

Mendocino Transit Authority

Board of Directors

Lunch at Chowder House, 790 Port Road, Point Arena, 12 noon

Regular Meeting Agenda

August 27, 2015

1:30 pm

Point Arena

Point Arena City Hall
(Veterans Hall)
451 School Street

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 June 25, 2015 Board Meeting 1
Action: Approve
3. Service Performance Report 5
Spring Quarter 2015 and May 2015
Information.
4. Financial Report: May 2015 11
Information.
5. Board Meeting Dates and Locations 17
Information.
6. Capital Program: Update/Progress Report 19
Information.

continued . . .

AGENDA ITEM	PAGE
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ACTION & DISCUSSION

- | | |
|---|------|
| 7. Unmet Transit Needs, South Mendocino Coast
<u>Action:</u> Solicit Public Input | 21 |
| 8. Facilitated Meeting: Update
<u>Information.</u> | oral |
| 9. Preliminary review new Santa Rosa Service
<u>Information.</u> | oral |
| 10. Reasonable Accommodation Procedure
<u>Action:</u> Discuss and Adopt Resolution 2015-13 | 23 |
| 11. Four Large Van Purchase-Approve use of Prop 1b funds
<u>Action:</u> Discuss and Adopt Resolution 2015-14 | 29 |

CLOSED SESSION

SIGNIFICANT EXPOSURE TO LITIGATION pursuant to
GC54956.9(b)(3)(c) re: Reasonable Accommodation

REPORT OUT OF CLOSED SESSION.

- | | |
|----------------------------|------|
| 12. Management Report | oral |
| 13. Matters from Directors | oral |

ADJOURN Anticipated adjournment is 3:00 pm

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 June 25, 2015

Ukiah Video-Conferenced with Fort Bragg

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

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

Chair **Mastin** asked for Public Comment

Roll Call: Peters, Tarbell, Doble, Mastin

CONSENT CALENDER

Agenda Item #2: Minutes May 28, 2015 Regular Board Meeting
Agenda Item #3: Service Performance Report: April 2015
Agenda Item #4: Financial Report: April 2015
Agenda Item #5: Board Meeting Dates and Locations
Agenda Item #6: Capital Program: Update/Progress Report

Dir. **Mastin** presented the Consent Calendar Items 2-6.

Dir. **Strong** joined the meeting at 1:32 pm.

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

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

Agenda Item #7: Unmet Transit Needs: Action: Receive Public Input GM **Baxter** explained that items from last month were added to the list, and Table 27 of the 2014 Transit Survey was available in the May 26, 2015 Board Packet and on the website. Dir. **Peters** stated that someone from **The Woods** contacted him requesting service to and from their area.

Dir. **Gjerde** joined the meeting at 1:36 pm.

Agenda Item #8: FY2015/16 Proposed Budget. Action: Discuss and Adopt Resolution 2015-12 adopting the Proposed Budget dated June 25, 2015 as presented to the Board. Finance Mgr **Webster** discussed the Operating and Senior Center Components of the Budget. She reported increases over last year's budget were Fare Revenue, Contract Service, TDA, and one additional Intercity Grant. Decreases to Revenue were from STA Operations, and two State Planning Grant that was completed in FY14/15. Total projected Revenue was 4,357,223. Increase in Expenses was to wages, which included a 2.56% COLA and adding one position (Transportation Manager) to the Budget. Wage related expenses that increased were health insurance, Retirement, and Payroll Taxes due to the increase in wages. Fuel was budgeted at \$0.25 per gallon less, which resulted in a decrease over last year's budget. Liability Insurance increased 19% over last year's budget. Total Expenses for FY15/16 were \$4,429,009. MTA would use Reserves of \$71,787 to balance the deficit for this fiscal year. Statistically the only major change to the Budget was the New Service to Santa Rosa (Route 66). Finance Mgr **Webster** reported that the Senior Centers received a 5.2% increase over last year, which was determined by the percentage increase in TDA. GM **Baxter** presented a five year Capital Budget. For FY15/16, the proposed spending would increase to 1.16 million. Nine vehicles were added to the budgeted totaled \$883,957, Equipment and Minor Facilities totaled \$275,200 and Senior Center Vehicle acquisition totaled \$ 129,161. The total Capital Budget for FY15/16 was \$1,159,157.

Moved by Dir. **Strong** and seconded by Dir. **Tarbell** to approve **Resolution 2015-12** by the following Roll Call vote:

AYES: Peters, Tarbell, Gjerde, Strong, Doble, Mastin

NO: None

ABSTAIN: None

ABSENT: Cross

Agenda Item #9: Discussion regarding board & staff communication. Action: Discuss: Dir. **Tarbell** suggested that after the comments from the GM evaluation, a Board and Staff Retreat be organized for the Board to become more familiar with how the MTA operates. Dir. **Doble** felt it would be beneficial, and the more communication the better. Due to the Brown Act, this meeting could not be in closed session. The retreat parameters would also including a Training, Goal Setting, and Team Building. Dir. **Peters** stated that this meeting would give the Board a better understanding of the inner workings of the

MTA to improve the areas that might need work that the Board may not be aware of otherwise. Dir. **Gjerde** and Dir. **Doble** would look into facilitators and would report further direction at the next meeting.

