



**Board of Directors
Regular Meeting Agenda**

June 30, 2016

Ukiah

1:30 pm

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

Video-Conferenced with:

Fort Bragg

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

Tele-Conferenced with:

Willits

**Willits City Hall
111 E. Commercial Street
Conference Room**

AGENDA ITEMS

1. Call to Order:

Public Comment: Anyone is welcome to attend MTA Board meetings to address items that are on the agenda, or to bring other transit related matters to the attention of the Board. The time limit is 3 minutes per speaker.

CONSENT CALENDAR

- | | | |
|----|--|----|
| 2. | Minutes of May 26, 2016 Board Meeting
<u>Information:</u> Available next meeting. | |
| 3. | Service Performance Report: April, 2016
<u>Information</u> | 01 |
| 4. | Financial Report: April, 2016
<u>Information</u> | 05 |
| 5. | Capital Program: Update/Progress Report
<u>Information</u> | 11 |

ACTION & DISCUSSION

- | | | |
|-----|--|------|
| 6. | MTA California Transit Insurance Pool (CalTIP) Board Member
Action: Review and approve Resolution #2016-13, appointing General Manager Carla Meyer as the MTA CalTIP Board Member. | 13 |
| 7. | MTA Lost and Found Policy
Action: Review and approve MTA Lost and Found Policy, Resolution 16-14; ensuring proper accountability, tracking and disposal of items left behind on MTA vehicles and facilities. | 15 |
| 8. | FY16/17 Proposed Budget
Action: Discuss and Adopt Resolution 2016-17 | 21 |
| 9. | MTA Reserve Fund Policy
Action: Discussion on Reserve Fund Policy, provide direction to staff and approve as finalized. Resolution #2016-15 | 23 |
| 10. | Prop 1B, Safety and Security FY 2014/15 Grant Funds
Action: Review and approve Resolution 2016-16 authorizing GM to apply for and distribute funds. | 29 |
| 11. | Mendocino College – Fare Free Rides
Update | oral |
| 12. | Management Reports | oral |
| 13. | Matters from Directors | oral |

Closed Session:

Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1

Conference with Legal Counsel – Existing Litigation

Paragraph (1) of subdivision (d) of Section 54956.9

Name of Case: Genie R. Dietz vs. Mendocino Transit Authority, Greg Doe, and Does 1 to 10

Conference with Legal Counsel – Anticipated Litigation

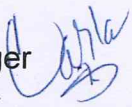
Paragraph (2) or (3) of subdivision (d) of Section 54956.9 – One potential case

ADJOURN Anticipated adjournment is 3:30 pm

Americans With Disabilities Act (ADA) Compliance

The Mendocino Transit Authority complies with ADA requirements and, upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable Interpreter services are available for the meeting by calling 707-462-5765, with seven (7) day advance notice.

Agenda Item # 3

To: MTA Board of Directors
From: Carla Meyer, General Manager 
Date: June 23, 2016
Subj: **Service Performance Report: April, 2016**

Attached is the Monthly Report for April, 2016 comparing performance with the April, 2015 Monthly Report. Of the twelve (12) performance standards, eight have exceeded performance of the previous year.

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 ten (10) months of last year, showing Total Public Service. Below are the highlights of the year-to-date summary:

Fare Revenue	Up	13.2%
Ridership	Down	-1.8%
Service hours	Up	5.7%
Total operating cost	Down	-2.4%

That means that compared to last fiscal year after April (ten months):

Cost per hour (hourly rate)	Decreased	7.7% to \$84.22
Productivity (passengers per hour)	Decreased	7.1% to 7.5
Farebox ratio	Increased	16% to 16.5%
The average fare paid	Increased	15.2% to \$1.85

April's data shows a positive increase in the Farebox Ratio and other related metrics. Ridership and Productivity continues to decrease. It is hopeful that the new Ukiah-Santa Rosa service and Mendocino College Free Fare Program will stop the downturn in ridership.

MONTHLY PERFORMANCE

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

Apr-15	3.9	13.8%	96.94
Jan-16	3.8	14.6%	95.57
Feb-16	3.8	9.7%	103.08
Mar-16	3.7	13.2%	94.74
Apr-16	3.8	14.5%	96.25
STANDARD	4.5	15.0%	95.12

Flex Routes (***)

Apr-15	5.9	7.9%	84.09
Jan-16	3.8	5.6%	75.80
Feb-16	5.3	7.8%	79.43
Mar-16	4.6	9.2%	72.11
Apr-16	5.3	10.0%	78.09
STANDARD	8.2	15.0%	81.62

Short Distance Bus Routes (**)

Apr-15	13.5	15.9%	83.71
Jan-16	11.3	16.7%	72.00
Feb-16	13.4	16.8%	80.63
Mar-16	12.6	21.9%	74.44
Apr-16	12.6	24.2%	76.61
STANDARD	14.0	15.0%	85.97

Long Distance Bus Routes (*)

Apr-15	3.8	16.8%	92.11
Jan-16	2.9	17.4%	75.03
Feb-16	3.2	12.2%	90.46
Mar-16	3.5	18.9%	82.93
Apr-16	3.2	18.1%	84.58
STANDARD	3.2	15.0%	90.44

(*) 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 FY14/15 - FY15/16

Year to Date Performance Comparison

Tuesday June 14, 2016

File(Budget12\ROUTEYTD)

