812	619,354	136,828	168,158	924,340	(16,472)	-1.8%		924,340
Wages-Vac/Sick/Hol	107,298	24,473	30,607	162,378	111,552	24,648	31,019	167,219	4,841	3.0%		167,219
Health	216,676	29,437	29,437	275,549	199,486	29,261	24,531	253,278	(22,271)	-8.1%		253,278
Workers Comp	63,999	8,258	1,070	73,327	64,474	8,487	1,148	74,109	782	1.1%		74,109
Retirement	65,692	14,083	17,583	97,358	65,821	16,045	17,780	99,646	2,288	2.4%		99,646
Payroll Taxes	21,773	3,963	5,717	31,453	22,031	4,181	6,145	32,357	904	2.9%		32,357
Uniform Allowance	4,150	3,300		7,450	388	3,297		3,685	(3,765)	-50.5%		3,685
Travel Expenses	2,925	1,250	3,715	7,890	5,509	1,987	4,745	12,241	4,351	55.1%	140	12,381
Outside Labor	1,338	2,120	96,516	99,973	1,904	4,037	78,536	84,477	(15,496)	-15.5%	1,052	85,529
Fuel-Revenue Vehicles	212,750			212,750	187,509			187,509	(25,241)	-11.9%	1,425	188,934
Lube-Revenue Vehicles	4,175			4,175	4,112			4,112	(63)	-1.5%	162	4,274
Tires/Tubes-Revenue Vehicles	10,095			10,095	9,664			9,664	(431)	-4.3%		9,664
Parts-Revenue Vehicles		10,469		10,469					(5,254)	-50.2%		5,215
Expense Parts		1,200		1,200					(615)	-51.3%		585
Non-Capital Equipment	1,250	1,200	1,000	3,450	1,584	1,492	1,437	4,513	1,063	30.8%		4,513
Office Supplies	2,650		6,750	9,400	1,703		5,501	7,204	(2,196)	-23.4%	191	7,395
Subscriptions			586	586		490	499	989	403	68.8%		989
Dues & Memberships			1,100	1,100			4,747	4,747	3,647	331.5%		4,747
Janitorial Supplies		6,570		6,570		6,827		6,827	257	3.9%		6,827
Shop Supplies		1,500		1,500		1,395		1,395	(105)	-7.0%		1,395
3 & M-Buildings & Property		4,250		4,250		6,278		6,278	2,028	47.7%		6,278
Shelter Expense		1,100		1,100		1,339		1,339	239	21.7%		1,339
Telephone	4,656	600	6,450	11,706	5,933	622	7,349	13,904	2,198	18.8%		13,904
Utilities	3,514	1,400	5,140	10,054	3,729	249	5,448	9,426	(628)	-6.2%		9,426
Insurance	45,773	4,500	8,000	58,273	39,477	4,001	7,716	51,194	(7,079)	-12.1%		51,194
Purchased Transportation	900			900	696			696	(204)	-22.7%		696
Marketing			70,450	70,450			44,922	44,922	(25,528)	-36.2%		44,922
Training	6,285	2,500	1,000	9,785	7,833	1,040	980	9,853	68	0.7%		9,853
Board Expense			2,200	2,200			816	816	(1,384)	-62.9%		816
Miscellaneous	1,524	300	60	1,884	1,423	509		1,932	48	2.5%		1,932
Vehicle Rental										ERR		
Equipment Rental		300	170	470		187	258	445	(25)	-5.3%		445
Property Rental	12,817			12,817	12,982			12,982	165	1.3%		12,982
Total	1,439,005	248,291	454,079	2,141,375	1,367,164	259,000	411,735	2,037,899	(103,476)	-4.8%	2,970	2,040,869
# of Empl (Health benefits)	44	6	6	56								

Mendocino Transit Authority

Budget to Actual Income Statement for six months ending

Dec-14

Description		Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
Capital Revenue:					
State Grants			215,126	(215,126)	0.0%
STA - Capital		58,043	147,400	(89,357)	39.4%
R/STIP				0	ERR
Federal			920,000	(920,000)	0.0%
Transfer from Transit Reserve			16,855	(16,855)	0.0%
Local - Other			34,125	(34,125)	0.0%
Sale of Assets		20		20	ERR
Interest Income		356		356	ERR
Other				0	ERR
Total Revenue		58,419	1,333,506	(1,275,087)	4.4%

