

Mendocino Transit Authority

Board of Directors

Regular Meeting Agenda

June 25, 2015

1:30 pm

Ukiah

Vide-Conferenced with:

Fort Bragg

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

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

AGENDA ITEM

PAGE

1. Call to Order

Public Comment: Anyone is welcome to attend MTA Board meetings to address items that are on the agenda, or to bring other transit related matters to the attention of the Board. The time limit is 3 minutes per speaker.

CONSENT CALENDAR

- | | |
|---|----|
| 2. Minutes of May 28, 2015 Board Meeting.
<u>Action:</u> Approve | 1 |
| 3. Service Performance Report: April 2015
<u>Information</u> | 5 |
| 4. Financial Report: April 2015
<u>Information</u> | 11 |
| 5. Board Meeting Dates and Locations:
<u>Information</u> | 17 |
| 6. Capital Program: Update/Progress Report
<u>Information</u> | 19 |

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AGENDA ITEM

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ACTION & DISCUSSION

- | | | |
|----|---|------|
| 7. | Unmet Transit Needs
<u>Action:</u> Receive Public Input | 21 |
| 8. | FY 2015/16 Proposed Budget
<u>Action:</u> Discuss and Adopt Resolution 2015-12 | 23 |
| 9. | Discussion regarding board & staff communications
<u>Action:</u> Discuss | oral |

CLOSED SESSION

Consideration of Employment: Transportation Manager,
pursuant to Government Code § 54957.

Report out of Closed Session

- | | | |
|-----|------------------------|------|
| 10. | Management Report | oral |
| 11. | Matters from Directors | oral |

ADJOURN Anticipated adjournment is 4:00pm

Americans With Disabilities Act (ADA) Compliance

The Mendocino Transit Authority complies with ADA requirements and, upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Administrative Secretary by calling (707) 462-5765 at least five days prior to the meeting.

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

Agenda #2

Mendocino Transit Authority

Board of Directors

Minutes of the Regular Board Meeting May 28, 2015 Ukiah Video-Conferenced with Fort Bragg

Present: Mastin, Cross, Doble, Peters, Strong, Tarbell
Excused: Gjerde
Staff: Baxter, Beard, Butler, Webster, Wilson
Others: Ellard

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

Chair **Mastin** asked for Public Comment

CONSENT CALENDER

Agenda Item #2: Minutes April 23, 2015 Regular Board Meeting
Agenda Item #3: Service Performance Report: March 2015
Agenda Item #4: Financial Report: March 2015
Agenda Item #5: Board Meeting Dates and Locations
Agenda Item #6: Capital Program: Update/Progress Report

Dir. **Tarbell** expressed his concern in Agenda Item #3 in regards to falling ridership. GM **Baxter** explained MTA's efforts to increase ridership by offering passes to the college with the new Cap & Trade funding; schedules have been refined for ease of connections, and we will be serving the new Howard Hospital beginning this summer. Dir. **Mastin** commented that efforts should be made on an ongoing basis, and that perhaps Marketing Mgr. **Blake** could come up with additional ideas to increase ridership when she returns. Dir. **Peters** suggested looking into phone aps for smartphones to attract new riders. Fin. Mgr. **Webster** also commented that MTA has marketed to all of the schools to promote the Youth Summer Pass to increase ridership over the summer.

Moved by Dir. **Peters** and seconded by Dir. **Tarbell** and approved by the following Roll Call vote:

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

Agenda Item #7: 5311f Continued Funding Application: Action:
Adopt Resolution 2015-10 authorizing the General Manager or the Finance Manager to sign and submit a 5311f Continued Funding Application. GM **Baxter** explained that this Grant Application would be for continued funding for the new Willits/Ukiah/Santa Rosa service that will begin in July. MTA applied for another 5311f grant to expand this service, and this application would serve as a back-up if that grant was not approved.

Moved by Dir. **Strong** and seconded by Dir. **Cross** to approve **Resolution 2015-10** by the following Roll Call vote:

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

Agenda Item #8: SB508 Consider Resolution and Letter of Support. Action: Adopt Resolution 2015-11 authorizing the Chair to sign a letter of support for SB508. GM **Baxter** explained that SB508 increases the flexibility to use TDA and STA funding. It levels the playing field for all rural operators to have the same performance standards, and redefines the criteria to allow for use of STA funding for operations. Directors **Peters**, **Strong**, and **Doble** offered to take the letter back to their cities for support as well.

Moved by Dir. **Strong** and seconded by Dir. **Peters** to approve **Resolution 2015-11** by the following Roll Call vote:

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

Agenda Item #9: Unmet Transit Needs: Ukiah and Fort Bragg. Action: Solicit Input: Dir. **Tarbell** requested that all of the services from 2008 be restored on the Coaster Route. Dir. **Peters** requested to add half hour headways to the Braggabout, and service to The South Coastal Trail to the North Coastal Trail as a pickup point.

Agenda Item #10: Management Report: Maintenance Manager **Butler** reported he just returned from Indiana where he inspected one Medium Duty Bus and one Large Van. They will be arriving in Ukiah in the next couple of weeks. He also reported on the new regulations affecting MTA's storm water program. MTA is now recycling water in our wash bay. Maintenance Mgr. **Butler** is

getting quotes on radios and on board cameras. Interim Transportation Mgr. **Wilson** asked about the Jere Melo Walkathon. Finance Mgr. **Webster** reported that MTA was looking into self insuring their Dental Plan.

