

Mendocino Transit Authority

Board of Directors

Regular Meeting Agenda

October 29, 2015

1:30 pm

Ukiah

Mendocino Transit Authority
Bruce Richard Maintenance Facility
241 Plant Rd.
Ukiah, California

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 August 27 and September 24, 2015 Board Meeting	1
<u>Action:</u> Approve	
3. Service Performance Report: August & Summer Qtr 2015	7
<u>Information</u>	
4. Financial Report: August 2015	13
<u>Information</u>	
5. Board Meeting Dates and Locations:	19
<u>See item # 7 below</u>	
6. Capital Program: Update/Progress Report	21
<u>Information</u>	

continued

<u>AGENDA ITEM</u>	<u>PAGE</u>
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ACTION & DISCUSSION

- | | |
|--|------|
| 7. Board Meeting Dates and Locations:
Action: review and set new meeting dates if required. | 23 |
| 8. Unmet Transit Needs
<u>Information</u> | 25 |
| 9. Team Building Meeting
<u>Action: Review proposal</u> | 27 |
| 10. Electric Bus Demo
<u>Information</u> | Demo |
| 11. Management Report | oral |
| 12. Matters from Directors | oral |

CLOSED SESSION

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

Report out of Closed Session

ADJOURN Anticipated adjournment is 3:30pm

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

Americans With Disabilities Act (ADA) Compliance

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

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

Agenda #2

Mendocino Transit Authority

Board of Directors

Minutes of the Regular Board Meeting August 27, 2015 Point Arena City Hall

Present: Mastin, Cross, Peters, Tarbell
Excused: Doble, Gjerde, Strong
Staff: Baxter, Butler, Webster, McNamee, McGuire
Others: None

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

Chair **Mastin** asked for Public Comment.

CONSENT CALENDER

Agenda Item #2: Minutes June 25, 2015 Regular Board Meeting
Agenda Item #3: Service Performance Report: May 2015, and
Spring Quarter 2015
Agenda Item #4: Financial Report: May 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.

Moved by Dir. **Cross** and seconded by Dir. **Peters**. Motion was approved unanimously.

Agenda Item #7: Unmet Transit Needs: Action: Receive Public Input GM Baxter reported the only change was to add The Woods to the list.

Agenda Item #8: Facilitate Meeting: Update: Tabled to next month's meeting.

Agenda Item #9: Preliminary review of new Santa Rosa Service: Information: Finance Mgr **Webster** handed out a sheet on the statistics of the new service. She explained the schedule, and the handout. The ridership is slowly rising, and surprisingly, ridership from the Ukiah/Willits leg was looking good. GM **Baxter** will send out an email with further details on the service after the database is updated to include the new service.

Agenda Item #10: Reasonable Accommodation Procedure: Action:
Discuss and Adopt Resolution 2015-13: GM **Baxter** reported that this Resolution is required to update a Final Ruling on changes to the American Disabilities Act. One of the requirements is that Agencies establish a procedure where people could ask for Reasonable Accommodation, and appoint a person in the agency responsible to respond. He reported that MTA has a link on our website under 'Accessibility' to ask for accommodation, and that MTA also accepts telephone and written correspondence as well.

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

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

Agenda Item #11: Four Large Van Purchase - Approve use of Prop 1B funds: Action: Discuss and Adopt Resolution 2015-14: GM **Baxter** reported that this item is in the Capital Budget for this year, but needs a resolution in order to use the funds for this purchase. MTA will also need a resolution from **MCOG**.

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

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

Chair Mastin called for **Closed Session** at 2:04 pm: **Significant Exposure to Litigation pursuant to GC54956.9(b)(3)(c) re: Reasonable Accommodation**

Report out of Closed Session: No Action Taken

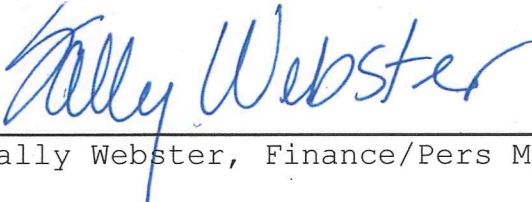
Agenda Item #12: Management Report: Maintenance Mgr **Butler** reported that he was in the process completing the covering the Wash Bay Tanks & Sumps with a Roof to protect from the rain/stormwater. He also stated that he has Quotes and Letters of Assignment for 4 new Vans and 2 Medium Duty Buses to replace #806 & #807 plus the expansion of the new service. He is working with Gillig on the replacement of the floors.

Fin. Mgr. **Webster** reported that Ray Edlund just had surgery and that he was doing well. He is now retired. We have interviewed two employees in house, and will be announcing our decision today on his replacement. She reported that a DBE (Disadvantage Business Enterprise) Audit was performed by the FTA this week. She stated that a Draft of the Audit and recommendations will be produced sometime in November. A Final Audit will be prepared sometime in December, and the responses and any mitigation will be due back to the FTA around February 2016. There were several areas that need revisions, corrections, and clarifications. More information will be supplied when the Final Audit is produced. GM **Baxter** reported Norma Wilson will be retiring on September 11th. We will be going out to replace the position of Transportation Manager, Dan Baxter's old position, rather than fill the Transportation Superintendent position. He also reported that both 5311(f) grants were approved for the expansion plus two new buses, however toll credits cannot be used. Fin Mgr **Webster** reported that the budget included the Toll Credits for the match, and that it equated to \$93,000 in Operations, which may mean a revised budget to adjust for this loss of Revenue. GM **Baxter** also provided an update to the Cap & Trade operation, which will bring in almost four times as much as we received last year. He explained the various uses that Cap & Trade will approve. They wanted feedback on how the money can be used, and how long the money can carry over, and GM **Baxter** reported that he will respond based on our needs. GM **Baxter** gave a Legislative update and that the increase in the Gas Tax & Diesel Tax to transit (SB508) is still alive.

Agenda Item #13: Matters from Directors: Dir. **Peters** reported that GM **Baxter** will be showing up to the Fort Bragg City Council on September 28th to give an update on MTA's staffing and services offered in their area. He also mentioned that this Saturday was the Jere Melo Walk, and that the Trolley lined up for it. Dir **Mastin** reported that he and MTA Staff met with Assemblyman Jim Wood and his Staff. He toured the MTA facility and we discussed our accomplishments and future needs of MTA.

The Regular meeting of the MTA Board of Directors adjourned at 2:38 pm.

