

Agenda #2

Mendocino Transit Authority

Board of Directors

Regular Board Meeting March 26, 2015

Ukiah Video-Conferenced with Fort Bragg

Present: Doble, Mastin - Ukiah; Tarbell, Cross, Peters
(1:36 pm) - Fort Bragg
Excused: Gjerde, Strong
Staff: Webster - Ukiah; Baxter - Fort Bragg
Others: Margaret Hanely & Kimberley Mather, Dept of
Rehabilitation; Loretta Ellard (1:38 pm) MCOG

Chair **Mastin** called the Meeting to order at 1:31 PM.

Chair **Mastin** asked for Public Comment; Margaret Hanely & Kimberley Mather requested to speak under Agenda Item #7.

CONSENT CALENDER

Agenda Item #2: Minutes February 26, 2015 Regular Board Meeting
Agenda Item #3: Service Performance Report: January 2015
Agenda Item #4: Financial Report: January 2015
Agenda Item #5: Board Meeting Dates and Locations
Agenda Item #6: Capital Program: Update/Progress Report

Moved by Dir. **Tarbell** and Seconded by Dir. **Cross** to approve Consent Calendar Items #2 -#6. Director **Tarbell** requested a change to the minutes on page 3, Agenda Item #12 from "GB Baxter" to "GM Baxter".

Motion Approved as amended by a Roll Call vote:

AYES: Cross, Tarbell, Doble, Mastin
NO: None
ABSTAIN: None
ABSENT: Peters, Gjerde, Strong

Agenda Item #7: Unmet Transit Needs: Ukiah and Fort Bragg:
Action: Solicit Input: Margaret Hanely, Counselor, DOR, and Kimberley Mather, Assistant Employment Coordinator with DOR, want to restore service to Talmage area for clients to attend MCOE training programs.

(arrival of Dir. Lindy Peters and Loretta Ellard, MCOG) . GM **Baxter** explained the unmet needs process. Ms Hanely asked about the other unmet needs requests, and what she could do to place her request on a higher priority. GM **Baxter** suggested a letter of support to pursue future grants. Loretta **Ellard**, MCOG will forward MCOG's current unmet needs list to her. Dir. **Mastin** requested future board packets to list the current unmet needs.

Agenda Item #8: FY2014/15 Budget and Claim for Funds: Action: Adopt Resolution 2015-03. Item was presented by Finance/Personnel Manager **Webster**.

She explained that MTA Draft Operating Budget traditionally begins with a baseline budget, which assumes no changes in service, personnel or fares. This year the draft budget has deviated from a baseline budget as a Grant Funded Transit Service effective July 1 was added, as well as the inclusion of the Union negotiated COLA of 2.56% and the unfilled position of Operations Manager.

She explained that TDA Regulations require transit operators to submit their annual claim for funds by April 1st of every year.

She reviewed the Draft Budget, expenses and revenue and the Senior Centers' operating subsidies and answered questions. She also explained that TDA available for MTA's Operating Budget will not change and it is not sufficient to cover the deficit.

GM **Baxter** reviewed the Capital Budget.

Recommendation: Adopt Resolution 2015-03 which authorizes submittal of the Claim for funds.

Moved by Dir. **Peters**, and seconded by Dir. **Doble** to approve **Resolution 2015-03** Authorizing Submittal of Claims and Grant Applications for Fiscal Year 2015/2016.

Motion Approved by a Roll Call vote:

AYES: Cross, Tarbell, Peters, Doble, Mastin
NO: None
ABSTAIN: None
ABSENT: Gjerde, Strong

Agenda Item #9: Four Bus Purchase - approve use of Prop 1B Modernization funds: Action: Adoption of 2015-04: Item was presented by General Manager **Baxter**. He explained that the Board

approved a Revised FY2014/15 Capital Budget which included use of the Prop 1B funds as a local match for the purchase of four buses. There were surplus Prop 1B funds available from previous projects and the Prop 1B Grantors requested a specific resolution to move the funds from the previous projects to the proposed projects. This will fully expend all of the Prop 1B Modernization funds we have in our account.