Route/Run	YTD Through 15/16			YTD Through 14/15			YTD Through 15/16			YTD Through 14/15			YTD Through 15/16			YTD Through 14/15			YTD Through 15/16		
	Hourly Rate	Amount	% Diff	Hourly Rate	Amount	% Diff	Pass per Hour	Amount	% Diff	Pass per Hour	Amount	% Diff	Farebox Ratio	Amount	% Diff	Farebox Ratio	Amount	% Diff	Average Fare	Amount	% Diff
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	96.55	-0.28	-0.3%	96.27	-0.28	-0.3%	3.8	3.8	-0.0	3.8	3.8	-0.0	11.9%	12.9%	1.0%	11.9%	12.9%	1.0%	2.99	3.26	0.27
04 Fort Bragg - DAR	98.85	0.13	0.1%	98.98	0.13	0.1%	4.0	4.0	0.1	4.0	4.0	0.1	13.3%	14.5%	1.2%	13.3%	14.5%	1.2%	3.33	3.59	0.26
Total Dial-A-Ride	97.44	-0.10	-0.1%	97.34	-0.10	-0.1%	3.9	3.9	0.0	3.9	3.9	0.0	12.4%	13.5%	1.1%	12.4%	13.5%	1.1%	3.12	3.39	0.27
08 Local Evening Service	84.02	-6.19	-7.4%	77.84	-6.19	-7.4%	5.5	5.2	-0.2	5.5	5.2	-0.2	6.7%	7.8%	1.0%	6.7%	7.8%	1.0%	1.03	1.16	0.13
Total Flex Routes	84.02	-6.19	-7.4%	77.84	-6.19	-7.4%	5.5	5.2	-0.2	5.5	5.2	-0.2	6.7%	7.8%	1.0%	6.7%	7.8%	1.0%	1.03	1.16	0.13
01 Willits - Flex	89.36	-2.58	-2.9%	86.79	-2.58	-2.9%	5.2	5.8	0.6	5.2	5.8	0.6	4.8%	6.3%	1.5%	4.8%	6.3%	1.5%	0.82	0.94	0.11
05 Bragg/About	78.22	-0.53	-0.7%	77.70	-0.53	-0.7%	8.1	7.6	-0.5	8.1	7.6	-0.5	8.0%	8.8%	0.8%	8.0%	8.8%	0.8%	0.78	0.90	0.12
07 Jitney	90.46	-13.21	-14.6%	77.26	-13.21	-14.6%	11.4	10.6	-0.8	11.4	10.6	-0.8	6.2%	7.8%	1.7%	6.2%	7.8%	1.7%	0.49	0.57	0.08
09 Local	82.12	-12.80	-15.6%	69.32	-12.80	-15.6%	18.2	17.8	-0.4	18.2	17.8	-0.4	19.3%	26.1%	6.8%	19.3%	26.1%	6.8%	0.87	1.02	0.15
20 & 21 Willits	107.73	-17.57	-16.3%	90.16	-17.57	-16.3%	10.9	10.3	-0.7	10.9	10.3	-0.7	6.3%	17.5%	3.7%	6.3%	17.5%	3.7%	1.36	1.54	0.18
22 Willits 22	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
Total Inland Routes	88.21	-10.39	-11.8%	77.82	-10.39	-11.8%	13.2	12.6	-0.6	13.2	12.6	-0.6	14.1%	17.6%	3.5%	14.1%	17.6%	3.5%	0.94	1.09	0.15
60 Coaster	96.50	-4.32	-4.5%	92.18	-4.32	-4.5%	9.5	9.8	0.3	9.5	9.8	0.3	8.3%	8.9%	0.6%	8.3%	8.9%	0.6%	0.84	0.84	-0.00
65a New Route 65	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
65 CC Rider	95.64	-6.28	-6.6%	89.37	-6.28	-6.6%	3.9	3.5	-0.4	3.9	3.5	-0.4	34.9%	37.2%	2.2%	34.9%	37.2%	2.2%	8.66	9.54	0.88
74 Gualala - Saturday	90.04	-6.87	-7.4%	83.37	-6.87	-7.4%	2.1	2.1	-0.0	2.1	2.1	-0.0	5.0%	6.8%	1.8%	5.0%	6.8%	1.8%	2.17	2.73	0.56
75 Gualala	89.27	-6.28	-7.0%	82.99	-6.28	-7.0%	4.2	4.2	0.0	4.2	4.2	0.0	1.1%	10.8%	1.9%	1.1%	10.8%	1.9%	1.92	2.14	0.22
95 Point Arena-Santa Rosa	88.39	-6.33	-7.2%	82.06	-6.33	-7.2%	2.1	1.9	-0.3	2.1	1.9	-0.3	12.7%	10.8%	0.9%	12.7%	10.8%	0.9%	4.13	4.79	0.65
Total Coastal & Long Routes	92.02	-7.26	-7.9%	84.76	-7.26	-7.9%	4.1	3.5	-0.6	4.1	3.5	-0.6	17.5%	19.0%	1.4%	17.5%	19.0%	1.4%	3.96	4.64	0.68
Total Public Service	91.20	-6.98	-7.7%	84.22	-6.98	-7.7%	8.1	7.5	-0.6	8.1	7.5	-0.6	14.2%	16.5%	2.3%	14.2%	16.5%	2.3%	1.61	1.85	0.25
97 Contract Services	64.78	-6.43	-9.9%	58.35	-6.43	-9.9%	4.5	3.3	-1.2	4.5	3.3	-1.2	90.2%	103.2%	13.0%	90.2%	103.2%	13.0%	13.03	18.31	5.28
98 Charter	71.96	-6.15	-8.6%	65.80	-6.15	-8.6%	27.7	23.2	-4.5	27.7	23.2	-4.5	146.3%	136.3%	-10.0%	146.3%	136.3%	-10.0%	3.80	3.86	0.07
Total Other	68.77	-5.80	-8.7%	60.97	-5.80	-8.7%	10.9	10.3	-0.6	10.9	10.3	-0.6	106.9%	115.7%	8.8%	106.9%	115.7%	8.8%	6.54	6.85	0.32
Total	90.34	-7.00	-7.8%	83.34	-7.00	-7.8%	8.2	7.6	-0.6	8.2	7.6	-0.6	16.6%	19.2%	2.6%	16.6%	19.2%	2.6%	1.84	2.11	0.27