James W. Mastin, Chair


Sally Webster, Finance/Pers Mgr

Agenda #2

Mendocino Transit Authority

Board of Directors

Minutes of the Regular Board Meeting September 24, 2015

Ukiah Video-Conferenced with Fort Bragg Teleconference with Willits City Hall

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

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

Chair **Mastin** asked for Public Comment

Richard **Hubacek** requested that MTA make the northbound morning **Coaster** a 'By Request' bus once it reaches the Boatyard. From the Boatyard it makes drop offs for passengers to reach their destination rather than transfer to the **Braggabout**. He handed a copy of his proposal to GM **Baxter** and Supervisor **Beard**.

Mr. **Hubacek** commented on the **SMART** train that will be coming to Sonoma & Marin Counties, and questioned MTA's involvement with **SMART** and what MTA's plans were to get Coastal residents to Cloverdale to connect with **SMART**. Chair **Mastin** informed him that MTA has been working with **SMART** for over a year, and MTA will integrate service with **SMART** and other systems in Sonoma County as well. He stated that MTA now offers two trips a day to Santa Rosa. The second trip offers service from Willits to Santa Rosa, but will expand to Fort Bragg soon. GM **Baxter** stated he hoped the expansion will begin in January, but will depend on completed contracts from CalTrans.

Director **Strong** phoned in to the meeting at 1:34 pm.

GM **Baxter** said he would confer with Supervisor **Beard**, and the Management Staff to see if the unmet need for the modification of the **Braggabout** could be implemented as soon as possible.

Dir. **Strong** read a public comment from Mary **Delachild** stating that she is grateful for the new service offered from Willits to Santa Rosa, and that it gives her greater opportunities to make connections in Santa Rosa, and at the Sonoma County Airport. She also stated that she appreciated the new **Route 66** going to Willits City Park, which was closer to where she lives.

Agenda Item #2: Board Meeting Dates & Locations: Action:
Review meeting date, give staff direction. Dir. **Gjerde** requested we consider changing the standard meeting date to the 2nd or 3rd Thursday of the month, as it would better suit his calendar, and questioned other Board members on their availability. Finance Mgr. **Webster** will put out a Doodle poll requesting the Board Members' availability, and will bring the results back to the next meeting.

GM **Baxter** requested a change to the next meeting to the fifth Thursday (October 29th), as we will have a demo Electric Bus for the Board members to see. Location will be the MTA Maintenance Facility. GM **Baxter** will coordinate with Dir **Cross & Peters** their availability to determine if a video or teleconference is needed.

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

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

Agenda Item #4: Management Report: Maintenance Manager **Butler** reported the BYD Electric Bus will be here next month, and he will be speaking at the CalACT Conference on this. Fin. Mgr. **Webster** stated that MTA has hired four new drivers and will begin training on October 5th. She stated that Candy **Lodge** will be taking over the Supervisor's position on the South Coast. She has been a driver for MTA's South Coast for 35 years, and is very familiar with the Route and also with the employees. GM **Baxter** reported that the most logical source of revenue for the Electric Bus is the Cap & Trade money. At this point, we can combine two years of allocations for it, but will need more to fund the vehicle. He will be asking them to collaborate with us to find a way to spread this out to have the ability to fund the vehicle. He is scheduled to go to a Student meeting at the College to discuss the LCTOP funding to sponsor free rides for a semester at the college.

Agenda Item #5: Matters from Directors: No reports at this time.

Agenda Item #3: Facilitated Meeting: Discussion with Cliff Paulin: Action: Discuss, give direction to staff: Dir. **Doble** stated that he and Dir. **Gjerde** were tasked with reaching out to find a facilitator, and Steve Zweibach recommended Cliff **Paulin**.

They met with Cliff **Paulin** to try to narrow down the scope to facilitate some goal setting and team building. They asked Mr. **Paulin** to the meeting to discuss as a Board what the scope might be, and what the Board might want from Mr. **Paulin** to put together a proposal to provide those services. Dirs. **Gjerde** and **Doble** met with GM **Baxter** last week to discuss this process as well.

Mr. **Paulin** gave a bio of his background. He requested clarification of the Board's needs in relation to the Team Building and Goal Setting. Dir **Tarbell** requested the Team Building aspect with the Board, Senior Management, and the General Manager. Dir **Mastin** requested that visioning for the future to be included, and that this is a good time to look at the organization as a whole, and that it is more than just a communication exercise.

Dir **Doble** suggested that we have a smaller Team Building & Visioning session right away in a half-day session, and in the Spring follow up with a more long term plan that could feed into the Short Range Transit Development Plan. An RFQ would be developed and distributed to select a facilitator in order to comply with MTA's Procurement Policy and cover the cost of the facilitator's time.

Dir **Strong** moved that we reopen **Agenda Item #2**, and schedule a Special Meeting for October 15th for the purpose of acting on a proposal for the half-day Team Building Session. The Motion was seconded by Dir **Gjerde**, and approved by the following Roll Call vote:

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

Dir. **Tarbell** suggested that this meeting will include the beginning of the process to evaluate the General Manager.

Mr. **Paulin** would get the proposal to GM Baxter by October 12th.

The meeting adjourned at 2:48 pm.

James W. Mastin, Chair



Sally Webster, Finance/Pers Mgr

Agenda Item # 3

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: October 26, 2015



Subj: Service Performance Report: Summer Quarter 2015

Attached is the Quarterly Report for Summer 2015 (June, July and August) compared to the Summer 2014 Quarter. Also attached is the monthly report for August 2015 comparing performance in August 2015 with the three previous months plus August 2014. Performance of MTA services for the Summer 2015 Quarter exceeded seven of the sixteen standards. Compared with the Summer 2015 Quarter the Summer 2014 performance improved or stayed the same in thirteen of the sixteen. Quarterly data for the Senior Centers is also included showing the centers exceeding two of their four standards and improving in two as well.

Performance in the month of September 2015 exceeded standards for five of the twelve measures. Compared to September 2014, performance improved for nine of the twelve.

Also attached is a year-to-date summary (three months) 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 three months of last year, showing Total Public Service:

Fare Revenue	Up	5.4%
Ridership	Up	0.9%
Service hours	Up	5.8%
Total operating cost	Up	6.1%

That means that compared to last fiscal year after September (three months):

Cost per hour (hourly rate)	Decreased	11.3% to \$81.57
Productivity (passengers per hour)	Decreased	4.7% to 7.5
Farebox ratio	Increased	12.2% to 13.7%
The average fare paid	Increased	4.5% to \$1.49

Most metrics except Total Operating Cost show improvement. Ridership shows a small increase, a trend that seems to be continuing for September.