Agenda Item #10: Management Report: GM **Baxter** reported that he has applied for two 5311f grants to extend the new service, and provide two new buses for the intercity routes. We just received approval for our Cap & Trade revenue to subsidize the Mendocino College Fares. Maintenance Manager **Butler** reported one Medium Duty Bus went into service and 1 Large Van went into Service on the South Coast. He reported that he changed the wash bay to 100% recycled water. He had a visit from Water Quality, and they are issuing a Non-exposure Certificate for our operations at MTA. Finance/Personnel Mgr **Webster** reported that Ray Edlund, our South Coast supervisor, will be retiring August 1st, after 30 years of service.

Agenda Item #11: Matters from Directors: Dir. **Peters** reported that the Fort Bragg City Council wrote, signed and mailed a letter in support of SB508. Dir. **Gjerde** suggested that a tour of the facility in Ukiah might be helpful in goal setting. Dir. **Doble** stated his intent for his council to submit a letter in support of SB508 and GM Baxter confirmed that it was still in the committee in the Assembly. Dir. **Strong** reported that her Council also approved a resolution supporting SB508. Dir **Mastin** reported that in Feb/Mar he will be out of the Country, and Dir. **Tarbell** will Chair the Board during that time.

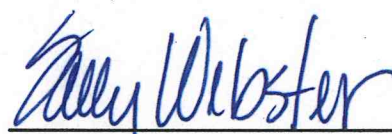
The Regular meeting of the MTA Board of Directors adjourned at 2:46 pm.

Chair Mastin called for the **Closed Session: Consideration of Employment: Transportation Manager, pursuant to Government Code 54957.**

Report out of Closed Session: Information given. No action taken.

Meeting adjourned at 3:11 pm.

James W. Mastin, Chair



Sally Webster, Finance/Pers Mgr

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AGENDA ITEM # 3

To: MTA Board of Directors
From: Norma Wilson, Intermin Operations Manager *NW by DB*
Date: July 14, 2015

Subj: Service Performance Report: May and Spring Quarter 2015

Attached is the Quarterly Report for Spring 2015 (March, April and May), plus the monthly report for May 2015. Performance of MTA services for the Spring Quarter exceeded or met eight of the sixteen standards and performance improved compared to Spring 2014 for ten of the sixteen measures. Senior Center data are also included, showing one of the standards met.

Performance in the month of May 2015 met or exceeded standards for seven of twelve measures. Compared to May 2014, performance improved for seven of the twelve.

Also attached is a year-to-date summary of statistics and performance. Due to month-to-month fluctuations, this year-to-date summary is more meaningful than the monthly reports. Compared with the same eleven months of last year, Total Public Service:

Fare Revenue	up	2.9%
Ridership	down	8.1%
Service hours	down	0.5%
Total operating cost	up	2.6%

That means that compared to last fiscal year after May (11 months):

Cost per hour (hourly rate)	increased	3.2% to \$90.95
Productivity (passengers per hour)	decreased	7.6% to 8.1
Farebox Ratio	increased	0.3% to 14.4%
Average fare paid	increased	12.0% to \$1.63

Ridership shows a decline, likely caused by the low cost of gas. We don't have complete metrics for the summer months yet but we know the Adelante Program at Mendocino College has added a good number of riders and the new Santa Rosa route has added a few.

QUARTERLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
	Higher # is better	Higher # is better	Lower # is better	Lower # is better
Dial-A-Rides				
Spring 2014	4.1	12.7%	89.33	21.85
Summer 2014	3.9	11.4%	96.73	24.70
Fall 2014	3.9	12.5%	99.92	25.48
Winter 2014/15	4.0	12.7%	96.35	24.38
Spring 2015	3.8	14.4%	96.72	25.30
STANDARD	4.5	15.0%	87.19	19.38
Flex Routes (***)				
Spring 2014	5.5	6.4%	79.69	14.61
Summer 2014	5.5	6.2%	82.95	14.96
Fall 2014	5.5	7.1%	86.17	15.75
Winter 2014/15	4.9	5.7%	83.68	17.00
Spring 2015	5.8	8.0%	84.34	14.44
STANDARD	8.2	15.0%	89.80	10.95
Short Distance Bus Routes (**)				
Spring 2014	13.3	14.0%	85.45	6.42
Summer 2014	12.7	12.5%	91.39	7.20
Fall 2014	13.8	14.9%	94.03	6.83
Winter 2014/15	12.6	13.3%	85.83	6.79
Spring 2015	13.6	16.7%	83.15	6.10
STANDARD	14.0	15.0%	88.16	6.30
Long Distance Bus Routes (*)				
Spring 2014	4.5	18.5%	90.77	19.96
Summer 2014	4.1	18.1%	96.79	23.44
Fall 2014	4.6	19.2%	97.20	21.22
Winter 2014/15	3.6	15.8%	88.16	24.49
Spring 2015	4.0	19.2%	87.35	21.87
STANDARD	3.2	15.0%	90.18	28.18
Senior Centers				
Spring 2014	3.0	10.8%	44.60	14.87
Summer 2014	3.3	16.8%	45.60	13.82
Fall 2014	3.3	11.6%	44.91	13.61
Winter 2014/15	3.5	10.1%	52.77	15.08
Spring 2015	3.0	10.3%	48.76	16.25
STANDARD	3.0	12.0%	46.19	15.40

(*) Includes Routes 60 Coaster, 65 C C Rider, 75 Gualala - Ukiah and 95 Point Arena - Santa