MCOG Rep. **Ellard** reported that they were doing a series of Public Workshops in May & June for locations of Plug-in charging stations for electric vehicles. MCOG is hosting a community meeting on June 11 in Hopland to present the draft plan for travel improvements in Downtown Hopland.

GM **Baxter** reported that the new service from Ukiah/Santa Rosa/Willits will begin on June 29th. He also report that he and Chair **Mastin** went to the CTA Legislative Days Conference in Sacramento. He mentioned that MTA shared a Parity Study with like Transit Agencies and will bring that back to the Board next month.

Agenda Item #15: Matters from Directors: Dir. **Tarbell** asked about the progress of the FY15/16 Budget. Finance Manager **Webster** reported that MTA will be doing some Revenue Modifications, including State Transit Assistance, with the remaining deficit using reserves to balance the budget. Dir. **Peters** stated that the Junior Giants program is starting up in Ft Bragg, and would like to advertise on MTA buses. Dir. **Cross** watched a CSDA Webinar on Public Entity Liability to earn CIP points for MTA's worker's comp program. Dir. **Strong** reported that Willits is applying for a MCOG grant for 'Rails with Trails'. Chair **Mastin** attended the Legislative Conference last week.

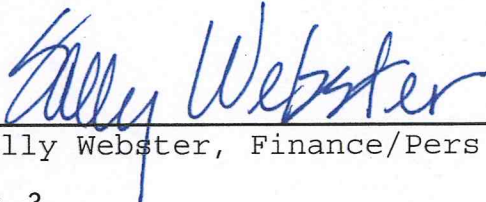
Chair Mastin called for the **Closed Session: Contract Negotiations: General Manager, pursuant to Government Code 54957(b)** at 2:35 pm.

Report out of Closed Session: Discussed Contract Negotiations with General Manager **Baxter**. Took action to approve contract.

Agenda Item #12: General Manager's Contract. The Board authorized the Chair to enter into an Employment Contract with the General Manager, effective July 1, 2015, with his current salary plus a 2.56% COLA, plus an additional 2.5% increase on top of the COLA.

Meeting Adjourned at 3:30 PM.

James W. Mastin, Chair


Sally Webster, Finance/Pers Mgr

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Agenda Item # 3

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: June 22, 2015



Subj: Service Performance Report: April 2014

Attached is the Monthly Report for April 2015 comparing performance with April 2014. April 2015 performance exceeded only four of the twelve standards and improved or stayed the same for six of the twelve when compared with the April 2014 report.

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

Fare revenue	Up	1.6%
Ridership	Down	8.4%
Service hours	Down	0.1%
Total operating cost	Up	3.1%

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

Cost per hour (hourly rate)	Increased	3.2% to \$91.12
Productivity (passengers per hour)	Decreased	8.3% to 8.1
Farebox ratio	Decreased	1.5% to 14.2%
The average fare paid	Increased	10.9% to \$1.61

Metrics involving ridership continues to show weakness. We should see some improvement this month with the addition of passengers from the Adelante Program (starting stronger this year over last) and, at the end of this month, the start of our new Santa Rosa service from Ukiah and Willits. The Average Fare Paid is up nicely, reflection last year's fare increase.

MONTHLY PERFORMANCE

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

Apr-14	4.0	14.0%	91.12
Jan-15	3.9	10.9%	97.56
Feb-15	3.9	13.1%	99.98
Mar-15	3.7	14.6%	95.73
Apr-15	4.0	12.4%	95.23
STANDARD	4.5	15.0%	87.19

Flex Routes (***)

Apr-14	5.2	7.1%	80.62
Jan-15	4.9	4.5%	87.26
Feb-15	5.6	6.7%	84.52
Mar-15	5.9	9.0%	81.69
Apr-15	5.2	6.3%	83.91
STANDARD	8.2	15.0%	89.80

Short Distance Bus Routes (**)

Apr-14	13.0	15.3%	87.42
Jan-15	13.1	11.4%	87.37
Feb-15	13.6	15.2%	87.13
Mar-15	13.8	17.3%	81.51
Apr-15	13.0	14.9%	83.07
STANDARD	14.0	15.0%	88.16

Long Distance Bus Routes (*)

Apr-14	4.6	21.1%	94.90
Jan-15	3.8	13.6%	87.38
Feb-15	3.5	15.4%	88.42
Mar-15	4.1	20.6%	82.82
Apr-15	4.6	20.2%	91.77
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

