



**Board of Directors
Regular Meeting Agenda**

September 1, 2016

1:30 pm

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 and June 30, 2016 Board Meeting
<u>Information:</u> | 1 |
| 3. | Service Performance Report: May, 2016
<u>Information</u> | 9 |
| 4. | Financial Report: May, 2016
<u>Information</u> | 15 |
| 5. | Board Meeting Dates and Locations
<u>Information</u> | 21 |
| 6. | Capital Program: Update/Progress Report
<u>Information</u> | 23 |

ACTION & DISCUSSION

- | | | |
|-----|---|------|
| 7. | Unmet Transit Needs – Willits
<u>Action:</u> Solicit public input | 25 |
| 8. | <i>MTA 100-Day Organization Assessment Report</i>
<u>General Discussion and Review</u> | 27 |
| 9. | Review and approve realignment of positions.
<u>Action:</u> Discuss, review and give direction to staff regarding organizational restructure. | 47 |
| 10. | Regular Board Meeting Date Change
<u>Action:</u> Approve change of regular meeting date to the last Wednesday of each month, commencing September 28, 2016 | 49 |
| 11. | Preliminary Review New Service Implementation
<u>Update</u> | |
| 12. | Mendocino College – Fare Free Rides
<u>Update</u> | oral |
| 13. | Management Reports | oral |
| 14. | 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 54950:

Labor Negotiations

Section 54957.6

Discussion of current labor negotiations with Teamsters Local 665

Personnel

Section 54957

In-depth discussion of 100-Day Organization Assessment Report as pertains directly to personnel.

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 #2

Mendocino Transit Authority

Board of Directors

Minutes of the Regular Board Meeting May 26, 2016 Fort Bragg Video-Conferenced with Ukiah

Present: Tarbell, Gjerde, Mastin, Doble, Strong
Excused: Cross, Peters
Staff: Richard, Webster, Butler, Beard, Meyer
Others: Loretta Ellard & Phil Dow, MCOG; Michael
O'Connor, RJ Ricciardi, Inc., CPA; Ryan LaRue,
Brad MacDonald & Mike Pallesen, RCHDC

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

Dir. **Mastin** asked for Public Comment

CONSENT CALENDER

Agenda Item #2: Minutes of April 28, 2016 Board Meeting
Agenda Item #3: Service Performance Report: March 2016
Agenda Item #4: Financial Report: March 2016
Agenda Item #5: Board Meeting Dates and Locations
Agenda Item #6: Capital Program: Update/Progress Report

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

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

Agenda Item #8: FY2015/16 Fiscal & Compliance Audit: Action:
Discussion on GASB68, Review & Accept Audits. Fin. Mgr. **Webster**
discussed the Financial Audit and Single Audit for FY14/15.
Fin. Mgr. **Webster** also explained that GASB68 was implemented in
FY14/15, and that a prior period adjustment was necessary for
1.18 million to cover the unfunded liability in MTA's Retirement
Account. Ms. **Webster** introduced Michael **O'Connor**, CPA, with RJ
Ricciardi, Inc, who performed the audit, to further explain the

effect of the reporting, and what to expect in future years. Discussion of the GASB68 inflows, outflows, and net pension liability continued. Dir. **Doble** suggested that a Reserve Policy should be considered to handle future funding.

Moved by Dir. **Gjerde** and seconded by Dir. **Tarbell** to accept FY14/15 Audit, and approved by the following Roll Call vote:

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

Agenda Item #7: Affordable Housing & Sustainable Communities Grant: Action: Review and approve Partnership Agreement with Rural Housing Development Corporation (RCHDC), Resolution 2016-11 and authorize an application for AHSC funding, Resolution 2016-12. Interim General Manager **Richard** reported that Mike **Pallesen** of Rural Housing Development Corporation approached him on partnering with RCHDC to write a grant to build 80 units of low income senior housing west of Orchard and north of Orr Creek, and with the reduction of greenhouse gases having the ability to purchase an electric bus to service that area. The grant, as written, would allow \$400,000 for the bus, and MTA would need to find additional funding to cover the cost. At the present time, that match would be approximately \$150K for a medium duty bus.