QUARTERLY PERFORMANCE

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

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
Summer 2015	3.9	13.5%	92.74	23.70
STANDARD	4.5	15.0%	87.19	19.38

Flex Routes (***)

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
Summer 2015	5.9	7.1%	78.34	13.20
STANDARD	8.2	15.0%	89.80	10.95

Short Distance Routes (**)

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
Summer 2015	12.8	14.6%	79.41	6.20
STANDARD	14.0	15.0%	88.16	6.30

Long Distance Routes (*)

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
Summer 2015	3.5	18.0%	84.80	24.15
STANDARD	3.2	15.0%	90.18	28.18

Senior Centers

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
Summer 2015	3.0	15.6%	48.20	16.07
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 Rosa

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

(***) Includes 1 Willits Flex (2 mos data), 8 Local Evening Service (data for 1 week)

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

Aug-14	3.9	10.4%	94.91
May-15	3.9	15.0%	97.58
Jun-15	4.0	15.6%	96.20
Jul-15	3.8	11.7%	91.97
Aug-15	4.0	13.2%	89.92
STANDARD	4.5	15.0%	87.19

Flex Routes (***)

Aug-14	6.0	6.1%	86.90
May-15	5.7	7.1%	87.53
Jun-15	6.3	7.7%	80.70
Jul-15	5.8	6.4%	80.67
Aug-15	5.7	7.2%	73.30
STANDARD	8.2	15.0%	89.80

Short Distance Bus Routes (**)

Aug-14	12.7	12.1%	88.31
May-15	13.6	16.9%	84.31
Jun-15	13.4	17.1%	84.87
Jul-15	12.7	12.8%	79.82
Aug-15	12.4	13.9%	73.46
STANDARD	14.0	15.0%	88.16

Long Distance Bus Routes (*)

Aug-14	4.2	16.1%	92.20
May-15	4.0	20.4%	87.22
Jun-15	3.8	20.9%	90.47
Jul-15	3.4	15.4%	86.48
Aug-15	3.4	18.0%	78.26
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

Friday October 23, 2015

Actual FY 2015/16

File(Budget12\ROUTEYTD)

Route/Run	YTD Fare Revenue	YTD Pass	Aug-15 YTD Service Hours	YTD Paid Hours	YTD Service Miles	0.839		32.81		183,884		637,195		Hourly Rate	Pass per Hour	Fare Box Ratio	Pass per \$ Subsidy	Average Fare	Rev per Svc Hr
						Mileage Based Costs	Hourly Based Costs	Direct Costs	Indirect Costs	Total Costs									
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0		0		ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	10,029	3,646	967	1,112	9,667	7,379	36,477	17,543	24,895	86,284		89.28		3.8	11.6%	0.048	0.048	2.75	10.38
04 Fort Bragg - DAR	8,423	2,725	670	762	7,583	5,753	25,009	13,761	18,092	62,615		93.44		4.1	13.5%	0.050	0.050	3.09	12.57
Total Diat-A-Ride	18,452	6,371	1,637	1,874	17,250	13,132	61,485	31,304	42,987	148,908		90.98		3.9	12.4%	0.049	0.049	2.90	11.27
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0		ERR		ERR	ERR	ERR	ERR	ERR	ERR
08 Local Evening Service	2,192	2,416	420	492	4,718	3,599	16,134	3,315	9,333	32,381		77.15		5.8	6.8%	0.080	0.080	0.91	5.22
Total Flex Routes	2,192	2,416	420	492	4,718	3,599	16,134	3,315	9,333	32,381		77.15		5.8	6.8%	0.080	0.080	0.91	5.22
01 Willits - Flex	1,877	2,392	430	549	5,379	4,104	18,012	3,640	10,444	36,200		84.28		5.6	5.2%	0.070	0.070	0.78	4.37
05 Bragg/About	2,485	3,593	470	568	6,402	5,241	18,632	1,928	10,469	36,270		77.25		7.7	6.9%	0.106	0.106	0.69	5.29
06 Bragg/About - Saturday	0	0	0	0	0	0	0	0	0	0		ERR		ERR	ERR	ERR	ERR	ERR	ERR
07 Jilney	318	831	70	79	955	934	2,588	225	1,517	5,283		75.73		12.0	6.0%	0.168	0.168	0.38	4.58
09 Local	20,090	26,486	1,491	1,478	18,831	19,208	48,498	4,812	29,397	101,915		68.35		17.8	19.7%	0.324	0.324	0.76	13.47
15 Laytonville-Willits	0	0	0	0	0	0	0	0	0	0		ERR		ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	7,753	6,852	676	732	15,888	16,593	24,010	2,185	17,319	60,107		88.93		10.1	12.9%	0.131	0.131	1.13	11.47
22 Willits 22	205	97	74	67	2,938	2,228	2,213	239	1,898	6,578		88.54		1.3	3.1%	0.015	0.015	2.11	2.76
40 Potter Valley																			
52 Talmage																			
54 Hopland																			
Total Inland Routes	32,728	40,251	3,210	3,474	50,393	48,308	113,953	13,028	71,044	246,333		76.75		12.5	13.3%	0.188	0.188	0.81	10.20
60 Coaster	1,616	2,172	263	327	7,116	5,639	10,728	1,081	7,076	24,524		93.18		8.3	6.6%	0.095	0.095	0.74	6.14
65a New Route 65	3,140	249	343	382	6,886	5,238	12,540	1,106	7,667	26,551		77.41		0.7	11.8%	0.011	0.011	12.61	9.15
65 CC Rider	17,537	2,302	614	657	18,896	14,328	21,547	2,532	15,575	53,982		87.96		3.8	32.5%	0.063	0.063	7.62	28.58
70 Coast to Coast																			
74 Guialala - Saturday	396	168	71	75	1,600	1,177	2,467	297	1,619	5,560		78.31		2.4	7.1%	0.033	0.033	2.36	5.58
75 Guialala	2,949	1,428	404	429	8,800	6,714	14,086	1,779	9,144	31,724		78.62		3.5	9.3%	0.050	0.050	2.07	7.31
95 Point Arena-Santa Rosa	5,658	1,395	590	625	12,099	9,179	20,502	2,961	13,235	45,877		77.80		2.4	12.3%	0.035	0.035	4.06	9.59
Total Coastal & Long Routes	31,296	7,714	2,284	2,495	55,397	42,275	81,871	9,757	54,315	188,218		82.40		3.4	16.6%	0.049	0.049	4.06	13.70
Total Public Service	84,668	56,752	7,550	8,335	127,758	107,314	273,443	57,405	177,679	615,841		81.57		7.5	13.7%	0.107	0.107	1.49	11.21
97 Contract Services	11,690	706	195	195	1,563	1,191	6,389	629	3,332	11,542		59.28		3.6	101.3%	-4.775	-4.775	16.56	60.04
98 Charter	13,947	4,150	148	148	2,080	1,794	4,894	251	2,873	9,812		66.16		28.0	142.1%	-1.004	-1.004	3.36	94.05
Total Other	25,637	4,856	343	343	3,643	2,985	11,283	881	6,205	21,354		62.26		14.2	120.1%	-1.134	-1.134	5.28	74.74
Total	110,305	61,608	7,893	8,678	131,401	110,299	284,726	58,285	183,884	637,195		80.73		7.8	17.3%	0.117	0.117	1.79	13.97
						Total Mileage, Labor & Direct Costs		453,311		17%		45%		9%		29%		100%	

