

Agenda #2

Mendocino Transit Authority

Board of Directors

**Minutes of the Regular Board Meeting December 10, 2015
Ukiah Valley Conference Center video conferenced with
Diana Stuart Fort Bragg Division**

Present: Mastin, Doble, Tarbell, Cross, Peters, Gjerde,
Strong (at 10:07 am)
Excused: None
Staff: Baxter, Butler, Webster, Beard
Others: Ellard, Lorenz, Forget, Henderson

Chair **Mastin** called the Meeting to order at 10:05 AM.

Chair **Mastin** asked for Public Comment

CONSENT CALENDER

Agenda Item #2: Minutes of October 29, 2015 Regular Board Meeting
Agenda Item #3: Service Performance Report: October 2015
Agenda Item #4: Financial Report: October 2015
Agenda Item #5: Board Meeting Dates & Location (agenda item pulled)
Agenda Item #6: Capital Program: Update/Progress Report

Moved by Dir. **Doble** and seconded by Dir. **Tarbell** to accept **Agenda Items #2,3,4 & 6**, and approved by the following Roll Call vote:

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

Dir. Strong arrived at 10:07 am.

Agenda Item #7: Board Meeting Dates and Locations: Action: review and set new meeting dates if required. Dir. **Gjerde** explained that there was interest in changing the meeting dates from the 4th Thursday of each month to the 2nd or 3rd Thursday of the month, and that the Directors were to see if scheduling conflicts could be worked out. Dir. **Strong** had a conflict on the 2nd Thursday, as EDFC meets at that time. GM **Baxter** will contact John at EDFC to pursue the possibility of whether a

change could be made to their Board meetings. This item was tabled after more information is obtained.

Agenda Item #8: Unmet Transit Needs: GM **Baxter** stated that the list presented is the last of the Unmet Needs for FY16/17, along with SSTAC's unmet needs that were approved by MCOG's Board of Directors on Monday, and any Unmet needs requested today will be for FY17/18. Dir. **Peters** requested we add service to Wildwood Campground, east of Hwy 1 on Hwy 20 once daily. Steve **Henderson** presented a proposed location for a solar powered Transit Center with Electric Vehicles on the Masonite Property where MTA, Amtrak, Greyhound Buses, and Airporters meet. He proposed using the SW corner of the Masonite site using the Ford Road underpass to gain access to the site.

Agenda Item #9: Facilitated Meeting: Discuss new date. After discussion, the best time to meet would be the next scheduled Board meeting on January 28th at 9:30 am. An alternate date could be on January 21st. GM **Baxter** will contact Mr. **Paulin** to determine his availability on that date.

Agenda Item #10: Prop 1B Security Grant: Authorize acceptance of Grants Funds. Action: Discuss and Adopt **Resolution 2015-13:** GM **Baxter** explained that the next funding cycle is now available in the amount of \$80,487 to be used for On-Board Video Recording Systems, replacement of the Willits Yard Gate, and better lighting and design in Willits.

Moved by Dir. **Gjerde** and seconded by Dir. **Doble** to approve **Resolution 2015-13** by the following Roll Call vote:

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

Agenda Item #11: Management Report: Fin. Mgr. **Webster** stated that the MTA Trolley is now running for the Christmas season, and that this is in partnership with the Ukiah Chamber of Commerce and the Main Street Program. The Christmas Staff Party is on Sunday, and all Directors are invited. GM **Baxter** reported that Dir. **Mastin** and he attended the CTA Annual Conference, and learned of possible funding for an Electric Bus. He reported that Congress passed a five year Transportation Bill that replenishes the State of Good Repair funding which is exactly

what we need to replace the Admin Building. Cap and Trade funding will be increase to \$90,000 for the next cycle, and \$120,000 in the following year. He will be meeting with the College to begin the free ride program for the Student Body Associates, which is funded by the first round of the Cap and Trade money.

Agenda Item #12: Matters from Directors: Dir. **Tarbell** noticed that Congress passed the Hwy Act and that it increased the Public Transit money by 8%. Fin Mgr **Webster** stated that this will apply to our Regional Apportionment funding, but it was too early to tell precisely how much of an increase we will receive as a result. Dir **Gjerde** reported that MCOG's meeting on Monday had a public hearing on the Unmet Transit Needs, and one of the items that came up was free rides to Mendocino College. GM **Baxter** reported that we would be implementing this in the Spring Semester. Dir **Mastin** reported that at the CTA Conference the topic of Electric Buses seemed to permeate the conference, and how it was changing the landscape that is here today. The other topic was 'disrupters' like UBER and Lift and Zip Car, and that it would be a benefit to us to work with them to better serve our community.

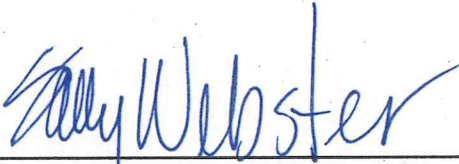
Dir **Mastin** adjourned the Open Session at 11:28 am.

Chair **Mastin** called for **Closed Session** at 11:35 am: **General Manager Evaluation, Contract and Salary - Pursuant to GC 54957(b) (1), Public Employee Evaluation.**

Report out of Closed Session: The General Manager was placed on Administrative Leave. The Ad Hoc Committee will meet with the General Manager and report back to the Board of Directors. A continuation of the Closed Session was scheduled for **December 18, 2015 at 10:00 am** at the Ukiah Conference Center to be video conferenced with the Diana Stuart Conference Room of the Fort Bragg division.

The Regular meeting of the MTA Board of Directors adjourned at 1:45 pm.