(**) Includes 5 BraggAbout, 7 Jitney, 9 Local, 15 Laytonville, 20/21 Willits, 30 Rdwd Vly
 Summer (Jun/Jul/Aug)/ Fall (Sep/Oct/Nov) /Winter (Dec/Jan/Feb)/ Spring (Mar/Apr/May)

MONTHLY PERFORMANCE

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

May-14	4.2	12.0%	90.59
Feb-15	3.9	13.1%	99.98
Mar-15	3.7	14.6%	95.73
Apr-15	3.9	13.8%	96.94
May-15	3.9	15.0%	97.58
STANDARD	4.5	15.0%	87.19

Flex Routes (***)

May-14	5.9	6.7%	80.91
Feb-15	5.6	6.7%	84.52
Mar-15	5.9	9.0%	81.69
Apr-15	5.9	7.9%	84.09
May-15	5.7	7.1%	87.53
STANDARD	8.2	15.0%	89.80

Short Distance Bus Routes (**)

May-14	13.3	13.6%	84.50
Feb-15	13.6	15.2%	87.13
Mar-15	13.8	17.3%	81.51
Apr-15	13.5	15.9%	83.71
May-15	13.6	16.9%	84.31
STANDARD	14.0	15.0%	88.16

Long Distance Bus Routes (*)

May-14	4.7	17.9%	88.30
Feb-15	3.5	15.4%	88.42
Mar-15	4.1	20.6%	82.82
Apr-15	3.8	16.8%	92.11
May-15	4.0	20.4%	87.22
STANDARD	3.2	15.0%	90.18

(*) Includes Routes 60 Coaster, 65 C C Rider, 75 Gualala - Ukiah and 95 Point Arena - Santa Rosa

(**) Includes 5 BraggAbout, 7 Jitney, 9 Local, 15 Laytonville, 20/21 Willits, 30 Rdwd Vly

(***) Includes Willits Flex

Mendocino Transit Authority

Year to Date Statistics Comparison

Comparison FY13/14 - FY14/15		YTD Through		May-15		YTD Through		May-15		YTD Through		May-15		YTD Through		May-15	
		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	0	ERR	0	0	ERR	0	ERR	0	0	0	ERR	0	0	0	ERR
03 Ukiah - DAR	57,779	64,475	6,696	11.6%	22,163	21,230	933	-4.2%	5,499	5,537	38	0.7%	496,005	535,228	39,223	7.9%	
04 Fort Bragg - DAR	42,996	47,237	4,241	9.9%	14,793	13,935	(858)	-5.8%	3,556	3,518	(38)	-1.1%	327,022	347,305	20,283	6.2%	
Total Dial-A-Ride	100,775	111,712	10,937	10.9%	36,956	35,165	(1,791)	-4.8%	9,055	9,055	0	0.0%	823,027	882,533	59,506	7.2%	
08 Local Evening Service	11,307	12,486	1,179	10.4%	13,210	11,999	(1,211)	-9.2%	2,204	2,194	(10)	-0.4%	175,589	185,002	9,413	5.4%	
Total Flex Routes	11,307	12,486	1,179	10.4%	13,210	11,999	(1,211)	-9.2%	2,204	2,194	(10)	-0.4%	175,589	185,002	9,413	5.4%	
01 Willits - Flex	8,869	9,687	818	9.2%	11,369	11,638	269	2.4%	2,255	2,245	(10)	-0.5%	191,914	200,335	8,421	4.4%	
05 Bragg/About	12,915	15,514	2,599	20.1%	19,206	19,842	636	3.3%	2,473	2,452	(21)	-0.8%	184,920	192,321	7,401	4.0%	
06 Bragg/About - Saturday	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
07 Jitney	2,674	2,102	(572)	-21.4%	5,197	4,197	(1,000)	-19.2%	349	364	15	4.2%	31,016	32,746	1,730	5.6%	
09 Local	124,014	126,957	2,943	2.4%	162,960	144,194	(18,766)	-11.5%	7,950	7,888	(62)	-0.8%	638,043	644,379	6,336	1.0%	
15 Laytonville-Willits	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
20 & 21 Willits	53,126	53,192	66	0.1%	39,777	38,640	(1,137)	-2.9%	3,548	3,537	(11)	-0.3%	380,927	378,720	(2,207)	-0.6%	
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	201,598	207,452	5,854	2.9%	238,509	218,511	(19,998)	-8.4%	16,575	16,485	(90)	-0.5%	1,426,820	1,448,501	21,681	1.5%	
60 Coaster	12,776	11,206	(1,570)	-12.3%	16,118	13,160	(2,958)	-18.4%	1,492	1,381	(111)	-7.4%	138,783	133,434	(5,349)	-3.9%	
31 Coaster - Saturday	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
35 CC Rider	111,235	110,643	(592)	-0.5%	13,814	12,613	(1,201)	-8.7%	3,302	3,294	(8)	-0.2%	321,934	312,765	(9,169)	-2.8%	
70 Coast to Coast	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
74 Gualala - Saturday	2,089	2,105	16	0.8%	775	920	145	18.7%	426	435	9	2.1%	37,308	39,038	1,730	4.6%	
75 Gualala	16,981	17,257	276	1.6%	9,038	8,921	(117)	-1.3%	2,118	2,118	0	0.0%	183,964	188,453	4,489	2.4%	
95 Point Arena-Santa Rosa	29,906	27,988	(1,918)	-6.4%	6,771	6,635	(136)	-2.0%	3,170	3,168	(2)	-0.1%	271,771	278,430	6,659	2.5%	
Total Coastal & Long Routes	172,987	169,199	(3,788)	-2.2%	46,516	42,249	(4,267)	-9.2%	10,508	10,396	(112)	-1.1%	953,760	962,119	(1,641)	-0.2%	
Total Public Service	486,667	500,849	14,182	2.9%	335,191	307,924	(27,267)	-8.1%	38,342	38,132	(210)	-0.5%	3,379,196	3,468,155	88,959	2.6%	
97 Contract Services	51,977	58,603	6,626	12.7%	4,801	4,476	(325)	-6.8%	1,004	999	(5)	-0.5%	62,047	64,395	2,348	3.8%	
98 Charter	50,059	42,341	(7,718)	-15.4%	10,992	10,531	(461)	-4.2%	572	407	(165)	-28.8%	41,123	29,226	(11,897)	-28.9%	
Total Other	102,036	100,944	(1,092)	-1.1%	15,793	15,007	(786)	-5.0%	1,576	1,406	(170)	-10.8%	103,170	93,620	(9,550)	-9.3%	
Total	588,703	601,793	13,090	2.2%	350,984	322,931	(28,053)	-8.0%	39,918	39,538	(380)	-1.0%	3,482,366	3,561,775	79,409	2.3%	
		601,793			322,931			39,538					3,561,775				