Recommendation: Adopt Resolution 2015-04, which approves the use of Prop 1B funds for the Four Vehicle Purchase. A change from 'Authorizes Dan Baxter and or Sally Webster' to 'Authorizes the General Manager and/or the Finance/Personnel Manager' was recommended.

Moved by Dir. **Peters**, and seconded by Dir. **Cross** to approve **Resolution 2015-04** as amended Authorizing expending \$108,302, plus any interest posted on a later date for the Four Vehicle Purchase.

Motion Approved by a Roll Call vote:

AYES: Cross, Tarbell, Peters, Doble, Mastin
NO: None
ABSTAIN: None
ABSENT: Gjerde, Strong

Agenda #10: FY2013/2014 Fiscal and Compliance Audit: Item pulled. Will be continued to the next meeting.

Agenda Item #11: Management Report: Finance/Personnel Manager **Webster** reported about GASB68 that replaces GASB27, which refers to Pension reform. She reported that where CalPERS used to show the unfunded liability on their side, it is now required to show it on MTA's financials. An adjustment will have to be made to reflect this. This will be brought back to the Board when more information is obtained.

Agenda Item #12: Matters from Directors: Dir. **Cross** stated that he visited the MTA facilities and he had a very warm welcome and a good visit.

Dir. **Peters** reported that the Jere Melo Foundation had scheduled a walk in Fort Bragg, and requested the use of the Trolley to shuttle participants from the fire station to the coastal trail. GM **Baxter** will look into it and advise.

Dir. **Mastin** was in Sacramento for the California Transit Association Executive Committee Meeting over the past couple of days. He mentioned some items that were addressed, such as SB508 (use of STA funding), and other matters in conjunction with the Legislative Committee that look good for transit.

CLOSED SESSION:

Moved to closed session at 3:01 PM:

General Manager Evaluation - Pursuant to Government Code 54957(b) (1), Public Employee Evaluation.

Reconvened to Open Session at 3:14 PM:

Dir. **Tarbell** reported that the Committee will proceed with the evaluation to get everything back by April 17th to have a closed session on the 23rd. Committee will meet with the General Manager after the closed session.

Meeting Adjourned at 3:16 PM.

James W. Mastin, Chair

Sally Webster, Finance/Pers Mgr

Agenda Item # 3

To: MTA Board of Directors
From: Norma Wilson, Interim Operations Manager *NW*
Date: April 20, 2015

Subj: Service Performance Reports: Winter 14/15 & February 2015

Attached is the Quarterly Report for Winter 2014/15 (December 2014, January and February 2015), plus the usual monthly report, which compares performance in February 2015 with the three previous months and February 2014. Performance of MTA services for the 14/15 Winter Quarter exceeded standards in only six of the sixteen measures. When compared to the 13/14 Winter Quarter performance improved in four of the sixteen. Senior Center data is also included showing two of their four standards met and improving in one.

Performance in the month of February 2015 exceeded standards for six of the twelve measures. Compared to February 2014, performance improved for only three of the twelve measures.

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 eight months of last year, showing Total Public Service:

Fare Revenue	Down	0.2%
Ridership	Down	10.6%
Service hours	Down	0.4%
Total operating cost	Up	4.0%

That means that compared to last fiscal year after February (8 months):

Cost per hour (hourly rate)	Increased	4.4% to \$92.24
Productivity(passengers per hour)	Decreased	10.3% to 8.0
Farebox ratio	Decreased	4.0% to 13.8%
The average fare paid	Increased	11.7% to \$1.58

Ridership remains weak, primarily due the loss of Boys and Girls Club and reduction in the amount of fares paid by agencies. to The average fare continues to improve.

A quick review of March's metrics indicates some improvement.

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Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: March 31, 2015
Subj: Financial Statements as of February 28, 2015

Attached are Financial Statements for the month ending February 2015. The Income Statement shows a gain of \$46,187 and a \$98,211 *positive* budget performance. Comparing year-to-date through Feb 15 to Feb 14: Operating Revenue is up \$5,544 (1.0%). Other Revenue is up \$31,989 (1.5%) and Operating Expenses are up (3.6%) as compared to the previous year. Our operating expenses compared to our budget are down (6.7%).