Mendocino Transit Authority

Year to Date Statistics Comparison

Comparison FY14/15 - FY15/16		YTD Through		Aug-15		YTD Through		Aug-15		YTD Through		Aug-15		YTD Through		Aug-15		YTD Through		Aug-15	
Route/Run	14/15 Revenue	15/16 Revenue	Amount Diff	% Diff	14/15 Pass	15/16 Pass	Amount Diff	% Diff	14/15 Service Hours	15/16 Service Hours	Amount Diff	% Diff	14/15 Total Cost	15/16 Total Cost	Amount Diff	% Diff	14/15 Total Cost	15/16 Total Cost	Amount Diff	% Diff	
02 Willits - DAR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
03 Ukiah - DAR	9,312	10,029	717	7.7%	3,845	3,646	(199)	-5.2%	1,054	967	(87)	-8.3%	99,081	86,294	(12,787)	-12.9%	66,122	62,615	(3,507)	-5.3%	
04 Fort Bragg - DAR	7,404	8,423	1,019	13.8%	2,698	2,725	27	1.0%	657	670	13	2.0%	66,122	62,615	(3,507)	-5.3%	66,122	62,615	(3,507)	-5.3%	
Total Dial-A-Ride	16,716	18,452	1,736	10.4%	6,543	6,371	(172)	-2.6%	1,711	1,637	(74)	-4.3%	165,203	148,908	(16,295)	-9.9%	165,203	148,908	(16,295)	-9.9%	
08 Local Evening Service	1,979	2,192	213	10.8%	2,334	2,416	82	3.5%	410	420	10	2.4%	33,836	32,381	(1,455)	-4.3%	33,836	32,381	(1,455)	-4.3%	
Total Flex Routes	1,979	2,192	213	10.8%	2,334	2,416	82	3.5%	410	420	10	2.4%	33,836	32,381	(1,455)	-4.3%	33,836	32,381	(1,455)	-4.3%	
01 Willits - Flex	1,572	1,877	305	19.4%	2,238	2,392	154	6.9%	420	430	10	2.3%	36,262	36,200	(62)	-0.2%	36,262	36,200	(62)	-0.2%	
05 Bragg/About	2,481	2,485	4	0.2%	3,576	3,593	17	0.5%	458	470	12	2.5%	36,810	36,270	(540)	-1.5%	36,810	36,270	(540)	-1.5%	
06 Bragg/About - Saturday	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
07 Jitney	338	318	(20)	-5.9%	659	831	172	26.1%	68	70	2	2.2%	6,183	5,263	(920)	-14.9%	6,183	5,263	(920)	-14.9%	
09 Local	19,410	20,090	680	3.5%	25,598	26,466	868	3.5%	1,473	1,491	18	1.2%	122,161	101,915	(20,246)	-16.6%	122,161	101,915	(20,246)	-16.6%	
15 Laytonville-Willits	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
20 & 21 Willits	7,874	7,753	(121)	-1.5%	7,431	6,852	(579)	-7.8%	661	676	15	2.3%	72,433	60,107	(12,326)	-17.0%	72,433	60,107	(12,326)	-17.0%	
22 Willits 22	0	205	205	ERR	0	97	97	ERR	0	74	74	ERR	0	6,578	6,578	ERR	0	6,578	6,578	ERR	
40 Potter Valley	0	0	0	ERR	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	0	0	0	ERR	
54 Hopland	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
Total Inland Routes	31,675	32,728	1,053	3.3%	39,502	40,251	749	1.9%	3,080	3,210	130	4.2%	273,849	246,333	(27,516)	-10.0%	273,849	246,333	(27,516)	-10.0%	
60 Coaster	1,521	1,616	95	6.2%	2,232	2,172	(60)	-2.7%	260	263	3	1.2%	26,093	24,524	(1,569)	-6.0%	26,093	24,524	(1,569)	-6.0%	
65a New Route 65	0	3,140	3,140	ERR	0	249	249	ERR	0	343	343	ERR	0	26,551	26,551	ERR	0	26,551	26,551	ERR	
65 CC Rider	19,956	17,537	(2,419)	-12.1%	2,660	2,302	(358)	-13.5%	608	614	6	0.9%	61,268	53,982	(7,286)	-11.9%	61,268	53,982	(7,286)	-11.9%	
70 Coast to Coast	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	
74 Guialala - Saturday	366	396	30	8.2%	164	168	4	2.4%	80	71	(9)	-11.3%	7,253	5,560	(1,693)	-23.3%	7,253	5,560	(1,693)	-23.3%	
75 Guialala	2,702	2,949	247	9.1%	1,364	1,428	64	4.7%	394	404	10	2.4%	35,517	31,724	(3,793)	-10.7%	35,517	31,724	(3,793)	-10.7%	
95 Point Arena-Santa Rosa	5,414	5,658	244	4.5%	1,474	1,395	(79)	-5.4%	590	590	0	0.1%	52,755	45,877	(6,878)	-13.0%	52,755	45,877	(6,878)	-13.0%	
Total Coastal & Long Routes	29,959	31,296	1,337	4.5%	7,894	7,714	(180)	-2.3%	1,932	2,284	352	18.2%	182,886	188,218	5,332	2.9%	182,886	188,218	5,332	2.9%	
Total Public Service	80,329	84,668	4,339	5.4%	56,273	56,752	479	0.9%	7,133	7,550	417	5.8%	655,774	615,841	(39,933)	-6.1%	655,774	615,841	(39,933)	-6.1%	
97 Contract Services	9,801	11,690	1,889	19.3%	857	706	(151)	-17.6%	190	195	5	2.5%	12,203	11,542	(661)	-5.4%	12,203	11,542	(661)	-5.4%	
98 Charter	13,325	13,947	622	4.7%	3,404	4,150	746	21.9%	124	148	24	19.6%	9,086	9,812	726	8.0%	9,086	9,812	726	8.0%	
Total Other	23,126	25,637	2,511	10.9%	4,261	4,856	595	14.0%	314	343	29	9.2%	21,289	21,354	65	0.3%	21,289	21,354	65	0.3%	
Total	103,455	110,305	6,850	6.6%	60,534	61,608	1,074	1.8%	7,447	7,893	446	6.0%	677,063	637,195	(39,868)	-5.9%	677,063	637,195	(39,868)	-5.9%	