Comparison FY14/15 - FY15/16

Description	YTD Through 15/16		Amount	Diff	% Diff
	14/15	15/16			
Mileage	586,737	638,130	51,393	8.8%	8.8%
Mileage Based Costs	537,126	474,522	(62,604)	-11.7%	-11.7%
Hourly Based Costs	1,398,862	1,482,523	83,661	6.0%	6.0%
Direct Costs	350,888	288,018	(62,870)	-17.9%	-17.9%
Overhead Costs	965,766	934,906	(30,860)	-3.2%	-3.2%
Total Costs	3,252,642	3,179,969	(72,673)	-2.2%	-2.2%

Charter Rate Calculation

Cost per mile calculation:

Minivan	Actual	Plus	Plus
Van/Small Bus	0.456	41.60% Overhead	10.0% Profit
Coach	0.758	1.07	0.72
Combined	1.049	1.49	1.84
	0.837	1.19	1.31

Hourly Rate Calculation:

Actual Hourly Rate	33.88
Plus Direct Costs	19.4%
Hourly Rate	40.46
Plus Overhead	41.60%
Hourly Rate	57.29
Plus Profit	20.0%
	68.75

Mendocino Transit Authority	Year to Date Statistics Comparison
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Comparison FY14/15 - FY15/16		YTD Through			YTD Through			YTD Through			YTD Through			YTD Through			
		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	ERR	ERR	0	0	ERR	ERR	0	0	ERR	ERR	0	0	0	ERR
03 Ukiah - DAR		57,917	60,285	2,368	4.1%	19,381	18,507	(874)	-4.5%	5,051	4,870	(181)	-3.6%	487,654	488,845	(18,809)	-3.9%
04 Fort Bragg - DAR		42,121	45,905	3,784	9.0%	12,681	12,788	127	1.0%	3,205	3,193	(12)	-0.4%	316,799	316,028	(771)	-0.2%
Total Dia-A-Ride		100,038	106,190	6,152	6.1%	32,042	31,295	(747)	-2.3%	8,256	8,063	(193)	-2.3%	804,453	784,873	(19,580)	-2.4%
08 Local Evening Service		11,293	12,147	854	7.6%	10,918	10,476	(442)	-4.0%	2,003	2,013	10	0.5%	168,300	156,676	(11,624)	-6.9%
Total Flex Routes		11,293	12,147	854	7.6%	10,918	10,476	(442)	-4.0%	2,003	2,013	10	0.5%	168,300	156,676	(11,624)	-6.9%
01 Willits - Flex		8,792	11,226	2,434	27.7%	10,667	11,953	1,286	12.1%	2,050	2,059	9	0.5%	183,184	178,730	(4,454)	-2.4%
05 Bragg/About		14,052	15,420	1,368	9.7%	18,075	17,117	(958)	-5.3%	2,239	2,250	11	0.5%	175,140	174,792	(348)	-0.2%
07 Jitney		1,849	2,021	172	9.3%	3,770	3,518	(252)	-6.7%	332	333	1	0.4%	30,034	25,757	(4,277)	-14.2%
09 Local		114,090	130,544	16,454	14.4%	130,918	128,212	(2,706)	-2.1%	7,187	7,214	27	0.4%	590,177	500,068	(90,109)	-15.3%
20 & 21 Willits		47,973	51,137	3,164	6.6%	35,339	33,248	(2,091)	-5.9%	3,228	3,243	15	0.5%	347,753	292,388	(55,365)	-15.9%
22 Willits 22		0	1,503	1,503	ERR	0	595	595	ERR	0	371	371	ERR	0	32,090	32,090	ERR
Total Inland Routes		186,756	211,849	25,093	13.4%	198,769	194,643	(4,126)	-2.1%	15,036	15,470	434	2.9%	1,326,298	1,203,825	(122,473)	-9.2%
60 Coaster		10,087	10,386	299	3.0%	11,952	12,370	418	3.5%	1,262	1,263	1	0.1%	121,787	116,401	(5,386)	-4.4%
65a New Route 65		0	23,621	23,621	ERR	0	1,534	1,534	ERR	0	1,687	1,687	ERR	0	131,367	131,367	ERR
65 CC Rider		99,767	100,319	552	0.6%	11,523	10,519	(1,004)	-8.7%	2,987	3,021	34	1.1%	285,686	269,994	(15,692)	-5.5%
74 Gualala - Saturday		1,769	814	392	22.2%	814	791	(23)	-2.8%	391	382	(9)	-2.4%	35,204	31,822	(3,382)	-9.6%
75 Gualala		15,419	17,384	1,965	12.7%	8,032	8,122	90	1.1%	1,935	1,935	(0)	-0.0%	172,748	160,570	(12,178)	-7.0%
95 Point Arena-Santa Rosa		25,253	25,638	385	1.5%	6,108	5,354	(754)	-12.3%	2,874	2,884	10	0.4%	254,040	236,682	(17,358)	-6.8%
Total Coastal & Long Routes		152,305	179,519	27,214	17.9%	38,429	38,690	261	0.7%	9,449	11,171	1,722	18.2%	869,463	946,836	77,373	8.9%
Total Public Service		450,392	509,705	59,313	13.2%	280,158	275,104	(5,054)	-1.8%	34,744	36,718	1,974	5.7%	3,168,514	3,092,210	(76,304)	-2.4%
97 Contract Services		53,292	56,151	2,919	5.5%	4,085	3,067	(1,018)	-24.9%	911	933	22	2.4%	59,017	54,430	(4,587)	-7.8%
98 Charter		36,729	45,423	8,694	23.7%	9,676	11,753	2,077	21.5%	349	507	158	45.1%	25,113	33,329	8,216	32.7%
Total Other		89,981	101,574	11,613	12.9%	13,761	14,820	1,059	7.7%	1,260	1,439	179	14.2%	84,130	87,759	3,629	4.3%
Total		640,353	611,279	70,926	13.1%	293,919	289,924	(3,995)	-1.4%	35,004	38,157	2,153	6.0%	3,252,644	3,179,969	(72,675)	-2.2%
		611,279															
		289,924															
		38,157															

Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: June 14, 2016
Subj: Financial Statements as of April 30, 2016

Attached are Financial Statements for the month ending April 2016. The Income Statement shows a gain of \$ 340,538 and a \$ 396,245 positive budget performance. Comparing year-to-date through Apr 16 to Apr 15: Operating Revenue is up \$64,142 (9.4%). Other Revenue is up (4.4%) and Operating Expenses are down (-2.2%) 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 \$362,615 this month (including STA carryover). For further details to the capital program, please see Agenda Item #6.