James W. Mastin, Chair



Sally Webster, Finance/Pers Mgr

Agenda #2

Mendocino Transit Authority

Board of Directors

**Minutes of the Special Board Meeting December 18, 2015
Ukiah Valley Conference Center video conferenced with
Diana Stuart Fort Bragg Division**

Present: Mastin, Tarbell, Peters, Gjerde
Excused: Cross, Doble, Strong
Staff: Webster
Others: Kit Elliott

Chair **Mastin** called to order the continued Meeting of December 10, 2015 at 10:08 AM.

Chair **Mastin** asked for Public Comment

Dir **Mastin** adjourned the Open Session at 10:08 am.

Chair **Mastin** called for **Closed Session** at 10:08 am: **General Manager Evaluation, Contract and Salary - Pursuant to GC 54957(b) (1), Public Employee Evaluation.**

Report out of Closed Session: The Ad Hoc Committee has been given direction. We will have more on that item at the January meeting.

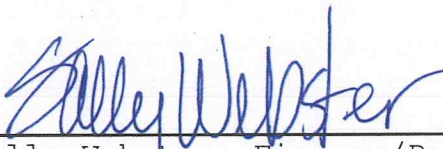
Agenda Item #2: Interim Management: Chair **Mastin** questioned what steps to take until a new General Manager is hired. Chair **Mastin** talked to Bruce **Richard** & he would consider working as Interim General Manager, but wanted specifics on what expectations were required of him. Fin Mgr **Webster** mentioned if Mr. Richard were to only work two to three days, there would still be a void in how to handle the every day operations when he was not there. Chair **Mastin** suggested that he and Fin Mgr **Webster** meet with Mr. **Richard** to work out the details, and would report back to the Board.

Agenda Item #3: Reconsideration of Facilitated Meeting Action that the Board took on December 10th. Dir **Peters** and Chair **Mastin** felt that MTA needed to be up to full staffing levels before this meeting takes place. Dir **Gjerde** suggested that we fill in the other vacancies with Interim personnel until staffing positions are filled. The Board agreed to postpone the Facilitated Meeting until a future date. Chair **Mastin** would

advise Mr. **Paulin** that his skills would not be needed at this time.

The Regular meeting of the MTA Board of Directors adjourned at 10:59 am.

James W. Mastin, Chair


Sally Webster, Finance/Pers Mgr

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Agenda Item # 3

To: MTA Board of Directors
From: Bruce Richard, interim General Manager
Date: October 26, 2015



Subj: Service Performance Report: Fall Quarter 2015

Attached is the Quarterly Report for Fall 2015 (September through November) compared to the Fall 2014 Quarter. Also attached is the monthly report for November 2015 comparing performance in November 2015 with the three previous months plus November 2014. Performance of MTA services for the Fall 2015 Quarter exceeded seven of the sixteen standards. Compared with the Fall 2014 Quarter the Fall 2015 performance improved or stayed the same in eleven of the sixteen. Quarterly data for the Senior Centers is also included showing the centers exceeding only one of their four standards and improving in only one as well.

Performance in the month of November 2015 exceeded standards for six of the twelve measures. Compared to November 2014, performance improved for eight of the twelve.

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

Fare Revenue	Up	12.1%
Ridership	Up	0.1%
Service hours	Up	5.8%
Total operating cost	Down	4.2%

That means that compared to last fiscal year after November (five months):

Cost per hour (hourly rate)	Decreased	9.4% to \$85.34
Productivity (passengers per hour)	Decreased	5.4% to 7.8
Farebox ratio	Increased	17.0% to 16.3%
The average fare paid	Increased	12.0% to \$1.79

Most metrics except Productivity show nice improvement. However, Ridership shows a very small increase, a trend that seems to be continuing through the year. The free fares for Mendocino College students should help.

QUARTERLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
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DIAL-A-RIDES

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
Fall 2015	4.0	14.5%	101.22	25.42
STANDARD	4.5	15.0%	87.19	19.38

Flex Routes (*)**

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
Fall 2015	5.8	8.2%	81.08	14.04
STANDARD	8.2	15.0%	89.80	10.95

Short Distance Routes ()**

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
Fall 2015	13.3	17.8%	81.97	6.17
STANDARD	14.0	15.0%	88.16	6.30

Long Distance Routes (*)

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
Fall 2015	3.9	22.7%	87.94	22.36
STANDARD	3.2	15.0%	90.18	28.18

Senior Centers

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
Fall 2015	2.8	12.4%	49.90	17.82
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, 8 Local Evening Service

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

Nov-14	4.0	14.0%	103.35
Aug-15	4.0	13.2%	89.92
Sep-15	4.0	16.6%	103.32
Oct-15	4.1	13.6%	98.00
Nov-15	3.8	13.2%	102.56
STANDARD	4.5	15.0%	87.19

Flex Routes (***)

Nov-14	4.8	6.1%	92.66
Aug-15	5.7	7.2%	73.30
Sep-15	6.3	10.1%	82.93
Oct-15	6.1	7.9%	77.02
Nov-15	4.8	6.5%	83.74
STANDARD	8.2	15.0%	89.80

Short Distance Bus Routes (**)

Nov-14	13.0	14.3%	99.20
Aug-15	12.4	13.9%	73.46
Sep-15	14.2	21.2%	83.15
Oct-15	13.4	16.5%	78.95
Nov-15	12.1	15.6%	84.17
STANDARD	14.0	15.0%	88.16

Long Distance Bus Routes (*)

Nov-14	4.1	21.3%	96.16
Aug-15	3.4	18.0%	78.26
Sep-15	3.9	24.5%	88.71
Oct-15	4.1	22.1%	87.59
Nov-15	3.7	21.4%	87.52
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