Subsidy, Ft Bragg DAR (RCRC 1,447,131

39,538

3,561,775

79,409

2.3%

Mendocino Transit Authority

Year to Date Performance Comparison

Thursday August 20, 2015

File(Budget12\ROUTEYTD)

Route/Run	YTD Through			May-15			YTD Through			May-15			YTD Through			May-15		
	13/14 Hourly Rate	14/15 Hourly Rate	% Diff	Amount Diff	ERR	ERR	13/14 Pass per Hour	14/15 Pass per Hour	% Diff	Amount Diff	ERR	ERR	13/14 Farebox Ratio	14/15 Farebox Ratio	% Diff	Amount Diff	ERR	ERR
02 Willits - DAR	90.20	96.66	7.2%	6.46	ERR	ERR	4.0	3.8	-4.9%	-0.2	ERR	ERR	11.6%	12.0%	0.4%	3.04	ERR	ERR
03 Ukiah - DAR	91.96	98.72	7.3%	6.76	ERR	ERR	4.2	4.0	-4.8%	-0.2	ERR	ERR	13.1%	13.6%	0.5%	3.43	ERR	ERR
04 Fort Bragg - DAR	90.89	97.46	7.2%	6.57	ERR	ERR	4.1	3.9	-4.9%	-0.2	ERR	ERR	12.2%	12.7%	0.4%	3.39	ERR	ERR
Total Dial-A-Ride																		
08 Local Evening Service	79.67	84.31	5.8%	4.64	ERR	ERR	6.0	5.5	-8.8%	-0.5	ERR	ERR	6.4%	6.7%	0.3%	1.04	ERR	ERR
Total Flex Routes	79.67	84.31	5.8%	4.64	ERR	ERR	6.0	5.5	-8.8%	-0.5	ERR	ERR	6.4%	6.7%	0.3%	1.04	ERR	ERR
01 Willits - Flex	85.11	89.24	4.9%	4.14	ERR	ERR	5.0	5.2	0.1	0.1	ERR	ERR	4.6%	4.8%	0.2%	0.83	ERR	ERR
05 Bragg/About	74.78	78.42	4.9%	3.65	ERR	ERR	7.8	8.1	0.3	0.3	ERR	ERR	7.0%	8.1%	1.1%	0.78	ERR	ERR
06 Bragg/About - Saturday	88.87	90.09	1.4%	1.21	ERR	ERR	14.9	11.5	-3.3	-22.5%	ERR	ERR	8.6%	6.4%	-2.2%	0.50	ERR	ERR
07 Jitney	80.26	81.70	1.8%	1.44	ERR	ERR	20.5	18.3	-2.2	-10.8%	ERR	ERR	19.4%	19.7%	0.3%	0.88	ERR	ERR
15 Laytonville-Willits	107.36	107.07	-0.3%	-0.30	ERR	ERR	11.2	10.9	-0.3	-2.6%	ERR	ERR	13.9%	14.0%	0.1%	1.38	ERR	ERR
20 & 21 Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
30 Redwood Valley	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
40 Potter Valley	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
52 Talmage	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
54 Hopland	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
Total Inland Routes	86.08	87.87	2.1%	1.78	ERR	ERR	14.4	13.3	-7.9%	-1.1	ERR	ERR	14.1%	14.3%	0.2%	0.95	ERR	ERR
50 Coaster	93.02	96.62	3.9%	3.60	ERR	ERR	10.8	9.5	-1.3	-11.8%	ERR	ERR	9.2%	8.4%	-0.8%	0.79	ERR	ERR
31 Coaster - Saturday	97.50	94.94	-2.6%	-2.55	ERR	ERR	4.2	3.8	-0.4	-8.5%	ERR	ERR	34.6%	35.4%	0.8%	8.05	ERR	ERR
35 CC Rider	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
70 Coast to Coast	87.58	89.74	2.5%	2.16	ERR	ERR	1.8	2.1	0.3	16.3%	ERR	ERR	5.6%	5.4%	-0.2%	2.70	ERR	ERR
74 Gualala - Saturday	86.86	88.97	2.4%	2.11	ERR	ERR	4.3	4.2	-0.1	-1.3%	ERR	ERR	9.2%	9.2%	0.0%	1.88	ERR	ERR
75 Gualala	85.73	87.89	2.5%	2.16	ERR	ERR	2.1	2.1	0.0	-1.9%	ERR	ERR	11.0%	10.1%	-1.0%	4.42	ERR	ERR
95 Point Arena-Santa Rosa	90.77	91.58	0.9%	0.82	ERR	ERR	4.4	4.1	-0.4	-8.2%	ERR	ERR	18.1%	17.8%	-0.4%	3.72	ERR	ERR
Total Coastal & Long Routes	88.13	90.95	3.2%	2.82	ERR	ERR	8.7	8.1	-0.7	-7.6%	ERR	ERR	14.4%	14.4%	0.0%	1.45	ERR	ERR
Total Public Service																		
97 Contract Services	61.80	64.46	4.3%	2.66	ERR	ERR	4.8	4.5	-0.3	-6.3%	ERR	ERR	83.8%	91.0%	7.2%	10.83	ERR	ERR
98 Charter	71.89	71.74	-0.2%	-0.16	ERR	ERR	19.2	25.8	6.6	34.5%	ERR	ERR	121.7%	144.9%	23.1%	4.55	ERR	ERR
Total Other	65.46	66.57	1.7%	1.10	ERR	ERR	10.0	10.7	0.6	6.5%	ERR	ERR	98.9%	107.8%	8.9%	6.46	ERR	ERR
Total	87.24	90.09	3.3%	2.85	ERR	ERR	8.8	8.2	-0.6	-7.1%	ERR	ERR	16.9%	16.9%	-0.0%	1.68	ERR	ERR