Mendocino Transit Authority				
Budget to Actual Income Statement for ten months ending			Apr-16	
Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	748,533	792,417	(43,884)	-5.5%
Other Revenue	2,822,439	2,838,012	(15,573)	-0.5%
Total Revenue	3,570,972	3,630,429	(59,457)	-1.6%
Operating Expenses				
Transportation	2,221,948	2,557,663	(335,715)	-13.1%
Maintenance	407,083	436,785	(29,702)	-6.8%
Administration	603,602	694,088	(90,486)	-13.0%
Total Operating Expenses	3,232,633	3,688,536	(455,903)	-12.4%
Other (Income)/Expense	(1,609)	(2,400)	791	-33.0%
Mobility Management Program				
Revenue	5,091		5,091	ERR
Expense	(4,501)		(4,501)	ERR
Net Gain/(Loss) Before Depreciation	340,538	(55,707)	396,245	ERR

Mendocino Transit Authority		
Balance Sheet as of		Apr-16
Description	\$	\$
ASSETS		
Current Assets		
Cash	1,758,214	
A/R, Prepaid Expenses & Inventory	1,286,887	
Total Other Current Assets		3,045,101
Property, Plant & Equip Net of Depreciation		11,621,051
Investment - Deferred		0
Total Assets		14,666,152
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	509,995	
Other Liabilities	117,217	
Provision for Restricted Funds	243,766	
Total Current Liabilities		870,978
Deferred Compensation Payable		0
Total Liabilities		870,978
Fund Equity		
Contributed Capital	12,533,479	
Retained Earnings	1,261,695	
Total Fund Equity		13,795,174
Total Liabilities and Equity		14,666,152

Mendocino Transit Authority

Budget to Actual Income Statement for ten months ending

Apr-16

Description		Year to Date Actual \$	Annual Budget (Revised Feb 2015) \$	Remaining \$	Actual as % of Budget
Capital Revenue:					
State Grants		307,000	395,549	88,549	77.6%
STA - Capital		282,919	224,558	(58,361)	126.0%
R/STIP				0	ERR
Federal		300,000	407,000	107,000	73.7%
Transfer from Transit Reserve		78,893	94,550	15,657	83.4%
Local - Other			37,500	37,500	0.0%
Sale of Assets		2		(2)	ERR
Interest Income		993		(993)	ERR
Other				0	ERR
Total Revenue		969,807	1,159,157	189,350	83.7%

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	395,154	358,320	(36,834)	110.3%
2 Medium Duty Buses		98	340,072	346,080	6,008	98.3%
2 Paratransit Vans				0	0	ERR
					0	ERR
					0	ERR
					0	ERR
					0	ERR
Transportation		27	2,531	8,500	5,969	29.8%
Maintenance		28	17,909	53,700	35,791	33.4%
Office		29	2,228	37,500	35,272	5.9%
Bus Stops		30	14,879	49,500	34,621	30.1%
					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
Total Expenses			823,600	1,159,157	335,557	71.1%

Net Gain/(Loss) before Carryover	146,207	0	(146,207)
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FY 2014/15 Carryover			
STA - Capital		216,408	216,408
Transfer from Transit Reserve			0

Net Gain/(Loss)	362,615	216,408	(146,207)
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REVENUE - Budget to Actual Comparison

Date: 14-Jun-16

Dpt	A/C #	Description	Apr-16 Budget	Apr-16 Actual	Apr-16 Variance	Apr-16 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	40,002	29,932	(10,070)	-25.2%	383,106	325,331	(57,775)	-15.1%
40.	401.200	Fares Paid by Agencies	19,172	22,083	2,911	15.2%	183,619	161,799	(21,820)	-11.9%
40.	411.100	Fares - LCTOP	0	6,630	6,630	ERR	0	22,573	22,573	ERR
40.	402.200	Contract Service	5,417	5,544	127	2.4%	54,167	56,144	1,977	3.7%
40.	405.100	Charter	609	4,476	3,867	635.3%	20,379	47,398	27,019	132.6%
40.	406.100	Displays Ads	781	1,000	219	28.0%	7,813	7,800	(13)	-0.2%
40.	409.200	Sonoma County Participation	14,333	12,843	(1,490)	-10.4%	143,333	127,488	(15,845)	-11.1%
		Total	80,314	82,508	2,194	2.7%	792,417	748,533	(43,884)	-5.5%

Other Revenue

40.	409.100	TDA - Operations	207,660	207,660	1	0.0%	2,076,595	2,076,596	1	0.0%
40.	409.110	STA - Operations	14,583	14,583	(0)	-0.0%	145,833	145,833	(0)	-0.0%
40.	411.100	State/Local Grants	0	0	0	ERR	5,000	10,785	5,785	115.7%
40.	413.100	Fed Sec 5311 Oper Grant	41,333	41,333	(0)	-0.0%	413,333	413,333	(0)	-0.0%
40.	413.110	Fed Sec 5311(f) Operating Grant	15,000	0	(15,000)	-100.0%	150,000	122,546	(27,454)	-18.3%
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%	21,583	21,583	(0)	-0.0%
40.	407.210	Maintenance Labor Revenue	2,500	3,597	1,097	43.9%	25,000	30,423	5,423	21.7%
40.	407.220	Maintenance Parts Revenue	0	75	75	ERR	0	662	662	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	65	(2)	-2.5%	667	678	11	1.7%
		Total	283,301	269,471	(13,830)	-4.9%	2,838,012	2,822,439	(15,573)	-0.5%
		Combined - Oper/Other Rev	363,615	351,979	(11,636)	-3.2%	3,630,429	3,570,972	(59,457)	-1.6%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		1,007	1,007			5,091	5,091	
41.	401.200	Fares Paid by Agencies			0				0	
41.	402.200	Contract Service			0				0	
41.	411.100	State Grant - Ag Worker/Commute Study			0				0	
41.	413.110	Federal Operating Grant - JARC			0				0	
41.	413.200	Federal Planning Grant - Commute Study			0				0	
41.	407.500	Other Income			0				0	
		Total	0	1,007	1,007		0	5,091	5,091	
		Combined	363,615	352,986	(10,629)	-2.9%	3,630,429	3,576,063	(54,366)	-1.5%
		Fares - Passenger/Agency	59,174	58,645	(529)	-0.9%	566,725	509,703	(57,023)	-10.1%