Route/Run	YTD Fare Revenue	Thru YTD Pass	Apr-15 YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs	Direct Costs	Indirect Costs	Total Costs	Hourly Rate	Pass per Hour	Fare Box Ratio	Pass per \$ Subsidy	Average Fare	Rev per Svc Hr
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	57,418	19,492	5,068	6,191	53,010	41,818	206,904	94,364	144,728	487,815	96.26	3.8	11.8%	0.045	2.95	11.33
04 Fort Bragg - DAR	41,339	12,669	3,201	3,644	36,079	28,366	121,814	72,412	93,831	316,423	98.85	4.0	13.1%	0.046	3.26	12.91
Total Dial-A-Ride	98,757	32,161	8,269	9,835	89,089	70,184	328,718	166,776	238,560	804,238	97.26	3.9	12.3%	0.046	3.07	11.94
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
08 Local Evening Service	11,020	10,779	2,003	2,416	22,517	17,765	80,800	19,800	49,898	168,263	83.99	5.4	6.5%	0.069	1.02	5.50
Total Flex Routes	11,020	10,779	2,003	2,416	22,517	17,765	80,800	19,800	49,898	168,263	83.99	5.4	6.5%	0.069	1.02	5.50
01 Willits - Flex	8,626	10,488	2,050	2,527	25,680	20,263	84,506	24,061	54,334	183,163	89.35	5.1	4.7%	0.060	0.82	4.21
05 Bragg>About	13,934	18,199	2,239	2,623	30,523	24,804	87,653	10,402	51,919	174,779	78.06	8.1	8.0%	0.113	0.77	6.22
06 Bragg>About - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	1,956	3,811	332	421	4,556	5,118	14,088	1,896	8,913	30,015	90.43	11.5	6.5%	0.136	0.51	5.89
09 Local	112,876	130,051	7,185	7,935	90,703	108,076	285,329	41,113	175,144	589,662	82.07	18.1	19.1%	0.273	0.87	15.71
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	47,852	35,437	3,228	3,892	75,892	93,010	130,126	21,196	103,214	347,546	107.66	11.0	13.8%	0.118	1.35	14.82
30 Redwood Valley	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
40 Potter Valley	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
52 Talmage	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
54 Hopland	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
Total Inland Routes	185,244	197,986	15,034	17,398	227,354	251,271	581,702	98,667	393,525	1,325,165	88.14	13.2	14.0%	0.174	0.94	12.32
60 Coaster	10,572	12,390	1,272	1,570	34,437	27,701	52,470	5,895	36,405	122,471	96.31	9.7	8.6%	0.111	0.85	8.31
01 Coaster - Saturday	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
5 CC Rider	102,010	11,798	2,987	3,410	91,947	72,794	114,005	13,932	84,901	285,632	95.62	3.9	35.7%	0.064	8.65	34.15
0 Coast to Coast	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
74 Gualala - Saturday	1,874	829	391	446	8,800	6,938	14,943	2,850	10,468	35,199	90.12	2.1	5.3%	0.025	2.26	4.80
75 Gualala	15,503	8,043	1,935	2,216	42,200	33,285	74,082	14,074	51,282	172,722	89.27	4.2	9.0%	0.051	1.93	8.01
95 Point Arena-Santa Rosa	25,414	6,122	2,874	3,280	58,933	46,484	109,698	22,331	75,496	254,009	88.38	2.1	10.0%	0.027	4.15	8.84
Total Coastal & Long Routes	155,373	39,182	9,458	10,922	236,317	187,202	385,197	59,081	258,552	870,032	91.99	4.1	17.9%	0.055	3.97	16.43
Total Public Service	450,394	280,108	34,765	40,572	575,277	526,422	1,356,417	344,324	940,534	3,167,697	91.12	8.1	14.2%	0.103	1.61	12.96
97 Contract Services	52,414	4,093	911	911	7,481	5,902	30,430	5,188	17,510	59,030	64.83	4.5	88.8%	0.619	12.81	57.56
98 Charter	37,669	9,892	360	360	4,323	4,798	12,015	1,376	7,726	25,915	72.01	27.5	145.4%	-0.842	3.81	104.67
Total Other	90,083	13,985	1,271	1,271	11,804	10,700	42,446	6,564	25,235	84,945	66.86	11.0	106.0%	-2.722	6.44	70.90
Total	540,477	294,093	36,035	41,842	587,081	537,122	1,398,862	350,888	965,770	3,252,642	90.26	8.2	16.6%	0.108	1.84	15.00
Total Mileage, Labor & Direct Costs																
17% 43% 30%																
2,286,872 42% 100%																