Route/Run	YTD Through 14/15			YTD Through 15/16			YTD Through Nov-15			YTD Through Nov-15			YTD Through 14/15			YTD Through 15/16			YTD Through Nov-15		
	Fare Revenue	Fare Revenue	% Diff	Pass	Pass	% Diff	Amount Diff	Amount Diff	% Diff	Hours	Hours	% Diff	Amount Diff	Amount Diff	% Diff	Cost	Cost	% Diff	Amount Diff	Amount Diff	% Diff
02 Willits - DAR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR	0	0	ERR
03 Ukiah - DAR	27,244	29,617	8.7%	9,627	9,239	(388)	2,373	2,385	0.5%	2,532	2,385	(147)	228,808	228,808	0	245,394	228,808	-5.8%	(16,586)	(16,586)	-6.8%
04 Fort Bragg - DAR	19,655	23,682	20.5%	6,366	6,574	208	4,027	1,623	3.3%	1,589	1,623	34	160,300	160,300	0	160,300	160,300	0	(165)	(165)	-0.1%
Total Dial-A-Ride	46,899	53,299	13.6%	15,993	15,813	(180)	6,400	4,008	-1.1%	4,121	4,008	(113)	405,694	388,943	-2.7%	405,694	388,943	-2.7%	(16,751)	(16,751)	-4.1%
08 Local Evening Service	5,615	6,139	9.3%	5,569	5,833	264	524	1,011	4.7%	1,002	1,011	9	84,793	80,341	-5.2%	84,793	80,341	-5.2%	(4,452)	(4,452)	-5.2%
Total Flex Routes	5,615	6,139	9.3%	5,569	5,833	264	524	1,011	4.7%	1,002	1,011	9	84,793	80,341	-5.2%	84,793	80,341	-5.2%	(4,452)	(4,452)	-5.2%
01 Willits - Flex	4,342	5,435	25.2%	5,310	5,930	620	1,093	1,035	11.7%	1,025	1,035	10	92,285	94,454	2.4%	92,285	94,454	2.4%	(2,169)	(2,169)	-2.3%
05 Bragg/About	7,458	7,568	1.5%	9,479	9,081	(398)	110	1,130	-4.2%	1,119	1,130	11	93,036	91,110	-2.1%	93,036	91,110	-2.1%	(1,926)	(1,926)	-2.1%
07 Jitney	979	1,229	25.5%	2,033	2,119	86	250	166	4.2%	166	166	2	15,645	13,069	-16.5%	15,645	13,069	-16.5%	(2,576)	(2,576)	-16.5%
09 Local	56,661	59,738	5.4%	64,987	65,677	690	3,077	3,599	1.1%	3,599	3,616	17	308,615	253,838	-17.7%	308,615	253,838	-17.7%	(54,777)	(54,777)	-17.7%
20 & 21 Willits	24,487	24,563	0.3%	18,881	17,622	(1,259)	76	1,628	-6.7%	1,616	1,628	12	182,340	150,369	-17.5%	182,340	150,369	-17.5%	(31,971)	(31,971)	-17.5%
22 Willits 22	0	711	ERR	0	288	288	711	0	ERR	0	184	184	ERR	0	16,475	16,475	0	16,475	16,475	0	
Total Inland Routes	93,927	99,244	5.7%	100,690	100,717	27	5,317	7,525	0.0%	7,525	7,760	235	691,921	619,315	-10.5%	691,921	619,315	-10.5%	(72,606)	(72,606)	-10.5%
60 Coaster	5,253	5,309	1.1%	6,314	6,309	(5)	56	637	-0.1%	630	637	7	64,924	61,362	-5.5%	64,924	61,362	-5.5%	(3,562)	(3,562)	-5.5%
65a New Route 65	0	12,923	ERR	0	835	835	12,923	0	ERR	0	843	843	ERR	0	66,181	66,181	0	66,181	66,181	0	
65 CC Rider	54,824	55,118	0.5%	6,417	5,960	(457)	294	1,527	-7.1%	1,503	1,527	24	150,980	138,377	-8.3%	150,980	138,377	-8.3%	(12,603)	(12,603)	-8.3%
74 Gualala - Saturday	914	1,107	21.1%	450	433	(17)	193	186	-3.8%	195	186	(9)	18,275	15,593	-14.7%	18,275	15,593	-14.7%	(2,682)	(2,682)	-14.7%
75 Gualala	7,799	8,828	13.2%	4,096	4,140	44	1,029	972	1.1%	963	972	9	89,111	80,701	-9.4%	89,111	80,701	-9.4%	(8,410)	(8,410)	-9.4%
05 Point Arena-Santa Rosa	13,431	14,362	6.9%	3,469	3,122	(347)	931	1,446	-10.0%	1,446	1,446	(0)	132,453	118,529	-10.5%	132,453	118,529	-10.5%	(13,924)	(13,924)	-10.5%
Total Coastal & Long Routes	82,221	97,647	18.8%	20,746	20,799	53	15,426	4,737	0.3%	4,737	5,611	874	455,743	480,742	5.5%	455,743	480,742	5.5%	24,999	24,999	5.5%
Total Public Service	228,662	256,329	12.1%	142,988	143,162	164	27,667	18,390	0.1%	17,385	18,390	1,005	1,638,151	1,569,341	-4.2%	1,638,151	1,569,341	-4.2%	(68,810)	(68,810)	-4.2%
97 Contract Services	25,788	28,272	9.6%	2,048	1,554	(494)	2,484	455	-24.1%	455	489	14	30,360	27,759	-8.6%	30,360	27,759	-8.6%	(2,601)	(2,601)	-8.6%
98 Charter	26,009	31,050	19.4%	5,813	7,964	2,151	5,041	219	37.0%	219	336	117	16,149	22,428	38.9%	16,149	22,428	38.9%	6,279	6,279	38.9%
Total Other	51,797	59,322	14.5%	7,861	9,518	1,657	7,525	674	21.1%	674	804	130	46,509	50,186	7.9%	46,509	50,186	7.9%	3,677	3,677	7.9%
Total	280,459	315,651	12.5%	150,869	152,680	1,821	35,192	18,059	1.2%	18,059	19,194	1,135	1,684,660	1,619,527	-3.9%	1,684,660	1,619,527	-3.9%	(65,133)	(65,133)	-3.9%
		315,651			152,680		315,651				19,194		1,619,527								