Moved by Dir. **Strong** and seconded by Dir. **Doble** to adopt **Resolution 2016-11 & 2016-12**, and approved by the following Roll Call vote:

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

Agenda Item #9: Estimated FY15/16 Year End Financials. Information. Finance Mgr. **Webster** covered FY15/16 estimated revenues and expenses as compared to the Actual 14/15 financials, as well as the current FY15/16 budget and the Preliminary FY16/17 Budget.

Agenda Item #10: Budget update FY16/17. Information.

Fin Mgr **Webster** updated the Preliminary Budget to include some of the uncertainties that were discussed when the Draft Budget was presented in March. Fin Mgr **Webster** noted that at present time, the Budget reflects approximately a \$150,000 deficit. Dir. **Doble** suggested developing a Reserve Policy to guide the agency in the use of the Reserve Funds (Retained Earnings). Further consideration of open positions that will not be filled until later in the Fiscal Year should be adjusted to reflect additional savings in the Budget.

Agenda Item #11: Dental Insurance. Action: Discussion.

Consider Approval. Fin. Mgr. **Webster** reported that for the FY2016/17, our Dental Carrier increased our premium by 4%. Our utilization is about 80% of every dollar in premiums. Staff suggested changing the plan to self-insure would be a low risk, and that savings from the plan could be used to either reduce the premiums or increase the benefit amount in the future.

Moved by Dir. **Strong**, seconded by Dir. **Doble** to approve to change Dental Plans from our current carrier to self-insure through Access Dental.

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

Agenda Item #12: Mendocino College - Fare Free Rides:

Information. Int. General Mgr. **Richard** explained that our funding source for next fiscal year is \$91,000 and staff had proposed to fund the Fall & Spring Semesters. The meeting with the President and Dean of the College agreed to look into the College sharing some of the cost of the program. The meeting with the Student Council resulted in their decision not to fund a portion of the project at this time. Int. Gen. Mgr **Richard** recommended implementing the program, and having the new General Manager continue to pursue a cost share program. The program could be changed to use the funds for capital purposes to procure an electric bus in the future.

Agenda Item #12a: Management Reports: Information. Maintenance Mgr. **Butler** reported that one new large van is still not accepted due to retarder issues. He is working on getting a new Gate and Solar Lighting in Willits as part of the Prop 1B Safety

and Security monies. Replacement of the video and camera equipment with Safety & Security monies are slated to be completed by June 15th. Loretta **Ellard** with MCOG reported that within the next week MTA's Phase Three of the Bus Stop Study \$25,000 is slated to be approved.

Agenda Item #13: Matters from Directors. Dir. **Tarbell** welcomed GM **Meyer**, and thanked staff for their work in this transition. Dir. **Mastin** welcomed the new GM, and thanked the management team, especially the Interim General Manager **Richard** for his work until GM **Meyer** was on Board. Dir. **Mastin** reported that he attended the CTA Annual Legislative Conference and there were a lot of changes to the STA Funding, and that LIFT & UBER could be eligible for STA Funds. Federal funding of UBER & LIFT for paratransit is illegal at this time. There was a lot of discussion of electric buses at the Conference.

Chair **Mastin** called for closed session at 3:30 pm.

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

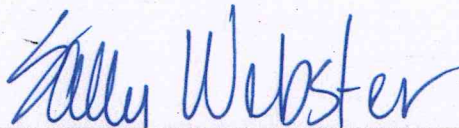
Report out of Closed Session:

Chair **Mastin** called for Open Session at 3:40 pm. Request was made for use of an agency car for commuting, and the Board has approved that request. If all staff cars are in use, MTA will require the vehicle back or we incur the additional cost of renting a vehicle for staff to travel.

No Report.

