

**Mendocino Transit Authority**

**Board of Directors**

**Regular Meeting Agenda**

**May 26, 2016**

**1:30 pm**

**Fort Bragg**

*Video-Conferenced with:*

**Ukiah**

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

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

AGENDA ITEM	PAGE
1. Call to Order, <b>Welcome New General Manager, Carla Meyer.</b> <b>Public Comment:</b> 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 April 28, 2016 Board Meeting <u>Action:</u> Approve	1
3. Service Performance Report: March 2016 <u>Information</u>	5
4. Financial Report: March 2016 <u>Information</u>	11
5. Board Meeting Dates and Locations:	17
6. Capital Program: Update/Progress Report <u>Information</u>	19

continued . . .

AGENDA ITEM PAGE

**ACTION & DISCUSSION**

- |     |   |      |
|-----|---|------|
| 7.  | Affordable Housing & Sustainable Communities Grant:   | 21   |
|     | <u>Action:</u> Review and approve Partnership Agreement with Rural Housing Development Corporation (RCHDC), Resolution 2016-11 and authorize an application for AHSC funding, Resolution 2016-12. |      |
| 8.  | FY2015/2016 Fiscal & Compliance Audit/Single Audit  | 31   |
|     | <u>Action:</u> Discussion on GASB68, Review & Accept Audits   |      |
| 9.  | Estimated FY15/16 Year End Financials   | 35   |
|     | <u>Information</u>  |      |
| 10. | Budget Update   | 37   |
|     | <u>Information</u>  |      |
| 11. | Dental Insurance: Change to Self-Insure   | 39   |
|     | <u>Action:</u> Discussion, Consider Approval  |      |
| 12. | Mendocino College - Fare Free Rides   | oral |
|     | <u>Information</u>  |      |
| 12. | Management Report   | oral |
| 13. | Matters from Directors  | oral |

**CLOSED SESSION**

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

Report out of Closed Session

**ADJOURN** Anticipated adjournment is 3:30 pm

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 April 28, 2016 Point Arena Tele-Conferenced with Ukiah

Present: Tarbell, Gjerde, Mastin, Doble  
Excused: Cross, Peters, Strong  
Staff: Richard, Webster, Butler, Lodge, MacNamee  
Others: Richard Shoemaker

Dir. **Tarbell** called the Meeting to order at 1:31 PM.

Dir. **Tarbell** asked for Public Comment

#### CONSENT CALENDER

Agenda Item #2: Minutes of March 24, 2016 Board Meeting  
Agenda Item #3: Service Performance Report: Winter Quarter  
2015/16 and February 2016  
Agenda Item #4: Financial Report: February 2016  
Agenda Item #5: Board Meeting Dates and Locations  
Agenda Item #6: Capital Program: Update/Progress Report

Moved by Dir. **Mastin** and seconded by Dir. **Doble** to accept Agenda Items #2 - #6, and approved by the following Roll Call vote:

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

**Agenda Item #7: General Manager Update:** Finance/Personnel Manager **Webster** reported that the new General Manager is now in the process of relocating, and that her first day work will be May 23<sup>rd</sup>. Interim General Manager **Richard** offered to stay on until June 3<sup>rd</sup> to help her in the transition.

**Agenda Item #8: Unmet Transit Needs, South Mendocino Coast.**  
**Action: Solicit Public Input.** Fin. Mgr. **Webster** presented the list of Unmet Transit Needs reported to date. Dir. **Tarbell** solicited requests for unmet needs in the area. Supervisor **Lodge** mentioned additional DAR/Jitney Service for the South Coast.



**Agenda Item #9: Low Carbon Transit Operations Program (LCTOP).**  
**Action: Consider continuation of Fare Free Transit for Mendocino College Students vs other projects.** Interim Gen. Mgr. **Richard** explained that we began offering free rides for Mendocino College students in January to run through the Spring Semester. Interim Gen. Mgr. **Richard** met with the President of the College and the Dean of Administration to consider continuation of this service in the Fall and Spring Quarters, based on the extent of available funds in the LCTOP. Alternately, this funding could be used to save for funding for a match for an electric bus.

Moved by Dir. **Doble** and seconded by Dir. **Mastin** to continue the project for 2016/17, and authorized the General Manager to negotiate the cost share with Mendocino College:

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

**Agenda Item #10: Claim for Funds 2015/16. Action: Revise FY15/16 Operating and Capital Budget, adopt Resolution 2016-09.** Fin Mgr **Webster** explained that Final Budget for FY15/16 approved STA funding in the amount of \$175,000 for operating, and an increase to the Capital Reserve Funding by \$48,470 to \$95,550, that was not part of the March 2015 Claim for Funds, and that a Claim Revision was necessary in order to allocate the funding that was approved by the Board.

Moved by Dir. **Gjerde**, and seconded by Dir. **Mastin** to approve the Revised Claim for Funding for FY2015/2016, and directs the Int Gen Mgr or the Finance Manager to submit the Claim.

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



**Agenda Item #11: Public Transit Modernization (PTMISEA).**

**Action:** Discuss and Adopt Resolution 2016-10. Int. Gen. Mgr. **Richard** reported that for the FY2016/17, staff had budgeted \$306,843 to help fund the replacement of one Paratransit Van and three Large (20 passenger) Vans. The application requires Board Approval by Resolution to execute, and disburse funds from the PTMISEA Account.

Moved by Dir. **Mastin**, seconded by Dir. **Gjerde** to approve Resolution 2016-10 for execution and disbursement of Prop 1B PTMISEA Funds.

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

**Agenda Item #12: 2016/17 Budget Update. Action: Discussion.**

Finance Mgr. Webster reported that there was little to report at this time. Staff had an application pending for 5311(f) funding for new and expanded service from the Coast to Santa Rosa, and that insurance information was not available yet, however, more information should be available by the May meeting.

**Agenda Item #13: Grant Application Updates: Information.** Int. Gen. Mgr. **Richard** presented a recap of the current Grant Applications pending at this time.

**Agenda Item #14: Management Reports.** Maintenance Mgr **Butler** reported that Vehicle #810 (medium duty bus) was accepted, and that #733 is still in L.A. correcting problems with the retarder. Finance Manager **Webster** mentioned that MCOG's Technical Advisory (TAC) meeting was upcoming, and that two directors from MTA should be represented in this meeting. Dir **Mastin** and Dir. **Tarbell** volunteered to serve on this committee. Int Gen Mgr **Richard** mentioned that we continue to be so shorthanded on a management level, and wanted to thank Finance Manager **Webster**, and Maintenance Manager **Butler** for the work that they have done.

**Agenda Item #15: Matters from Directors.** Dir. **Mastin** mentioned that he and Mary had plenty of practice riding public transit during his ten week stay in the UK and Ireland, and that it was not cheap. Dir. **Gjerde** mentioned that there will be a grand opening of the new Trail in Fort Bragg on June 4th, and that chartered service will be needed on that day.

Dir. **Tarbell** called for closed session at 2:42 pm.

**Closed Session: Significant Exposure to Litigation pursuant to GC54956.9 (b) (3) (B) .**

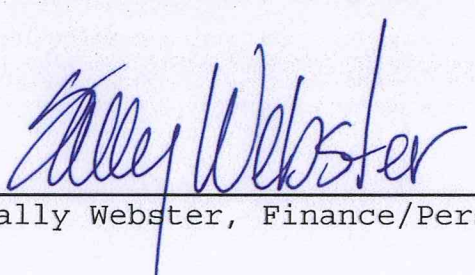
Director **Tarbell** called for Open Session at 2:47 pm.

**Report out of Closed Session:**  
No Report.

The Regular meeting of the MTA Board of Directors adjourned at 2:47 pm.

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Jim Mastin, Chair



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Sally Webster, Finance/Pers. Mgr.



### Agenda Item # 3

**To:** MTA Board of Directors  
**From:** Sally Webster, Finance Manager  
**Date:** May 17, 2016

**Subj:** Service Performance Report: March 2016

Attached is the Monthly Report for March 2016 comparing performance with the March 2015 Report. March 2016 performance exceeded seven of the twelve standards, while six of the standards improved or stayed the same compared with March 2015.