Capital Expenses:		Project				
1 Paratransit Van				0	0	ERR
1 Heavy Duty Bus				0	0	ERR
2 Paratransit Vans				0	0	ERR
3 Large Vans				0	0	ERR
2 Heavy Duty Buses				0	0	ERR
2 Paratransit Vans				0	0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
Transportation		27		4,000	(4,000)	0.0%
Maintenance		28		38,000	(38,000)	0.0%
Office		29	8,114	34,125	(26,011)	23.8%
Bus Stops		30	13,044	49,500	(36,456)	26.4%
					0	ERR
Security Cameras/Projects		80			0	ERR
Transmissions/Major Repairs					0	ERR
Vehicle Equipment (Fare Boxes)				54,171	(54,171)	0.0%
					0	ERR
				0	0	ERR
Admin/Ops - Preliminary Design	c/o	89		250,000	(250,000)	0.0%
Admin/Ops - Construct		93		750,000	(750,000)	0.0%
					0	ERR
				0	0	ERR
Redwood Coast Senior Center	c/o	114		76,855	(76,855)	0.0%
Ukiah Senior Center	c/o	115		76,855	(76,855)	0.0%
Misc - Other					0	ERR
Total Expenses			21,157	1,333,506	(1,312,349)	1.6%

Net Gain/(Loss) before Carryover	37,262	0	37,262
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FY 2013/14 Carryover			
STA - Capital		31,314	31,314
Transfer from Transit Reserve			0

Net Gain/(Loss)	68,576	31,314	37,262
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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	
2015					
January	22	1:30	Fort Bragg	Ukiah	General Manager Evaluation
February	26	1:30	Willits	only	Rider/Non-rider Survey Results
					Initial 2015/16 Budget Discussion
March	26	1:30	Ukiah	Fort Bragg	2015/16 Transit Needs: Ukiah
					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
July	23	1:30	Willits	only	2015/16 Transit Needs: Willits
August	27	1:30	Point Arena	only	2015/16 Transit Needs: Point Arena
September	24	1:30	Fort Bragg	Ukiah	2015/16 Transit Needs: Fort Bragg
October	22	1:30	Ukiah	Fort Bragg	2015/16 Transit Needs: Ukiah
November	19	1:30	Fort Bragg	Ukiah	
December	17	1:30	Ukiah	Fort Bragg	

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To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: February 20, 2015
Subj: Capital Program: Progress Report



This report is consistent with the capital budget dated June 26, 2014 and amended February 26, 2015

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. Buses have been built and should be delivered soon.

PROBLEMS: None.

One Medium Duty Bus (5311f) \$167,726

NEW ACTION: This vehicle is slated for the additional service from Willits/Ukiah to Santa Rosa. The bus has been specked and ordered. Delivery is expected before June, in time for the new service.

PROBLEMS: None.

One Large Van (Prop 1B and STIP) \$87,824

NEW ACTION: This vehicle was in the 15/16 Budget, we moved it up ensure we used some soon-to-expire funds.

PROBLEMS: None.

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Agenda Item # 7

To: Board of Directors
From: Glenna Blake, Marketing & Planning 
Date: 2/12/2015
Subject: Mendocino Countywide Transit Ridership Survey Draft Plan

As explained at the last Board meeting, in 2013 MTA applied for and received a grant under a 5304 State Highway Account/5304. The purpose of the grant was to conduct two system-wide passenger surveys of all of MTA's services. One survey was conducted in August of 2014 when school was not in session and one the following September when Mendocino County schools were operating.

In addition, a countywide telephone (land-line and cell phone) survey of non-riders was conducted in September, 2014. The purpose of this survey was to determine how aware of and what the perceptions are of non-riders about MTA and the services that are provided.

RFP's were sent to qualified consulting firms and eight proposals were received. After an extensive selection process, LSC Transportation Consultants, Inc. was selected to head up the project. Ms Selena McKinney, the project's lead Transportation Planner, worked closely with staff to complete a draft report. Ms McKinney attended the January 22 Board meeting and reviewed the grant and answered questions.

At the meeting it was discovered that chapter 5 regarding identifying target markets and how to best reach them was accidentally omitted from the report. The recommendation was made to add the chapter and resubmit the document for Board review and approval at this meeting.