The Regular meeting of the MTA Board of Directors adjourned at 3:42 pm.

Jim Mastin, Chair


Sally Webster, Finance/Pers. Mgr.

Agenda #2

Mendocino Transit Authority

Board of Directors

Minutes of the Regular Board Meeting June 30, 2016 Fort Bragg Video-Conferenced with Ukiah

Present: Tarbell, Cross, Mastin, Doble, Strong
Excused: Gjerde, Peters
Staff: Webster, Butler, Meyer
Others: Loretta Ellard

Dir. **Mastin** called the Meeting to order at 1:42 PM.

Dir. **Mastin** asked for Public Comment

CONSENT CALENDER

Agenda Item #2: None
Agenda Item #3: Service Performance Report: April 2016
Agenda Item #4: Financial Report: April 2016
Agenda Item #5: Capital Program: Update/Progress Report

Moved by Dir. **Cross** and seconded by Dir. **Tarbell** to accept Agenda Items #3 - #5, and approved by the following Roll Call vote:

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

Agenda Item #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. Gen. Mgr. Meyer requested the Board to appoint her as MTA's Representative to the Board of the California Transit Insurance Pool.

Moved by Dir. **Doble** and seconded by Dir. **Tarbell** to accept FY14/15 Audit, and approved by the following Roll Call vote:

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

Agenda Item #7: Lost and Found Policy: Action: Review and approve MTA Lost and Found Policy, Resolution 2016-14. General Manager **Meyer** presented the Lost and Found Policy to the Board.

Moved by Dir. **Strong** and seconded by Dir. **Tarbell** to adopt **Resolution 2016-14**, and approved by the following Roll Call vote:

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

Chair **Mastin** called for closed session at 2:00 pm.

Closed Session Pursuant to GC 54957(1): Conference with Legal Counsel - Existing and Anticipated Litigation.

Report out of Closed Session:

Chair **Mastin** called for Open Session at 2:15 pm. Advisory session with **James Wyatt** of **York Insurance**. No report.

Agenda Item #8: Proposed Budget FY16/17. Action: Discuss and Adopt Resolution 2016-17.

Fin Mgr **Webster** reviewed the Proposed FY2016/17 Budget. The budget showed a net loss of \$45,937. It contained expansion of service on Route 65, pending approval of a 5311(f) grant that would address three unmet needs. A union negotiated 2.25% COLA was included for represented employees and was proposed for all staff. Operating Revenue remained neutral, and other revenue increased by \$171,466 over last year due to excess TDA revenue from FY14/15, and the new 5311(f) grant. The Senior Center Subsidies increased 2.3% in TDA funds for all five centers. Gen. Mgr. **Meyer** presented the Capital Budget. Capital Revenues for five years are \$10 million, which includes \$5 million for the Admin Building. Vehicle acquisitions are \$4.1 million for 40 Replacement vehicles, 11 Para-transit vehicles, 11 large vans, and 10 Senior center vans, and various equipment and minor facilities over \$400K. The current year budget is proposed to spend \$900K of which \$500K will be spent in vehicles, and \$200K in Senior center vehicles. Fin. Mgr. **Webster** reviewed the Unmet Transit Needs portion of the budget. MTA staff and MCOG's Transit Productivity Committee identified three items from the

unmet needs list that as Reasonable to meet contingent on approval of MTA's grant proposal under the FTA Section 5311f program.

Moved by Dir. **Strong** and seconded by Dir. **Tarbell** to adopt Resolution 2016-17, and approved by the following Roll Call vote:

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

Agenda Item #9: MTA Reserve Fund Policy Action: Discussion and approval of Resolution 2016-15. Gen. Mgr. **Meyer** reviewed the Policy for establishing reserves for Operating and Capital funding.

Moved by Dir. **Tarbell**, seconded by Dir. **Cross** to approve the Policy with minor grammatical corrections to wording on page 3 and 4 of the Policy.