Comparison

FY13/14 - FY14/15

Description	YTD Through			May-15		
	13/14	14/15	Amount Diff	% Diff		
Mileage	652,469	644,713	(7,756)	-1.2%		
Mileage Based Costs	631,038	586,689	(44,349)	-7.0%		
Hourly Based Costs	1,526,537	1,540,431	13,894	0.9%		
Direct Costs	345,253	382,888	37,635	10.9%		
Overhead Costs	979,539	1,051,767	72,228	7.4%		
Total Costs	3,482,366	3,561,775	79,409	2.3%		

Charter Rate Calculation

Cost per mile calculation:

Minivan	41.90%	Plus	10.0%
Van/Small Bus	1.01	Profit	
Coach	0.946		
Combined	1.475		

Hourly Rate Calculation:

Actual Hourly Rate	33.52
Plus Direct Costs	24.9%
Hourly Rate	41.85
Plus Overhead	41.90%
Hourly Rate	59.39
Plus Profit	20.0%
Hourly Rate	71.27

Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: June 18, 2015
Subj: Financial Statements as of May 31, 2015

Attached are Financial Statements for the month ending May 2015. The Income Statement shows a gain of \$100,860 and a \$158,337 *positive* budget performance. Comparing year-to-date through May 15 to May 14: Operating Revenue is up \$18,035 (2.4%). Other Revenue is up \$69,807 (2.4%) and Operating Expenses are up (2.4%) 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 \$42,499 (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 eleven months ending				May-15
Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	757,148	831,074	(73,926)	-8.9%
Other Revenue	2,969,954	2,980,830	(10,876)	-0.4%
Total Revenue	3,727,102	3,811,904	(84,802)	-2.2%
Operating Expenses				
Transportation	2,444,968	2,611,966	(166,998)	-6.4%
Maintenance	468,788	458,279	10,509	2.3%
Administration	708,475	801,536	(93,061)	-11.6%
Total Operating Expenses	3,622,231	3,871,781	(249,550)	-6.4%
Other (Income)/Expense	(1,799)	(2,400)	601	-25.0%
Mobility Management Program				
Revenue	5,903		5,903	ERR
Expense	(11,713)		(11,713)	ERR
Net Gain/(Loss) Before Depreciation	100,860	(57,477)	158,337	ERR

Mendocino Transit Authority		
Balance Sheet as of		May-15
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,701,817	
A/R, Prepaid Expenses & Inventory	1,025,235	
Total Other Current Assets		2,727,052
Property, Plant & Equip Net of Depreciation		12,394,277
Investment - Deferred		0
Total Assets		15,121,329
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	657,610	
Other Liabilities	186,047	
Provision for Restricted Funds	221,824	
Total Current Liabilities		1,065,481
Deferred Compensation Payable		0
Total Liabilities		1,065,481
Fund Equity		
Contributed Capital	12,794,153	
Retained Earnings	1,261,695	
Total Fund Equity		14,055,848
Total Liabilities and Equity		15,121,329

Mendocino Transit Authority

Budget to Actual Income Statement for eleven months ending

May-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		106,412	136,650	(30,238)	77.9%
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		234,208	276,023	(41,815)	84.9%

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		1,028	87,824	(86,796)	1.2%
1 Medium Duty Bus	94		1,028	167,726	(166,698)	0.6%
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		17,330	34,125	(16,795)	50.8%
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	70,756	71,177	(421)	99.4%
Ukiah Senior Center	c/o	115	76,590	77,501	(911)	98.8%
Misc - Other					0	ERR
Total Expenses			223,023	553,024	(330,001)	40.3%