As it is a large document, 112 pages, the report may be downloaded from our web page at www.mendocinotransit.org. Hard copies will be available at the Board meeting, or I can send you a hard copy prior to the meeting if you desire.

Staff Recommendation:

Solicit Board and public input, revise if necessary and adopt Resolution 2015-1 approving the final report of the Mendocino Countywide Transit Ridership Survey.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-01

Approving the Countywide Transit Ridership Survey

WHEREAS:

1. Whereas MTA believes that the periodic conduct of passenger and non-passenger ridership surveys is beneficial to transit riders, the general public, employees and this agency, and
2. The MTA received a federal planning grant 5304 Rural Transit Planning Grant to conduct the surveys, and
3. The scope of work has been completed with the exception of approving the final draft report.

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

1. Approve the final draft report of the Countywide Transit Ridership Survey

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on February 26, 2015 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:


ABSENT:

ATTEST:

Jim Mastin, Chairman

Dan Baxter, General Manager

Agenda Item # 8

To: Board of Directors
From: Glenna Blake, Marketing & Planning 
Date: February 12, 2015
Subject: Unmet Transit Needs FY 2016/17

As you know, MTA collects the Unmet Transit Needs submitted in a variety of ways during the fiscal year. This is the first Unmet Transit Needs public forum for the FY 2016/17.

Unmet Transit Need identified thus far:

- Saturday bus service between Willits and Ukiah
- Service between Fort Bragg and South Coast with same day return
- Additional service on Route 7 The Jitney in Ukiah
- Service to MCOE in Talmage

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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Agenda Item # 9

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: February 20, 2015



Subj: Capital Budget Adjustment, Claim Revision

The attached revision of the 2014/15 Capital Budget reflects the following changes from the approved 2014/15 Capital Budget:

- The medium duty bus for the new Rt. 65 service is included.
- One large van is moved from 2015/16 to 2014/15.
- We moved the Admin/Ops out while we search for funding.
- We adjusted the fund sources for several projects to fully utilize unspent Prop 1B funds and preserve less restrictive capital funding.
- We made a few other minor adjustments to reflect better known costs now that projects have been completed or we have exact quotes.

We also adjusted our claim for STA funds to reflect the above adjustments plus the already approved use of \$250,000 for operating funds.

In order to balance this budget we need to revise our Claim to MCOG for STA funds to claim a total of \$386,650.

Recommendation

Staff recommends the approval of resolution 2015-03, which approves the above changes and authorizes the General Manager to claim a total of \$386,650 in STA funds from MCOG.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-03
AMENDING FISCAL YEAR 2014/2015 CAPITAL BUDGET
INCLUDING A CLAIM FOR ADDITIONAL STA FUNDS

WHEREAS:

1. MTA policy calls for the adoption of annual balanced budgets,
2. The MTA Board of Directors approved Final Budget on June 26, 2014 and revised the 2014/15 Capital Budget at the February 26, 2015 meeting,
3. In order to balance proposed revision of the 2014/15 Capital Budget shifting funding sources to unspent Prop 1B monies are utilized.

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

- 1) Adopts the proposed revised Capital Budget as presented to the Board and dated February 20, 2015, as may be revised at the February 26, 2015 meeting.
- 2) Directs the General Manager to submit a revised claim of \$386,650 in STA funds, which includes \$250,000 in operating funds and \$136,650 in capital funds or revised amounts as approved at the February 26, 2015 meeting.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on February 26, 2015 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Mastin, Chairman

Dan Baxter, General Manager

FIVE YEAR CAPITAL PROGRAM by YEAR

With Reduced Facility Project, Start Admin/Ops Design

Revised February 20, 2015

	Audited	Estimated Year-End	Proposed					5 Year
Revenues	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
FEDERAL								
5311 f Intercity/ARRA	0	0	150,000	0	0	0	274,632	424,632
5311 Discretionary	0	0	0	0	0	0	0	0
5307 State of Good Repair	1,022,212	0	0	800,000	0	0	0	800,000
5309 TIGGER	279,550	189,841	0	0	0	0	0	0
5309 Bus Program	0	0	0	0	3,200,000	0	0	3,200,000
5316 Job Access	0	0	0	0	0	0	0	0
5310 Seniors	60,000	0	120,000	186,000	189,000	63,000	0	558,000
			Total Federal >					4,982,632
STATE								
State Transport Impr Program	437,000	1,202,779	7,000	470,675	87,700	0	0	565,375
Prop 1B Modernization	2,040,279	615,901	108,302	372,549	771,258	0	0	1,252,109
Prop 1B Security	76,867	27,302	31,071	44,000	72,000	0	0	147,071
Cap & Trade				0	0	200,000	0	200,000
LOCAL								
Other	18,055	2,633	0	12,000	0	0	0	12,000
Capital Reserve Fund	9,511	56,710	0	48,470	51,070	0	0	99,540
State Transit Assistance	286,347	263,603	136,650	261,080	587,413	328,694	1,239,277	2,553,114
Total Revenue	4,229,822	2,358,769	553,023	2,194,774	4,958,441	591,694	1,513,909	9,811,841
								9,811,841