The Capital Income/Expense Statement reflects a gain of \$59,867 (including STA Carryover) this month. For further details to the capital program, please see Agenda Item #6.

Mendocino Transit Authority				
Budget to Actual Income Statement for eight months ending				Feb-15
Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	542,297	599,803	(57,506)	-9.6%
Other Revenue	2,151,648	2,183,331	(31,683)	-1.5%
Total Revenue	2,693,945	2,783,134	(89,189)	-3.2%
Operating Expenses				
Transportation	1,780,590	1,905,119	(124,529)	-6.5%
Maintenance	339,479	333,358	6,121	1.8%
Administration	527,760	598,281	(70,521)	-11.8%
Total Operating Expenses	2,647,829	2,836,758	(188,929)	-6.7%
Other (Income)/Expense	(1,336)	(1,600)	264	-16.5%
Mobility Management Program				
Revenue	3,374		3,374	ERR
Expense	(4,639)		(4,639)	ERR
Net Gain/(Loss) Before Depreciation	46,187	(52,024)	98,211	ERR

Mendocino Transit Authority		
Balance Sheet as of	Feb-15	
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,852,789	
A/R, Prepaid Expenses & Inventory	669,619	
Total Other Current Assets		2,522,408
Property, Plant & Equip Net of Depreciation		12,667,236
Investment - Deferred		0
Total Assets		15,189,644
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	450,932	
Other Liabilities	223,412	
Provision for Restricted Funds	223,799	
Total Current Liabilities		898,143
Deferred Compensation Payable		0
Total Liabilities		898,143
Fund Equity		
Contributed Capital	13,029,806	
Retained Earnings	1,261,695	
Total Fund Equity		14,291,501
Total Liabilities and Equity		15,189,644

Mendocino Transit Authority

Budget to Actual Income Statement for eight months ending

Feb-15

Description	Year to Date Actual \$	Annual Budget \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants		215,126	(215,126)	0.0%
STA - Capital	77,391	147,400	(70,009)	52.5%
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	649		649	ERR
Other			0	ERR
Total Revenue	78,060	1,333,506	(1,255,446)	5.9%

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	9,327	34,125	(24,798)	27.3%
Bus Stops	30	38,209	49,500	(11,291)	77.2%
				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	986	76,855	(75,869)	1.3%
Ukiah Senior Center	c/o 115	986	76,855	(75,869)	1.3%
Misc - Other				0	ERR
Total Expenses		49,507	1,333,506	(1,283,999)	3.7%

Net Gain/(Loss) before Carryover	28,553	0	28,553
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FY 2013/14 Carryover					
STA - Capital		31,314	31,314	0	100.0%
Transfer from Transit Reserve				0	ERR

Net Gain/(Loss)	59,867	31,314	28,553
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REVENUE - Budget to Actual Comparison

Date: 18-Mar-15

Dpl A/C #	Description	Feb-15 Budget	Feb-15 Actual	Feb-15 Variance	Feb-15 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue									
40. 401.100	Fares-Passenger	34,566	28,203	(6,363)	-18.4%	288,241	263,282	(24,959)	-8.7%
40. 401.200	Fares Paid by Agencies	16,567	12,227	(4,340)	-26.2%	138,151	86,058	(52,093)	-37.7%
40. 402.200	Contract Service	4,583	5,088	505	11.0%	36,667	41,532	4,865	13.3%
40. 405.100	Charter	609	1,138	529	86.9%	19,162	36,086	16,924	88.3%
40. 406.100	Displays Ads	781	0	(781)	-100.0%	6,250	4,050	(2,200)	-35.2%
40. 409.200	Sonoma County Participation	13,917	13,827	(90)	-0.6%	111,333	111,289	(44)	-0.0%
	Total	71,024	60,483	(10,541)	-14.8%	599,803	542,297	(57,506)	-9.6%