Net Gain/(Loss) before Carryover	11,185	(277,001)	288,186
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FY 2013/14 Carryover			
STA - Capital		31,314	31,314
Transfer from Transit Reserve			0

Net Gain/(Loss)	42,499	(245,687)	288,186
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REVENUE - Budget to Actual Comparison

Date: 18-Jun-15

Dp1	A/C #	Description	May-15 Budget	May-15 Actual	May-15 Variance	May-15 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	38,400	30,911	(7,489)	-19.5%	401,789	359,935	(41,854)	-10.4%
40.	401.200	Fares Paid by Agencies	18,405	19,545	1,140	6.2%	192,574	140,912	(51,662)	-26.8%
40.	402.200	Contract Service	4,583	5,371	788	17.2%	50,417	58,603	8,186	16.2%
40.	405.100	Charter	4,238	3,152	(1,086)	-25.6%	24,617	43,784	19,167	77.9%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	8,594	4,050	(4,544)	-52.9%
40.	409.200	Sonoma County Participation	13,917	13,778	(139)	-1.0%	153,083	149,863	(3,220)	-2.1%
	Total		80,323	72,757	(7,566)	-9.4%	831,074	757,147	(73,927)	-8.9%

Other Revenue

40.	409.100	TDA - Operations	197,382	197,382	1	0.0%	2,171,197	2,171,197	1	0.0%
40.	409.110	STA - Operations	20,833	20,833	(0)	-0.0%	229,167	229,167	0	0.0%
40.	411.100	State Planning Grant	5,000	0	(5,000)	-100.0%	75,000	53,777	(21,223)	-28.3%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	454,667	454,667	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%	22,567	22,567	1	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	4,095	1,595	63.8%	27,500	37,259	9,759	35.5%
40.	407.220	Maintenance Parts Revenue	0	0	0	ERR	0	623	623	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	45	(22)	-32.5%	733	699	(34)	-4.7%
	Total		269,166	265,740	(3,426)	-1.3%	2,980,830	2,969,956	(10,874)	-0.4%
	Combined - Oper/Other Rev		349,490	338,497	(10,993)	-3.1%	3,811,903	3,727,103	(84,800)	-2.2%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		396	396			5,903	5,903	
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	396	396		0	5,903	5,903	
	Combined		349,490	338,893	(10,597)	-3.0%	3,811,903	3,733,006	(78,897)	-2.1%
	Fares - Passenger/Agency		56,804	50,456	(6,348)	-11.2%	594,363	500,847	(93,516)	-15.7%

Mendocino Transit Authority - Public Service

File:(Budget15)EXPCUMBA)

Thursday June 18, 2015

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

Description	Budget Transp	Budget Maint	Budget Admin	Budget Total	Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
Wages	1,174,984	230,399	305,722	1,711,105	1,142,165	249,109	295,398	1,686,672	(24,433)	-1.4%		1,686,672
Wages-Vac/Sick/Hol	194,202	44,668	55,869	294,739	196,979	44,025	54,163	295,167	428	0.1%		295,167
Health	392,733	54,117	54,117	500,967	361,938	53,749	44,390	460,077	(40,890)	-8.2%		460,077
Workers Comp	115,682	15,144	1,963	132,789	115,761	15,268	3,256	134,285	1,496	1.1%		134,285
Retirement	122,118	25,827	32,250	180,195	118,358	29,089	32,395	179,842	(353)	-0.2%		179,842
Payroll Taxes	39,431	7,268	10,486	57,186	39,642	7,520	11,102	58,264	1,078	1.9%		58,264
Uniform Allowance	7,575	6,050		13,625	2,911	5,977		8,888	(4,737)	-34.8%		8,888
Travel Expenses	5,500	2,292	7,348	15,139	7,411	2,701	6,641	16,753	1,614	10.7%	320	17,073
Outside Labor	2,403	4,796	148,492	155,691	2,019	8,300	134,398	144,717	(10,974)	-7.0%	1,370	146,087
Fuel-Revenue Vehicles	385,530			385,530	301,980			301,980	(83,550)	-21.7%	2,541	304,521
Lube-Revenue Vehicles	9,925			9,925	7,804			7,804	(2,121)	-21.4%	1,661	9,465
Tires/Tubes-Revenue Vehicles	18,294			18,294	17,533			17,533	(761)	-4.2%		17,533
Parts-Revenue Vehicles		18,972		18,972		11,741		11,741	(7,231)	-38.1%		11,741
Expense Parts		2,200		2,200		792		792	(1,408)	-64.0%		792
Non-Capital Equipment	2,300	2,200	1,833	6,333	1,616	2,262	1,766	5,644	(689)	-10.9%		5,644
Office Supplies	2,875		12,375	15,250	1,950		9,771	11,721	(3,529)	-23.1%	191	11,912
Subscriptions	1,265	800	1,466	3,531	704	490	760	1,954	(1,577)	-44.7%		1,954
Dues & Memberships	505		6,050	6,555	450		4,747	5,197	(1,358)	-20.7%		5,197
Janitorial Supplies		12,045		12,045		12,171		12,171	126	1.0%		12,171
Shop Supplies		2,750		2,750		2,642		2,642	(108)	-3.9%		2,642
R & M-Buildings & Property		9,025		9,025		8,926		8,926	(99)	-1.1%		8,926
Shelter Expense		2,017		2,017		2,103		2,103	86	4.3%		2,103
Telephone	8,536	1,100	12,575	22,211	9,481	1,110	12,748	23,339	1,128	5.1%		23,339
Utilities	6,769	2,925	9,760	19,454	6,685	1,265	10,352	18,302	(1,152)	-5.9%		18,302
Insurance	83,916	8,250	14,667	106,833	70,582	7,335	14,146	92,063	(14,770)	-13.8%	5,630	97,693
Purchased Transportation	1,650			1,650	1,406			1,406	(244)	-14.8%		1,406
Marketing			119,347	119,347			69,143	69,143	(50,204)	-42.1%		69,143
Training	8,342	4,583	2,600	15,525	11,097	1,510	1,600	14,207	(1,318)	-8.5%		14,207
Board Expense			4,250	4,250			1,353	1,353	(2,897)	-68.2%		1,353
Miscellaneous	4,736	550	110	5,396	3,055	514		3,569	(1,827)	-33.9%		3,569
Vehicle Rental										ERR		
Equipment Rental												
Property Rental	22,696	300	255	555	23,440	187	346	533	(22)	-4.0%		533
Total	2,611,966	458,279	801,536	3,871,781	2,444,967	468,786	708,475	3,622,228	(249,553)	-6.4%	11,713	3,633,941
	2,611,966	458,279	801,536	3,871,781	2,444,967	468,786	708,475					