Subsidy, Ft Bragg DAR (RCRC)

290,432

110,305

61,608

7,893

637,195

Mendocino Transit Authority

Year to Date Performance Comparison

Friday October 23, 2015

File(Budget12ROUTEYTD)

FY14/15 - FY15/16

Route/Run	YTD Through		Aug-15		YTD Through		Aug-15		YTD Through		Aug-15		YTD Through		Aug-15	
	14/15	15/16	Amount	%	14/15	15/16	Amount	%	14/15	15/16	Amount	%	14/15	15/16	Amount	%
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	94.00	89.28	-4.73	-5.0%	3.6	3.8	0.1	3.4%	9.4%	11.6%	2.2%	23.7%	2.42	2.75	0.33	13.6%
04 Fort Bragg - DAR	100.64	93.44	-7.20	-7.2%	4.1	4.1	-0.0	-1.0%	11.2%	13.5%	2.3%	20.1%	2.74	3.09	0.35	12.6%
Total Dia-A-Ride	96.55	90.98	-5.57	-5.8%	3.8	3.9	0.1	1.8%	10.1%	12.4%	2.3%	22.5%	2.55	2.90	0.34	13.4%

08 Local Evening Service	82.53	77.15	-5.37	-6.5%	5.7	5.8	0.1	1.1%	5.8%	6.8%	0.9%	15.7%	0.65	0.91	0.06	7.0%
Total Flex Routes	82.53	77.15	-5.37	-6.5%	5.7	5.8	0.1	1.1%	5.8%	6.8%	0.9%	15.7%	0.65	0.91	0.06	7.0%

01 Willits - Flex	86.34	84.28	-2.05	-2.4%	5.3	5.6	0.2	4.5%	4.3%	5.2%	0.9%	19.6%	0.70	0.78	0.08	11.7%
05 Braggabout	80.37	77.25	-3.12	-3.9%	7.8	7.7	-0.2	-2.0%	6.7%	6.9%	0.1%	1.7%	0.69	0.69	-0.00	-0.3%
06 Braggabout - Saturday	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
07 Jitney	90.93	75.73	-15.19	-16.7%	9.7	12.0	2.3	23.4%	5.5%	6.0%	0.6%	10.5%	0.51	0.38	-0.13	-25.4%
09 Local	82.93	68.35	-14.58	-17.6%	17.4	17.8	0.4	2.2%	15.9%	19.7%	3.8%	24.1%	0.76	0.76	0.00	0.0%
15 Laytonville-Willits	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
20 & 21 Willits	109.58	88.93	-20.65	-18.8%	11.2	10.1	-1.1	-9.8%	10.9%	12.9%	2.0%	18.7%	1.06	1.13	0.07	6.8%
22 Willits 22	ERR	88.54	ERR	ERR	ERR	ERR	ERR	ERR	ERR	3.1%	ERR	ERR	2.11	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	88.91	76.75	-12.17	-13.7%	12.8	12.5	-0.3	-2.2%	11.6%	13.3%	1.7%	14.9%	0.80	0.81	0.01	1.4%

60 Coaster	100.36	93.18	-7.18	-7.2%	8.6	8.3	-0.3	-3.9%	5.8%	6.6%	0.8%	13.0%	0.68	0.74	0.06	9.2%
65a New Route 65	ERR	77.41	ERR	ERR	ERR	0.7	ERR	ERR	ERR	11.8%	ERR	ERR	ERR	12.61	ERR	ERR
65 CC Rider	100.77	87.96	-12.81	-12.7%	4.4	3.8	-0.6	-14.3%	32.6%	32.5%	-0.1%	-0.3%	7.50	7.62	0.12	1.5%
70 Coast to Coast	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
74 Guiala - Saturday	90.66	78.31	-12.35	-13.6%	2.1	2.4	0.3	15.4%	5.0%	7.1%	2.1%	41.1%	2.23	2.36	0.13	5.6%
75 Guiala	90.14	78.62	-11.52	-12.8%	3.5	3.5	0.1	2.2%	7.6%	9.3%	1.7%	22.2%	1.98	2.07	0.08	4.2%
95 Point Arena-Santa Rosa	89.42	77.80	-11.62	-13.0%	2.5	2.4	-0.1	-5.3%	10.3%	12.3%	2.1%	20.2%	3.67	4.06	0.38	10.4%
Total Coastal & Long Routes	94.66	82.40	-12.26	-12.9%	4.1	3.4	-0.7	-17.3%	16.4%	16.6%	0.2%	1.5%	3.80	4.06	0.26	6.9%

Total Public Service	91.94	81.57	-10.37	-11.3%	7.9	7.5	-0.4	-4.7%	12.2%	13.7%	1.5%	12.2%	1.43	1.49	0.06	4.5%
97 Contract Services	64.23	59.28	-4.94	-7.7%	4.5	3.6	-0.9	-19.6%	80.3%	101.3%	21.0%	26.1%	11.44	16.56	5.12	44.8%
98 Charter	73.27	66.16	-7.11	-9.7%	27.5	28.0	0.5	1.9%	146.7%	142.1%	-4.5%	-3.1%	3.91	3.36	-0.55	-14.1%
Total Other	67.80	62.26	-5.54	-8.2%	13.6	14.2	0.6	4.3%	108.6%	120.1%	11.4%	10.5%	5.43	5.28	-0.15	-2.7%
Total	90.92	80.73	-10.19	-11.2%	8.1	7.8	-0.3	-4.0%	15.3%	17.3%	2.0%	13.3%	1.71	1.79	0.08	4.8%