Other Revenue

40. 409.100	TDA - Operations	197,382	197,382	1	0.0%	1,579,052	1,579,052	0	0.0%
40. 409.110	STA - Operations	20,833	20,833	(0)	-0.0%	166,667	166,667	0	0.0%
40. 411.100	State Planning Grant	14,000	0	(14,000)	-100.0%	70,000	36,143	(33,857)	-48.4%
40. 413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	330,667	330,667	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%	16,412	16,412	0	0.0%
40. 407.210	Maintenance Labor Revenue	2,500	2,183	(317)	-12.7%	20,000	21,682	1,682	8.4%
40. 407.220	Maintenance Parts Revenue	0	0	0	ERR	0	515	515	ERR
40. 407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40. 407.500	Other Income	67	30	(37)	-55.0%	533	511	(22)	-4.2%
	Total	278,166	263,813	(14,353)	-5.2%	2,183,331	2,151,649	(31,682)	-1.5%
	Combined - Oper/Other Rev	349,190	324,296	(24,894)	-7.1%	2,783,134	2,693,946	(89,188)	-3.2%

Revenue - Mobility Management Program

41. 401.100	Fares-Passenger			0			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	0	0		0	3,374	3,374	
	Combined	349,190	324,296	(24,894)	-7.1%	2,783,134	2,697,320	(85,814)	-3.1%
	Fares - Passenger/Agency	51,134	40,430	(10,704)	-20.9%	426,391	349,340	(77,051)	-18.1%

Mendocino Transit Authority - Public Service

File:(Budget15\EXPCUMBA)

Budget to Actual Comparison FY 2014/2015 YTD thru Feb-15

YTD thru Feb-15 Wednesday March 18, 2015

Description	Budget			YTD thru Feb-15			YTD thru Feb-15			Wednesday March 18, 2015		
	Budget Transp	Budget Maint	Budget Admin	Budget Total	Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
Wages	848,845	165,757	220,079	1,234,681	815,435	176,924	222,438	1,214,797	(19,884)	-1.6%		1,214,797
Wages-Vac/Sick/Hol	151,504	34,231	42,839	228,573	150,993	33,530	41,837	226,360	(2,213)	-1.0%		226,360
Health	285,782	39,309	39,309	364,400	263,414	39,009	32,071	334,494	(29,906)	-8.2%		334,494
Workers Comp	84,581	11,011	1,428	97,020	84,609	11,123	1,510	97,242	222	0.2%		97,242
Retirement	89,221	18,778	23,450	131,448	86,512	20,974	23,668	131,154	(294)	-0.2%		131,154
Payroll Taxes	28,812	5,284	7,625	41,721	28,924	5,484	8,083	42,491	770	1.8%		42,491
Uniform Allowance	5,700	4,400		10,100	388	4,350		4,738	(5,362)	-53.1%		4,738
Travel Expenses	4,625	1,667	4,740	11,032	5,958	2,400	4,809	13,167	2,135	19.4%	200	13,367
Outside Labor	1,584	3,335	125,581	130,500	1,950	5,875	95,180	103,005	(27,495)	-21.1%	1,149	104,154
Fuel-Revenue Vehicles	278,952			278,952	227,164			227,164	(51,788)	-18.6%	1,640	228,804
Lube-Revenue Vehicles	7,550			7,550	6,829			6,829	(721)	-9.5%	1,459	8,288
Tires/Tubes-Revenue Vehicles	13,237			13,237	14,641			14,641	1,404	10.6%		14,641
Parts-Revenue Vehicles		13,727		13,727	8,750			8,750	(4,977)	-36.3%		8,750
Expense Parts		1,600		1,600	903			903	(697)	-43.6%		903
Non-Capital Equipment	1,650	1,600	1,333	4,583	1,584	1,646	1,437	4,667	84	1.8%		4,667
Office Supplies	2,700		9,000	11,700	1,753		7,371	9,124	(2,576)	-22.0%	191	9,315
Subscriptions	1,265		1,009	2,274	355	490	647	1,492	(782)	-34.4%		1,492
Dues & Memberships	55		5,550	5,605	55		4,747	4,802	(803)	-14.3%		4,802
Janitorial Supplies		8,760		8,760	8,660			8,660	(100)	-1.1%		8,660
Shop Supplies		2,000		2,000		1,972		1,972	(28)	-1.4%		1,972
R & M-Buildings & Property		7,150		7,150		7,259		7,259	109	1.5%		7,259
Shelter Expense		1,467		1,467		1,326		1,326	(141)	-9.6%		1,326
Telephone	6,208	800	8,600	15,608	7,427	814	9,813	18,054	2,446	15.7%		18,054
Utilities	5,122	2,450	7,160	14,732	5,159	916	7,378	13,453	(1,279)	-8.7%		13,453
Insurance	61,030	6,000	10,667	77,697	50,844	5,335	10,288	66,467	(11,230)	-14.5%		66,467
Purchased Transportation	1,200			1,200	983			983	(217)	-18.1%		983
Marketing			85,377	85,377			54,156	54,156	(31,221)	-36.6%		54,156
Training	7,153	3,333	1,600	12,086	9,127	1,040	980	11,147	(939)	-7.8%		11,147
Board Expense			2,600	2,600			1,090	1,090	(1,510)	-58.1%		1,090
Miscellaneous		400	80	2,529	1,423	514		1,937	(592)	-23.4%		1,937
Vehicle Rental										ERR		
Equipment Rental		300	255	555			258	445	(110)	-19.8%		445
Property Rental	16,294			16,294	15,062			15,062	(1,232)	-7.6%		15,062
Total	1,905,119	333,358	588,281	2,836,758	1,780,589	339,481	527,761	2,647,831	(188,927)	-6.7%	4,639	2,652,470
# of Empl (Health benefits)	44	6	6	56	1,780,589	339,481	527,761	2,647,831	(188,927)	-6.7%	4,639	2,652,470

