


Agenda Item # 2

To: MTA Board of Directors
From: Bruce Richard, Interim General Manager 
Date: February 8, 2016, 2016
Subj: **Low Carbon Transit Operations Program (LCTOP):**
Official approval of Authorized Agents

Staff has submitted an Allocation Request for the \$92,361 funding from LCTOP to continue the Reduced Fare Project for Mendocino College Students in 2016/17 as authorized by the Board at the January28 meeting.

At this point, there is one more document required to be submitted: The AUTHORIZED AGENT form. The form is attached, along with Resolution 2016-05.

Recommendation

Staff recommends Board approval of Resolution 2016-05 which approves submittal of the form.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-05

APPROVING DESIGNATION OF AUTHORIZED AGENTS
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 LCTOP requires the local designation of Authorized Agent(s) authorized by a resolution of the Board; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the **MTA** that the attached Authorized Agent form, dated February 12 2016, naming two Authorized Agents is hereby approved.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a special meeting of the MTA Board of Directors on February 12, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:



Jim Tarbell, Vice-Chair

Bruce Richard, Interim General Manager

**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE Vice-Chair of the Board of Directors
(Chief Executive Officer / Director / President / Secretary)

OF THE Mendocino Transit Authority
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Bruce Richard, interim General Manager OR
(Name and Title of Authorized Agent)

Sally Webster, Finance & Personnel Manager
(Name and Title of Authorized Agent)

Jim Tarbell Vice-Chair
(Print Name) (Title)

(Signature)

Approved this 12th day of February, 2016

Attachment: Board Resolution approving Authorized Agent

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Agenda Item # 3

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: February 16, 2016
Subj: General Manager Recruitment – Consider Salary Adjustment

BACKGROUND:

MTA has been in active recruitment for the General Manager position since January 4, 2016. Our target base is primarily Transit related media, however, newspaper advertising in the local and surrounding areas were included in the recruitment. Methods used were newspaper & magazine advertising, direct mailings (CTA membership), website advertising (CTA & CalAct), emailed web-based magazines (Transit Talent, Mass Transit), e-blasts (FTA's Region IX contacts). The areas canvassed covered transit agencies across the nation. At the time of the first review (January 27, 2016), we received six applications, less than the expected or desired number. Three additional applications were submitted after the final review.

We had three sources who mentioned to us that they would be interested in the position, and also moving to our area, but they could not make that move with the salary that was currently offered. As a result, a Salary Survey was emailed to the like Transit Agencies that were designated from our last Parity Study. At this time, the full survey is not complete, however, we were able to phone these agencies to obtain the salaries from the comparable agencies. The listing follows. The results showed that MTA was at 91% of the median, and ranked second lowest from the bottom of the agencies surveyed.

Staff is requesting consideration of a salary adjustment to boost the recruitment process, bring parity among our peer agencies, and the make the relocation to a higher cost of living area more affordable and attractive to the potential candidates.

Based on the decision made by the Board, staff will be reviewing a new timeline for recruitment, and setting a date for the interviews of the prospective candidates.

RECOMMENDATION:

Staff recommends the Board review the Salary Survey and approve Resolution 2016-06 authorizing a wage increase for the General Manager position.

Mendocino Transit Authority
GM Salary Survey

Agency	Low	High
Humboldt Transit Authority	77,002	98,010
<i>Mendocino Transit Authority</i>	84,947	108,417
Stanislaus Regional Transit	73,692	110,544
Napa Cnty Trans Planning Agency (Vine)	94,224	113,256
Sonoma County Transit	98,115	119,256
Placer County Transit	98,748	120,016
San Luis Obispo Regional Transit Authority		127,629
El Dorado County Transit	101,167	135,573
Santa Rosa City Bus	104,940	135,744
Lake Transit	no information!	
	Average	120,004
	% of MTA above/below	-10.7%
	Median	119,256
	% of MTA above/below	-9.1%

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-06

AUTHORIZING A SALARY INCREASE FOR
THE GENERAL MANAGER POSITION

WHEREAS:

1. The Board of Directors of the Mendocino Transit Authority (MTA) is solely responsible for determining wages and benefits for all employees, including the General Manager; and
2. The current salary for the General Manager has been found to be more than 10% below the average salary of GMs on our standard list of comparable transit agencies; and
3. MTA's recent recruitment effort for General Manager has resulted in a disappointingly low number of qualified applicants.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the MTA that top step salary for the General Manager be increased to \$120,000 (+10.7%) or some other figure as approved by the Board.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a special meeting of the MTA Board of Directors on February 19, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Tarbell, Vice-Chair

Bruce Richard, Interim General Manager

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