Mendocino Transit Authority Year to Date Statistics Comparison

Route/Run	YTD Through				YTD Through				YTD Through				YTD Through			
	13/14		14/15		13/14		14/15		13/14		14/15		13/14		14/15	
	Revenue	Fare	Revenue	Fare	Pass	Pass	Hours	Service	Hours	Service	Cost	Total	Cost	Total	Amount	Diff
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03 Ukiah - DAR	52,351	57,418	5,067	19,492	20,015	19,492	4,973	5,068	95	1,9%	448,694	487,815	39,121	39,121	8.7%	
04 Fort Bragg - DAR	39,127	41,339	2,212	13,352	12,669	13,352	3,228	3,201	(27)	-0.8%	297,003	316,423	19,420	19,420	6.5%	
Total Dial-A-Ride	91,478	98,757	7,279	33,367	32,161	33,367	8,201	8,269	68	0.8%	745,697	804,238	58,541	58,541	7.9%	
08 Local Evening Service	10,225	11,020	795	12,038	10,779	12,038	2,003	2,003	0	0.0%	159,382	168,263	8,881	8,881	5.6%	
Total Flex Routes	10,225	11,020	795	12,038	10,779	12,038	2,003	2,003	0	0.0%	159,382	168,263	8,881	8,881	5.6%	
01 Willits - Flex	8,069	8,626	557	10,348	10,488	10,348	2,050	2,050	0	0.0%	175,152	183,163	8,011	8,011	4.6%	
05 Bragg/About	11,833	13,934	2,101	17,352	18,199	17,352	2,247	2,239	(8)	-0.4%	167,644	174,779	7,135	7,135	4.3%	
06 Bragg/About - Saturday	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
07 Jitney	2,439	1,956	(483)	4,750	3,811	4,750	315	332	17	5.4%	28,127	30,015	1,888	1,888	6.7%	
09 Local	113,811	112,876	(935)	149,622	130,051	149,622	7,222	7,185	(37)	-0.5%	580,267	589,662	9,395	9,395	1.6%	
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
20 & 21 Willits	48,051	47,852	(199)	36,317	35,437	36,317	3,226	3,228	2	0.1%	347,599	347,546	(53)	(53)	-0.0%	
30 Redwood Valley	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
40 Potter Valley	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
52 Talmage	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
54 Hopland	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
Total Inland Routes	184,203	185,244	1,041	218,389	197,986	218,389	15,060	15,034	(26)	-0.2%	1,298,789	1,325,165	26,376	26,376	2.0%	
60 Coaster	11,475	10,572	(903)	14,461	12,390	14,461	1,356	1,272	(84)	-6.2%	126,082	122,471	(3,611)	(3,611)	-2.9%	
01 Coaster - Saturday	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
05 CC Rider	101,412	102,010	598	12,529	11,798	12,529	2,995	2,987	(8)	-0.3%	292,665	285,632	(7,033)	(7,033)	-2.4%	
00 Coast to Coast	0	0	0	0	0	0	0	0	0	ERR	0	0	0	0	ERR	
74 Gualala - Saturday	1,889	1,874	(15)	692	829	692	382	391	9	2.3%	33,538	35,199	1,661	1,661	5.0%	
75 Gualala	15,436	15,503	67	8,126	8,043	8,126	1,928	1,935	9	0.5%	167,754	172,722	4,968	4,968	3.0%	
95 Point Arena-Santa Rosa	27,344	25,414	(1,930)	6,162	6,122	6,162	2,874	2,874	0	0.0%	247,501	254,009	6,508	6,508	2.6%	
Total Coastal & Long Routes	157,556	155,373	(2,183)	41,970	39,182	41,970	9,533	9,458	(75)	-0.8%	867,560	870,032	2,472	2,472	0.3%	
Total Public Service	443,462	450,394	6,932	305,764	280,108	305,764	34,797	34,765	(32)	-0.1%	3,071,428	3,167,697	96,269	96,269	3.1%	
97 Contract Services	47,156	52,414	5,258	4,380	4,093	4,380	911	911	(0)	0.0%	56,283	59,030	2,747	2,747	4.9%	
98 Charter	43,322	37,669	(5,653)	10,248	9,892	10,248	497	360	(137)	-27.6%	35,845	25,915	(9,930)	(9,930)	-27.7%	
Total Other	90,478	90,083	(395)	14,628	13,985	14,628	1,408	1,271	(138)	-9.8%	92,128	84,945	(7,183)	(7,183)	-7.8%	
Total	633,940	540,477	6,537	320,392	294,093	320,392	36,205	36,035	(170)	-0.5%	3,163,556	3,252,642	89,086	89,086	2.8%	
		540,477		294,093	294,093		36,035	36,035				3,252,642	3,252,642			

Subsidy, Ft Bragg DAR (RCRC 1,308,754

Mendocino Transit Authority
FY13/14 - FY14/15

Year to Date Performance Comparison

Monday June 15, 2015

File(Budget12)ROUTEYTD)