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

Fare Revenue	Up	12.3%
Ridership	Down	1.1%
Service hours	Up	6.1%
Total operating cost	Down	2.1%

**That means that compared to last fiscal year after March (nine months):**

Cost per hour (hourly rate)	Decreased	7.8% to \$84.30
Productivity (passengers per hour)	Decreased	6.8% to 7.5
Farebox ratio	Increased	14.8% to 16.2%
The average fare paid	Increased	13.6% to \$1.82

March's data shows a nice increase in the Farebox Ratio and other related metrics. Productivity decreases but should improve as the new Ukiah-Santa Rosa route grows and when the new round trip service from Ukiah to Fort Bragg begins.



# MONTHLY PERFORMANCE

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

Mar-15	3.7	14.6%	95.73
Dec-15	4.0	14.9%	98.77
Jan-16	3.8	14.6%	95.57
Feb-16	3.8	9.7%	103.08
Mar-16	3.7	13.2%	94.74
<b>STANDARD</b>	<b>4.5</b>	<b>15.0%</b>	<b>95.12</b>

## Flex Routes (\*\*\*)

Mar-15	5.9	9.0%	81.69
Dec-15	4.3	6.5%	76.10
Jan-16	3.8	5.6%	75.80
Feb-16	5.3	7.8%	79.43
Mar-16	4.6	9.2%	72.11
<b>STANDARD</b>	<b>8.2</b>	<b>15.0%</b>	<b>81.62</b>

## Short Distance Bus Routes (\*\*)

Mar-15	13.8	17.3%	81.51
Dec-15	11.0	16.3%	75.43
Jan-16	11.3	16.7%	72.00
Feb-16	13.4	16.8%	80.63
Mar-16	12.6	21.9%	74.44
<b>STANDARD</b>	<b>14.0</b>	<b>15.0%</b>	<b>85.97</b>

## Long Distance Bus Routes (\*)

Mar-15	4.1	20.6%	82.82
Dec-15	3.3	21.2%	86.31
Jan-16	2.9	17.4%	75.03
Feb-16	3.2	12.2%	90.46
Mar-16	3.5	18.9%	82.93
<b>STANDARD</b>	<b>3.2</b>	<b>15.0%</b>	<b>90.44</b>

(\*) 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

Tuesday May 17, 2016

File(Budget12\ROUTEYTD)

Route/Run	YTD Fare Revenue	Thru YTD	Mar-16 YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs	Direct Costs	Indirect Costs	Total Costs	Hourly Rate	Pass per Hour	Fare Box Ratio	Pass per \$ Subsidy	Average Fare	Rev per Svc Hr
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	53,752	16,657	4,370	5,343	45,880	30,919	181,578	85,635	123,627	421,759	96.52	3.8	12.7%	0.045	3.23	12.30
04 Fort Bragg - DAR	41,142	11,579	2,884	3,430	32,548	21,849	116,462	63,298	83,608	285,217	98.89	4.0	14.4%	0.047	3.55	14.26
Total Dial-A-Ride	94,894	28,236	7,254	8,773	78,428	52,768	298,040	148,933	207,235	706,976	97.46	3.9	13.4%	0.046	3.36	13.08
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
08 Local Evening Service	10,589	9,414	1,813	2,175	20,372	13,717	73,822	12,177	41,319	141,036	77.81	5.2	7.5%	0.072	1.12	5.84
Total Flex Routes	10,589	9,414	1,813	2,175	20,372	13,717	73,822	12,177	41,319	141,036	77.81	5.2	7.5%	0.072	1.12	5.84
01 Willits - Flex	9,944	10,792	1,854	2,391	23,229	15,641	81,149	17,135	47,271	161,197	86.93	5.8	6.2%	0.071	0.92	5.36
05 Bragg/About	13,794	15,578	2,026	2,437	27,616	19,237	82,622	9,712	46,246	157,817	77.90	7.7	8.7%	0.108	0.89	6.81
07 Jitney	1,862	3,224	300	362	4,122	3,559	12,286	573	6,803	23,221	77.35	10.7	8.0%	0.151	0.58	6.20
09 Local	112,032	114,984	6,486	6,835	81,886	73,803	232,134	12,356	131,891	450,184	69.41	17.7	24.9%	0.340	0.97	17.27
20 & 21 Willits	44,146	29,981	2,920	3,358	68,659	63,270	114,037	9,243	77,315	263,865	90.36	10.3	16.7%	0.136	1.47	15.12
22 Willits 22	1,340	541	333	323	13,134	8,787	10,965	631	8,446	28,829	86.49	1.6	4.6%	0.020	2.48	4.02
Total Inland Routes	183,117	175,100	13,920	15,706	218,646	184,297	533,193	49,650	317,971	1,085,111	77.95	12.6	16.9%	0.194	1.05	13.15
60 Coaster	9,268	11,204	1,139	1,407	30,813	21,170	47,721	5,461	30,815	105,168	92.32	9.8	8.8%	0.117	0.83	8.14
65a New Route 65	21,522	1,396	1,518	1,781	30,355	20,422	60,532	2,728	34,698	118,381	77.99	0.9	18.2%	0.014	15.42	14.18
65 CC Rider	91,028	9,533	2,724	3,037	83,902	56,246	103,158	13,096	71,520	244,021	89.58	3.5	37.3%	0.062	9.55	33.41
74 Gualala - Saturday	1,865	698	337	378	7,600	5,019	12,861	1,967	8,243	28,091	83.28	2.1	6.6%	0.027	2.67	5.53
75 Gualala	15,490	7,339	1,742	1,957	38,000	25,588	66,432	10,133	42,353	144,526	82.96	4.2	10.7%	0.057	2.11	8.89
95 Point Arena-Santa Rosa	23,289	4,924	2,598	2,907	53,274	35,599	98,786	15,891	62,290	212,565	81.82	1.9	11.0%	0.026	4.73	8.96
Total Coastal & Long Routes	162,462	35,094	10,059	11,467	243,944	164,044	389,511	49,278	249,920	852,752	84.78	3.5	19.1%	0.051	4.63	16.15
Total Public Service	451,061	247,844	33,046	38,121	561,390	414,826	1,294,566	260,037	816,445	2,785,875	84.30	7.5	16.2%	0.106	1.82	13.65
97 Contract Services	50,602	2,770	840	840	6,878	4,626	28,517	1,603	14,402	49,148	58.51	3.3	103.0%	-1.905	18.27	60.24
98 Charter	42,718	11,352	479	479	6,409	5,472	16,267	408	9,280	31,427	65.61	23.7	135.9%	-1.005	3.76	89.18
Total Other	93,320	14,122	1,319	1,319	13,287	10,098	44,784	2,011	23,682	80,575	61.09	10.7	115.8%	-1.108	6.61	70.75
Total	544,381	261,966	34,365	39,440	574,677	424,924	1,339,350	282,049	840,127	2,866,450	83.41	7.6	19.0%	0.113	2.08	15.84
Total Mileage, Labor & Direct Costs										41%						
										29%						
										47%						
										100%						