Subsidy, Ft Bragg DAR (RCRC 740,416)

Mendocino Transit Authority Year to Date Performance Comparison

FY14/15 - FY15/16

Monday January 11, 2016

File(Budget12\ROUTEYTD)

Route/Run	YTD Through			Nov-15			YTD Through			Nov-15			YTD Through			Nov-15		
	14/15 Hourly Rate	15/16 Hourly Rate	Amount Diff	% Diff	14/15 Pass per Hour	15/16 Pass per Hour	Amount Diff	% Diff	14/15 Farebox Ratio	15/16 Farebox Ratio	Amount Diff	% Diff	14/15 Average Fare	15/16 Average Fare	Amount Diff	% Diff		
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
03 Ukiah - DAR	96.92	95.92	-1.00	-1.0%	3.8	3.9	0.1	1.9%	11.1%	12.9%	1.8%	16.6%	2.83	3.21	0.38	13.3%		
04 Fort Bragg - DAR	100.88	98.69	-2.19	-2.2%	4.0	4.1	0.0	1.1%	12.3%	14.8%	2.5%	20.6%	3.09	3.60	0.51	16.7%		
Total Dial-A-Ride	98.45	97.04	-1.40	-1.4%	3.9	3.9	0.1	1.7%	11.8%	13.7%	2.1%	18.5%	2.93	3.37	0.44	14.9%		
08 Local Evening Service	84.62	79.45	-5.17	-6.1%	5.6	5.8	0.2	3.8%	6.6%	7.6%	1.0%	15.4%	1.01	1.05	0.04	4.4%		
Total Flex Routes	84.62	79.45	-5.17	-6.1%	5.6	5.8	0.2	3.8%	6.6%	7.6%	1.0%	15.4%	1.01	1.05	0.04	4.4%		
01 Willits - Flex	90.03	91.30	1.26	1.4%	5.2	5.7	0.6	10.6%	4.7%	5.8%	1.0%	22.3%	0.82	0.92	0.10	12.1%		
05 Bragg/About	83.14	80.60	-2.54	-3.1%	8.5	8.0	-0.4	-5.2%	8.0%	8.3%	0.3%	3.6%	0.79	0.83	0.05	5.9%		
07 Jitney	94.25	78.03	-16.22	-17.2%	12.2	12.7	0.4	3.3%	6.3%	9.4%	3.1%	50.3%	0.48	0.58	0.10	20.4%		
09 Local	85.75	70.21	-15.54	-18.1%	18.1	18.2	0.1	0.6%	18.4%	23.5%	5.2%	28.2%	0.87	0.91	0.04	4.3%		
20 & 21 Willits	112.83	92.35	-20.48	-18.2%	11.7	10.8	-0.9	-7.4%	13.4%	16.3%	2.9%	21.6%	1.30	1.39	0.10	7.5%		
22 Willits 22	ERR	89.68	ERR	ERR	ERR	1.6	ERR	ERR	4.3%	ERR	ERR	ERR	ERR	2.47	ERR	ERR		
Total Inland Routes	91.95	79.81	-12.14	-13.2%	13.4	13.0	-0.4	-3.0%	13.6%	16.0%	2.4%	18.0%	0.93	0.99	0.05	5.6%		
60 Coaster	103.05	96.39	-6.66	-6.5%	10.0	9.9	-0.1	-1.1%	8.1%	8.7%	0.6%	6.9%	0.83	0.84	0.01	1.1%		
65a New Route 65	ERR	78.52	ERR	ERR	ERR	1.0	ERR	ERR	ERR	ERR	ERR	ERR	ERR	15.48	ERR	ERR		
65 CC Rider	100.45	90.64	-9.81	-9.8%	4.3	3.9	-0.4	-8.6%	36.3%	39.8%	3.5%	9.7%	8.54	9.25	0.70	8.2%		
74 Guialala - Saturday	93.72	83.65	-10.07	-10.7%	2.3	2.3	0.0	0.7%	5.0%	7.1%	2.1%	42.0%	2.03	2.56	0.53	25.9%		
75 Guialala	92.53	83.03	-9.51	-10.3%	4.3	4.3	0.0	0.1%	8.8%	10.9%	2.2%	25.0%	1.90	2.13	0.23	12.0%		
05 Point Arena-Santa Rosa	91.60	81.98	-9.62	-10.5%	2.4	2.2	-0.2	-10.0%	10.1%	12.1%	2.0%	19.5%	3.87	4.60	0.73	18.8%		
Total Coastal & Long Routes	96.21	85.69	-10.52	-10.9%	4.4	3.7	-0.7	-15.4%	18.0%	20.3%	2.3%	12.6%	3.96	4.69	0.73	18.5%		
Total Public Service	94.23	85.34	-8.89	-9.4%	8.2	7.8	-0.4	-5.4%	14.0%	16.3%	2.4%	17.0%	1.60	1.79	0.19	12.0%		
97 Contract Services	66.73	59.22	-7.50	-11.2%	4.5	3.3	-1.2	-26.3%	84.9%	101.8%	16.9%	19.9%	12.59	18.19	5.60	44.5%		
98 Charter	73.74	68.83	-4.91	-6.7%	26.5	23.7	-2.8	-10.6%	161.1%	138.4%	-22.6%	-14.0%	4.47	3.90	-0.58	-12.9%		
Total Other	69.00	62.40	-6.61	-9.6%	11.7	11.8	0.2	1.5%	111.4%	118.2%	6.8%	6.1%	6.59	6.23	-0.36	-5.4%		
Total	93.29	84.38	-8.91	-9.6%	8.4	8.0	-0.4	-4.8%	16.6%	19.5%	2.8%	17.1%	1.86	2.07	0.21	11.2%		