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

Agenda Item #10: Prop 1B, Safety and Security FY2014/15 Funding. Action: Review and approve Resolution 2016-16. General Mgr. **Meyer** proposed to apply for TSSSDRA funding in the amount of \$80,487 to purchase and install radios for the fleet, 10 mobile handheld radio units, and purchase and install two digital repeaters.

Moved by Dir. **Strong**, seconded by Dir. **Tarbell** to approve **Resolution 2016-16**, authorizing the General Manager and/or the Finance Manager to execute actions for financial assistances by the OES under the CTSGP, with changes to remove the proper names of the General Manager and Finance/Personnel Manager in the Resolution.

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

Agenda Item #11: Mendocino College - Fare Free Rides:

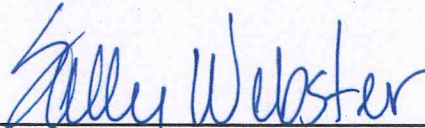
Information. General Mgr. **Meyer** reported that she met with Arturo **Reyes**, President with Mendocino College, Eileen **Cichocki**, and Jessica **Silva** regarding sharing some of the cost of the fare free rides to the college. The outcome of the meeting was that the College was not interested in contributing to the program at this time. At the end of the spring semester, the Board will consider redirecting the use of the funds for other purposes.

Agenda Item #12: Management Reports: Information. Maintenance Mgr. **Butler** reported that MTA accepted and received our last large van that had retarder issues. He is working on getting a new Gate and Solar Lighting in Willits as part of the Prop 1B Safety and Security monies. Fin/Pers Mgr **Webster** reported that MTA is recruiting for the Operations Manager Position. Loretta **Ellard** with MCOG will not meet in July, and the next meeting will be in August. Gen Mgr **Meyer** reported that at the sixth week with MTA, she is working on realignment of duties, that we are now video testing for driver recruitment, getting supervisors on the road and doing evaluations, and she will be filling the operations shoes until we get an Operations Manager on board.


Agenda Item #13: Matters from Directors. Dir. **Strong** reported that Willits is working on the Main Street Planning Program. Dir. **Cross** is working on the city of Point Arena appointing him to the MTA Board. Dir. **Tarbell** reported that the Board of Supervisors appointed him to our Board at their meeting on June 7, 2016. Dir. **Doble** reported that the council approved the reconstruction of the intersection at Low Gap/Brush and State street. Reconstruction of Luce, Observatory, and Washington street will happen further this year.

The Regular meeting of the MTA Board of Directors adjourned at 3:47 pm.

Jim Mastin, Chair


Sally Webster, Finance/Pers. Mgr.

Agenda Item # 3

To: MTA Board of Directors
From: Carla Meyer, General Manager 
Date: August 25, 2016
Subj: Service Performance Report: May, 2016

Attached is the Monthly Report for May, 2016 comparing performance with the May, 2015 Monthly Report. Of the twelve (12) performance standards, only 5 have exceeded performance of the previous year, 4 of which are operating costs per hour.

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 eleven (11 months of last year, showing Total Public Service. Below are the highlights of the year-to-date summary:

Fare Revenue	Up	9.2%
Ridership	Down	-1.6%
Service hours	Up	5.9%
Total operating cost	Down	-1.9%

That means that compared to last fiscal year after May (eleven months):

Cost per hour (hourly rate)	Decreased	7.4% to \$84.22
Productivity (passengers per hour)	Decreased	7.1% to 7.5
Farebox ratio	Increased	11.3% to 16.1%
The average fare paid	Increased	11% to \$1.81

May's data shows an increase in the Farebox Ratio and Operating Cost Per hour, however, 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

May-15	3.9	15.0%	97.58
Feb-16	3.8	9.7%	103.08
Mar-16	3.7	13.2%	94.74
Apr-16	3.8	14.5%	96.25
May-16	3.6	8.1%	97.44
STANDARD	4.5	15.0%	95.12

Flex Routes (***)