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Board of Directors Meeting Schedule

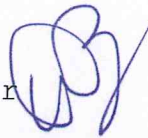
Fourth Thursday of January through October

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	2015/16 Transit Needs: Point Arena General Manager Evaluation
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: April 7, 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. Contract is awarded to W-trans.

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 delivered. MTA staff is installing the radios and signs.

PROBLEMS: One Van needs repairs before we accept it.

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. It has been ordered.

PROBLEMS: None.

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TO: Board of Directors
From: Dan Baxter, General Manager
Date: April 7, 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 public forum is for Unmet Transit Needs 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
- Saturday service on the Coast, including:
 - Service in Fort Bragg
 - Service to Mandocino
 - Connection at Navarro Junction
- Fort Bragg-Willits service
- Service to MCOE and Talmage
- Service along the ridge east of Gualala
- Service to Laytonville

Staff Recommendation:

Solicit public input for any Unmet Transit Needs for the Point Arena area 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: Sally Webster, Finance & Personnel Manager
Date: March 31, 2015
Subj.: Fiscal & Compliance Audit FY13/14 & Single Audit FY13/14

The Fiscal & Compliance Audit is complete and enclosed as a separate document. One component of the audit each year is the review of eligibility for TDA (Transportation Development Act or LTF Funds) and STA (State Transit Assistance) funds. The eligibility is based on operating expenses less fare revenue, federal operating assistance, and additional subsidies that were received. Under the California Code of Regulations, we cannot receive monies during the fiscal year from the Local Transportation Fund and the STA fund for operating costs in an amount that exceeds our actual operating costs. This year we were eligible to receive all of our LTF funds. Furthermore, the criteria for STA funding for operations had been lifted this year.

The audit found MTA to be in compliance with the Generally Accepted Auditing Standards. There were no findings and three recommendations. I have prepared a spreadsheet separating each fund for clarification, as GASB (General Accounting Standards Board) No. 34 now requires us to present the financial statements with the fund balances combined.