# Mendocino Transit Authority

## Year to Date Statistics Comparison

Comparison FY14/15 - FY15/16		YTD Through				Mar-16				YTD Through				Mar-16				YTD Through				Mar-16			
		14/15 Fare Revenue	15/16 Fare 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								
Route/Run																									
02 Willits - DAR		0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR								
03 Ukiah - DAR		51,039	53,752	2,713	5.3%	17,298	16,657	(641)	-3.7%	4,517	4,370	(147)	-3.3%	435,629	421,759	(13,870)	-3.2%								
04 Fort Bragg - DAR		37,266	41,142	3,876	10.4%	11,350	11,579	229	2.0%	2,865	2,884	19	0.7%	284,082	285,217	1,135	0.4%								
Total Dial-A-Ride		88,305	94,894	6,589	7.5%	28,648	28,236	(412)	-1.4%	7,382	7,254	(128)	-1.7%	719,711	706,976	(12,735)	-1.8%								
08 Local Evening Service		9,907	10,589	682	6.9%	9,681	9,414	(267)	-2.8%	1,794	1,813	19	1.0%	150,650	141,036	(9,614)	-6.4%								
Total Flex Routes		9,907	10,589	682	6.9%	9,681	9,414	(267)	-2.8%	1,794	1,813	19	1.0%	150,650	141,036	(9,614)	-6.4%								
01 Willits - Flex		7,788	9,944	2,156	27.7%	9,537	10,792	1,255	13.2%	1,835	1,854	19	1.1%	164,658	161,197	(3,461)	-2.1%								
05 Bragg/About		12,532	13,794	1,262	10.1%	16,319	15,578	(741)	-4.5%	2,005	2,026	21	1.0%	157,853	157,817	(36)	-0.0%								
07 Jitney		1,632	1,862	230	14.1%	3,347	3,224	(123)	-3.7%	297	300	3	1.1%	27,043	23,221	(3,822)	-14.1%								
09 Local		101,199	112,032	10,833	10.7%	116,528	114,984	(1,544)	-1.3%	6,438	6,486	48	0.7%	532,075	450,184	(81,891)	-15.4%								
20 & 21 Willits		42,721	44,146	1,425	3.3%	31,842	29,981	(1,861)	-5.8%	2,890	2,920	30	1.0%	313,168	263,865	(49,303)	-15.7%								
22 Willits 22		0	1,340	1,340	ERR	0	541	541	ERR	0	333	333	ERR	0	28,829	28,829	ERR								
Total Inland Routes		165,872	183,117	17,245	10.4%	177,573	175,100	(2,473)	-1.4%	13,465	13,920	455	3.4%	1,194,797	1,085,111	(109,686)	-9.2%								
60 Coaster		9,038	9,268	230	2.5%	10,819	11,204	385	3.6%	1,131	1,139	8	0.7%	109,717	105,168	(4,549)	-4.1%								
65a New Route 65		0	21,522	21,522	ERR	0	1,396	1,396	ERR	0	1,518	1,518	ERR	0	118,381	118,381	ERR								
65 CC Rider		90,726	91,028	302	0.3%	10,478	9,533	(945)	-9.0%	2,690	2,724	34	1.3%	257,501	244,021	(13,480)	-5.2%								
74 Gualala - Saturday		1,578	1,865	286	18.1%	744	698	(46)	-6.2%	355	337	(18)	-5.0%	31,980	28,091	(3,889)	-12.2%								
75 Gualala		13,601	15,490	1,889	13.9%	7,191	7,339	148	2.1%	1,733	1,742	9	0.5%	154,592	144,526	(10,066)	-6.5%								
95 Point Arena-Santa Rosa		22,649	23,289	640	2.8%	5,572	4,924	(648)	-11.6%	2,588	2,598	10	0.4%	228,045	212,565	(15,480)	-6.8%								
Total Coastal & Long Routes		137,593	162,462	24,869	18.1%	34,804	35,094	290	0.8%	8,497	10,059	1,562	18.4%	781,835	852,752	70,917	9.1%								
0 Total Public Service		401,677	451,061	49,384	12.3%	250,706	247,844	(2,862)	-1.1%	31,138	33,046	1,908	6.1%	2,846,993	2,785,875	(61,118)	-2.1%								
97 Contract Services		47,394	50,602	3,208	6.8%	3,655	2,770	(885)	-24.2%	813	840	27	3.3%	53,205	49,148	(4,057)	-7.6%								
98 Charter		35,321	42,718	7,397	20.9%	9,611	11,352	1,741	18.1%	338	479	141	41.7%	24,091	31,427	7,336	30.5%								
Total Other		82,715	93,320	10,605	12.8%	13,266	14,122	856	6.5%	1,151	1,319	168	14.6%	77,296	80,575	3,279	4.2%								
Total		484,392	544,381	59,989	12.4%	263,972	261,966	(2,006)	-0.8%	32,289	34,365	2,076	6.4%	2,924,289	2,866,450	(57,839)	-2.0%								
			544,381				261,966				34,365				2,866,450										

Subsidy, Ft Bragg DAR (RCRC 1,233,020



# Mendocino Transit Authority

## Year to Date Performance Comparison

Tuesday May 17, 2016

File(Budget12\ROUTEYTD)

Route/Run	YTD Through			Mar-16			YTD Through			Mar-16			YTD Through			Mar-16		
	14/15	15/16	Hourly Rate	Amount	% Diff		14/15	15/16	Pass per Hour	Amount	% Diff		14/15	15/16	Farebox Ratio	Amount	% Diff	
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR		ERR	ERR	ERR	ERR	ERR		ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	96.44	96.52	0.08	0.08	0.1%		3.8	3.8	3.8	-0.0	-0.5%		11.7%	12.7%	12.7%	1.0%	8.8%	0.28
04 Fort Bragg - DAR	99.16	98.89	-0.27	-0.27	-0.3%		4.0	4.0	4.0	0.1	1.3%		13.1%	14.4%	14.4%	1.3%	10.0%	0.27
Total Diar-A-Ride	97.50	97.46	-0.03	-0.03	-0.0%		3.9	3.9	3.9	0.0	0.3%		12.3%	13.4%	13.4%	1.2%	9.4%	0.28
08 Local Evening Service	83.97	77.81	-6.17	-6.17	-7.3%		5.4	5.2	5.2	-0.2	-3.8%		6.8%	7.5%	7.5%	0.9%	14.2%	0.10
Total Flex Routes	83.97	77.81	-6.17	-6.17	-7.3%		5.4	5.2	5.2	-0.2	-3.8%		6.8%	7.5%	7.5%	0.9%	14.2%	0.10
01 Willits - Flex	89.73	86.93	-2.81	-2.81	-3.1%		5.2	5.8	5.8	0.6	12.0%		4.7%	6.2%	6.2%	1.4%	30.4%	0.10
05 Bragg/About	78.73	77.90	-0.83	-0.83	-1.0%		8.1	7.7	7.7	-0.4	-5.5%		7.9%	8.7%	8.7%	0.8%	10.1%	0.12
07 Jitney	91.05	77.35	-13.70	-13.70	-15.1%		11.3	10.7	10.7	-0.5	-4.7%		6.0%	8.0%	8.0%	2.0%	32.9%	0.09
09 Local	82.65	69.41	-13.24	-13.24	-16.0%		18.1	17.7	17.7	-0.4	-2.1%		19.0%	24.9%	24.9%	5.9%	30.8%	0.11
20 & 21 Willits	108.36	90.36	-18.01	-18.01	-16.6%		11.0	10.3	10.3	-0.8	-6.8%		13.8%	16.7%	16.7%	3.1%	22.6%	0.13
22 Willits 22	ERR	86.49	ERR	ERR	ERR		ERR	1.6	ERR	ERR	ERR		ERR	4.6%	ERR	ERR	ERR	ERR
Total Inland Routes	88.73	77.95	-10.78	-10.78	-12.2%		13.2	12.6	12.6	-0.6	-4.6%		13.9%	16.9%	16.9%	3.0%	21.6%	0.11
60 Coaster	97.01	92.32	-4.69	-4.69	-4.8%		9.6	9.8	9.8	0.3	2.8%		8.2%	8.8%	8.8%	0.6%	7.0%	-0.01
65a New Route 65	ERR	77.99	ERR	ERR	ERR		ERR	0.9	ERR	ERR	ERR		ERR	18.2%	ERR	ERR	ERR	ERR
65 OC Rider	95.73	89.58	-6.15	-6.15	-6.4%		3.9	3.5	3.5	-0.4	-10.2%		35.2%	37.3%	37.3%	2.1%	5.9%	0.89
74 Gualala - Saturday	90.08	83.28	-6.80	-6.80	-7.6%		2.1	2.1	2.1	0.0	-1.3%		4.9%	6.6%	6.6%	1.7%	34.5%	0.55
75 Gualala	89.20	82.96	-6.25	-6.25	-7.0%		4.1	4.2	4.2	0.1	1.5%		8.8%	10.7%	10.7%	1.9%	21.8%	0.22
95 Point Arena-Santa Rosa	88.12	81.82	-6.30	-6.30	-7.1%		2.2	1.9	1.9	-0.3	-12.0%		9.9%	11.0%	11.0%	1.0%	10.3%	0.66
Total Coastal & Long Routes	92.01	84.78	-7.24	-7.24	-7.9%		4.1	3.5	3.5	-0.6	-14.8%		17.6%	19.1%	19.1%	1.5%	8.3%	0.68
Total Public Service	91.43	84.30	-7.13	-7.13	-7.8%		8.1	7.5	7.5	-0.6	-6.8%		14.1%	16.2%	16.2%	2.1%	14.8%	0.22
97 Contract Services	65.44	58.51	-6.93	-6.93	-10.6%		4.5	3.3	3.3	-1.2	-26.6%		89.1%	103.0%	103.0%	13.9%	15.6%	5.30
98 Charter	71.28	65.61	-5.67	-5.67	-7.9%		28.4	23.7	23.7	-4.7	-16.7%		146.6%	135.9%	135.9%	-10.7%	-7.3%	3.76
Total Other	67.16	61.09	-6.07	-6.07	-9.0%		11.5	10.7	10.7	-0.8	-7.1%		107.0%	115.8%	115.8%	8.8%	8.2%	0.37
Total	90.57	83.41	-7.15	-7.15	-7.9%		8.2	7.6	7.6	-0.6	-6.8%		16.6%	19.0%	19.0%	2.4%	14.7%	0.24