Route/Run	YTD Through		Apr-15		YTD Through		Apr-15		YTD Through		Apr-15		YTD Through		Apr-15	
	13/14 Hourly Rate	14/15 Hourly Rate	Amount Diff	% Diff	13/14 Pass per Hour	14/15 Pass per Hour	Amount Diff	% Diff	13/14 Farebox Ratio	14/15 Farebox Ratio	Amount Diff	% Diff	13/14 Average Fare	14/15 Average Fare	Amount Diff	% Diff
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	90.23	96.26	6.03	6.7%	4.0	3.8	-0.2	-4.4%	11.7%	11.8%	0.1%	0.9%	2.62	2.95	0.33	12.6%
04 Fort Bragg - DAR	92.01	98.85	6.84	7.4%	4.1	4.0	-0.2	-4.3%	13.2%	13.1%	-0.1%	-0.8%	2.93	3.26	0.33	11.3%
Total Dial-A-Ride	90.93	97.26	6.34	7.0%	4.1	3.9	-0.2	-4.4%	12.3%	12.3%	0.0%	0.1%	2.74	3.07	0.33	12.0%
08 Local Evening Service	79.57	83.99	4.42	5.5%	6.0	5.4	-0.6	-10.5%	6.4%	6.5%	0.1%	2.1%	0.85	1.02	0.17	20.4%
Total Flex Routes	79.57	83.99	4.42	5.5%	6.0	5.4	-0.6	-10.5%	6.4%	6.5%	0.1%	2.1%	0.85	1.02	0.17	20.4%
01 Willits - Flex	85.44	89.35	3.91	4.6%	5.0	5.1	0.1	1.4%	4.6%	4.7%	0.1%	2.2%	0.78	0.82	0.04	5.5%
05 Bragg/About	74.61	78.06	3.45	4.6%	7.7	8.1	0.4	5.3%	7.1%	8.0%	0.9%	12.9%	0.68	0.77	0.08	12.3%
06 Bragg/About - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	89.29	90.43	1.14	1.3%	15.1	11.5	-3.6	-23.9%	8.7%	6.5%	-2.2%	-24.8%	0.51	0.51	-0.00	-0.0%
09 Local	80.35	82.07	1.72	2.1%	20.7	18.1	-2.6	-12.6%	19.8%	19.1%	-0.5%	-2.4%	0.76	0.87	0.11	14.1%
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	107.75	107.66	-0.09	-0.1%	11.3	11.0	-0.3	-2.5%	13.8%	13.8%	-0.1%	-0.4%	1.32	1.35	0.03	2.1%
30 Redwood Valley	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
52 Talmage	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
Total Inland Routes	86.24	88.14	1.90	2.2%	14.5	13.2	-1.3	-9.2%	14.2%	14.0%	-0.2%	-1.4%	0.84	0.94	0.09	10.9%
60 Coaster	92.98	96.31	3.33	3.6%	10.7	9.7	-0.9	-8.6%	9.1%	8.6%	-0.5%	-5.2%	0.79	0.85	0.06	7.5%
61 Coaster - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
65 CC Rider	97.72	95.62	-2.11	-2.2%	4.2	3.9	-0.2	-5.6%	34.6%	35.7%	1.1%	3.1%	8.09	8.65	0.55	6.8%
70 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
74 Guialala - Saturday	87.80	90.12	2.32	2.6%	1.8	2.1	0.3	17.2%	5.6%	5.3%	-0.3%	-5.5%	2.73	2.26	-0.47	-17.2%
75 Guialala	87.10	89.27	2.17	2.5%	4.2	4.2	0.0	-1.5%	9.2%	9.0%	-0.2%	-2.5%	1.90	1.93	0.03	1.5%
95 Point Arena-Santa Rosa	86.12	88.38	2.26	2.6%	2.1	2.1	0.0	-0.7%	11.0%	10.0%	-1.0%	-9.4%	4.44	4.15	-0.29	-6.5%
Total Coastal & Long Routes	91.01	91.99	0.98	1.1%	4.4	4.1	-0.3	-5.9%	18.2%	17.9%	-0.3%	-1.7%	3.75	3.97	0.21	5.6%
Total Public Service	88.27	91.12	2.85	3.2%	8.8	8.1	-0.7	-8.3%	14.4%	14.2%	-0.2%	-1.5%	1.45	1.61	0.16	10.9%
97 Contract Services	61.78	64.83	3.04	4.9%	4.8	4.5	-0.3	-6.5%	83.8%	88.8%	5.0%	6.0%	10.77	12.81	2.04	18.9%
98 Charter	72.12	72.01	-0.12	-0.2%	20.6	27.5	6.9	33.3%	120.9%	145.4%	24.5%	20.3%	4.23	3.81	-0.42	-9.9%
Total Other	65.43	66.86	1.43	2.2%	10.4	11.0	0.6	6.0%	98.2%	106.0%	7.8%	8.0%	6.19	6.44	0.26	4.1%
Total	87.38	90.26	2.88	3.3%	8.8	8.2	-0.7	-7.8%	16.9%	16.6%	-0.3%	-1.5%	1.67	1.84	0.17	10.3%

Comparison
FY13/14 - FY14/15

Description	YTD Through		Apr-15	
	13/14	14/15	Amount Diff	% Diff
Mileage	591,972	587,081	(4,891)	-0.8%
Mileage Based Costs	577,167	537,122	(40,045)	-6.9%
Hourly Based Costs	1,384,151	1,398,862	14,711	1.1%
Direct Costs	309,929	350,888	40,959	13.2%
Overhead Costs	892,311	965,770	73,459	8.2%
Total Costs	3,163,558	3,252,642	89,084	2.8%

Charter Rate Calculation:
Cost per mile calculation:

Actual	0.710
Plus Overhead	1.01
Plus Minivan	0.955
Plus Van/Small Bus	2.12
Plus Coach	1.489
Plus Combined	1.108
Plus Profit	1.74
Actual Hourly Rate	33.43
Plus Direct Costs	25.1%
Hourly Rate	41.82
Plus Overhead	42.20%
Hourly Rate	59.47
Plus Profit	20.0%
Hourly Rate	71.36

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Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: June 14, 2015
Subj: Financial Statements as of April 30, 2015

Attached are Financial Statements for the month ending April 2015. The Income Statement shows a gain of \$83,504 and a \$151,064 *positive* budget performance. Comparing year-to-date through Apr 15 to Apr 14: Operating Revenue is up \$13,994 (2.1%). Other Revenue is up \$65,446 (2.5%) and Operating Expenses are up (3.0%) as compared to the previous year. Our operating expenses compared to our budget are down (-6.4%).