At year-end, MTA's retained earnings increased by \$222,832 (including Mobility Management), which brings the total Retained Earnings to \$1,261,697. Preliminary estimates of our current year end projects a gain and positive variance for FY14/15, and will result in adequate cash reserves to handle a downturn in the economy without causing damage to our financial position.

As compared to last year, MTA's assets increased by 10.3%, which was primarily due to the construction of the solar canopy. Our liability decreased by 30.8% in comparison with FY12/13, due to the use of Prop 1B deferred revenue for vehicle procurement and the construction of the Solar Canopy.

Where the income statement represents financial performance over time, the balance sheet is a snapshot of our financial position frozen in time. Working capital is the excess of current assets over current liabilities. This is indicative of the ability to meet current financial obligations. For MTA, this mainly means cash available. For the Fiscal Year 13/14, the Balance Sheet reflected the following:

Current Assets:	\$ 2,447,182
Current Liabilities:	\$ 897,656
Working Capital:	\$ 1,549,526

Current Ratio: 2.7 (Current Assets/Current Liabilities)

The Single Audit is also enclosed as a separate document. This is required for all non-federal entities that expend equal to or in excess of \$500,000 in a fiscal year in federal awards. MTA received \$820,682 in Federal Grants in FY13/14. There were no observations or findings.

In summary, MTA is financially healthy but we need to continue making good decisions. We need to respond quickly to minimize losses should they occur, and pay particular attention to our current economy and where it is headed in the near future.

Recommendation: Staff recommends acceptance of the Fiscal Audit and Single Audit as presented.

Mendocino Transit Authority

Statement of Revenues, Expenses, and Changes in Fund Net Assets (Income Statement)

03/31/2015

-----Year to Date -----					
June 30, 2014					
Description	Operating \$	Specialized \$	MMP \$	Capital \$	Total \$
Operating Revenues:					
Fares	540,145		8,246		548,391
Contract Services	56,779				56,779
Charters	49,466				49,466
Advertisement	9,303				9,303
Sonoma County Participation	158,640				158,640
Total Revenues:	814,333	0	8,246	0	822,579
Operating Expenses:					
Transportation	2,686,051				2,686,051
Transportation - specialized		428,519			428,519
Maintenance	455,719				455,719
Administrative and overhead	750,601				750,601
Mobility Management			38,801		38,801
Depreciation				1,108,603	1,108,603
Total Operating Expenses:	3,892,371	428,519	38,801	1,108,603	5,468,294
Operating income (loss)	(3,078,038)	(428,519)	(30,555)	(1,108,603)	(4,645,715)
Non-operating revenues:					
Local transportation fund	2,309,528				2,309,528
Local transportation fund - capital					0
Local transportation fund - specialized		428,519			428,519
State transit assistance	300,000			203,873	503,873
Operating grants	630,842		21,836		652,678
Capital grants				189,841	189,841
Planning grants	6,223				6,223
State Grants				1,845,981	1,845,981
Senior center revenue	24,004				24,004
Interest income	663	311		1,165	2,139
Rental income					0
Other income	853			68,098	68,951
Local Transit Reserve				56,710	56,710
Senior Center capital outlay					0
Maintenance labor	37,476				37,476
Total non-operating revenues (exp)	3,309,589	428,830	21,836	2,365,668	6,125,923
Changes in net assets	231,551	311	(8,719)	1,257,065	1,480,208
Net assets - beginning of period	1,082,753	77,512	(43,888)	12,425,888	13,542,265
Net assets - end of period	1,314,304	77,823	(52,607)	13,682,953	15,022,473

Mendocino Transit Authority


Statement of Net Assets (Balance Sheet)