Mendocino Transit Authority - Public Service


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

File:(Budget16)EXPCUMBA)

YTD thru Apr-16 Tuesday June 14, 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	1,186,152	215,296	290,831	1,692,278	1,093,133	207,059	253,587	1,553,779	(138,499)	-8.2%		1,553,779
Wages-Vac/Sick/Hol	195,553	42,599	54,466	292,618	189,528	41,884	45,917	277,329	(15,289)	-5.2%		277,329
Health	398,485	52,568	52,568	503,621	328,925	51,569	36,966	417,460	(86,161)	-17.1%		417,460
Workers Comp	105,515	12,848	1,705	120,069	98,240	13,523	1,736	113,499	(6,570)	-5.5%		113,499
Retirement	122,405	24,015	30,590	177,010	98,220	22,418	23,866	144,504	(32,506)	-18.4%		144,504
Payroll Taxes	39,019	6,804	10,014	55,837	38,473	7,205	10,250	55,928	91	0.2%		55,928
Uniform Allowance	6,950	5,500		12,450	3,677	5,559		9,236	(3,214)	-25.8%		9,236
Travel Expenses	5,275	2,850	8,260	16,385	7,355	3,136	4,321	14,812	(1,573)	-9.6%		14,812
Outside Labor	6,280	5,710	81,655	93,645	1,152	4,729	91,559	97,440	3,795	4.1%	1,731	99,171
Fuel-Revenue Vehicles	310,263			310,263	212,475			212,475	(97,788)	-31.5%	1,644	214,119
Lube-Revenue Vehicles	8,850			8,850	10,028			10,028	1,178	13.3%	1,126	11,154
Tires/Tubes-Revenue Vehicles	20,060			20,060	10,179			10,179	(9,881)	-49.3%		10,179
Parts-Revenue Vehicles		23,403		23,403		14,977		14,977	(8,426)	-36.0%		14,977
Expense Parts		2,000		2,000		1,230		1,230	(770)	-38.5%		1,230
Non-Capital Equipment	2,100	2,000		4,100	2,186	2,830	2,578	7,594	1,827	31.7%		7,594
Office Supplies	350		1,667	2,017	(13)		9,160	9,147	(2,453)	-21.1%		9,147
Subscriptions	1,265	1,400	1,133	3,798	355	453	684	1,492	(2,306)	-60.7%		1,492
Dues & Memberships	505		6,175	6,680	395		4,957	5,352	(1,328)	-19.9%		5,352
Janitorial Supplies		10,950		10,950		10,849		10,849	(101)	-0.9%		10,849
Shop Supplies		2,500		2,500		1,202		1,202	(1,298)	-51.9%		1,202
R & M-Buildings & Property		9,700		9,700		6,884		6,884	(2,816)	-29.0%		6,884
Shelter Expense		2,000		2,000		553		553	(1,447)	-72.4%		553
Telephone	8,700	1,200	11,500	21,400	10,848	2,583	13,139	26,570	5,170	24.2%		26,570
Utilities	6,830	975	9,955	17,760	6,448	553	10,680	17,681	(79)	-0.4%		17,681
Insurance	95,601	7,500	12,514	115,615	75,976	6,669	13,305	95,950	(19,665)	-17.0%		95,950
Purchased Transportation	1,500			1,500	1,471			1,471	(29)	-1.9%		1,471
Marketing			102,701	102,701			77,303	77,303	(25,398)	-24.7%		77,303
Training	10,507	4,167	2,200	16,874	7,716	820	1,333	9,869	(7,005)	-41.5%		9,869
Board Expense			4,550	4,550			1,886	1,886	(2,664)	-58.5%		1,886
Miscellaneous	4,223	500	100	4,823	2,030	212		2,242	(2,581)	-53.5%		2,242
Vehicle Rental										ERR		
Equipment Rental												
Property Rental	21,274	300	255	21,829	23,149	185	378	563	1,875	8.8%		563
Total	2,557,663	436,785	694,088	3,688,537	2,221,946	407,082	603,605	3,232,633	(455,904)	-12.4%	4,501	3,237,134
# of Empl (Health benefits)	46	6	6	58	2,221,946	407,082	603,605					

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To: MTA Board of Directors
 From: Carla Meyer, General Manager 
 Date: June 23, 2016
 Subj: Capital Program: Progress Report

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

2015/16 Projects

Current Budget

Bus Stop Improvements (Other)

\$49,500

New Action: Additional stops have been approved and upgraded.

Problems: None.

Two Senior Center Vehicles (5310)

\$129,161

New Action: Van for Ukiah due to arrive in late June, early July.

Budget has been carried over to FY 2016/17

Problems: None

Two Medium Duty Buses (5311f)

\$346,080

New Action: Projected completed.

Problems: None.

Four Large Vans (Prop 1B and STIP)

\$358,320

New Action: Fourth van with vibration issues has been resolved and is headed back to MTA.

PROBLEMS: None.

Two-way Radio Replacement incl. Dispatch Console (Prop 1B and STA)

\$125,000

New Action: Video project is nearly completed. The radio project is ready to roll early next fiscal year pending approval of the FY 14/15 Safety and Security funding.

PROBLEMS: Cal-OES staff cooperation with pending grant requests.

Maintenance Service Van (STA)


\$50,386

New Action: Project will be carried over to FY19/20.