## Comparison

FY14/15 - FY15/16

Description	YTD Through			Mar-16		
	14/15	15/16	Amount	% Diff		
Mileage	526,368	574,677	48,309	9.2%		
Mileage Based Costs	482,212	424,924	(57,288)	-11.9%		
Hourly Based Costs	1,258,911	1,339,350	80,439	6.4%		
Direct Costs	320,378	262,049	(58,329)	-18.2%		
Overhead Costs	862,787	840,127	(22,660)	-2.6%		
Total Costs	2,924,288	2,866,450	(57,838)	-2.0%		

## Charter Rate Calculation

Cost per mile calculation:

Minivan	0.456	Plus	41.50%	Plus	10.0%
Van/Small Bus	0.750	Overhead	0.65	Profit	0.72
Coach	1.039				
Combined	0.829				

## Hourly Rate Calculation:

Actual Hourly Rate	33.96
Plus Direct Costs	19.6%
Hourly Rate	40.60
Plus Overhead	41.50%
Hourly Rate	57.45
Plus Profit	20.0%
	68.94



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## Agenda Item # 4

To: Board of Directors  
From: Sally Webster, Finance & Personnel Manager  
Date: May 17, 2016  
Subj: Financial Statements as of March 31, 2016

Attached are Financial Statements for the month ending March 2016. The Income Statement shows a gain of \$ 306,609 and a \$ 364,928 positive budget performance. Comparing year-to-date through Mar 16 to Mar 15: Operating Revenue is up \$35,422 (5.8%). Other Revenue is up (6.2%) and Operating Expenses are down (1.9%) as compared to the previous year. Our operating expenses compared to our budget are down (12.4%).

The Capital Income/Expense Statement reflects a gain of \$114,917 this month (including STA carryover). 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 nine months ending				Mar-16
Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	650,083	712,103	(62,020)	-8.7%
Other Revenue	2,568,911	2,554,711	14,200	0.6%
Total Revenue	3,218,994	3,266,814	(47,820)	-1.5%
<b>Operating Expenses</b>				
Transportation	2,006,417	2,307,429	(301,012)	-13.0%
Maintenance	361,263	393,206	(31,943)	-8.1%
Administration	545,604	626,098	(80,494)	-12.9%
Total Operating Expenses	2,913,284	3,326,733	(413,449)	-12.4%
Other (Income)/Expense	(1,011)	(1,600)	589	-36.8%
<b>Mobility Management Program</b>				
Revenue	4,084		4,084	ERR
Expense	(4,196)		(4,196)	ERR
<b>Net Gain/(Loss) Before Depreciation</b>	<b>306,609</b>	<b>(58,319)</b>	<b>364,928</b>	<b>ERR</b>

Mendocino Transit Authority		
Balance Sheet as of .....		Mar-16
Description	\$	\$
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash	1,581,394	
A/R, Prepaid Expenses & Inventory	1,333,396	
Total Other Current Assets		2,914,790
Property, Plant & Equip Net of Depreciation		11,717,894
Investment - Deferred		0
<b>Total Assets</b>		<b>14,632,684</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Current Liabilities</b>		
Accounts Payable & Accruals	649,321	
Other Liabilities	121,793	
Provision for Restricted Funds	251,178	
Total Current Liabilities		1,022,292
Deferred Compensation Payable		0
Total Liabilities		1,022,292
<b>Fund Equity</b>		
Contributed Capital	12,348,697	
Retained Earnings	1,261,695	
Total Fund Equity		13,610,392
<b>Total Liabilities and Equity</b>		<b>14,632,684</b>



# Mendocino Transit Authority

Budget to Actual Income Statement for nine months ending

Mar-16

Description		Year to Date Actual \$	Annual Budget (Revised Feb 2015) \$	Remaining \$	Actual as % of Budget
<b>Capital Revenue:</b>					
State Grants		307,000	395,549	88,549	77.6%
STA - Capital		243,271	224,558	(18,713)	108.3%
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		2		(2)	ERR
Interest Income		435		(435)	ERR
Other				0	ERR
<b>Total Revenue</b>		<b>550,708</b>	<b>1,159,157</b>	<b>608,449</b>	<b>47.5%</b>

<b>Capital Expenses:</b>	<b>Project</b>				
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	395,154	358,320	(36,834)	110.3%
2 Medium Duty Buses	98	171,995	346,080	174,085	49.7%
2 Paratransit Vans			0	0	ERR
				0	ERR
				0	ERR
				0	ERR
				0	ERR
Transportation	27		8,500	8,500	0.0%
Maintenance	28	17,909	53,700	35,791	33.4%
Office	29	2,104	37,500	35,396	5.6%
Bus Stops	30	14,210	49,500	35,290	28.7%
				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	45,682	50,000	4,318	91.4%
Misc - Other				0	ERR
<b>Total Expenses</b>		<b>652,199</b>	<b>1,159,157</b>	<b>506,958</b>	<b>56.3%</b>

<b>Net Gain/(Loss) before Carryover</b>	<b>(101,491)</b>	<b>0</b>	<b>101,491</b>
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<b>FY 2014/15 Carryover</b>				
STA - Capital		216,408	216,408	0 100.0%
Transfer from Transit Reserve				0 ERR

<b>Net Gain/(Loss)</b>	<b>114,917</b>	<b>216,408</b>	<b>101,491</b>
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**REVENUE - Budget to Actual Comparison**

Date: 17-May-16

Dpt	A/C #	Description	Mar-16 Budget	Mar-16 Actual	Mar-16 Variance	Mar-16 %	YTD Budget	YTD Actual	YTD Variance	YTD %
<b>Operating Revenue</b>										
40.	401.100	Fares-Passenger	39,091	28,122	(10,969)	-28.1%	343,105	295,399	(47,706)	-13.9%
40.	401.200	Fares Paid by Agencies	18,736	22,327	3,591	19.2%	164,447	139,716	(24,731)	-15.0%
40.	402.200	Contract Service	5,417	6,104	687	12.7%	48,750	50,600	1,850	3.8%
40.	405.100	Charter	609	2,158	1,549	254.5%	19,771	42,923	23,153	117.1%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	7,031	6,800	(231)	-3.3%
40.	409.200	Sonoma County Participation	14,333	13,266	(1,067)	-7.4%	129,000	114,645	(14,355)	-11.1%
		<b>Total</b>	<b>78,967</b>	<b>71,977</b>	<b>(6,990)</b>	<b>-8.9%</b>	<b>712,103</b>	<b>650,083</b>	<b>(62,020)</b>	<b>-8.7%</b>

**Other Revenue**

40.	409.100	TDA - Operations	207,660	207,660	1	0.0%	1,868,936	1,868,936	1	0.0%
40.	409.110	STA - Operations	14,583	14,583	(0)	-0.0%	131,250	131,250	0	0.0%
40.	411.100	State/Local Grants	0	7,360	7,360	ERR	5,000	26,728	21,728	434.6%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	372,000	372,000	0	0.0%
40.	413.110	Fed Sec 5311(f) Operating Grant	15,000	122,546	107,546	717.0%	135,000	122,546	(12,454)	-9.2%
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%	19,425	19,425	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	4,299	1,799	72.0%	22,500	26,826	4,326	19.2%
40.	407.220	Maintenance Parts Revenue	0	46	46	ERR	0	587	587	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	117	50	75.5%	600	613	13	2.2%
		<b>Total</b>	<b>283,301</b>	<b>400,102</b>	<b>116,801</b>	<b>41.2%</b>	<b>2,554,711</b>	<b>2,568,911</b>	<b>14,201</b>	<b>0.6%</b>
		Combined - Oper/Other Rev	362,268	472,079	109,811	30.3%	3,266,814	3,218,994	(47,820)	-1.5%

**Revenue - Mobility Management Program**

41.	401.100	Fares-Passenger	868	868	868		4,084	4,084		
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		
		<b>Total</b>	<b>0</b>	<b>868</b>	<b>868</b>		<b>0</b>	<b>4,084</b>	<b>4,084</b>	
		Combined	362,268	472,947	110,679	30.6%	3,266,814	3,223,078	(43,736)	-1.3%
		Fares - Passenger/Agency	57,827	50,449	(7,378)	-12.8%	507,551	435,115	(72,436)	-14.3%