Comparison

FY14/15 - FY15/16

Description	YTD Through		Nov-15		% Diff
	14/15	15/16	Amount	Diff	
Mileage	294,179	321,575	27,396	9.3%	
Mileage Based Costs	291,453	262,644	(28,809)	-9.9%	
Hourly Based Costs	702,939	735,811	32,872	4.7%	
Direct Costs	175,620	144,607	(31,013)	-17.7%	
Overhead Costs	514,647	476,465	(38,182)	-7.4%	
Total Costs	1,884,659	1,619,527	(265,132)	-14.1%	

Charter Rate Calculation:

Cost per mile calculation:

Actual	0.456	Plus	41.70%	Actual Hourly Rate	33.49
Overhead	0.890	Overhead	0.65	Plus Direct Costs	19.7%
Van/Small Bus	1.219	Van/Small Bus	1.26	Hourly Rate	40.07
Coach	0.982	Coach	1.73	Plus Overhead	41.70%
Combined	0.982	Combined	1.39	Hourly Rate	56.78
			1.53	Plus Profit	20.0%
				Hourly Rate	68.14

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Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: January 11, 2016
Subj: Financial Statements as of November 30, 2015

Attached are Financial Statements for the month ending November 2015. The Income Statement shows a gain of \$ 81,162 and a \$77,390 positive budget performance. Comparing year-to-date through Nov 15 to Nov 14: Operating Revenue is up \$30,694 (8.7%). Other Revenue is down (1.1%) and Operating Expenses are down (3.8%) as compared to the previous year. Our operating expenses compared to our budget are down (9.7%).

The Capital Income/Expense Statement reflects a gain of \$80,681 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 five months ending				Nov-15
Description	-----Year to Date-----			
	Actual	Budget	Variance	Variance
Revenue	\$	\$	\$	%
Operating Revenue	382,457	403,060	(20,603)	-5.1%
Other Revenue	1,343,704	1,421,506	(77,802)	-5.5%
Total Revenue	1,726,161	1,824,566	(98,405)	-5.4%
Operating Expenses				
Transportation	1,126,063	1,261,796	(135,733)	-10.8%
Maintenance	213,749	217,735	(3,986)	-1.8%
Administration	305,193	342,063	(36,870)	-10.8%
Total Operating Expenses	1,645,005	1,821,594	(176,589)	-9.7%
Other (Income)/Expense	(654)	(800)	146	-18.3%
Mobility Management Program				
Revenue	2,817		2,817	ERR
Expense	(3,465)		(3,465)	ERR
Net Gain/(Loss) Before Depreciation	81,162	3,772	77,390	ERR

Mendocino Transit Authority		
Balance Sheet as of	Nov-15	
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,465,642	
A/R, Prepaid Expenses & Inventory	1,269,055	
Total Other Current Assets		2,734,697
Property, Plant & Equip Net of Depreciation		11,748,799
Investment - Deferred		0
Total Assets		14,483,496
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	521,662	
Other Liabilities	134,191	
Provision for Restricted Funds	229,621	
Total Current Liabilities		885,474
Deferred Compensation Payable		0
Total Liabilities		885,474
Fund Equity		
Contributed Capital	12,336,327	
Retained Earnings	1,261,695	
Total Fund Equity		13,598,022
Total Liabilities and Equity		14,483,496

Mendocino Transit Authority

Budget to Actual Income Statement for five months ending

Nov-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	93,566	224,558	130,992	41.7%
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	282		(282)	ERR
Other			0	ERR
Total Revenue	93,848	1,159,157	1,065,309	8.1%

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	439	358,320	357,881	0.1%
2 Medium Duty Buses	98	220	346,080	345,860	0.1%
2 Paratransit Vans			0	0	ERR
				0	ERR
				0	ERR
				0	ERR
				0	ERR
Transportation	27		8,500	8,500	0.0%
Maintenance	28	3,912	53,700	49,788	7.3%
Office	29	2,104	37,500	35,396	5.6%
Bus Stops	30	1,348	49,500	48,152	2.7%
				0	ERR
Security Cameras/Projects	80			0	ERR
Transmissions/Major Repairs		5,144		(5,144)	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		13,167	1,159,157	1,145,990	1.1%

Net Gain/(Loss) before Carryover	80,681	0	(80,681)
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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)	80,681	224,093	143,412
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REVENUE - Budget to Actual Comparison