Problems: None

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Agenda Item # 6

To: MTA Board of Directors
From: Carla A. Meyer, General Manager 
Date: June 30, 2016
Subject: Appointment of Carla Meyer to CalTIP Board

CalTIP, the California Transit Systems Joint Powers Insurance Authority was established in 1987; of which MTA was a founding member. This insurance pool provides member transit agencies dependable and stable pricing for insurance coverages. Each member agency must appoint a member representative to the California Transit Insurance Pool Board.

A resolution of member appointment is required. In years past, Bruce Richard and Dan Baxter was the member appointee.

Recommendation:

Staff recommends that the Board approve appointment of General Manager Carla Meyer to the CalTIP Board.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-13
APPOINTING CARLA MEYER TO REPLACE DAN BAXTER
ON THE BOARD OF DIRECTORS
OF THE
CALIFORNIA TRANSIT SYSTEMS JOINT POWERS INSURANCE AUTHORITY**

WHEREAS:

1. MTA is a founding member of the California Transit Systems Joint Powers Insurance Authority, CalTIP which was established in 1987 to provide dependable coverage and stable pricing for liability insurance; and
2. The Joint Powers Agreement creating CalTIP requires that each member appoint one Representative and one Alternate to the Board of Directors.

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

1. Approve Carla Meyer, General Manager, to replace Dan Baxter as MTA's representative to the CalTIP Board of Directors; and
2. Appoint the Operations Manager of MTA as the alternate to the Board of Directors.

ADOPTION of this RESOLUTION was MOVED by Director and SECONDED by Director at a regular meeting of the MTA Board of Directors on June 30, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager

Agenda Item # 7

To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: June 30, 2016
Subject: MTA Lost and Found Policy



On a daily basis, MTA bus operators and cleaning staff collect lost and found items varying from hats, coats and jackets to cell phones, wallets and prescription drugs.

To facilitate proper storage of, notifications to owners of lost items and timely disposal of items, the MTA Lost and Found Policy has been developed.

This policy addresses proper sequence of handling of lost items, including secure storage of cash and prescription drugs. A detailed log of each and every item by date, attempts to notify owners and a timeline for disposition is included.

Recommendation: Review, approve and adopt Resolution 2016-14, MTA Lost and Found Policy.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-14
MTA LOST AND FOUND POLICY**

WHEREAS:

1. MTA Bus Operators and cleaning staff daily collect varying lost and found items on its coaches, shelters and properties; and
2. MTA is responsible for proper sequence of handling of lost items, storage, attempts to locate and disposal of said items;

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

1. Reviewed and approved the MTA Lost and Found Policy; and
2. Direct staff to implement said policy; effective this date.

ADOPTION of this RESOLUTION was MOVED by Director and SECONDED by Director at a regular meeting of the MTA Board of Directors on June 30, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager



LOST AND FOUND POLICY

*As Approved by the MTA Board of Directors
June 30, 2016*

POLICY STATEMENT

This policy is to set the standards, procedures and disposition for lost items recovered on Mendocino Transit Authority (MTA) vehicles and properties.

POLICY

Lost and Found Items- OTHER THAN CASH

Any item of personal property (other than cash) found on an MTA vehicle or MTA property shall be secured by the MTA employee. Upon return to the base, the item is to be tagged with an MTA 'Lost and Found Tag' identifying the time and date found, the route number or location the item was found.

The item will then be submitted to the Dispatch Office. The Receptionist will log the date of receipt and placement of the item in the secured lost and found locker on the 'Lost and Found Log'.

Medications/Prescriptions

Any medications or prescriptions found on an MTA vehicle or MTA property shall be secured by the MTA Employee. Upon return to the base, the item is to be tagged with an MTA 'Lost and Found' Tag identifying the time and date found, the route number or location the item was found. The tagged medication/prescription will be turned in to the Dispatch Office. Dispatch will notify the Receptionist as soon as possible of the medication/prescription securement.

The Receptionist will contact the owner of the medication/prescription to advise them of the location of their item. The Receptionist will then place the medication/prescription in an envelope with the owners name written on the front. The Receptionist will log all pertinent information onto the "Lost and Found" log. The medication/prescription will then be turned into the Finance and Personnel Manager for placement in the agency safe.

Cash

Any loose cash found on an MTA vehicle or MTA property shall be secured by the MTA Employee. Upon return to the base, the MTA employee shall complete an MTA 'Lost and Found Tag' identifying the time and date found, the route number or location the cash was found. The tagged cash will be turned into Dispatch and counted. Dispatch will notify the Receptionist as soon as possible of the cash item securement.

The Receptionist will re-count the cash and place the cash in an envelope with the dollar amount written on the front. The Receptionist will log all pertinent information onto the "Lost and Found" log. The cash will then be turned into the Finance and Personnel Manager for placement in the safe.

Return of Lost and Found Items

Items lost may be claimed by the owner or the owner's authorized representative

between 8:00AM and 5:00 PM at the Mendocino Transit Authority Administration Offices, 241 Plant Road, Ukiah CA 95482 (707-234-6446). At the owner's request, alternate pick-up arrangements are available by pre-arrangement.

Claims for cash and or medications/prescriptions must be made by the owner or the owner's authorized representative at the Mendocino Transit Authority Administration Offices, 241 Plant Road, Ukiah CA 95482. No cash or medications/prescriptions may be returned to a passenger by an MTA bus operator.

Duration and Disposition of Found Items, Medications/Prescriptions and Cash

1. All non-medication, non-cash items shall be secured by MTA for 30 days. After 30 days, unclaimed items will be discarded or donated to a local charity, whichever is deemed appropriate.
2. For items which have been claimed, but not picked up within the 30 days, the Receptionist will notify the owner that they have 15 more days to claim the item or it will be disposed of.
3. After 30 days, unclaimed cash will be turned into the Ukiah Police Department, Mendocino County Sheriff's Office, Willits Police Department or Fort Bragg Police Department as determined by where the cash was found.
4. For prescription forms, after 30 days the form will be cross-shredded and disposed of.
5. Prescription and over-the-counter medications will be held in the agency safe and disposed of at the Mendocino County safe medicine disposal locations:

- A. Mendocino Sheriff's Office
Low Gap Road
707-463-4411
- B. Ukiah Police Department
300 Seminary Avenue
707-463-6242
- C. Ukiah Senior Center
497 Leslie Street
707-462-4343

Disposition of all the above will be recorded in the MTA 'Lost and Found Log'.