# Mendocino Transit Authority - Public Service

Budget to Actual Comparison FY 2015/16 YTD thru Mar-16

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YTD thru Mar-16 Tuesday May 17, 2016

Description	Budget Transp	Budget Maint	Budget Admin	Budget Total	Actual Transp	Actual Maint	Actual Admin	Actual Total	Diff Amount	Diff %	Actual MMP	Actual Total
Wages	1,067,304	192,780	260,325	1,520,409	986,053	184,100	229,435	1,399,588	(120,821)	-7.9%		1,399,588
Wages-Vac/Sick/Hol	181,401	39,325	50,290	271,016	175,168	38,758	43,478	257,404	(13,612)	-5.0%		257,404
Health	359,267	47,220	47,220	453,707	296,837	46,205	33,769	376,811	(76,896)	-16.9%		376,811
Workers Comp	95,442	11,564	1,534	108,539	88,631	12,222	1,609	102,462	(6,077)	-5.6%		102,462
Retirement	110,623	21,613	27,517	159,754	87,257	20,287	22,265	129,809	(29,945)	-18.7%		129,809
Payroll Taxes	35,265	6,124	9,008	50,397	34,730	6,505	9,494	50,729	332	0.7%		50,729
Uniform Allowance	6,325	4,950		11,275	3,566	5,030		8,596	(2,679)	-23.8%		8,596
Travel Expenses	4,825	2,565	6,685	14,075	7,166	2,652	4,139	13,957	(118)	-0.8%		13,957
Outside Labor	5,757	4,834	75,177	85,769	1,129	4,465	75,730	81,324	(4,445)	-5.2%	1,633	82,957
Fuel-Revenue Vehicles	279,272			279,272	193,285			193,285	(85,987)	-30.8%	1,437	194,722
Lube-Revenue Vehicles	8,125			8,125	10,455			10,455	2,330	28.7%	1,126	11,581
Tires/Tubes-Revenue Vehicles	18,056			18,056	8,245			8,245	(9,811)	-54.3%		8,245
Parts-Revenue Vehicles		21,066		21,066		10,006		10,006	(11,060)	-52.5%		10,006
Expense Parts		1,800		1,800		795		795	(1,005)	-55.8%		795
Non-Capital Equipment	1,900	1,800	1,500	5,200	2,186	2,641	2,578	7,405	2,205	42.4%		7,405
Office Supplies	225		10,125	10,350	(13)		8,699	8,686	(1,664)	-16.1%		8,686
Subscriptions	1,265	1,400	1,071	3,736	355	453	684	1,492	(2,244)	-60.1%		1,492
Dues & Memberships	55		5,675	5,730	395		4,957	5,352	(378)	-6.6%		5,352
Janitorial Supplies		9,855		9,855		9,683		9,683	(172)	-1.7%		9,683
Shop Supplies		2,250		2,250		1,174		1,174	(1,076)	-47.8%		1,174
IT & M-Buildings & Property		8,975		8,975		5,883		5,883	(3,092)	-34.5%		5,883
Shelter Expense		1,800		1,800		394		394	(1,406)	-78.1%		394
Telephone	7,830	1,080	9,675	18,585	9,802	2,438	11,640	23,880	5,295	28.5%		23,880
Utilities	6,270	955	9,025	16,250	6,050	398	10,144	16,592	342	2.1%		16,592
Insurance	86,041	6,750	11,263	104,054	67,732	6,002	11,975	85,709	(18,345)	-17.6%		85,709
Purchased Transportation	1,350			1,350	1,320			1,320	(30)	-2.2%		1,320
Marketing			94,563	94,563			71,585	71,585	(22,978)	-24.3%		71,585
Training	9,548	3,750	1,900	15,198	3,189	820	1,333	5,342	(9,856)	-64.9%		5,342
Board Expense			3,200	3,200			1,795	1,795	(1,405)	-43.9%		1,795
Miscellaneous	2,062	450	90	2,602	1,830	165		1,995	(607)	-23.3%		1,995
Vehicle Rental										ERR		
Equipment Rental												
Property Rental	19,221		255	555	21,049	185	295	480	(75)	-13.5%		480
Total	2,307,429	393,206	626,098	3,326,733	2,006,417	361,261	545,604	2,913,282	(413,451)	-12.4%	4,196	2,917,478
# of Empl (Health benefits)	46	6	6	58								



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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
<b>2016</b>					
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: Sally Webster, Finance Manager  
 Date: May 17, 2016  
 Subj: Capital Program: Progress Report

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

## 2015/16 Projects

## Current Budget

**Bus Stop Improvements (Other) \$49,500**

NEW ACTION: None.

PROBLEMS: None.

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

NEW ACTION: Willits Vehicle Accepted  
 Van for Ukiah has been ordered.

PROBLEMS: None

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

NEW ACTION: The second bus has been accepted and  
 is now in service.

PROBLEMS: None.

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

NEW ACTION: None.

PROBLEMS: Fourth still has unacceptable vibrations  
 and is being repaired in LA.

**Two-way Radio Replacement incl. Dispatch Console/Video  
 Cameras & Recorders (Prop 1B and STA) \$125,000**

NEW ACTION: New cameras for vehicles have been purchased  
 and should be installed by June 15<sup>th</sup>.

PROBLEMS: Options for radio equipment are unsettled.

**Maintenance Service Van (STA) \$50,386**


NEW ACTION: None.

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



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**To:** MTA Board of Directors  
**From:** Bruce Richard, interim General Manager   
**Date:** May 5, 2016  
**Subj:** **Affordable Housing & Sustainable Communities Grant:  
Partnership Agreement with RCHDC**

As reported early this week, Rural Communities Housing Development Corporation (RCHDC), with MTA as a partner, submitted a pre-application to the Department of Housing and Community Development (HCD) and the Strategic Growth Council. On April 28, HCD notified us that our proposal, Orr Creek Commons, had made the first cut. (Letter attached) The final application is due June 20.

If the project is approved, RCHDC gets a very favorable construction loan to build 80 low income senior housing units between Brush Street and Orr Creek west of Orchard Ave. MTA would receive approximately \$400,000, possibly more, to purchase an electric bus. We would be able to increase that amount with other funds that are available to us. The Ukiah Senior Center plans to locate a new Senior Community Center adjacent to the housing.

One important item that must be included in the final application is a Partnership Agreement between MTA and RCHDC. Such an agreement is being drafted by RCHDC's attorney for review by Mendocino County Counsel for our point of view. County Counsel's review and comments are attached.

#### **Recommendation**

If the Board accepts the idea of a grant for partial funding of a new electric bus, review the agreement, formulate any additional terms, and approve it with any modifications by adopting Resolution 2016-11.



MENDOCINO TRANSIT AUTHORITY  
RESOLUTION 2016-11  
**AUTHORIZING RECEIPT AND EXPENDITURE OF GRANT FUNDING  
FOR AN ELECTRIC BUS, AND  
APPROVAL OF A PARTNERSHIP AGREEMENT WITH  
RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION**

**WHEREAS:**

1. MTA and Rural Communities Housing Development Corporation (RCHDC) have jointly submitted a pre-application to the Department of Housing and Community Development (HCD) and the Strategic Growth Council (SGC) for a housing loan and a grant for the purchase of an electric bus, and
2. HCD and SGC have invited RCHDC to submit a full application for the Affordable Housing & Sustainable Communities (AHSC) Program, and
3. The AHSC program requires that this joint application be supported and guided in part by a Partnership Agreement between MTA and RCHDC.

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

1. Authorizes the receipt and expenditure of at least \$400,000 in AHSC funds for the purchase of an electric bus, and
2. Authorizes staff to take any further action to support the application, including expenditure of up to \$150,000 and
3. Approves the Partnership Agreement as reviewed and approved by Mendocino County Counsel, subject to staff modifications.

**ADOPTION of this RESOLUTION** was MOVED by Director \_\_ and SECONDED by Director \_\_ at a regular meeting of the MTA Board of Directors on May 26, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
James W. Mastin, Chairman

\_\_\_\_\_  
Bruce Richard, Interim General Manager



MENDOCINO TRANSIT AUTHORITY  
RESOLUTION 2016-12

**AUTHORIZING AN APPLICATION FOR THE AFFORDABLE HOUSING  
AND SUSTAINABLE COMMUNITIES PROGRAM**

**WHEREAS:**

- A. The State of California, the Strategic Growth Council (SGC) and the Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated January 29, 2016 (NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program established under Division 44, Part 1 of the Public Resources Code commencing with Section 75200.
- B. The Mendocino Transit Authority desires to apply for AHSC Program funds and submit the Application Package released by the Department for the AHSC Program.
- C. The SGC is authorized to approve funding allocations for the AHSC Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement. The Department is authorized to administer the approved funding allocations of the AHSC Program.