03/31/2015

-----Year to Date-----

June 30, 2014

Description	Operating \$	Specialized \$	Capital \$	Total \$
ASSETS:				
Cash and investments	1,145,424		287,831	1,433,255
Cash held by fiscal agent				0
Restricted cash and investments		109,146	165,020	274,166
Accounts receivable	121,087			121,087
Grants receivable	590,261			590,261
Inventories	63,103			63,103
Prepaid costs	74,455			74,455
Property, plant and equipment, net of accumulated depreciation			13,395,126	13,395,126
Total assets	1,994,330	109,146	13,847,977	15,951,453
LIABILITIES:				
Current Liabilities:				
Accounts payable and accruals	255,147	31,322		286,469
Contracts Payable				0
Deferred revenue	4,269		165,020	169,289
Accrued compensated absences	272,979			272,979
Accrued liability for self insurance	200,241			200,241
Total current liabilities	732,636	31,322	165,020	928,978
0				
NET ASSETS:				
0				
Invested in capital assets			13,395,125	13,395,125
Restricted for specialized services		77,824		77,824
Unrestricted	1,261,697		287,832	1,549,529
Total net assets	1,261,697	77,824	13,682,957	15,022,478

To: Board of Directors
From: Dan Baxter, General Manager 
Date: April 7, 2015
Subj: **Public Hearing: 5311f Grant Application, possible expansion of Rt. 65 CC Rider**

Last year we were awarded a 5311(f) grant which will allow us to add a trip on Route 65 (CC Rider) between Ukiah and Santa Rosa. Soon after we received this grant approval Mendocino College started offering classes in Fort Bragg and there was a clear need to "complete" this trip between Fort Bragg and Ukiah. In order to fund this service staff is applying for a second 5311(f) Intercity Bus grant. We are asking for operating funds for the Fort Bragg/Ukiah portion of the second trip. If our application is successful we will be able to offer two complete round trips on Route 65, double what we offer today.

We are also applying for a second 5311(f) grant in order to purchase two additional medium duty buses, one to support this service and another to replace one of the existing Route 65 buses.

This grant requires that staff be authorized by the Board in order to sign and submit the application.

Recommendation

Accept public input. Adopt Resolution 2015-05 authorizing the General Manager or the Finance/Personnel Manager to sign and submit a 5311(f) Grant application.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-05

**Authorizing the Federal Funding under FTA Section 5311
(49 U.S.C. Section 5311) with California Department of
Transportation**

WHEREAS:

1. The U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and C 9050.1**); and
2. The California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural and intercity bus; and
3. The Mendocino Transit Authority (MTA) desires to apply for said financial assistance to permit operation of service/purchase of capital equipment; and
4. The MTA has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

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

1. Authorize the General Manager or the Finance/Personnel Manager to file and execute applications on behalf of the MTA with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and C 9050.1**), as amended.
2. That the General Manager or the Finance/Personnel Manager is authorized to execute and file all certifications of assurances, contracts or agreements or any other document required by the Department.
3. That the General Manager or the Finance/Personnel Manager is authorizes to provide additional information as the Department may require in conjunction with the application for the 5311 projects.

4. That the General Manager or the Finance/Personnel Manager is authorized to submit and approve request for reimbursement of funds from the Department for Section 5311 project(s).

PASSED and ADOPTED by the Board of Directors of the Mendocino Transit Authority, State of California, at a regular meeting of the MTA Board of Directors on April 26, 2015.

MOVED by Director _____ and SECONDED by Director _____ by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Mastin, Chair

Dan Baxter, General Manager

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Agenda Item #11

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: April 7, 2015
Subj: Federal 5311 Regional Apportionment Grant Application

Background:

Staff is applying for the 5311 Regional Apportionment grant for operating assistance for FY14/15. This grant requires that staff be authorized by the Board in order to sign and submit the application. Although we have a blanket authorization for submittal, execution, and certification for most grants, this is specific to the Grant in which we are applying.