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Agenda Item #8

To: Board of Directors
From: Sally Webster, Finance/Personnel Manager
Date: June 28, 2016
Subj: Proposed Budgets FY2016/17

The Proposed 2016/17 Budget is attached as a separate document, in its usual format. This Proposed Budget is tentative, pending Board revisions and approval.

MTA Operating

The MTA Operating Budget, as presented is in the red. That is, it shows a net loss of \$45,937. It contains expansion of service on Route 65, pending approval of a 5311(f) intercity grant that would address three unmet needs. A 2.25% Cost of Living wage increase is proposed for all staff, represented and non-represented, as well as Step Increases.

Sales tax-based TDA receipts in Mendocino County are down. For fiscal year 2016/17, projected receipts decrease by -0.3%. The amount of TDA available for transit operations will increase by 2.31%, as excess sales tax revenues from FY14/15 are allocated in this fiscal year. Fare Revenue remains neutral in the proposed budget.

Staff recommends approval of the Operating Budget as presented.

Senior Center Subsidy Program

A 2.3% increase in the TDA funds for MTA operations in FY16/17 result in the same increase for the five centers: Anderson Valley, Redwood Coast, South Coast, Ukiah, and Willits.

Capital

MTA plans to spend \$951,616 on capital projects in FY16/17. Over the next five years, we plan on spending \$10.1 million on capital projects, replacing 40 vehicles, as well as completing the Admin/Ops building, and preliminary planning stages of a Transfer Center.

On the revenue side, most of the funding for the Admin/Ops building is not secure but will likely come from Federal sources. We project \$2.4 Million in STA funds for capital projects over the next five years. We also project the use of \$1.5 Million in the two Prop 1B programs, and \$88,000 in STIP funding. We plan to use \$412,680 in LCTOP (Cap & Trade) funds over the next five years.

Recommendation

Board members should review these budgets carefully. Approval of Resolution 2016-17 is required for the timely adoption of the budget for the fiscal year starting tomorrow.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-17
ADOPTING FISCAL YEAR 2016/2017 BUDGETS

WHEREAS:

1. MTA policy calls for the adoption of annual balanced budgets, and
2. The MTA Board of Directors approved a Draft Budget and Claim for funds on March 24, 2016, and public funds required to balance that budget are adequate, with the potential use of State Transit Assistance and Operating Reserves, and
3. Staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

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

1. Adopts the Proposed Budget as presented to the Board and dated June 30, 2016, as may be revised at the meeting, including:
 - MTA Operating Budget
 - Senior Center Operating Subsidies
 - MTA & Senior Center Capital Program
2. Specifically approves the following components of the Budget:
 - Revised Public Transit Service Descriptions
 - Personnel Policies, Appendix:
 - A: 2016/2017 Wage and Staffing Table
 - B: 2016/2017 Holiday Schedule
 - C: Core Benefits (7-1-16)
 - D: Travel Reimbursement
 - E: Retirement Contributions/Vesting Schedule
 - G: Organization Chart

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on June 30, 2016, by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Mastin, Chairman

Carla Meyer, General Manager

To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: June 30, 2016
Subject: MTA Reserve Policy



At the May Board of Directors meeting, discussion of establishing an MTA Reserve Policy was discussed.

As a result, staff contacted CalACT (California Association for Coordinated Transportation) for similar transit systems Reserve Policies. Based on the summation of those policies and MTA's internal procedures and best practices, the draft MTA Reserve Policy is presented.

In the four (4) policies reviewed, (Amador, El Dorado, Sonoma and Lake) the Operating Reserve set aside was consistent at 25% in Amador and El Dorado. Lake County advised that an operating reserve of 25% would be what they would like to maintain. Sonoma reported that while no formal policy amount has been mandated by the Directors, at the current time the operating reserve is at approximately 30% of their of the annual operating budget.

MTA has a long-used outstanding Five-Year Capital Plan. Annually the plan is reviewed and updated based on actual and projected needs and revenue sources. For continuity and practical capital funding, the Capital Fund Policy balance is based on this plan. It provides a "fluid" funding balance established on actual and projected needs.

Recommendation: Review, approve and adopt Resolution 2016-15, MTA Reserve Fund Policy.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-15
MTA RESERVE FUND POLICY**

WHEREAS:

1. MTA policies require the call for adoption of annual balanced budgets; and
2. It is prudent fiscal management for public agencies to reserve funds which can be used in the event of financial emergencies;

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

1. Reviewed and approved the MTA Reserve Fund Policy; and
2. Direct staff to implement said policy, effective this date.

ADOPTION of this RESOLUTION was MOVED by Director and SECONDED by Director at a regular meeting of the MTA Board of Directors on June 30, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager



RESERVE FUNDS POLICY

Summary

This Reserve Policy establishes guidelines for reserve funds for Mendocino Transit Authority (MTA), including the target balance, anticipated uses and approvals for the use of reserve funds.

Introduction

The reserve fund policies and practices of MTA are based on prudent financial management. The primary goal of the Reserve Policy is to establish guidelines for reserve funds MTA, including the target balances, applicable funding sources, anticipated uses and approvals for the use of reserve funds.

Objective

Establishing reserve funds (or preparing for the “rainy day”) provides a means for dealing with emergency or high-priority situations which could not otherwise be funded in the near term.

MTA Objectives for reserve funding are:

- a) To provide adequate funds to support legitimate operating expenditures;
- b) To enable Mendocino Transit Authority to sustain operations and capital projects through delays in the receipt of committed funds and to accept reimbursable contracts and grants without jeopardizing ongoing operations;
- c) To promote public confidence in the long-term sustainability of Mendocino Transit Authority by preventing chronic cash flow crises; and
- d) To create an internal line of credit to manage cash flow and maintain financial flexibility.