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

1. Applicant is hereby authorized and directed to apply for and submit to the Department the AHSC Program Application as detailed in the NOFA dated January 29, 2016, for the 2015-16 Fiscal Year in a total amount not to exceed \$15,000,000 of which \$ 9,000,000 is requested as a loan for an Affordable Housing Development (AHD) ("AHSC Loan") and \$ 7,000,000 is requested for a grant for Housing-Related Infrastructure (HRI), Sustainable Transportation Infrastructure (STI), Transit-Related Amenities (TRA) or Program (PGM) activities ("AHSC Grant") as defined the AHSC Program Guidelines adopted by SGC on December 17, 2015. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in a total amount not to exceed \$ 15,000,000 (\$ 9,000,000 for the AHSC Loan and \$ 7,000,000 for the AHSC Grant), and any and all other documents required or deemed necessary or appropriate to secure the AHSC Program funds from the Department, and all amendments thereto (collectively, the "AHSC Documents").
2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.
3. The General Manager, Carla Meyer, is authorized to execute in the name of Applicant the AHSC Program Application Package and the AHSC Program Documents as required by the Department for participation in the AHSC Program.

**ADOPTION of this RESOLUTION** was MOVED by Director \_\_\_\_\_ and SECONDED by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on May 26, 2016, by the following Roll Call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

\_\_\_\_\_  
James W. Mastin, Chair  
Manager

\_\_\_\_\_  
Carla Meyer, General



**JOINT DEVELOPMENT  
AND  
INDEMNITY AGREEMENT  
(Orr Creek Commons)**

THIS JOINT DEVELOPMENT AND INDEMNITY AGREEMENT (the "**Agreement**") is made and entered into as of May \_\_, 2016, between Rural Communities Housing Development Corporation, a California nonprofit public benefit corporation ("**RCHDC**") and the Mendocino Transit Authority, a Joint Powers Authority ("**MTA**"), upon the basis of the following facts, understanding and intentions of the Parties:

A. RCHDC owns certain real property located at the intersection of Brush Street and Orr Street in unincorporated Mendocino County, State of California (the "**Property**").

B. RCHDC, or its affiliate, intends to develop, own, and operate an approximately eighty- (80) unit multifamily affordable housing project for seniors (the "**Housing Project**") on the Property.

C. MTA operates a public transit system that serves Ukiah and other portions of Mendocino County, which system includes a bus stop in the vicinity of the Property.

D. RCHDC and MTA (each a "**Party**," and collectively, the "**Parties**") have applied to the Strategic Growth Council and the State of California Department of Housing and Community Development ("**HCD**") for an allocation of Fourteen Million Four Hundred Ninety-Five Thousand Seven Hundred Seventy-Five Dollars (\$14,495,775) from the Affordable Housing Sustainable Communities program (the "**AHSC Funds**") and received an invitation to submit a full application for the AHSC Funds. If awarded, the AHSC Funds would be used by RCHDC to fund the development of the Housing Project and by MTA to acquire an electric bus for MTA's use to serve the Property and other public transit stops within its service area (the "**Transit Project**").

E. As co-applicants, if the Parties' application is successful, HCD requires that the Parties be jointly and severally liable for completing the Housing Project and the Transit Project as a condition of the award of AHSC Funds (the "**Award Conditions**"). Accordingly, RCHDC and MTA desire to enter into this Agreement to define their respective obligations in satisfying the Award Conditions and to indemnify each other in the event that either RCHDC or MTA fail to perform their defined obligations.

NOW, THEREFORE, in consideration of the recitals, covenants and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties to this Agreement agree as follows:



## AGREEMENT

### 1. RCHDC Obligations.

(a) RCHDC shall complete the full application to the Strategic Growth Council and HCD for an award of AHSC Funds with MTA as its co-applicant.

(b) To the extent required by HCD, if RCHDC and MTA receive an award of AHSC Funds, RCHDC agrees to become a party to a Standard Agreement by and among HCD, RCHDC, and MTA and any other agreements reasonably required to secure disbursement of the AHSC Funds (the "**AHSC Documents**"). RCHDC agrees to execute the AHSC Documents and comply with all terms and conditions set forth in the AHSC Documents.

(c) If RCHDC and MTA receive an award of AHSC Funds, RCHDC shall be solely responsible for the completion of the Housing Project in accordance with the Award Conditions.

(d) If RCHDC and MTA receive the AHSC Funds, RCHDC shall provide MTA approximately Four Hundred Thousand Dollars (\$400,000) (or such other amount mutually acceptable to the Parties) to be used for the completion of the Transit Project (the "**Transit Fee**").

(e) Other than its obligation to pay MTA the Transit Fee, RCHDC shall have no obligation to complete or implement any part of the Transit Project.

(f) The scope of the Housing Project for which RCHDC shall be responsible generally includes but is not limited to the following:

(1) the completion of all required off-site improvements, site improvements and the construction of the housing units in conformity with the AHSC Documents;

(2) the completion of the trail system improvements along Orr Creek in conformity with the AHSC Documents;

(3) the purchase of five (5) electric vehicles, to be owned by the Housing Project's limited partnership, and implementation of an electric vehicle sharing program specifically for the benefit of the qualified residents of the Housing Project; and

(4) meeting all of the obligations required by the Low Income Housing Tax Credits, or any other funding source(s) utilized for the development of the Housing Project and related amenities.

### 2. MTA Obligations.

(a) MTA shall cooperate with RCHDC in the preparation of the full application to the Strategic Growth Council and HCD for an award of AHSC Funds by joining as



RCHDC's co-applicant and providing all reasonably-requested information necessary to complete the application in a timely manner.

(b) To the extent required by HCD, if RCHDC and MTA receive an award of AHSC Funds, MTA agrees to become a party to the AHSC Documents. MTA agrees to execute the AHSC Documents and comply with all terms and conditions set forth in the AHSC Documents.

(c) Upon receipt of the Transit Fee, MTA shall be wholly responsible for the completion of the Transit Project in accordance with the Award Conditions.

(d) MTA shall have no obligation to complete or implement any part of the Housing Project.

(e) The scope of the Transit Project for which MTA shall be responsible generally includes but is not limited to the following:

(1) Defining the specifications and inviting bids for an electric bus that will be purchased in part or in whole with the Transit Fee;

(2) Procuring the electric bus and placing it in service within the timeframes established by AHSC in conformity with the AHSC Documents;

(3) Utilizing the electric bus on a transit route that will reasonably serve the Housing Project and meet the needs of seniors who reside there in conformity with the AHSC Documents; and

### 3. Indemnification.

(a) RCHDC shall indemnify, defend (with counsel approved by MTA) and hold MTA harmless from and against any and all claims arising in connection with any breach of any term or condition of the AHSC Documents by RCHDC or any contractor, subcontractor, agent or employee of RCHDC or any affiliate of RCHDC, including without limitation, any claim arising as a result of RCHDC's failure to complete construction of the Housing Project within the timeframe required by the AHSC Documents. Provided, however, that RCHDC's indemnification obligations shall not extend to claims resulting from the gross negligence or willful misconduct of MTA. The provisions of this Section shall survive the expiration or earlier termination of this Agreement and/or the AHSC Documents.

(b) MTA shall indemnify, defend (with counsel approved by RCHDC) and hold RCHDC harmless from and against any and all claims arising in connection with any breach of any term or condition of the AHSC Documents by MTA or any contractor, subcontractor, agent or employee of MTA or any affiliate of MTA, including without limitation, any claim arising as a result of MTA's failure to complete implementation of the Transit Project within the timeframe required by the AHSC Documents. Provided, however, that MTA's indemnification obligations shall not extend to claims resulting from the gross negligence or willful misconduct of RCHDC. The provisions of this Section shall survive the expiration or earlier termination of this Agreement and/or the AHSC Documents.