1,708,675 Competitive, not secured

1,259,807 pending sale of State Bonds

	Audited	Estimated	Proposed					5 Year
Expense	2012/13	Year-End 2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
Vehicle Acquisition:								
Staff Vehicles	0	0	0	50,396	67,111	53,466	180,941	351,913
Vans - Paratransit	0	351,695	0	0	76,843	316,594	407,615	801,053
Vans - Large	0	258,305	87,824	358,320	274,115	93,199	285,189	1,098,648
Buses - Medium Duty	0	0	167,726	0	258,867	0	549,264	975,857
Buses - Heavy Duty	2,302,023	1,384,202	0	470,675	0	0	0	470,675
Senior Center Vans	69,511	0	148,677	237,482	244,606	81,535	0	712,301
Vanpool Vans	0	0	0	0	0	0	0	0
Total Vehicles >								4,410,447
Equipment & Minor Facilities								
Transportation	6,146	0	4,000	4,500	5,500	7,000	7,500	28,500
Vehicle	15,169	4,170	23,171	1,900	2,900	3,900	3,900	35,771
Maintenance	35,733	103,872	38,000	10,000	10,000	10,000	13,000	81,000
Administration	22,662	2,633	34,125	12,000	9,000	6,500	47,000	108,625
Shelters & Benches	49,072	37,833	49,500	49,500	9,500	19,500	19,500	147,500
Security	12,854	3,573	0	0	0	0	0	0
Miscellaneous								
Major Facilities								
Facility Solarization& Modernization	1,716,650	212,486	0	1,000,000	4,000,000	0	0	5,000,000
Total Expense	4,229,822	2,358,769	553,023	2,194,773	4,958,442	591,694	1,513,909	9,811,843
Gain / (Loss)	0	0	0	1	-1	0	-1	-2

Vehicle Acquisition	2,371,534	1,994,202	404,227	1,116,873	921,542	544,794	1,423,009	4,410,447
Equipment & Minor Facilities	141,638	152,081	148,796	77,900	36,900	46,900	90,900	401,396