Establishing a Reserve Fund

All reserve funds shall be established by the Board. Reserve accounts shall be established upon the adoption of a resolution that must specify;

- a) Purpose of the reserve and eligible use(s);
- b) Establishment of eligible uses of funding;
- c) Source/type of the funding;
- d) Minimum funding level, if applicable.

Management of Reserves

Unless otherwise stated, all reserves shall be incorporated into the fiscal year-end financial analysis, staff prepares and presents to MTA Board. All reporting of reserve accounts will satisfy the objective of being self-explanatory and easy to understand.

Applicable Funding Sources

Such funds are identified as follows:

- a) State Transit Assistance (STA)
- b) Local Transportation Funds (LTF)
- c) Miscellaneous income;
- d) Rental Income
- e) Income received from the sell of assets or other miscellaneous items (capital reserve)

Anticipated Uses of Reserve Funds

A reserve fund is intended to be used for one-time non-recurring purposes, unless otherwise approved by the MTA Board. A reserve fund is intended to be used only under unusual financial circumstances. Below are some examples of potential uses for a reserve fund:

- a) Spikes in the cost of fuel or other materials;
- b) Opportunities to advance urgent, high-priority needs;
- c) Unforeseen withdrawal or cutback in a revenue source;
- d) Augment and/or balance the annual budget.

However, none of these circumstances shall be deemed to obligate the Board to approve use of a reserve fund.

Approval for Use of Reserve Fund

Each proposed use of a reserve fund will be subject to Board approval through the budgetary cycle when the final Budget is adopted.

OPERATING RESERVE FUND POLICY

Purpose

The purpose of the Operating Reserve Fund is to establish and maintain a fund that will provide sufficient financial resources to assure timely payment of the operating expenses of MTA as authorized and defined by the Board.

Calculating the Reserve Amount

The recommended amount required for the Operating Reserve Fund is calculated by agency management staff based on actual expenditure history, planned service reductions/expansions plus adjustments for extraordinary expenditures (e.g. one-time expenditures). The targeted minimum amount to be maintained in the reserve fund shall

be a “targeted” minimum account balance of twenty-five percent (25%) of the annually budgeted operating expenditures.

Frequency of Calculation

Annually, after FY closeout and completion of the independent audit, the amount **to** fund the Operating Reserve Fund will be reevaluated by management staff to determine the calculated amount of funds that should be made available to fund the Operating Reserve Fund.

Board Review

Based on this analysis, management staff shall make a recommendation to the Board for review and formal Board approval.

Other Reserve Funds

The initial priority of the Reserve Policy is to build up the Operating Reserve Fund over time to the targeted balance of a targeted minimum account balance of 25% of the annually budgeted operating expenditures. Additional Reserve Funds in the longer term for Capital Replacement and/or specialized larger scale projects requiring funding match are addressed as follows:

CAPITAL PROGRAM RESERVE FUND POLICY

Purpose

A Capital Replacement Program Reserve Fund will be developed to build up funds in anticipation of future capital replacement expenditures.


Objective

The intent is to build up a reserve of funds before potential capital expenditures would be incurred in or after the current fiscal year, which would fund the expenditures either in full or as the local match. The MTA Board would authorize the use of the money in the Capital Reserve Fund during the budgetary process.

Calculating the Reserve Amount

The recommended amount required for the Capital Reserve Fund is calculated by agency management staff based on actual expenditure needs; i.e. capital equipment, vehicle replacement match and adjustments for extraordinary expenditures (e.g. one-time expenditures) The capital reserve fund balance shall be calculated as outlined in the MTA Five-Year Capital Plan, based on actual and projected expenditures and revenue sources.

Agenda Item # 10

To: MTA Board of Directors
From: Carla A. Meyer, General Manager 
Date: June 30, 2016
Subject: Application for FY14/15 Prop1B Safety and Security Funds

Proposition 1B made available statewide \$900,000,000 in bond funds over ten years starting in FY 07/08 to improve transit safety and security. The funding for FY14/15 is available for application. These funds, in the amount of \$7,292 for MTA and \$73,195 for Mendocino County are to be disbursed through MCOG (same amount as past years). Because MTA is the only transit agency in Mendocino County the entire \$80,487 is available only to us.

At this current time, the MTA radio system is failing. Outdated analog radios and analog repeaters are working sporadically at best. The Maintenance Division has been working with Fisher Communications to update the system with digital radios and digital repeaters.

Proposed project is:

1. Purchase and install 51 Digital Radios in the MTA Fleet.
2. Purchase 10 mobile handheld radio units.
3. Purchase and install two (2) digital repeaters.

Recommendation: Review, approve and adopt Resolution 2016-16, authorizing General Manager and/or Sally Webster, Finance and Personnel Manager to apply for and distribute FY 14/15 Safety-Security Funds.



RESO #: 2016-16

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the **Mendocino Transit Authority** is eligible to receive CTSGP funds; and

WHEREAS, the **Mendocino Transit Authority** will apply for FY 2014-2015 CTSGP funds in an amount up to **\$80,487 for Two-Way Radio System Upgrade Completion for passenger and MTA Staff protection; and further to aid the local emergency services evacuate residents of Mendocino County in the event of an emergency;** and

WHEREAS, **Mendocino Transit Authority** recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires **Mendocino Transit Authority** to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of **Mendocino Transit Authority** to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE MENDOCINO TRANSIT AUTHORITY THAT CARLA A. MEYER, GENERAL MANAGER AND/OR SALLY WEBSTER, FINANCE AND PERSONNEL MANAGER, is hereby authorized to execute for and on behalf of Mendocino Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

ADOPTION of this **RESOLUTION # 2016-16** was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on d this **30th** day of **June, 2016**, by the following roll call vote

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jim Mastin, Chair, MTA Board of Directors

Carla A. Meyer, MTA General Manager