4. Notices. Formal notices, demands, and communications between the Parties shall be sufficiently given if, and shall not be deemed given unless, dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered by express delivery service, return receipt requested, or delivered personally, to the principal office of the Parties as follows:

RCHDC:  
Rural Communities Housing Development Corporation  
499 Leslie Street  
Ukiah, CA 95482  
Attention: Director of Development

With a copy to:

Goldfarb & Lipman LLP  
1300 Clay Street, 11th Floor  
Oakland, CA 94612  
Attention: M David Kroot

MTA:  
Mendocino Transit Authority  
241 Plant Road  
Ukiah, CA 95482  
Attention: General Manager

With a copy to:

Katherine Elliot  
Mendocino County Council  
501 Low Gap Road, Room 1030  
Ukiah, CA 95482

5. Miscellaneous.

(a) In the event that HCD does not agree to award the Parties AHSC Funds prior to December 31, 2016, than this Agreement shall automatically terminate without further action of the Parties.

(b) This Agreement shall be binding upon and inure to the benefit of each of the Parties to this Agreement and their respective representatives, heirs, executor, administrators, successors, and assigns. RCHDC shall have the right, in its sole discretion, to assign this Agreement to a limited liability company, limited partnership, or other affiliate that is controlled by RCHDC or an affiliate of RCHDC (the "**Assignee**"), and MTA agrees that it shall execute any agreements reasonably necessary to transfer all of RCHDC's rights, duties, benefits, liabilities and obligations under this Agreement to this Assignee. To the extent that RCHDC assigns its rights, duties, benefits, liabilities and obligations to the Assignee pursuant to this paragraph,



RCHDC shall remain liable to MTA, together with the Assignee, for the obligations assigned under this Agreement.

(c) This Agreement may not be amended except by a written instrument executed by the Parties.

(d) This Agreement shall be deemed to have been delivered and accepted in the State of California and governed exclusively by the internal substantive laws of the State of California as the same may exist at the date of this Agreement. The Parties agree that any action between the Parties and their successors in interest may be maintained in a court of competent jurisdiction located in the State of California and consent to the jurisdiction of any such California court for the purposes connected herewith.

(e) Each Party intends that this Agreement shall not benefit or create any right or cause of action in or on behalf of any person other than the Parties.

(f) If any Party institutes an action or proceeding in court to enforce any provision hereof or for damages by reason of any alleged breach of any provision of this Agreement, the prevailing Party shall be entitled to receive from the other Party court costs and expenses incurred by the prevailing Party including, without limitation, expert witness fees, document copying expenses, exhibit preparation costs, carrier expenses and postage and communication expenses, and such amount as the court or arbitrator may judge to be reasonable attorneys' fees for the services rendered to the prevailing Party in such action or proceeding.

(g) The failure by a Party to duly perform, comply with, or observe any of the conditions, terms, or covenants of this Agreement shall constitute a "Default" under this Agreement provided that such failure shall have continued uncured for thirty (30) days after receipt of written notice thereof from the non-defaulting Party to the defaulting Party, or if the breach cannot be cured within thirty (30) days, the defaulting Party shall not be in breach so long as the defaulting Party is diligently undertaking to cure such breach and such breach is cured within ninety (90) days. The occurrence of any Default under this Agreement following the expiration of all applicable notice and cure periods will, either at the option of the non-defaulting Party or automatically where so specified, give the non-Defaulting Party the right to proceed with any and all remedies in law or equity, including termination of this Agreement, a suit for damages, injunctive relief, and/or specific performance.

(h) This Agreement constitutes the entire understanding and agreement of the Parties with respect to the matters set forth in this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. The Parties have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party (including but not limited to Civil Code Section 1654 as may be amended from time to time, or any other state law, or common law principle) shall not apply to the interpretation of this Agreement.

(i) Time is of the essence with respect to the performance of every provision of this Agreement in which time performance is a factor.



(j) This Agreement may be executed in counterpart originals or by facsimile (or other electronic format) in multiple counterpart copies, any one of which when duly executed, with all formalities hereof, shall be fully binding and effective as the original of this Agreement, and all of which shall constitute one and the same instrument.

*[Signatures on following page]*



Each of the undersigned Parties executes this Agreement in the spaces provided below to evidence their respective agreement to the terms of this Agreement.

**RCHDC:**

RURAL COMMUNITIES HOUSING  
DEVELOPMENT CORPORATION, a California  
nonprofit public benefit corporation

By: \_\_\_\_\_  
Name: Brad McDonald  
Its: Chief Executive Officer

**MTA:**

Mendocino Transit Authority, a Joint Powers  
Authority

By: \_\_\_\_\_  
Name: Carla Meyer  
Its: General Manager

By: \_\_\_\_\_  
Name: Katherine Elliot  
Its: Mendocino County Counsel



## AGENDA ITEM #8

To: MTA Board of Directors  
From: Sally Webster, Finance & Personnel Manager  
Date: May 20, 2015  
Subj.: Fiscal & Compliance Audit FY14/15 & Single Audit FY14/15

The Fiscal & Compliance Audit is complete and enclosed as a separate document. One component of the audit each year is the review of eligibility for TDA (Transportation Development Act or LTF Funds) and STA (State Transit Assistance) funds. The eligibility is based on operating expenses less fare revenue, federal operating assistance, and additional subsidies that were received. Under the California Code of Regulations, we cannot receive monies during the fiscal year from the Local Transportation Fund and the STA fund for operating costs in an amount that exceeds our actual operating costs. This year we were eligible to receive all of our LTF funds, as well as STA funding.

The audit found MTA to be in compliance with the Generally Accepted Auditing Standards. There were no findings and or observations. I have prepared a spreadsheet separating each fund for clarification, as GASB (General Accounting Standards Board) No. 34 now requires us to present the financial statements with the fund balances combined.

This is the first year that agencies must comply with the new GASB68 accounting and reporting standards, which outlines a different approach to the recognition and calculation of pension obligations. Under the new GASB standards, employers are required to record the net pension liability, pension expense, and deferred outflows/deferred inflows of resources related to pension in their financial statements as part of their financial position. As a result, MTA made a prior period adjustment to their net assets of (\$1,180,898), reducing our combined operating and capital retained earnings to \$467,346. Michael O'Connor, our auditor from RJ Ricciardi, Inc. will be present at our meeting to go over the new GASB ruling, and answer any questions that you may have regarding this and/or our financial position.

At year-end, MTA's retained earnings increased by \$ 81,888 (including Mobility Management). Preliminary estimates of our current year end projects a gain and positive variance for FY15/16. MTA's current assets decreased this year by \$383,921. This is comprised of our Current Assets that increased by \$421,727, and Property, Plant, & Equipment decreasing overall by \$805,648, which was mostly due to depreciation expense. Our liability increased by \$1,266,826 primarily as a result of the new GASB68 reporting.

The reporting of GASB68 has certainly changed our financial position. Michael O'Conner will be able to explain the effect of this reporting, and what to somewhat expect in future years.

The Single Audit is also enclosed as a separate document. This is required for all non-federal entities that expend equal to or in excess of \$500,000 in a fiscal year in federal awards. MTA received \$494,382 for operating from our 5311 Regional Apportionment, and \$150,000 in 5311(f) funding for the procurement of a medium duty bus. There were no observations or findings.

**Recommendation:** Staff recommends acceptance of the Fiscal Audit and Single Audit as presented.



# Mendocino Transit Authority

Statement of Net Assets (Balance Sheet)

05/20/2016

-----Year to Date-----

June 30, 2015

Description	Operating \$	Specialized \$	Capital \$	Total \$
<b>ASSETS:</b>				
Cash and investments	1,327,758		304,662	1,632,420
Cash held by fiscal agent				0
Restricted cash and investments		117,072	127,999	245,071
Accounts receivable	211,299			211,299
Grants receivable	644,382			644,382
Inventories	79,176			79,176
Prepaid costs	165,704			165,704
Property, plant and equipment, net of accumulated depreciation			12,589,477	12,589,477
<b>Total assets</b>	<b>2,428,319</b>	<b>117,072</b>	<b>13,022,138</b>	<b>15,567,529</b>
Deferred Outflows of Resources	157,124			157,124
<b>LIABILITIES:</b>				
<b>Current Liabilities:</b>				
Accounts payable and accruals	509,962	39,120		549,082
Contracts Payable				0
Deferred revenue	37,444		127,999	165,443
Accrued compensated absences	274,911			274,911
Accrued liability for self insurance	223,288			223,288
<b>Total current liabilities</b>	<b>1,045,605</b>	<b>39,120</b>	<b>127,999</b>	<b>1,212,724</b>
<b>Long Term Liabilities:</b>				
Net Pension Liability	983,080			983,080
<b>Total Liabilities</b>	<b>2,028,685</b>	<b>39,120</b>	<b>127,999</b>	<b>2,195,804</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Deferred inflows of resources	394,074			394,074
<b>NET ASSETS:</b>				
Invested in capital assets			12,589,477	12,589,477
Restricted for specialized services		77,952		77,952
Unrestricted	162,684		304,662	467,346
<b>Total net assets</b>	<b>162,684</b>	<b>77,952</b>	<b>12,894,139</b>	<b>13,134,775</b>