Recommendation:

Adopt resolution 2015-06 authorizing the General Manager or the Finance/Personnel Manager to sign and submit the 5311 Regional Apportionment Grant for FY14/15.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-06**

**AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS:

The U.S Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

The California Department of Transportation (Department) has designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

The MTA desires to apply for said financial assistance to permit operation of service/purchase of capital equipment; and

The MTA has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

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

- 1) Authorize the General Manager or the Finance/Personnel Manager to file and execute applications on behalf of MTA with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.
- 2) That the General Manager or the Finance/Personnel Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.
- 3) That the General Manager or the Finance/Personnel Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.
- 4) That the General Manager or the Finance/Personnel Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Resolution 2015-06 (continued)
April 23, 2015

ADOPTION of the RESOLUTION was MOVED by Director _____, and
SECONDED by Director _____ at a regular meeting of the MTA Board of
Directors on April 23, 2015 the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:


ATTEST:

Jim Mastin, Chairman

Dan Baxter, General Manager

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Agenda Item #12

To: Board of Directors
From: Dan Baxter, General Manager 
Date: April 20, 2015
Subject: Low Carbon Transit Operations Program (LCTOP)

The Low Carbon Transit Operations Program(LCTOP) or Cap and Trade makes \$31,142 available for projects in Mendocino County in fy14/15 to be used for projects which will reduce Green House Gas. The timeline for projects was very compressed this year but one project that fits their criteria allows the use the LCTOP funds in order to reduce fares for Mendocino College Students. We have been in discussions with the College on this project but issue of funding by the students was an issue.

Subject to further discussions with the College, we propose to use this funding to subsidize fares for Mendocino College Students.

Recommendation

Staff recommends that the Board approve resolution 2015-7 authorizing the General Manager or the Finance and Personnel Manager to expend the funds and resolution 2015-8 authorizing the execution of the Certifications and Assurances for the Program.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-07

APPROVE THE SUBMITTAL OF A PROJECT
FOR THE FISCAL YEAR 2014-15
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS:

1. The Mendocino Transit Authority (MTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and
2. The statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and
3. Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and
4. The Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations, and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Mendocino Transit Authority that it hereby authorizes the submittal of the project nomination and allocation request to Caltrans requesting \$31,142 (\$2,113 of 99314 funds directly to MTA and \$29,009 through MCOG) in FY 2014-15 LCTOP funds for Reduced Fare Project for Mendocino College Students.

ADOPTION of this RESOLUTION was MOVED by Director _____ and
SECONDED by Director _____ at a regular meeting of the MTA
Board of Directors on April 23, 2015 by the following Roll Call
vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Mastin, Chair

Dan Baxter, General Manager

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-08

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES for the
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS:

1. The Mendocino Transit Authority (MTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and
2. The statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and
3. Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and
4. The Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and
5. The Mendocino Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager or the Finance and Personnel Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations, and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Mendocino Transit Authority that the General Manager or the Finance and Personnel Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on April 23, 2015 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Mastin, Chair

Dan Baxter, General Manager

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Agenda Item #13

To: Board of Directors
From: Dan Baxter, General Manager
Date: April 20, 2015
Subject: Prop. 1B Security Grant



Proposition 1B made available statewide \$900,000,000 in bond funds over ten years starting in FY 07/08, to improve transit safety and security. For FY 12/13 (the state was slow to sell bonds so they are always delayed) \$7,292 is slated for MTA and \$73,195 is slated for Mendocino County to be disbursed through MCOG (same amount as past years). Because MTA is the only transit agency in Mendocino County the entire \$80,487 is available only to us.

Proposed projects this year are to Install On-Board Video Recording Systems, Install a new Two-Way Radio System and design and other security related purchases

Recommendation

Staff recommends that the Board approve resolution 2015-9 authorizing the General Manager or the Finance and Personnel Manager to expend the funds.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-09

ACCEPT AND DISBURSE PROPOSITION 1B FUNDS

WHEREAS:

1. The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and
2. The California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and
3. The Mendocino Transit Authority (MTA) is eligible to receive CTSGP funds; and
4. The MTA will apply for fy. 12-13 CTSGP funds in an amount up to \$80,487 for On-Board Video Recording Systems, a Two-way Radio System or any other allowed security improvements, and
5. MTA recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and
6. Cal OES requires MTA to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of MTA to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

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

General Manager or the Finance and Personnel Manager, are hereby authorized to execute for and on behalf of MTA, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on April 23, 2015 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Mastin, Chair

Dan Baxter, General Manager

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