Date: 11-Jan-16

Dpt	A/C #	Description	Nov-15 Budget	Nov-15 Actual	Nov-15 Variance	Nov-15 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	36,118	33,103	(3,015)	-8.3%	196,374	182,236	(14,138)	-7.2%
40.	401.200	Fares Paid by Agencies	17,311	15,906	(1,405)	-8.1%	94,120	74,089	(20,031)	-21.3%
40.	402.200	Contract Service	5,417	5,078	(339)	-6.3%	27,083	28,271	1,188	4.4%
40.	405.100	Charter	609	1,255	646	106.2%	9,910	31,446	21,536	217.3%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	3,906	2,300	(1,606)	-41.1%
40.	409.200	Sonoma County Participation	14,333	13,502	(831)	-5.8%	71,667	64,114	(7,553)	-10.5%
		Total	74,569	68,844	(5,725)	-7.7%	403,060	382,456	(20,604)	-5.1%

Other Revenue

40.	409.100	TDA - Operations	207,660	207,659	(1)	-0.0%	1,038,298	1,038,297	(1)	-0.0%
40.	409.110	STA - Operations	14,583	14,583	(0)	-0.0%	72,917	72,917	0	0.0%
40.	411.100	State Planning Grant	0	0	0	ERR	5,000	0	(5,000)	-100.0%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	206,667	206,667	0	0.0%
40.	413.110	Fed Sec 5311(f) Operating Grant	15,000	0	(15,000)	-100.0%	75,000	0	(75,000)	-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%	10,792	10,792	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	1,633	(867)	-34.7%	12,500	14,455	1,955	15.6%
40.	407.220	Maintenance Parts Revenue	0	60	60	ERR	0	234	234	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	37	(30)	-44.5%	333	344	11	3.2%
		Total	283,301	267,463	(15,838)	-5.6%	1,421,506	1,343,706	(77,800)	-5.5%
		Combined - Oper/Other Rev	357,870	336,307	(21,563)	-6.0%	1,824,566	1,726,162	(98,404)	-5.4%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger	0	0	0		2,817	2,817	0	
41.	401.200	Fares Paid by Agencies	0	0	0		0	0	0	
41.	402.200	Contract Service	0	0	0		0	0	0	
41.	411.100	State Grant - Ag Worker/Commute Study	0	0	0		0	0	0	
41.	413.110	Federal Operating Grant - JARC	0	0	0		0	0	0	
41.	413.200	Federal Planning Grant - Commute Study	0	0	0		0	0	0	
41.	407.500	Other Income	0	0	0		0	0	0	
		Total	0	0	0		2,817	2,817	0	
		Combined	357,870	336,307	(21,563)	-6.0%	1,824,566	1,728,979	(95,587)	-5.2%
		Fares - Passenger/Agency	53,429	49,009	(4,420)	-8.3%	290,494	256,325	(34,169)	-11.8%

Mendocino Transit Authority - Public Service

File:(Budget16\EXPCUMBA)

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

Monday January 11, 2016

Description	Budget		YTD thru		Nov-15		Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
	Transp	Maint	Admin	Total	Transp	Total								
Wages	586,196	107,648	144,892	838,736	555,445	118,460	126,583	800,488	(38,248)	-4.6%		800,488		
Wages-Vac/Sick/Hol	94,138	21,299	27,211	142,648	87,919	19,843	23,890	131,652	(10,996)	-7.7%		131,652		
Health	196,156	25,828	25,828	247,812	162,583	25,358	20,103	208,044	(39,768)	-16.0%		208,044		
Workers Comp	52,141	6,424	850	59,415	47,984	6,885	904	55,773	(3,642)	-6.1%		55,773		
Retirement	60,271	12,007	15,247	87,525	47,996	11,471	13,490	72,957	(14,568)	-16.6%		72,957		
Payroll Taxes	19,204	3,402	4,991	27,597	19,104	3,642	5,334	28,080	483	1.8%		28,080		
Uniform Allowance	3,525	2,750		6,275	129	2,727		2,856	(3,419)	-54.5%		2,856		
Travel Expenses	2,725	1,425	3,845	7,995	6,072	634	2,704	9,410	1,415	17.7%		9,410		
Outside Labor	3,215	2,390	40,358	45,963	1,037	3,894	47,428	52,359	6,396	13.9%	1,188	53,547		
Fuel-Revenue Vehicles	156,068			156,068	126,707			126,707	(29,361)	-18.8%	1,150	127,857		
Lube-Revenue Vehicles	3,450			3,450	4,089			4,089	639	18.5%	1,126	5,215		
Tires/Tubes-Revenue Vehicles	10,091			10,091	9,728			9,728	(363)	-3.6%		9,728		
Parts-Revenue Vehicles		11,772		11,772		4,866		4,866	(6,906)	-58.7%		4,866		
Expense Parts		1,000		1,000		425		425	(575)	-57.5%		425		
Non-Capital Equipment		1,050	833	2,883	218	340	1,071	1,629	(1,254)	-43.5%		1,629		
Office Supplies	125		5,625	5,750	(129)		3,696	3,567	(2,183)	-38.0%		3,567		
Subscriptions		1,400	524	1,924			512	512	(1,412)	-73.4%		512		
Dues & Memberships			675	675			1,298	1,298	623	92.3%		1,298		
Janitorial Supplies		5,475		5,475		5,784		5,784	309	5.6%		5,784		
Shop Supplies	4,350	600	5,375	10,325		610		610	(640)	-51.2%		610		
Utilities	3,265	255	4,775	8,295		3,903		3,903	(522)	-11.8%		3,903		
R & M-Buildings & Property	47,800	3,750	6,257	57,808		224		224	(776)	-77.6%		224		
Shelter Expense				1,000										
Telephone		600	5,375	10,325	4,877	705	7,116	12,698	2,373	23.0%		12,698		
Insurance		255	4,775	8,295	3,110	49	6,236	9,395	1,100	13.3%		9,395		
Purchased Transportation		750		750	34,754	3,334	6,653	44,741	(13,067)	-22.6%		44,741		
Marketing					610			610	(140)	-18.7%		610		
Training			52,257	52,257			35,961	35,961	(16,296)	-31.2%		35,961		
Board Expense	7,122	2,083	1,000	10,205	1,877	410	819	3,106	(7,099)	-69.6%		3,106		
Miscellaneous			1,300	1,300			1,314	1,314	14	1.1%		1,314		
Vehicle Rental	263	250	50	563	323	108		431	(132)	-23.4%		431		
Equipment Rental										ERR				
Property Rental		300	170	470		75	82	157	(313)	-66.6%		157		
Total	1,261,796	217,735	342,063	1,821,594	1,126,064	213,747	305,194	1,645,005	(176,589)	-9.7%	3,464	1,648,469		
# of Empl.(Health benefits)	46	6	6	58	1,126,064	213,747	305,194	1,645,005						