The Capital Income/Expense Statement reflects a gain of \$37,870 (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 ten months ending

Apr-15

Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	684,391	750,750	(66,359)	-8.8%
Other Revenue	2,704,215	2,711,663	(7,448)	-0.3%
Total Revenue	3,388,606	3,462,413	(73,807)	-2.1%
Operating Expenses				
Transportation	2,227,958	2,382,073	(154,115)	-6.5%
Maintenance	424,925	417,190	7,735	1.9%
Administration	654,068	733,110	(79,042)	-10.8%
Total Operating Expenses	3,306,951	3,532,373	(225,422)	-6.4%
Other (Income)/Expense	(1,799)	(2,400)	601	-25.0%
Mobility Management Program				
Revenue	5,507		5,507	ERR
Expense	(5,457)		(5,457)	ERR
Net Gain/(Loss) Before Depreciation	83,504	(67,560)	151,064	ERR

Mendocino Transit Authority

Balance Sheet as of

Apr-15

Description	\$	\$
ASSETS		
Current Assets		
Cash	1,635,350	
A/R, Prepaid Expenses & Inventory	882,824	
Total Other Current Assets		2,518,174
Property, Plant & Equip Net of Depreciation		12,485,264
Investment - Deferred		0
Total Assets		15,003,438
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	456,540	
Other Liabilities	197,838	
Provision for Restricted Funds	224,210	
Total Current Liabilities		878,588
Deferred Compensation Payable		0
Total Liabilities		878,588
Fund Equity		
Contributed Capital	12,863,155	
Retained Earnings	1,261,695	
Total Fund Equity		14,124,850
Total Liabilities and Equity		15,003,438

Mendocino Transit Authority

Budget to Actual Income Statement for ten months ending

Apr-15

Description	Year to Date Actual \$	Annual Budget (Revised Feb 2015) \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants		139,373	(139,373)	0.0%
STA - Capital	96,738	136,650	(39,912)	70.8%
R/STIP			0	ERR
Federal			0	ERR
Transfer from Transit Reserve			0	ERR
Local - Other	127,000		127,000	ERR
Sale of Assets	21		21	ERR
Interest Income	775		775	ERR
Other			0	ERR
Total Revenue	224,534	276,023	(51,489)	81.3%

Capital Expenses:	Project				
1 Paratransit Van			0	0	ERR
1 Heavy Duty Bus			0	0	ERR
2 Paratransit Vans			0	0	ERR
1 Large Van	91D		87,824	(87,824)	0.0%
1 Medium Duty Bus	94		167,726	(167,726)	0.0%
2 Paratransit Vans			0	0	ERR
				0	ERR
				0	ERR
				0	ERR
				0	ERR
Transportation	27		4,000	(4,000)	0.0%
Maintenance	28	13,905	38,000	(24,095)	36.6%
Office	29	13,703	34,125	(20,422)	40.2%
Bus Stops	30	39,190	49,500	(10,310)	79.2%
				0	ERR
Security Cameras/Projects	80			0	ERR
Transmissions/Major Repairs		3,197		3,197	ERR
Vehicle Equipment (Fare Boxes)			23,171	(23,171)	0.0%
				0	ERR
			0	0	ERR
Admin/Ops - Preliminary Design	c/o 89			0	ERR
Admin/Ops - Construct	93			0	ERR
				0	ERR
			0	0	ERR
Redwood Coast Senior Center	c/o 114	70,848	71,177	(329)	99.5%
Ukiah Senior Center	c/o 115	77,134	77,501	(367)	99.5%
Misc - Other				0	ERR
Total Expenses		217,978	553,024	(335,046)	39.4%

Net Gain/(Loss) before Carryover	6,556	(277,001)	283,557
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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)	37,870	(245,687)	283,557
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REVENUE - Budget to Actual Comparison

Date: 14-Jun-15

Dpt	A/C #	Description	Apr-15 Budget	Apr-15 Actual	Apr-15 Variance	Apr-15 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	38,030	34,554	(3,476)	-9.1%	363,390	329,024	(34,366)	-9.5%
40.	401.200	Fares Paid by Agencies	18,227	14,160	(4,067)	-22.3%	174,169	121,368	(52,801)	-30.3%
40.	402.200	Contract Service	4,583	5,838	1,255	27.4%	45,833	53,232	7,399	16.1%
40.	405.100	Charter	609	2,609	2,000	328.6%	20,379	40,633	20,254	99.4%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	7,813	4,050	(3,763)	-48.2%
40.	409.200	Sonoma County Participation	13,917	12,569	(1,348)	-9.7%	139,167	136,085	(3,082)	-2.2%
		Total	76,147	69,730	(6,417)	-8.4%	750,750	684,392	(66,358)	-8.8%