May-15	5.7	7.1%	87.53
Feb-16	5.3	7.8%	79.43
Mar-16	4.6	9.2%	72.11
Apr-16	5.3	10.0%	78.09
May-16	5.6	7.3%	77.88
STANDARD	8.2	15.0%	81.62

Short Distance Bus Routes (**)

May-15	13.6	16.9%	84.31
Feb-16	13.4	16.8%	80.63
Mar-16	12.6	21.9%	74.44
Apr-16	12.6	24.2%	76.61
May-16	13.1	16.3%	77.75
STANDARD	14.0	15.0%	85.97

Long Distance Bus Routes (*)

May-15	4.0	20.4%	87.22
Feb-16	3.2	12.2%	90.46
Mar-16	3.5	18.9%	82.93
Apr-16	3.2	18.1%	84.58
May-16	3.3	10.7%	84.78
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

Year-to-Date Statistics and Performance

Router/Run	Thru		May-16		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
	YTD	Pass	YTD Service Hours	YTD Paid Hours												
02 Willits - DAR	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	64,107	20,298	5,377	6,575	56,385	38,442	104,971	104,971	151,914	518,314	96.40	3.8	12.4%	0.045	3.16	11.92
04 Fort Bragg - DAR	48,514	13,959	3,506	4,150	39,292	26,676	77,514	101,546	346,387	98.81	4.0	14.0%	0.047	3.48	13.84	
Total Dial-A-Ride	112,621	34,257	8,883	10,725	95,677	65,118	182,486	253,461	864,702	97.35	3.9	13.0%	0.046	3.29	12.68	
01 Willits - Flex	0	0	0	0	0	0	0	0	0	0	ERR	ERR	ERR	ERR	ERR	ERR
08 Local Evening Service	13,285	11,595	2,213	2,660	24,876	16,942	14,740	50,478	172,276	77.84	5.2	7.7%	0.073	1.15	6.00	
Total Flex Routes	13,285	11,595	2,213	2,660	24,876	16,942	14,740	50,478	172,276	77.84	5.2	7.7%	0.073	1.15	6.00	
01 Willits - Flex	11,952	13,072	2,264	2,936	28,363	19,317	20,234	57,672	196,685	86.86	5.8	6.1%	0.071	0.91	5.28	
05 Bragg/About	16,475	19,005	2,474	2,972	33,719	23,770	11,150	56,190	191,733	77.51	7.7	8.6%	0.108	0.87	6.66	
07 Jiney	2,122	3,810	367	442	5,034	4,396	652	8,302	28,335	77.29	10.4	7.5%	0.145	0.56	5.79	
09 Local	143,565	141,530	7,928	8,361	100,083	91,273	283,379	14,067	161,106	549,825	69.35	17.9	26.1%	0.348	1.01	18.11
20 & 21 Willits	55,652	36,677	3,568	4,106	83,887	78,105	10,013	94,200	321,474	90.10	10.3	17.3%	0.138	1.52	15.60	
22 Willits 22	1,630	649	408	395	16,076	10,894	720	10,367	35,383	86.70	1.6	4.6%	0.019	2.51	3.99	
Total Inland Routes	231,396	214,743	17,009	19,212	267,162	227,755	651,008	387,836	1,323,435	77.81	12.6	17.5%	0.187	1.08	13.60	
60 Coaster	11,072	13,675	1,388	1,713	37,521	26,074	6,259	37,431	127,738	92.06	9.9	8.7%	0.117	0.81	7.98	
65a New Route 65	24,915	1,677	1,856	2,167	37,097	25,250	2,979	42,188	143,915	77.56	0.9	17.3%	0.014	14.86	13.43	
65 CC Rider	105,685	11,409	3,328	3,701	102,506	69,686	125,474	87,139	297,337	89.34	3.4	35.5%	0.060	9.26	31.76	
74 Gualala - Saturday	2,260	845	417	469	9,400	6,307	2,435	10,239	34,876	83.60	2.0	6.5%	0.026	2.67	5.42	
75 Gualala	18,666	9,017	2,127	2,393	46,400	31,603	81,121	12,395	51,866	176,985	83.19	4.2	10.5%	0.057	2.07	8.77
95 Point Arena-Santa Rosa	27,062	5,801	3,178	3,562	65,178	44,124	120,802	19,677	76,524	261,127	82.17	1.8	10.4%	0.025	4.67	8.52
Total Coastal & Long Routes	189,659	42,424	12,294	14,005	298,102	203,044	474,763	58,783	305,389	1,041,979	84.76	3.5	18.2%	0.050	4.47	15.43
Total Public Service	546,961	303,019	40,398	46,602	685,817	512,859	312,845	997,164	3,402,391	84.22	7.5	16.1%	0.106	1.81	13.54	
97 Contract Services	61,695	3,359	1,026	1,026	8,326	5,663	34,752	1,824	17,510	59,749	58.26	3.3	103.3%	-1.726	18.37	60.16
98 Charter	50,420	12,256	557	557	7,675	6,704	18,880	408	10,854	36,846	66.21	22.0	136.8%	-0.903	4.11	90.60
Total Other	112,115	15,615	1,582	1,582	16,001	12,367	53,632	2,232	28,364	96,595	61.05	9.9	116.1%	-1.006	7.18	70.86
Total	659,076	318,634	41,980	48,184	701,818	525,226	1,633,156	315,077	1,025,528	3,498,986	83.35	7.6	18.8%	0.112	2.07	15.70
Total Mileage, Labor & Direct Costs																
15%																
47%																
9%																
41%																
29%																
100%																