Comparison
FY14/15 - FY15/16

Description	YTD Through		Aug-15	
	14/15	15/16	Amount	%
Mileage	123,296	131,401	8,105	6.6%
Mileage Based Costs	117,601	110,299	(7,302)	-6.2%
Hourly Based Costs	272,575	284,726	12,151	4.5%
Direct Costs	57,274	58,285	1,011	1.8%
Overhead Costs	192,148	183,884	(8,264)	-4.3%
Total Costs	639,598	637,195	(2,403)	-0.4%

Charter Rate Calculation: Cost per mile calculation:

	Actual	Plus	Plus	Hourly Rate Calculation:
Minivan	0.456	40.60%	10.0%	Actual Hourly Rate
Van/Small Bus	0.930	0.64	0.70	Plus Direct Costs
Coach	1.269	1.31	1.44	Hourly Rate
Combined	1.026	1.44	1.58	Plus Overhead
				Hourly Rate
				Plus Profit
				20.0%

Agenda Item # 4

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

Attached are Financial Statements for the month ending August 2015. The Income Statement shows a gain of \$25,127 and a \$21,108 positive budget performance. Comparing year-to-date through Aug 15 to Aug 14: Operating Revenue is up \$3,261 (2.4%). Other Revenue is up (1.7%) and Operating Expenses are down (7.2%) as compared to the previous year. Our operating expenses compared to our budget are down (11.1%).

The Capital Income/Expense Statement reflects a gain of \$33,149 this month. For further details to the capital program, please see Agenda Item #6.

Our fiscal year ending June 15 has not been completed as of this date. Changes may be made to accounts depending on the outcome of the actuarial reports and adjustments to the Balance Sheet.

Mendocino Transit Authority				
Budget to Actual Income Statement for two months ending			Aug-15	
Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	136,409	162,195	(25,786)	-15.9%
Other Revenue	538,914	571,602	(32,688)	-5.7%
Total Revenue	675,323	733,797	(58,474)	-8.0%
Operating Expenses				
Transportation	443,305	503,854	(60,549)	-12.0%
Maintenance	82,732	86,987	(4,255)	-4.9%
Administration	122,770	138,937	(16,167)	-11.6%
Total Operating Expenses	648,807	729,778	(80,971)	-11.1%
Other (Income)/Expense	0	0	0	ERR
Mobility Management Program				
Revenue	839		839	ERR
Expense	(2,228)		(2,228)	ERR
Net Gain/(Loss) Before Depreciation	25,127	4,019	21,108	ERR

Mendocino Transit Authority		
Balance Sheet as of		Aug-15
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,308,162	
A/R, Prepaid Expenses & Inventory	1,266,530	
Total Other Current Assets		2,574,692
Property, Plant & Equip Net of Depreciation		12,039,327
Investment - Deferred		0
Total Assets		14,614,019
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	460,407	
Other Liabilities	137,204	
Provision for Restricted Funds	223,740	
Total Current Liabilities		821,351
Deferred Compensation Payable		0
Total Liabilities		821,351
Fund Equity		
Contributed Capital	12,530,973	
Retained Earnings	1,261,695	
Total Fund Equity		13,792,668
Total Liabilities and Equity		14,614,019

Mendocino Transit Authority

Budget to Actual Income Statement for two months ending

Aug-15

Description		Year to Date Actual \$	Annual Budget (Revised Feb 2015) \$	Remaining \$	Actual as % of Budget
Capital Revenue:					
State Grants			395,549	(395,549)	0.0%
STA - Capital		37,426	224,558	(187,132)	16.7%
R/STIP				0	ERR
Federal			407,000	(407,000)	0.0%
Transfer from Transit Reserve			94,550	(94,550)	0.0%
Local - Other			37,500	(37,500)	0.0%
Sale of Assets				0	ERR
Interest Income				0	ERR
Other				0	ERR
Total Revenue		37,426	1,159,157	(1,121,731)	3.2%

Capital Expenses:	Project					
1 Staff Maintenance Van	96		50,396	(50,396)	0.0%	
1 Heavy Duty Bus			0	0	ERR	
2 Paratransit Vans			0	0	ERR	
4 Large Vans	97		358,320	(358,320)	0.0%	
2 Medium Duty Buses	98		346,080	(346,080)	0.0%	
2 Paratransit Vans			0	0	ERR	
				0	ERR	
				0	ERR	
				0	ERR	
				0	ERR	
Transportation	27		8,500	(8,500)	0.0%	
Maintenance	28	1,543	53,700	(52,157)	2.9%	
Office	29	2,104	37,500	(35,396)	5.6%	
Bus Stops	30	630	49,500	(48,870)	1.3%	
				0	ERR	
Security Cameras/Projects	80			0	ERR	
Transmissions/Major Repairs				0	ERR	
Vehicle Equipment (Fare Boxes)			126,000	(126,000)	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	
Ukiah Senior Center	116		79,161	(79,161)	0.0%	
Willits Senior Center	117		50,000	(50,000)	0.0%	
Misc - Other				0	ERR	
Total Expenses		4,277	1,159,157	(1,154,880)	0.4%	

Net Gain/(Loss) before Carryover	33,149	0	33,149	
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FY 2014/15 Carryover				
STA - Capital			224,093	(224,093) 0.0%
Transfer from Transit Reserve				0 ERR

Net Gain/(Loss)	33,149	224,093	(190,944)	
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REVENUE - Budget to Actual Comparison

Date: 23-Oct-15

Dpl	A/C #	Description	Aug-15 Budget	Aug-15 Actual	Aug-15 Variance	Aug-15 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	40,949	28,637	(12,312)	-30.1%	78,874	62,800	(16,074)	-20.4%
40.	401.200	Fares Paid by Agencies	19,627	13,573	(6,054)	-30.8%	37,804	21,869	(15,935)	-42.2%
40.	402.200	Contract Service	5,417	5,582	165	3.1%	10,833	11,690	857	7.9%
40.	405.100	Charter	609	3,554	2,945	483.8%	4,455	11,889	7,434	166.9%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	1,563	900	(663)	-42.4%
40.	409.200	Sonoma County Participation	14,333	12,929	(1,404)	-9.8%	28,667	27,262	(1,405)	-4.9%
	Total		81,716	64,275	(17,441)	-21.3%	162,195	136,410	(25,785)	-15.9%