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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	Cancelled 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: August 20, 2015
 Subj: Capital Program: Progress Report



This report is consistent with the capital budget dated July 25, 2015

2015/16 Projects

Current Budget

Bus Stop Improvements (Other) \$49,500

NEW ACTION: (A 14/15 Project carried over to 15/16) MCOG approved \$25,000 for phase 2. The work is done and the draft report is being circulated for comments.

PROBLEMS: None.

Two Senior Center Vehicles (5310) \$129,161

NEW ACTION: Waiting for the State Agreements.

PROBLEMS: None

Two Medium Duty Buses (5311f) \$346,080

NEW ACTION: CalTrans has approved our grant application, waiting for FTA concurrence. Delivery expected in late 2015.

PROBLEMS: None.

Four Large Vans (Prop 1B and STIP) \$358,320

NEW ACTION: Application is prepared for Prop 1B (PTMISEA) funding, waiting for MCOG Resolution and State bond sale. Delivery expected in late 2015.

PROBLEMS: None.

Two-way Radio Replacement inc. Dispatch Console (Prop 1B and STA) \$125,000

NEW ACTION: Quote is in, waiting for vendor to install digital equipment at tower sites.

PROBLEMS: None.

Maintenance Truck (STA) \$50,386

NEW ACTION: We are researching new Crew Cab Vehicles.

PROBLEMS: None.

Facility Solarization & Modernization (This is a 16/17 project) 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.

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TO: Board of Directors
From: Dan Baxter, General Manager
Date: August 24, 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
 - o Service to/from The Woods

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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Agenda Item # 10

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



Subj: Reasonable Accommodation Procedure

Recent changes to the American with Disabilities Act (ADA) require that Transit Service Providers establish a clear process through which a request for Reasonable Accommodation can be made. Providers are also required to designate one person responsible for receiving and responding to requests.

Staff has already established a link on our website that will be the primary means to receive requests. Once a request is received an email is generated and staff can respond. We will also include information about the link on all of our schedules and other materials. Staff will, of course, accept requests by any other means.

Staff's intention is to designate the Transportation Manager as the responsible person as soon as that position is filled, in the interim the General Manager will respond.

We have included some examples of possible requests, which were developed by the DOT.

Recommendation

Staff recommends the approval of resolution 2015-13.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-13

Reasonable Accommodation Procedure

WHEREAS:

- 1) On March 13, 2015, the US DOT issued a Final Rule under the ADA and Section 504 of the Rehabilitation Act of 1973, specifically to provide that transportation entities are required to make reasonable modifications/accommodations to policies, practices, and procedures to avoid discrimination and ensure that their programs are accessible to individuals with disabilities; and
- 2) Each public transit agency is required to designate at least one person to coordinate its efforts to comply with this rule; and
- 3) Each public transit agency is required adopt procedures that incorporate an appropriate process and provide for the prompt and fair resolution of Reasonable Accommodation requests.

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

- 1) Affirms the MTA's support of all provisions of the Americans with Disabilities Act (ADA), including those provisions requiring MTA to fairly consider requests for Reasonable Accommodation.
- 2) Designates the General Manager or another person appointed by the General Manager to be the person responsible for receiving and responding to requests for Reasonable Accommodation.

Reasonable Accommodation cont...

- 3) Directs that the primary process for receiving Reasonable Accommodation requests will be through a link on MTA's website.
- 4) Directs that all requests for Reasonable Accommodation be promptly responded to.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on August 27, 2015 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Dan Baxter, General Manager

Jim Mastin, Board Chair

Examples

The DOT has provided a helpful summary of examples of reasonable modification requests and which requests may/may not be denied because they would result in a fundamental alteration of service or direct threat. For more details regarding examples summarized below, please refer to Appendix E to Part 37.