Mendocino Transit Authority Year to Date Statistics Comparison

Route/Run	YTD Through 14/15			YTD Through 15/16			YTD Through 14/15			YTD Through 15/16			YTD Through 14/15			YTD Through 15/16		
	Fare Revenue	15/16 Fare Revenue	Amount Diff	% Diff	Pass	15/16 Pass	Amount Diff	% Diff	Service Hours	15/16 Service Hours	Amount Diff	% Diff	Total Cost	15/16 Total Cost	Amount Diff	% Diff		
02 Willits - DAR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR	0	0	0	ERR		
03 Ukiah - DAR	64,475	64,107	(368)	-0.6%	21,230	20,298	(932)	-4.4%	5,537	5,377	(160)	-2.9%	535,228	518,314	(16,914)	-3.2%		
04 Fort Bragg - DAR	47,237	48,514	1,277	2.7%	13,935	13,959	24	0.2%	3,518	3,506	(12)	-0.3%	347,305	346,387	(918)	-0.3%		
Total Dial-A-Ride	111,712	112,621	909	0.8%	35,165	34,257	(908)	-2.6%	9,055	8,883	(173)	-1.9%	882,533	864,702	(17,831)	-2.0%		
08 Local Evening Service	12,486	13,285	799	6.4%	11,999	11,595	(404)	-3.4%	2,194	2,213	19	0.9%	185,002	172,276	(12,726)	-6.9%		
Total Flex Routes	12,486	13,285	799	6.4%	11,999	11,595	(404)	-3.4%	2,194	2,213	19	0.9%	185,002	172,276	(12,726)	-6.9%		
01 Willits - Flex	9,687	11,952	2,265	23.4%	11,638	13,072	1,434	12.3%	2,245	2,264	19	0.9%	200,335	196,685	(3,650)	-1.8%		
05 Bragg/About	15,514	16,475	961	6.2%	19,842	19,005	(837)	-4.2%	2,452	2,474	22	0.9%	192,321	191,733	(588)	-0.3%		
07 Jitney	2,102	2,122	20	1.0%	4,197	3,810	(387)	-9.2%	364	367	3	0.7%	32,746	28,335	(4,411)	-13.5%		
09 Local	126,957	143,565	16,608	13.1%	144,194	141,530	(2,664)	-1.8%	7,888	7,928	40	0.5%	644,379	549,825	(94,554)	-14.7%		
20 & 21 Willits	53,192	55,652	2,460	4.6%	36,640	36,677	(1,963)	-5.1%	3,537	3,568	31	0.9%	378,720	321,474	(57,246)	-15.1%		
22 Willits 22	0	1,630	1,630	ERR	0	649	649	ERR	0	408	408	ERR	0	35,363	35,363	ERR		