9,811,843

FIVE YEAR CAPITAL FUND BALANCES by YEAR

Revised February 20, 2015

With Reduced Facility Project, Start Admin/Ops Design, buy 8th Heavy-Duty Bus

	Audited	Estimated	Proposed					5 Year
Capital Reserve	2012/13	Year-End 2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
Beginning Balance	474,548	467,814	413,040	415,040	366,570	315,500	315,500	
Deposit	0	0	0	0	0	0	0	0
Interest	2,777	1,936	2,000	0	0	0	0	2,000
Withdrawal/Expenditure	(9,511)	(56,710)	0	(48,470)	(51,070)	0	0	(99,540)
End Balance	467,814	413,040	415,040	366,570	315,500	315,500	315,500	
State Transit Assistance (STA)								
Beginning Balance	488,780	390,608	336,464	429,072	587,718	535,399	763,579	
estimated available NEW	536,005	508,751	478,258	518,926	534,494	555,874	583,667	2,671,219
Allocated to Operations	(350,000)	(300,000)	(250,000)	(100,000)	0	-	-	
interest or adjustment	2,170	709	1,000	800	600	1,000	1,000	4,400
budgeted or spent	(286,347)	(263,603)	(136,650)	(261,080)	(587,413)	(328,694)	(1,239,277)	(2,553,114)
End Balance	390,608	336,464	429,072	587,718	535,399	763,579	108,969	
Other								
Beginning Balance	491	21,051	87,681	88,281	76,781	99,081	105,181	
Specific Sources	18,055		0	0	0	0	0	0
Income (sale of assets)	19,923	68,098	0	0	22,000	6,000	6,000	34,000
Interest	637	1,165	600	500	300	100	200	1,700
Withdrawal/Expenditure	(18,055)	(2,633)	0	(12,000)	0	0	0	(12,000)
End Balance	21,051	87,681	88,281	76,781	99,081	105,181	111,381	
Combined Local funds (End Balance)	879,473	837,186	932,394	1,031,070	949,981	1,184,260	535,851	
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	
State Transportation Improvement Program (STIP)								
Beginning Balance	439,779	1,209,779	7,000	0	0	0	0	
Allocated by CTC	1,207,000	0	0	470,675	87,700	0	0	558,375
from>	2012 STIP	2012 STIP			2012 STIP			
budgeted or spent	(437,000)	(1,202,779)	(7,000)	(470,675)	(87,700)	0	0	(565,375)
End Balance	1,209,779	7,000	0	0	0	0	0	
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	
Proposition 1B (2006) - Public Transit Modernization, Improvement and Service Enhancement Account (PTM)								
Beginning Balance	2,749,476	721,989	108,103	0	2,000	4,500	4,500	
received	0	0		372,549	771,258			1,143,807
interest + adjustment	12,792	2,016	199	2,000	2,500			4,699
budgeted or spent	(2,040,279)	(615,901)	(108,302)	(372,549)	(771,258)	0	0	(1,252,109)
End Balance	721,989	108,103	0	2,000	4,500	4,500	4,500	
pending sale of State Bonds								
Proposition 1B (2006) - Transit System Security (Security)								
Beginning Balance	79,870	3,573	56,916	25,845	62,332	70,819	151,306	
Appropriated, and allocated to MTA	0	80,487	0	80,487	80,487	80,487	0	241,461
interest	570	158	0	0	0	0	0	158
budgeted or spent	(76,867)	(27,302)	(31,071)	(44,000)	(72,000)	0	0	(174,373)
End Balance	3,573	56,916	25,845	62,332	70,819	151,306	151,306	
combined ending balance	2,814,813	1,009,206	958,239	1,095,402	1,025,300	1,340,067	691,657	

MTA & SENIOR CENTER CAPITAL PROGRAM
REVISED
2014/15

Revised February 20, 2015

2014/15

#	COST	FEDERAL			STATE			LOCAL				TOTAL
		FTA 5311	State of Good Repair	FTA TIGER	STIP	PROP 1B Modernization	PROP 1B Security	Other	Cap & Trade	Reserve	SIA	
Vehicle Acquisition:												
	0 Staff - Hybrid	--	--	--	--	--	--	--	--	--	--	0
	0 Staff - Electric	--	--	--	--	--	--	--	--	--	--	0
	0 Staff - Mtc Van	--	--	--	--	--	--	--	--	--	--	0
	0 Staff - Mtc Truck	--	--	--	--	--	--	--	--	--	--	0
	0 Vans - Paratransit	--	--	--	--	--	--	--	--	--	--	0
91D	1 Large Vans	--	--	--	7,000	75,924	4,900	--	--	--	--	87,824
94	1 Buses, Medium Duty	150,000	--	--	0	3,701	4,900	--	--	--	9,125	167,726
	0 Buses, Heavy Duty	--	0	--	0	--	0	--	--	--	0	0
	0 van pool vans	--	--	--	--	--	--	0	--	--	--	0
Equipment & Minor Facilities:												
	Transportation	--	--	--	--	--	--	--	--	--	4,000	4,000
	Vehicles	--	--	--	--	--	21,271	--	--	--	1,900	23,171
	Maintenance	--	--	--	--	--	--	--	--	--	38,000	38,000
	Administration	--	--	--	--	--	--	--	--	--	34,125	34,125
	Shelters & Benches	--	--	--	--	--	--	--	--	--	49,500	49,500
	Security	--	--	--	--	--	--	--	--	--	--	0
Major Facilities												
	Facility Solarization&Modernization	--	--	--	--	--	--	--	--	--	--	0
89	Finish Design Admin/Ops	0	--	--	--	--	--	--	--	--	--	0
93	Construct Admin/Ops	0	--	--	--	--	--	--	--	--	--	0
TOTALS		404,346	150,000	0	0	7,000	79,625	31,071	0	0	136,650	404,346