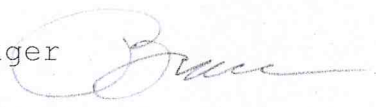
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Board of Directors Meeting Schedule
 Fourth Thursday of January through October and December 8
 Subject to Change

Date	Time	Location	Video Conference With	Major Agenda Items	
2016					
January	28	1:30	Fort Bragg	Ukiah	
February	25	1:30	Willits	only	Initial 2016/17 Budget Discussion General Manager Contract
March	24	1:30	Ukiah	Fort Bragg	DRAFT 2016/17 Budget & Claim
April	28	1:30	Point Arena	only	
May	26	1:30	Fort Bragg	Ukiah	
June	23	1:30	Ukiah	Fort Bragg	FINAL 2016/17 Budget
July	28	1:30	Willits	only	2017/18 Transit Needs: Willits
August	25	1:30	Point Arena	only	2017/18 Transit Needs: Point Arena
September	22	1:30	Fort Bragg	Ukiah	2017/18 Transit Needs: Fort Bragg
October	27	1:30	Ukiah	Fort Bragg	2017/18 Transit Needs: Ukiah
November	no meeting scheduled				
December	8	1:30	Ukiah	Fort Bragg	

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To: MTA Board of Directors
 From: Bruce Richard, interim General Manager
 Date: January 25, 2016
 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: Maintenance staff is installing phase 2 improvements.

PROBLEMS: None.

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

NEW ACTION: State funding Agreements received. A low-floor minivan has been ordered for Willits. Waiting for Ukiah to finalize.

PROBLEMS: None

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

NEW ACTION: Buses are built and inspected. Delivery expected in early 2016.

PROBLEMS: None.

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

NEW ACTION: Prop 1B (PTMISEA) funding is approved. Buses are built and inspected. One has been delivered, others expected in early 2016.

PROBLEMS: The project was under budgeted.

Two-way Radio Replacement incl. 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: Researching new Vehicles.

PROBLEMS: Project will be carried over to 16/17.

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Agenda Item #8

To: MTA Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: January 20, 2015
Subj.: Cafeteria Plan Revision



Background:

The Flexible Benefits Plan (also known as a Cafeteria Plan, or Section 125 Plan) is designed for the purpose of allowing employees to purchase dependent medical/dental/vision insurance, out of pocket medical expenses, and dependent care expenses with pre-tax income. MTA has had this plan in place since January 1, 1988.

This year, the ACA regulations allow for out of pocket reimbursements up to \$2,550, which is a \$50 increase over last year. This change will allow employees to elect the maximum allowed for this Section of the Plan. Staff is requesting to increase the maximum to \$2,550.

The following resolution would allow MTA to revise the plan to increase the maximum allowable deduction for the Health Expense Reimbursement Portion of the Plan to \$2,550.

Recommendation

Staff recommends the Board approve Resolution 2016-01, revising the agency's Flexible Benefit Plan.

Mendocino Transit Authority
Resolution 2016-01

**TO APPROVE THE REVISION
OF THE FLEXIBLE BENEFIT PLAN FOR
Mendocino Transit Authority**

WHEREAS:

1. MTA has participated in the Flexible Benefits Plan pursuant to Section 125 of the Internal Revenue Code; and
2. The current maximum allowable deduction does not adequately provide for the needs of the employees' out of pocket health expenses,

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Directors hereby approves the revisions to Mendocino Transit Authority's Flexible Benefit Plan effective January 1, 2016, to increase the maximum allowable Health Expense Reimbursement to \$2,550, and authorizes the Interim General Manager to execute it.

ADOPTION of this RESOLUTION was MOVED by Director _____
And SECONDED by Director _____ at a regular meeting of the MTA
Board of Directors on January 28, 2016 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
ATTEST:

Jim Mastin, Chairman

Bruce Richard, Interim Gen Mgr

To: MTA Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: December 31, 2015
Subj.: Personnel Policy Revision – Drug & Alcohol Testing Policy

In September 2014, the FTA mandated that our Drug and Alcohol Policy be updated to comply with current regulations. MTA submitted the required changes to CalTrans for review and submittal to the FTA for final approval. MTA has finally received the approval from the FTA and CalTrans. The final step in the process requires our Board to approve it. Enclosed, as a separate document, is the updated policy. It should be noted that the items underlined are stipulated under MTA's authority, and are not part of the Federal regulations.

This policy is part of our Certs and Assurances that allows us to apply and receive future grant funding. After Board approval, the policy will be submitted to CalTrans and the FTA for their records. It will also be distributed to our employees as a revision to our Personnel Policies.

Recommendation

Staff recommends the Board approve the revision to MTA's Personnel Policies, Article VIII, Drug and Alcohol Testing Policy, as presented.