AM I REQUIRED TO GRANT THIS REQUEST?	
YES, UNLESS <i>granting the request (a) poses a direct threat (including resulting in a vehicle being left unattended or out of visual observation for a <u>lengthy</u> period of time), or (b) is a fundamental alteration of service</i>	NO, YOU HAVE THE OPTION TO DENY
<i>Getting On and Off the Vehicle & to the Door: Paratransit</i>	
Request to be picked up at the front door of their home.	
Request for the driver to open an exterior entry door to a building to provide boarding and/or alighting assistance.	Request for "door-through-door" service (i.e., assisting the passenger past the door to the building).
Request for a driver to help navigate an incline (e.g., a driveway or sidewalk) with the passenger's wheeled mobility device.	
Assistance in traversing a difficult sidewalk (e.g., one where tree roots have made the sidewalk impassible for a wheelchair).	
Assistance around obstacles (e.g., construction areas) between the vehicle and the door of a passenger's origin or destination.	
Request to be assisted between an origin/destination and vehicle during extreme weather conditions.	
A passenger's request for assistance means that the driver will need to leave passengers aboard a vehicle unattended (other than for an extended period of time or resulting in loss of the driver's visual contact with the vehicle).	
<i>Getting On and Off the Vehicle & to the Door: Paratransit and Fixed-Route</i>	
Wheelchair user requests to board a vehicle separately from his or her device when the occupied weight of the device exceeds the design load of the vehicle lift.	
	Request for a driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages.

	Except in emergency situations, a passenger's request for a driver to lift the passenger out of his or her mobility device should generally be denied.
<i>Positioning the Vehicle: Fixed-Route</i>	
Position the vehicle to avoid obstructions to the passenger's ability to enter or leave the vehicle at a designated stop location, such as parked cars, snow banks, and construction.	Establish flag stop or route-deviation policies to avoid obstructions.
<i>Positioning the Vehicle: Paratransit</i>	
Pick up and drop off at the entrance requested by the passenger, rather than at a location that has been predetermined by the transportation agency.	
Pick up on private property with a security barrier. Yes, and operator should work with passenger to get permission of the property owner to access the private property.	Violate the law or lawful access restrictions to meet the passenger's requests to pick them up on private property with a security barrier.
Request that a paratransit vehicle navigate to a pick-up point to which it is difficult to maneuver a vehicle, but not impossible or impracticable to access (e.g., it is unsafe for the vehicle and its occupants to get to the pick-up point without getting stuck or running off the road).	Request exposes the vehicle and its occupants to hazards, such as running off the road, getting stuck, striking overhead objects, or reversing the vehicle down a narrow alley.
<i>Fares: Paratransit and Fixed-Route</i>	
Handle fare media when the passenger with a disability cannot pay the fare by the generally established means (e.g., in a situation where a bus passenger cannot reach or insert a fare into the farebox).	Reach into pockets or backpacks in order to extract the fare media.
	Pay the fare for the passenger when the passenger cannot or refuses to pay the fare.
<i>Food, Medicine & Special Requests: Paratransit and Fixed-Route</i>	
A passenger with diabetes or another medical condition requests to eat or drink aboard a vehicle or in a transit facility in order to avoid adverse health consequences.	
Allow individuals to take medicine including administering insulin injections and conducting finger stick blood glucose testing.	Provide medical assistance.
	Request for service outside the service area or operating hours.
Request for Personal Care Attendant to travel with a passenger.	Request that a transportation agency provide a Personal Care Attendant.
	Care for a service animal.
	Request for a specific driver.

<i>Food, Medicine & Special Requests: Paratransit</i>	
Provide otherwise-allowed assistance for a return trip regardless of whether the passenger needed it on the initial trip (e.g., reasonable modifications for a dialysis patient who just received treatment).	
Passenger requests a telephone call 5 minutes (or another reasonable interval) in advance or at time of vehicle arrival.	
	Request for special equipment (e.g., the installation of specific hand rails or a front seat in a vehicle for the passenger to avoid nausea or back pain) can be denied so long as the requested equipment is not required by the ADA or DOT rules
	Request for a dedicated vehicle (e.g., to avoid residual chemical odors) or a specific type or appearance of vehicle (e.g., a sedan rather than a van, in order to provide more comfortable service).
	Request for an exclusive paratransit trip.
	Request not to ride with certain passengers.
	Request for a driver to make an intermediate stop that would disrupt schedules and inconvenience other passengers.

Agenda Item # 11

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



Subj: Four Large Van Purchase-approve use of Prop 1b funds

Last month the Board approved the 2015/16 Capital Budget which included the use of Prop 1b funds to purchase four Large Vans which we will receive in fy2015/16. A specific resolution is required to receive and expend Prop 1b funds. We intend to use \$300,000 plus any accrued interest to fund part of the purchase. Approximately \$800,000 remains in in the prop 1b PTMISEA program for which we have yet to apply.

Recommendation

Staff recommends the approval of resolution 2015-14, which approves the use of Prop 1b funds for the Four Vehicle Purchase.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2015-14

DISBURSE PROPOSITION 1B PTMISEA FUNDS

WHEREAS:

- 1) The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006; and
- 2) PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement; and
- 3) The MTA has a project, the **"Four Large Van Purchase"** which meets the criteria specified by the PTMISEA program; and
- 4) MTA is required to complete and submit a Governing Body Resolution in order to expend these funds.

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

- 1) Authorizes the Authority to receive \$300,000 from the Mendocino Council of Governments (MCOG).
- 2) Authorizes the General Manager and/or the Finance and Personnel Manager, to expend \$300,000 plus any interest posted on a later date, on the **"Four Large Van Purchase"** and authorizes them 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 completing this purchase.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on August 27, 2015 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Dan Baxter, General Manager

Jim Mastin, Board Chair