Total Inland Routes	207,452	231,396	23,944	11.5%	218,511	214,743	(3,768)	-1.7%	16,486	17,009	523	3.2%	1,448,501	1,323,435	(125,066)	-8.6%		
60 Coaster	11,206	11,072	(134)	-1.2%	13,160	13,675	515	3.9%	1,381	1,388	7	0.5%	133,434	127,738	(5,696)	-4.3%		
65a New Route 65	0	24,915	24,915	ERR	0	1,677	1,677	ERR	0	1,856	1,856	ERR	0	143,915	143,915	ERR		
65 CC Rider	110,643	105,685	(4,958)	-4.5%	12,613	11,409	(1,204)	-9.5%	3,294	3,328	34	1.0%	312,765	297,337	(15,428)	-4.9%		
74 Gualala - Saturday	2,105	2,260	155	7.4%	920	845	(75)	-8.2%	435	417	(18)	-4.1%	39,038	34,876	(4,162)	-10.7%		
75 Gualala	17,257	18,666	1,409	8.2%	8,921	9,017	96	1.1%	2,118	2,127	9	0.4%	188,453	176,985	(11,468)	-6.1%		
95 Point Arena-Santa Rosa	27,988	27,062	(926)	-3.3%	6,635	5,801	(834)	-12.6%	3,168	3,178	10	0.3%	278,430	261,127	(17,303)	-6.2%		
Total Coastal & Long Routes	169,199	189,659	20,460	12.1%	42,249	42,424	175	0.4%	10,396	12,294	1,898	18.3%	952,120	1,041,979	89,859	9.4%		
Total Public Service	500,849	546,961	46,112	9.2%	307,924	303,019	(4,905)	-1.6%	38,131	40,398	2,267	5.9%	3,468,156	3,402,391	(65,765)	-1.9%		
97 Contract Services	58,603	61,695	3,092	5.3%	4,476	3,359	(1,117)	-25.0%	999	1,026	27	2.7%	64,995	59,749	(4,646)	-7.2%		
98 Charter	42,341	50,420	8,079	19.1%	10,531	12,256	1,725	16.4%	407	557	150	36.7%	29,226	36,846	7,620	26.1%		
Total Other	100,944	112,115	11,171	11.1%	15,007	15,615	608	4.1%	1,406	1,582	176	12.5%	93,621	96,595	2,974	3.2%		
Total	601,793	659,076	57,283	9.5%	322,931	318,634	(4,297)	-1.3%	39,537	41,980	2,443	6.2%	3,551,777	3,498,986	(52,791)	-1.5%		
		659,076				318,634				41,980				3,498,986				

Subsidy, Ft Bragg DAR (RCRC 1,491,382

Mendocino Transit Authority
 FY14/15 - FY15/16
 Year to Date Performance Comparison
 Friday August 19, 2016
 File(Budget12\ROUTEYTD)