pending sale of Prop 1B bonds

Competitive, not secured

Senior Center Capital

For Vans unless noted.												
	COST	5311 f	5310	Misc.	R/STIP	PROP 1B**	Center	Other	Reserve	STA	TOTAL	
0 Anderson Valley	0	0	0	0	0	0	0	0	0	0	0	
c/o 114 1 Redwood Coast	71,177	0	60,000	0	0	11,177	0	0	0	0	71,177	
117 0 South Coast	0	0	0	0	0	0	0	0	0	0	0	
c/o 115 1 Ukiah	77,501	0	60,000	0	0	17,501	0	0	0	0	77,501	
116 0 Willits	0	0	0	0	0	0	0	0	0	0	0	
2 total	148,677	0	120,000	0	0	28,677	0	0	0	0	148,677	
COMBINED >												
	553,023	150,000	120,000		7,000	108,302	31,071	0	0	136,650	553,023	

Mendocino Transit Authority

Summary of 2014/2015 Claim for Funds

20-Feb-15

Source	Authority	Purpose	FY 2013/14 Amount	FY 2014/15 Amount
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Local Transportation Fund:

PUC, Sec. 99260(a)	MTA Operations	\$2,309,529	\$2,368,578
PUC, Sec. 99260(a)	Unmet Transit Needs		\$0
PUC, Sec. 99400(c)	Senior Center Operations	\$428,521	\$439,475
PUC, Sec. 99260(a)	MTA & Senior Capital	\$0	\$0
CCR, Sec. 6648	Transit Capital Reserve	\$0	\$0
PUC, Sec. 99260.6	Rail Passenger Subsidy	\$0	\$0

Total	\$2,738,050	\$2,808,053
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\$2,808,053

State Transit Assistance Fund:

CCR, Sec. 6730(a)	MTA Operations	\$350,000	\$250,000
CCR, Sec. 6731(b)	Senior Center Operations	\$0	\$0
CCR, Sec. 6730(b)	MTA & Senior Capital	\$273,367	\$136,650
CCR, Sec. 6752	Reclaim for MTA Capital	\$0	\$0
CCR, Sec. 6648	Transit Capital Reserve		\$0

Total	\$573,367	\$386,650
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Capital Reserve

CCR, Sec. 6648	MTA Capital	\$100,321	\$0
CCR, Sec. 6648	Senior Capital	\$31,234	\$0
CCR, Sec. 6631	Long-Term Capital Reserve	\$345,038	\$413,796

Total	\$476,593	\$413,796
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Total Claim	\$3,788,010	\$3,608,499
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Summary & Comparison of Revenues

Friday February 20, 2015

Budget	Area	2013/14 Budget	2014/15 Budget	% Change
MTA - Operating:				
	Contract & Charter	\$80,226	\$80,226	0.0%
	Fares	\$553,581	\$642,808	16.1%
	Local - TDA	\$2,309,529	\$2,368,578	2.6%
	Local - TDA (Unmet Needs)	\$0	\$0	ERR
	Local - STA	\$300,000	\$250,000	-16.7%
	State	\$0	\$80,000	ERR
	Federal	\$493,677	\$496,000	0.5%
	Other	\$234,379	\$234,993	0.3%
	Carryover from FY 12/13	\$25,212	\$68,365	171.2%
	Total	\$3,996,604	\$4,220,970	5.6%

Senior Centers:

P	Matching funds	\$118,131	\$107,835	-8.7%
3	Local (TDA)	\$428,521	\$439,475	2.6%
1	Carryover	\$0	\$0	ERR
	Total	\$546,652	\$547,310	0.1%

MTA & Seniors - Capital:

	Local (TDA)	\$0	\$0	ERR
	Local (STA)	\$273,367	\$136,650	-50.0%
	Local (STA) Carryover	\$0	\$0	ERR
	Other	\$1,860,119	\$146,373	-92.1%
	Federal	\$362,191	\$270,000	-25.5%
	From Capital Reserve	\$131,555	\$0	-100.0%
	Total	\$2,627,232	\$553,023	-79.0%

Total Revenues

Total Revenues	\$7,170,488	\$5,321,303	(\$1)
	\$0	\$0	

Capital Reserve:

	Local (TDA)	\$0	\$0	ERR
	Local (STA)	\$0	\$0	ERR
	Total	\$0	\$0	ERR

Summary & Comparison of Expenditures

File(Budget15\CLAIMCOG)