Other Revenue

40.	409.100	TDA - Operations	197,382	197,382	1	0.0%	1,973,815	1,973,815	0	0.0%
40.	409.110	STA - Operations	20,833	20,833	(0)	-0.0%	208,333	208,333	(0)	-0.0%
40.	411.100	State Planning Grant	0	17,635	17,635	ERR	70,000	53,777	(16,223)	-23.2%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	413,333	413,333	(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%	20,515	20,515	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	5,733	3,233	129.3%	25,000	33,164	8,164	32.7%
40.	407.220	Maintenance Parts Revenue	0	64	64	ERR	0	623	623	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	72	5	8.0%	667	654	(13)	-1.9%
		Total	264,166	285,104	20,938	7.9%	2,711,663	2,704,214	(7,449)	-0.3%
		Combined - Oper/Other Rev	340,314	354,834	14,520	4.3%	3,462,414	3,388,606	(73,808)	-2.1%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		915	915			5,507	5,507	
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	915	915		0	5,507	5,507	
		Combined	340,314	355,749	15,435	4.5%	3,462,414	3,394,113	(68,301)	-2.0%
		Fares - Passenger/Agency	56,257	48,714	(7,543)	-13.4%	537,559	450,392	(87,167)	-16.2%

Mendocino Transit Authority - Public Service

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

File:(Budget15)\EXPCUMBA

YTD thru Apr-15 Sunday June 14, 2015

Description	Budget			Actual			Diff Amount	Diff %	Actual MMP	Actual Total
	Transp	Maint	Admin	Transp	Maint	Admin				
Wages	1,072,301	209,653	278,187	1,037,323	226,439	272,288	(24,091)	-1.5%		1,536,050
Wages-Vac/Sick/Hol	175,611	40,388	50,513	179,046	39,953	49,791	2,279	0.9%		268,790
Health	358,179	49,181	49,181	328,711	48,864	40,335	(38,632)	-8.5%		417,910
Workers Comp	105,467	13,766	1,785	105,608	13,879	3,072	1,540	1.3%		122,559
Retirement	111,301	23,477	29,317	107,942	26,427	29,504	(222)	-0.1%		163,873
Payroll Taxes	35,938	6,607	9,532	36,147	6,845	10,117	1,031	2.0%		53,109
Uniform Allowance	6,950	5,500		315	5,446		(6,689)	-53.7%		5,761
Travel Expenses	5,275	2,083	6,885	7,280	2,674	6,503	2,214	15.5%	320	16,777
Outside Labor	2,280	4,453	136,689	1,996	6,049	123,945	(11,431)	-8.0%	1,273	133,263
Fuel-Revenue Vehicles	351,185			276,990			(74,195)	-21.1%	2,214	279,204
Lube-Revenue Vehicles	8,850			8,472			(378)	-4.3%	1,459	9,931
Tires/Tubes-Revenue Vehicles	16,664			17,733			1,069	6.4%		17,733
Parts-Revenue Vehicles		17,282			10,488		(6,794)	-39.3%		10,488
Expense Parts		2,000			737		(1,263)	-63.2%		737
Non-Capital Equipment	2,100	2,000	1,667	1,616	2,262	1,696	(193)	-3.3%		5,574
Office Supplies	2,850		11,250	1,929		9,595	(2,576)	-18.3%	191	11,715
Subscriptions	1,265	800	1,133	355	490	647	(1,706)	-53.3%		1,492
Dues & Memberships	505		6,050	450		4,747	(1,358)	-20.7%		5,197
Janitorial Supplies		10,950			11,169		219	2.0%		11,169
Shop Supplies		2,500			2,289		(211)	-8.4%		2,289
R & M-Buildings & Property		8,400			8,142		(258)	-3.1%		8,142
Shelter Expense		1,833			2,124		291	15.9%		2,124
Telephone	7,760	1,000	11,500	9,211	1,073	12,442	2,466	12.2%		22,726
Utilities	6,320	2,850	8,980	6,083	1,165	9,514	(1,388)	-7.6%		16,762
Insurance	76,288	7,500	13,333	64,002	6,668	12,860	(13,591)	-14.0%		83,530
Purchased Transportation	1,500			1,263			(237)	-15.8%		1,263
Marketing			110,403			64,034	(46,369)	-42.0%		64,034
Training	7,989	4,167	2,600	10,983	1,040	1,496	(1,237)	-8.4%		13,519
Board Expense			3,750			1,138	(2,612)	-69.7%		1,138
Miscellaneous	4,223	500	100	3,055	514		(1,254)	-26.0%		3,569
Vehicle Rental								ERR		
Equipment Rental		300	255		187	346	(22)	-4.0%		533
Property Rental	21,271			21,448			177	0.8%		21,448
Total	2,382,073	417,190	733,110	2,227,958	424,924	654,070	(225,420)	-6.4%	5,457	3,312,409
	2,382,073	417,190	733,110	2,227,958	424,924	654,070				3,306,952

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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					
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 General Manager Evaluation
October	22	1:30	Ukiah	Fort Bragg	2015/16 Transit Needs: Ukiah
November	19	1:30	Fort Bragg	Ukiah	2015/16 Transit Needs: Fort Bragg
December	17	1:30	Ukiah	Fort Bragg	2015/16 Transit Needs: Ukiah
2016					
January	28	1:30	Fort Bragg	Ukiah	2016/17 Transit Needs: Fort Bragg
February	25	1:30	Willits	only	Initial 2016/17 Budget Discussion 2015/16 Transit Needs: Ukiah
March	24	1:30	Ukiah	Fort Bragg	DRAFT 2016/17 Budget & Claim 2016/17 Transit Needs: Point Arena
April	28	1:30	Point Arena	only	General Manager Evaluation General Manager Contract
May	26	1:30	Fort Bragg	Ukiah	Unmet needs Ukiah and Fort Bragg
June	23	1:30	Ukiah	Fort Bragg	FINAL 2016/17 Budget

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To: MTA Board of Directors
 From: Dan Baxter, General Manager
 Date: June 19, 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. Draft list of stops and suggested improvements under review

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 Have been delivered.