Other Revenue

40.	409.100	TDA - Operations	207,660	207,660	1	0.0%	415,319	415,319	0	0.0%
40.	409.110	STA - Operations	14,583	14,583	(0)	-0.0%	29,167	29,167	0	0.0%
40.	411.100	State Planning Grant	5,000	0	(5,000)	-100.0%	5,000	0	(5,000)	-100.0%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	82,667	82,667	0	0.0%
40.	413.110	Fed Sec 5311(f) Operating Grant	15,000	0	(15,000)	-100.0%	30,000	0	(30,000)	-100.0%
40.	413.200	Fed Planning Grant	0	0	0	ERR	0	0	0	ERR
40.	407.200	Senior Center Admin/Dispatch	2,158	2,158	(0)	-0.0%	4,317	4,317	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	3,363	863	34.5%	5,000	7,252	2,252	45.0%
40.	407.220	Maintenance Parts Revenue	0	0	0	ERR	0	45	45	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	100	33	50.0%	133	148	15	11.0%
	Total		288,301	269,197	(19,104)	-6.6%	571,602	538,915	(32,687)	-5.7%
	Combined - Oper/Other Rev		370,017	333,472	(36,545)	-9.9%	733,797	675,325	(58,472)	-8.0%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		839	839			839		
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	839	839		0	839	839	
	Combined		370,017	334,311	(35,706)	-9.6%	733,797	676,164	(57,633)	-7.9%
	Fares - Passenger/Agency		60,576	42,210	(18,366)	-30.3%	116,678	84,669	(32,009)	-27.4%

Mendocino Transit Authority - Public Service

Budget to Actual Comparison FY 2015/16 YTD thru Aug-15

File:(Budget16)EXPCUMBA)

YTD thru Aug-15 Friday October 23,2015

Description	Budget Transp	Budget Maint	Budget Admin	Budget Total
Wages	237,930	43,799	58,779	340,508
Wages-Vac/Sick/Hol	32,825	7,780	9,926	50,531
Health	75,828	9,784	9,784	95,396
Workers Comp	20,868	2,570	339	23,777
Retirement	23,986	4,803	6,087	34,876
Payroll Taxes	7,640	1,361	1,992	10,993
Uniform Allowance	1,350	1,100		2,450
Travel Expenses	1,100	570	150	1,820
Outside Labor	1,046	781	19,156	20,983
Fuel-Revenue Vehicles	64,775			64,775
Lube-Revenue Vehicles	1,575			1,575
Tires/Tubes-Revenue Vehicles	4,188			4,188
Parts-Revenue Vehicles		4,886		4,886
Expense Parts		400		400
Non-Capital Equipment	400	400	333	1,133
Office Supplies	50		2,250	2,300
Subscriptions		500	285	785
Dues & Memberships				
Janitorial Supplies		2,190		2,190
Shop Supplies		500		500
3 & M-Buildings & Property		2,150		2,150
Shelter Expense		400		400
Telephone	1,740	240	2,150	4,130
Utilities	950	40	1,860	2,850
Insurance	19,120	1,500	2,503	23,123
Purchased Transportation	300			300
Marketing			22,837	22,837
Training	4,479	833		5,312
Board Expense			400	400
Miscellaneous	225	100	20	345
Vehicle Rental				
Equipment Rental		300	85	385
Property Rental	3,478			3,478
Total	503,854	86,987	138,937	729,778
	503,854	86,987	138,937	729,778
# of Empl (Health benefits)	46	6	6	58

	Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
Wages	218,343	48,322	50,090	316,755	(23,753)	-7.0%		316,755
Wages-Vac/Sick/Hol	32,054	7,164	8,702	47,920	(2,611)	-5.2%		47,920
Health	61,955	9,806	8,175	79,936	(15,460)	-16.2%		79,936
Workers Comp	18,617	2,679	348	21,644	(2,133)	-9.0%		21,644
Retirement	19,179	4,850	5,229	29,258	(5,618)	-16.1%		29,258
Payroll Taxes	7,552	1,418	2,056	11,026	33	0.3%		11,026
Uniform Allowance	86	1,076		1,162	(1,288)	-52.6%		1,162
Travel Expenses	2,122	18	326	2,466	646	35.5%		2,466
Outside Labor	46	1,183	23,671	24,900	3,917	18.7%	237	25,137
Fuel-Revenue Vehicles	57,529			57,529	(7,246)	-11.2%	865	58,394
Lube-Revenue Vehicles	1,348			1,348	(227)	-14.4%	1,126	2,474
Tires/Tubes-Revenue Vehicles	2,278			2,278	(1,910)	-45.6%		2,278
Parts-Revenue Vehicles		65		65	(4,821)	-98.7%		65
Expense Parts		150		150	(250)	-62.5%		150
Non-Capital Equipment		232	910	1,142	9	0.8%		1,142
Office Supplies	(129)		1,835	1,706	(594)	-25.8%		1,706
Subscriptions			377	377	(408)	-52.0%		377
Dues & Memberships			142	142	142	ERR		142
Janitorial Supplies		2,175		2,175	(15)	-0.7%		2,175
Shop Supplies		408		408	(92)	-18.4%		408
3 & M-Buildings & Property				1,397	(753)	-35.0%		1,397
Shelter Expense		37		37	(363)	-90.8%		37
Telephone	1,906	271	2,840	5,017	887	21.5%		5,017
Utilities	730	14	1,574	2,318	(532)	-18.7%		2,318
Insurance	16,489	1,334	2,661	20,484	(2,639)	-11.4%		20,484
Purchased Transportation	158			158	(142)	-47.3%		158
Marketing			12,995	12,995	(9,842)	-43.1%		12,995
Training	689			689	(4,623)	-87.0%		689
Board Expense			839	839	439	109.8%		839
Miscellaneous	173	59		232	(113)	-32.8%		232
Vehicle Rental						ERR		
Equipment Rental		75		75	(310)	-80.5%		75
Property Rental	2,181			2,181	(1,297)	-37.3%		2,181
Total	443,306	82,733	122,770	648,809	(80,969)	-11.1%	2,228	651,037
	443,306	82,733	122,770					

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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	Facilitation Proposal
<i>Special Meeting</i>				Cancelled
October 15	1:30	Ukiah	Fort Bragg	
		Ukiah	Ukiah only unless a	General Manager Evaluation
October 29	1:30	MTA Maint Facility	teleconference is requested	Full Electric Bus Demo
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
May 26	1:30	Fort Bragg	Ukiah	General Manager Contract 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: October 26, 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. Phase 2 is complete and staff will apply for funding to begin Phase 3.