Budget	Area	2013/14 Budget	2014/15 Budget	% Change
MTA - Operating:				
	Public Service	\$3,836,908	\$3,836,908	0.0%
	Contingency			
	Contract/Charter/Senior			
	Admin/Senior Dispatch/			
	Outside Vehicle Maintenance	\$159,696	\$384,062	140.5%
	Total	\$3,996,604	\$4,220,970	5.6%

Senior Centers:

	Anderson Valley	\$31,960	Prelim \$28,089	-12.1%
	Indian	\$0	\$0	ERR
	Long Valley	\$0	\$0	ERR
	Redwood Coast	\$169,751	\$168,591	-0.7%
	South Coast	\$41,429	\$41,970	1.3%
	Ukiah	\$161,570	\$161,812	0.1%
	Willits	\$117,938	\$122,230	3.6%
	Administration	\$24,004	\$24,618	2.6%
	Total	\$546,652	\$547,310	0.1%

MTA & Seniors - Capital:

	Facilities	\$271,323	\$0	-100.0%
	Vehicles	\$2,016,606	\$255,550	-87.3%
	Equipment	\$190,070	\$148,796	-21.7%
	Seniors	\$149,233	\$148,677	-0.4%
	Total	\$2,627,232	\$553,023	-79.0%

Total Expenditures

Total Expenditures	\$7,170,488	\$5,321,303	(\$1)
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Capital Reserve:

	CCR Sec 6648 MTA Capital	\$100,321	\$0	-100.0%
	CCR Sec 6648 Senior Capital	\$31,234	\$0	-100.0%
	CCR Sec 6631 LT Capital Reserve	\$345,038	\$413,796	19.9%
	Total	\$476,593	\$413,796	-13.2%

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Agenda Item #10

To: Board of Directors
From: Sally Webster, Finance/Personnel Manager
Date: February 20, 2015
Subj: FY15/16 Budget



The County Auditor's estimate of sales tax based TDA funding, two-thirds of our operating revenue, was released this month, and amounts to an increase of 5.8% compared to last year's estimate. The numbers are still too early for specific amounts available for transit, as MCOG will determine their share of proposed uses from the initial estimate. Additionally, our monthly tracking of TDA income this year shows that actual receipts are 3.5% over what the Auditor estimated thus far.

Staff is in the process of preparing a baseline budget, which assumes no change in salaries, services or fares.

The budget calendar for FY2015/16 is attached. Additional Board meetings may be necessary, depending on the outcomes of the budgetary concerns.

Recommendation: Approve budget calendar. Discuss and provide direction.

2015/2016 BUDGET CALENDAR

Feb 20	Budget details to Sally from managers
Feb 24	Complete basic calculations for PRELIM BUDGET and distribute to FRED* Team.
Feb 24	MCOG's Executive Committee meeting. Expect official estimates of TDA availability, Administration and Planning budgets.
Feb 25	First run of PRELIM BUDGET discussed/debated by FRED* Team. FRED* Team meets to make revisions to PRELIM BUDGET (to become the DRAFT BUDGET).
Feb 26	Board meeting (in Willits) to review budget issues.
Mar 2	Senior Center Allocations due.
Mar 4	FRED* Team meet to make revisions to PRELIM BUDGET (to become the DRAFT BUDGET).
Mar 20	Revisions complete. DRAFT BUDGET out with Board Packet.
Mar 26	Board Meeting (in Ukiah vc Fort Bragg) to review DRAFT BUDGET , direct any changes (to become the PROPOSED BUDGET , and approve the CLAIM FOR FUNDS .
Mar 30	Staff to submit final CLAIMS FOR FUNDS to MCOG and member agencies, based on PROPOSED BUDGET .
Apr 23	Board meeting (in Point Arena) to review PROPOSED BUDGET .
May 27	FRED* Team to formulate recommendations for budget adjustments if needed as RECOMMENDED FINAL BUDGET .
May 28	Board meeting (in Fort Bragg vc Ukiah) to review PROPOSED BUDGET .
June 1	MCOG Board to approve allocation of TDA and other funds.
June 19	RECOMMENDED FINAL BUDGET out with Board Packet.
June 25	Board meeting (in Ukiah vc Fort Bragg) to revise and approve FINAL BUDGET .

* FRED = Managers & supervisors, and open to all employees