# Mendocino Transit Authority

## Statement of Revenues, Expenses, and Changes in Fund Net Assets (Income Statement)

05/20/2016

-----Year to Date -----					
June 30, 2015					
Description	Operating \$	Specialized \$	MMP \$	Capital \$	Total \$
<b>Operating Revenues:</b>					
Fares	555,747		7,720		563,467
Contract Services	64,458				64,458
Charters	47,867				47,867
Advertisement	4,050				4,050
Sonoma County Participation	161,502				161,502
<b>Total Revenues:</b>	<b>833,624</b>	<b>0</b>	<b>7,720</b>	<b>0</b>	<b>841,344</b>
<b>Operating Expenses:</b>					
Transportation	2,724,808				2,724,808
Transportation - specialized		447,277		151,232	598,509
Maintenance	485,594				485,594
Administrative and overhead	784,227				784,227
Mobility Management			12,321		12,321
Depreciation				1,162,113	1,162,113
<b>Total Operating Expenses:</b>	<b>3,994,629</b>	<b>447,277</b>	<b>12,321</b>	<b>1,313,345</b>	<b>5,767,572</b>
<b>Operating income (loss)</b>	<b>(3,161,005)</b>	<b>(447,277)</b>	<b>(4,601)</b>	<b>(1,313,345)</b>	<b>(4,926,228)</b>
<b>Non-operating revenues:</b>					
Local transportation fund	2,368,578				2,368,578
Local transportation fund - capital					0
Local transportation fund - specialized		447,277			447,277
State transit assistance	250,000			136,650	386,650
Operating grants	494,382				494,382
Capital grants				150,000	150,000
Planning grants	65,664				65,664
State Grants				117,629	117,629
Senior center revenue	24,618				24,618
Interest income	2,555	128		915	3,598
Rental income					0
Other income	778			21	799
Local Transit Reserve				119,315	119,315
Senior Center capital outlay					0
Maintenance labor	40,917				40,917
<b>Total non-operating revenues (exp)</b>	<b>3,247,492</b>	<b>447,405</b>	<b>0</b>	<b>524,530</b>	<b>4,219,427</b>
Changes in net assets	86,487	128	(4,601)	(788,815)	(706,799)
Net assets - beginning of period	1,314,304	77,823	(52,607)	13,682,953	15,022,473
Prior Period Adjustment	(1,180,898)				(1,180,898)
Net assets - end of period	219,893	77,951	(57,208)	12,894,138	13,134,776




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## Agenda Item #9

To: Board of Directors  
From: Sally Webster, Finance/Personnel Manager  
Date: May 20, 2016  
Subj: Year End Estimates - FY15/16



Attached are estimated year end revenues and expenditures for Fiscal Year 2015/16. As compared to the Fy15/16 budget, operating revenue reflects a decrease of \$43,854 (-4.6%), and an increase of \$15,678 (0.5%) in other revenue. Operating costs as compared to the budget are estimated at \$404,633 (-9.1%) less than what was budgeted. Net income for is projected to be \$303,071. Comparing estimated year-to-date to the preliminary budget for FY16/17, revenue is expected to increase \$43,854 (4.8%), and other revenues are expected to increase \$35,788 (1.1%). Expenses increase \$ 542,685, or 13.5% as compared to the year end estimates, with a projected loss of (\$158,372) for the year. Our FY16/17 budget still needs work. We will be receiving additional figures, and analyzing the budget before it is adopted in June.



Sunday May 22, 2016

**Budget Comparisons - MTA Operating**

<b>A/C Description</b>	<b>Actual FY14/15</b>	<b>Budget Bud 15/16</b>	<b>Estimated Act FY 15/16</b>	<b>Prelim Bud FY16/17</b>	<b>Diff-Est Act 15/16 to Bud 16/17</b>	<b>Diff %</b>
<b>Revenue</b>						
Fares	555,750	677,808	632,555	677,808	45,253	7.2%
Other Operating Revenue	277,877	271,601	273,000	271,601	(1,399)	-0.5%
Other Revenue	3,179,402	3,348,714	3,364,392	3,399,580	35,188	1.0%
Maintenance Labor Revenue	40,917	30,000	30,000	30,000	0	0.0%
Senior Admin/Dispatch	24,618	25,900	25,900	26,500	600	2.3%
<b>Total</b>	4,078,564	4,354,023	4,325,847	4,405,489	79,642	1.8%
Interest Income	2,555	3,200	1,700	3,200	1,500	88.2%

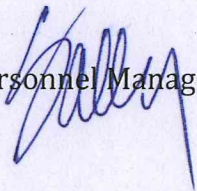
**Expenses**

Transportation	2,724,808	3,073,355	2,736,223	3,142,722	406,499	14.9%
Maintenance	485,594	523,257	506,681	538,785	32,104	6.3%
Administration	784,227	832,397	781,472	885,554	104,082	13.3%
<b>Total</b>	3,994,629	4,429,009	4,024,376	4,567,061	542,685	13.5%
<b>Net Income (Loss)</b>	86,490	(71,786)	303,171	(158,372)	(461,543)	



## Agenda Item #10

To: Board of Directors  
From: Sally Webster, Finance/Personnel Manager  
Date: May 20, 2016  
Subj: Budget Update



Information pertaining to the uncertainties in the FY16/17 Budget has been trickling in slowly. We have now have confirmation of our worker's compensation rates, an idea of what to expect as far as the health insurance costs are concerned, and final adjustments have been made to the retirement expense. At this point, our wage related costs are up to date. At the time of this writing, we still have not heard from the 5311(f) Intercity Grant. Estimates on the service without the expansion remain in the budget the same as FY15/16. It is still too early to get updated costs on our liability and physical damage insurance. With the latest information provided, our budget is showing a deficit of approximately (\$150,000).

### REVENUE:

Fare Revenue is budgeted the same as FY15/16 levels. Our Fare Revenue is up this year as compared to last year, although our revenue is down compared to our budget. We are optimistic that the Fare Free Rides with the College will attract additional ridership, as the College has started promotion of the service for the Fall and Spring Quarters. The LCTOP funding for this tripled from last year's allocation. Although our TDA funding is up slightly, our 5311 Regional Apportionment money is less than the previous year. At this point, we will see only a slight increase overall in Revenues for FY16/17.

### EXPENSES:

Significant increases to the Budget are:

**Wages:** The Teamsters negotiated CBA calls for a 2.25% COLA, an increase of \$40,000

**Worker's Comp:** The ExMod went from 77% to 96%, an increase of \$34,000

**Retirement:** The Employer's Cost increased 1%, amounting to \$26,000 over last year

**Fuel:** At this point, fuel remains the same as the FY15/16 Budget, at \$3.00/gallon

Over the next several weeks, staff will be gathering the uncertain revenues and expenses, and preparing to submit a recommended Final Budget for FY16/17 at the June meeting.

### Recommendation:


Discussion and provide direction



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## Agenda Item #11

To: Board of Directors  
From: Sally Webster, Finance/Personnel Manager   
Date: May 20, 2016  
Subj: Dental Insurance – Consideration the move to self-insure

Several months ago, I mentioned staff's interest in self-insuring our dental coverage as our premiums continue to rise, despite lower utilization statistics. For Fiscal Year 2016/17, our quoted premiums increased from \$47.32 per person per month, to \$49.20, which is a 4% increase over last year.

Staff has researched switching to self-insurance, with the same premium cost as the previous year (\$47.32/mo), and the same plan design of our existing policy. There would be a \$6.00 per employee per month fee to administer the plan. As the maximum benefit amount is \$1,000, our liability is limited. Should our utilization continue to be less, there is a greater opportunity to make use of the excess reserve to reduce our premiums, or increase the plan benefits.

Our broker would administer the plan through Access Dental which will eliminate any additional workload on staff. Rather than expensing the premiums, this switch would give us the ability to manage our own funds and give us more flexibility for future use.

### **Recommendation:**

Discuss and consider approval of the change from our current carrier to self-insure through Access Dental, effective July 1, 2016.