Mendocino Transit Authority
Resolution 2016-02

**TO APPROVE THE REVISION
OF ARTICLE VIII OF THE PERSONNEL POLICIES
ON DRUG & ALCOHOL POLICY
Mendocino Transit Authority**

WHEREAS:

1. MTA has adopted the Drug & Alcohol Policies in accordance with the FTA's mandate for drug and alcohol testing, and;
2. The FTA guidelines have changed since the adoption of the Drug & Alcohol Section of the Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Directors hereby approves the revisions to Mendocino Transit Authority's Personnel Policies, Article VIII, Drug and Alcohol Testing Policy.

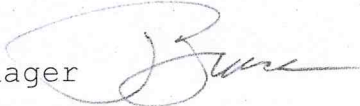
ADOPTION of this RESOLUTION was MOVED by Director _____
And SECONDED by Director _____ at a regular meeting of the MTA
Board of Directors on January 28, 2016 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
ATTEST:

James W Mastin, Chairman

Bruce Richard, Interim General Manager

Agenda Item # 10

To: MTA Board of Directors
From: Bruce Richard, Interim General Manager 
Date: January 25, 2016
Subj: **Low Carbon Transit Operations Program (Cap & Trade);
2016/17 grant for free fares for Mendocino College
Students**

As you know, MTA had \$31,142 from our first grant to replace revenue lost from student riders who would have paid cash or purchased punch or monthly passes during 2016 Spring Semester (January 25 to May 31).

The 2015/16 version of this project is starting today. Obviously, it is way too early to know how successful the project will be. However, the application for the next round is due at the end of this month - four days. The amount available to MTA for the next cycle will be \$92,361.

Staff has reviewed other possibilities - using some or all funds as match for a larger grant to purchase an electric bus.

Recommendation:

Staff recommends that the Board continue this **Reduced Fare Project for Mendocino College Students** for the full fiscal year July 1 2016 to June 30 2017, by adopting **Resolution 2016-03**, attached, which authorizes submittal of the grant application. As real data becomes available and if the funding is sufficient, we will consider expanding the free fares to other riders or for promoting other services.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-03

APPROVE THE SUBMITTAL OF A PROJECT
FOR FISCAL YEAR 2015-16
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS

WHEREAS:

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Mendocino Transit Authority that it hereby authorizes the submittal of the project nomination and allocation request to Caltrans requesting \$92,361 (\$6,286 of 99314 funds directly to MTA and \$86075 through MCOG) in FY 2015-16 LCTOP funds for Reduced Fare Project for Mendocino College Students.

continued..

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on January 28, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

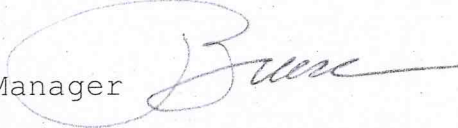
ATTEST:

Jim Mastin, Chair

Bruce Richard, General Manager

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Agenda Item # 14

To: MTA Board of Directors
From: Bruce Richard, Interim General Manager 
Date: January 26, 2016

**Subj: Inter City Bus Operating Grant:
Revision of Fort Bragg - Santa Rosa Service Expansion**

On June 28, 2015, MTA added a second trip on the CC Rider route between Willits and Santa Rosa. The routing of this service was confusing and inefficient. It was intended to run through the fiscal year to June 30, 2016.

On May 1, 2015, staff submitted a grant application to extend this second trip to Fort Bragg. That results in two round trips between Fort Bragg and Santa Rosa, Monday through Saturday, and one round trip on Sundays. Because of the timing of the grant cycle, the timing of this extension to Fort Bragg was to start before the first expansion ended. In addition, a portion of the funding was incorrectly referenced in the application and we lost \$96,000 of "toll credit" funding.

Although the second grant was approved, the timing was wrong and MTA did not implement the second extension. After several discussions between Sally Webster and Ronaldo Hu at CalTrans, both parties agreed to disencumber the funds (drop the project). The letter is attached.

Our approach now is to submit a revised application in April, to clarify the timing, simplify the service design, adjust the schedules to better serve our customers, and ensure receipt of "toll credit" funds.

Staff will return to the Board with more detail prior to the submittal of the revised grant.



January 6, 2016

Ronaldo Hu
Department of Transportation
Division of Mass Transportation MS39
P O Box 942874
Sacramento, CA 94274-0001

Re: Standard Agreement #64C015-00328
Operating Assistance - FY2016

Dear Mr. Hu,

Ronaldo

We are in receipt of the Standard Agreement #64C015-00328 for Section 5311(f) Operating Assistance for fiscal year 2016. The term of the agreement was for July 1, 2015 through December 31, 2016. As we did not have pre-award authority, we are unable to meet the timeframe of the grant at this time. After our discussion, you recommended that we reapply for the next 5311(f) cycle to better suit the needs of our passengers and the agency.

Regretfully, we are requesting that you disencumber these funds at this time. We would appreciate your consideration when we reapply for the next 5311(f) cycle for July 1, 2016 through June 30, 2017, with pre-award authority.

As always, we thank you for your help and understanding.

Sincerely,

Sally Webster

Sally Webster
Finance/Personnel Manager

Agenda Item #16

To: MTA Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: January 25, 2016
Subj.: Unmet Transit Needs

As you know, MTA collects the Unmet Transit Needs submitted in a variety of ways during the fiscal year. We began the FY17/18 Unmet Transit Needs at our December 2015 meeting.

Unmet Transit Needs identified thus far:

- Daily service to Wildwood Campground, east of Hwy 1 on Hwy 20
- Solar Powered Transit Center with Electric Vehicles on the old Masonite Property

Staff Recommendation:

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

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