PROBLEMS: Project is complete.

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 delivered and will be in service before month end.

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. has been delivered and will be in service before month end

PROBLEMS: None.

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TO: Board of Directors
From: Dan Baxter, General Manager
Date: June 18, 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 FY 2016/17.

Unmet Transit Needs identified thus far:

- Table 27 of our 2014 Transit Survey (not attached due to the size but will be considered, available in the May 26, 2015 Board Packet and our website).
- Inland Service Including:
 - o Additional service on Route 7 The Jitney in Ukiah
 - o Service to MCOE in Talmage
 - o Service to Laytonville
- South Coast Service Including:
 - o Service along the ridge east of Gualala
- North Coast Service
 - o Restore 2008 service cuts including:
 - Saturday connection with Rt. 75 at Navarro River Junction.
 - Saturday Rt. 5 and Rt. 60, same as weekday
 - Rt. 65 connection to/from Mendocino
 - o Midday Coaster (Rt. 60) service
 - o Weekday and Saturday Fort Bragg-Willits service
 - o Service between Fort Bragg and South Coast with same day return
 - o Offer 30 minute headways on Rt.5
 - o Service from the South Coastal Trail to the North Coastal Trail as a pickup point

Staff Recommendation:

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

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TO: Board of Directors
From: Dan Baxter, General Manager
Sally Webster, Finance and Personnel Manager
Date: June 19, 2015

Subject: Proposed FY 2015/16 Budgets

The proposed 2015/16 Budget is attached as a separate document, in the usual format. The Proposed Budget is tentative, pending Board revisions and approval

MTA Operating

The MTA Operating Budget, as presented, shows a net loss of \$71,787. It includes new service between Willits/Ukiah and Santa Rosa (which is fully grant funded) and no other changes in service. It also includes a 2.56% Cost of Living wage increase for all employees as well as normal Step increases.

Sources of Operating funds are detailed in the budget, please note that MTA continues to use \$175,000 in STA funds for Operations and we balance the budget by the use of operating reserves.

Sales tax-based TDA receipts continue to grow, narrowly surpassing FY 07/08, the year before the downturn. FY 15/16 receipts available to MTA increase 5.2% to \$2,491,914 when compared to FY14/15.

Staff recommends approval of the Operating Budget as presented.

Senior Center Subsidy Program

A 5.2% increase in the TDA funds for MTA operations in FY 15/16 result in the same increase for the five centers: Anderson Valley, Redwood coast, South Coast Ukiah and Willits.

Capital

MTA plans to spend \$1,159,157 on capital projects in FY 15/16. Over the next five years we plan on spending \$9.9 Million on capital projects, replacing 45 vehicles, (including nine in FY 15/16) as well as completing the Admin/Ops building.

On the revenue side, most of the funding for the Admin/Ops building is not secure but will likely come from federal sources. Also, an application has been submitted using federal 5311(f) intercity bus grant program for the purchase of two medium duty buses. We project \$1.8 Million in STA funds for capital projects over the next five years. We also project the use of \$1.2 Million in the two Prop 1b programs and \$777,830 in STIP funding, which is unsecured at this time. We plan on using \$200,000 in LCTOP (Cap & Trade) funds.

Recommendation

Board members should review these budgets carefully. Approval of Resolution 2015-12 is required for the timely adoption of the budget for the fiscal year starting next week.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-12
ADOPTING FISCAL YEAR 2015/2016 BUDGETS

WHEREAS:

1. MTA policy calls for adoption of annual balanced budgets,
2. The MTA Board of Directors approved a Draft Budget and Claim for funds on March 26, 2015, and public funds required to balance that budget are adequate, with the potential use of State Transit Assistance and operating reserves, and
3. Staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

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

1. Adopts the Proposed Budget as presented to the Board and dated June 25, 2015, as may be revised at the meeting, including:
 - MTA Operating Budget
 - Senior Center Operating Subsidies
 - MTA & Senior Center Capital Program
2. Specifically approves the following components of the Budget:
 - Revised Public Transit Service Descriptions
 - Personnel Policies, Appendix:
 - A, 2015/2016 Wage and Staffing Table
 - B, 2015/2016 Holiday Schedule
 - C, Core Benefits (7-1-15)
 - D, Travel Reimbursement
 - E, Retirement Contributions/Vesting Schedule
 - G, Organization Chart

ADOPTION of this RESOLUTION was MOVED by Director _____, and SECONDED by Director _____, at a regular meeting of the MTA Board of Directors on June 25, 2015 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

James W. Mastin, Chair

Dan Baxter, General Manager