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 has been submitted for Prop 1B (PTMISEA) funding, waiting for state approval. 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: Tower installation timing is not clear.

Maintenance Service Van (STA) \$50,386

NEW ACTION: We are researching new Vehicles.

PROBLEMS: None, but project may be carried over to 16/17.

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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Agenda Item #7

To: MTA Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: October 26, 2015

Subj.: Board Meeting Dates and Locations

At our last meeting, the Board considered the possibility of changing our Regular Meeting Date to better accommodate the Board member's schedules. A Doodle Poll was produced, and the results are attached. Director Peters was out of town, and responded via email. His response was that he was free to participate via telephone conference most weekdays after 12 noon.

Staff Recommendation:

Review the poll, and set new meeting dates if required.

Poll "Board Meeting Dates"

<http://doodle.com/poll/2rsusp7tsp3p89q6>

	1st Monda y of the month	1st Tuesda y of the month	1st Wedne sday of the month	1st Thursd ay of the month	2nd Monda y of the month	2nd Tuesda y of the month	2nd Wedne sday of the month	2nd Thursd ay of the month	3rd Monda y of the month	3rd Tuesda y of the month	3rd Wedne sday of the month	3rd Thursd ay of the month	4th Monda y of the month	4th Tuesda y of the month	4th Wedne sday of the month	4th Thursd ay of the month
Jim Tarbell		OK		OK		OK		OK		OK		OK		OK		OK
Jim Martin	OK			OK	OK			OK	OK			OK	OK			OK
Dan Gjerde					OK		OK	OK	OK			OK				
Kevin Doble					OK			OK				OK				
Lloyd Cross	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK		OK	OK
Count	2:0:3	2:0:3	1:0:4	3:0:2	4:0:1	2:0:3	2:0:3	5:0:0	3:0:2	2:0:3	1:0:4	5:0:0	2:0:3	1:0:4	1:0:4	3:0:2

TO: Board of Directors
 From: Dan Baxter, General Manager
 Date: October 26, 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:
 - Additional service on Route 7 The Jitney in Ukiah
 - Service to MCOE in Talmage
 - Service to Laytonville
- South Coast Service Including:
 - Service along the ridge east of Gualala
- North Coast Service
 - 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
 - Midday Coaster (Rt. 60) service
 - Weekday and Saturday Fort Bragg-Willits service
 - Service between Fort Bragg and South Coast with same day return
 - Offer 30 minute headways on Rt.5
 - Service from the South Coastal Trail to the North Coastal Trail as a pickup point
 - Service to/from The Woods
 - Service to MacKerricher State Park
 - Make the 8:55am Rt.60 deadhead a "live" trip to the yard.

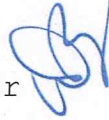
Staff Recommendation:

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 # 9

To: MTA Board of Directors
From: Dan Baxter, General Manager
Date: October 26, 2015



Subj: Team Building Meeting

Last month the Board had a discussion with Mr. Cliff Paulin concerning the possibility of Mr. Paulin directing a facilitated meeting involving staff and Board Members. After this discussion the Board requested that Mr. Paulin develop a proposal for this meeting. Mr. Paulin's proposal is attached.

Recommendation

Review and discuss possible Mr. Paulin's proposal. Give direction to staff.

Proposal for Mendocino Transit Authority Facilitated Team Building

Clifford Paulin (Contractor) submits this proposal for services to the Mendocino Transit Authority (MTA) in response to a request from the MTA Board of Directors (BOD) for his services of providing facilitated team building and visioning for the organization. The parties understand that this proposal is an estimate of services to be provided, and is of a limited scope given the budgetary and time restraints of the MTA. In no case shall expenses exceed \$3000.

Should the MTA BOD elect to hire the Contractor the contract would be executed as soon as practical thereafter, and run through the completion of the project, anticipated at December of 2015.

Contractor: Clifford Paulin

Mr. Paulin is a facilitator, mediator, and a California licensed attorney. In his legal practice he has a background in environmental and water law, and handles a wide variety of transactional matters. He has facilitated planning processes for a number of local governmental and non-governmental organizations, including the Ukiah Valley Sanitation District, North Coast Opportunities, Ukiah Natural Foods Cooperative, and Mendocino County Public Broadcasting. He has received extensive facilitation training from Steve Zuieback of Synetics LLC. He holds a Juris Doctor and a Master of Studies in Environmental Law from Vermont Law School and a Bachelor of Science in Environmental Science from the University of Arizona.

Scope of Work for Contractor

(\$100/hour x 30 hours = \$3,000)

Task	Deliverable/Product	Estimated Hours	Cost
Create Pre-Interview Questionnaire	Questionnaire	2	200
Interview Key Staff	8 Interviews	4	400
Interview Board Members	7 Interviews	3.5	350
Compile Interview Information	Interview/Issue Summary Report	3	300
Prepare Team Building Facilitation Plan	Facilitation Plan	4	400
Conduct Facilitated Team Building Day	Full Day Facilitated Meeting	10	1000
Additional Correspondence and Meetings as needed		Up to 3.5	
Total		30	3000

Proposed Timeline:

October 15: Special Meeting of the MTA BOD to consider proposed scope of work
October 16: Sign Contract between Contractor and MTA
October 28: Send Pre-Interview Questionnaire to Key Staff and BOD members
November 2-13: Conduct interviews with MTA BOD and Key Staff
November 16: Deliver Proposed Facilitation Agenda and Issue Summary to MTA GM
for inclusion in November 19 BOD agenda packet
November 19: Discussion at MTA BOD meeting to discuss modifications to Facilitated
Agenda
December 17: Full day Facilitated Meeting

Contact Information:

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Potter Valley CA 95469
707-743-1980 (w)
cpualin@mcn.org

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