Route/Run	YTD Through		May-16		YTD Through		May-16		YTD Through		May-16		YTD Through		May-16		
	14/15 Hourly Rate	15/16 Hourly Rate	Amount Diff	% Diff	14/15 Pass per Hour	15/16 Pass per Hour	Amount Diff	% Diff	14/15 Farebox Ratio	15/16 Farebox Ratio	Amount Diff	% Diff	14/15 Average Fare	15/16 Average Fare	Amount Diff	% Diff	
02 Willits - DAR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
03 Ukiah - DAR	96.66	96.40	-0.27	-0.3%	3.8	3.8	0.0	0.0%	12.0%	12.4%	0.3%	2.7%	3.04	3.16	0.12	4.0%	4.0%
04 Fort Bragg - DAR	98.72	98.81	0.08	0.1%	4.0	4.0	0.0	0.0%	13.6%	14.0%	0.4%	3.0%	3.39	3.48	0.09	2.5%	2.5%
Total Dial-A-Ride	97.46	97.35	-0.11	-0.1%	3.9	3.9	-0.0	-0.7%	12.7%	13.0%	0.4%	2.9%	3.18	3.29	0.11	3.5%	3.5%
08 Local Evening Service	84.32	77.84	-6.48	-7.7%	5.5	5.2	-0.2	-4.2%	6.7%	7.7%	1.0%	14.3%	1.04	1.15	0.11	10.1%	10.1%
Total Flex Routes	84.32	77.84	-6.48	-7.7%	5.5	5.2	-0.2	-4.2%	6.7%	7.7%	1.0%	14.3%	1.04	1.15	0.11	10.1%	10.1%
01 Willits - Flex	89.24	86.86	-2.38	-2.7%	5.2	5.8	0.6	11.4%	4.8%	6.1%	1.2%	25.7%	0.83	0.91	0.08	9.8%	9.8%
05 Bragg/About	78.43	77.51	-0.92	-1.2%	8.1	7.7	-0.4	-5.1%	8.1%	8.6%	0.5%	6.5%	0.78	0.87	0.09	10.9%	10.9%
07 Jitney	89.96	77.29	-12.67	-14.1%	11.5	10.4	-1.1	-9.9%	6.4%	7.5%	1.1%	16.7%	0.50	0.56	0.06	11.2%	11.2%
09 Local	81.69	69.35	-12.34	-15.1%	18.3	17.9	-0.4	-2.3%	19.7%	26.1%	6.4%	32.5%	0.88	1.01	0.13	15.2%	15.2%
20 & 21 Willits	107.07	90.10	-16.97	-15.8%	10.9	10.3	-0.6	-5.9%	14.0%	17.3%	3.3%	23.3%	1.38	1.52	0.14	10.2%	10.2%
22 Willits 22	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
Total Inland Routes	87.86	77.81	-10.05	-11.4%	13.3	12.6	-0.6	-4.7%	14.3%	17.5%	3.2%	22.1%	0.95	1.08	0.13	13.5%	13.5%
60 Coaster	96.62	92.06	-4.56	-4.7%	9.5	9.9	0.3	3.4%	8.4%	8.7%	0.3%	3.2%	0.85	0.81	-0.04	-4.9%	-4.9%
65a New Route 65	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
65 CC Rider	94.95	89.34	-5.61	-5.9%	3.8	3.4	-0.4	-10.5%	35.4%	35.5%	0.2%	0.5%	8.77	9.26	0.49	5.6%	5.6%
74 Gualala - Saturday	89.74	83.60	-6.15	-6.9%	2.1	2.0	-0.1	-4.2%	5.4%	6.5%	1.1%	20.2%	2.29	2.67	0.39	16.9%	16.9%
75 Gualala	86.98	83.19	-3.79	-4.4%	4.2	4.2	0.0	0.6%	9.2%	10.5%	1.4%	15.2%	1.93	2.07	0.14	7.0%	7.0%
95 Point Arena-Santa Rosa	87.89	82.17	-5.72	-6.5%	2.1	1.8	-0.3	-12.8%	10.1%	10.4%	0.3%	3.1%	4.22	4.67	0.45	10.6%	10.6%
Total Coastal & Long Routes	91.59	84.78	-6.83	-7.5%	4.1	3.5	-0.6	-15.1%	17.8%	18.2%	0.4%	2.4%	4.00	4.47	0.47	11.6%	11.6%
Total Public Service	90.95	84.22	-6.73	-7.4%	8.1	7.5	-0.6	-7.1%	14.4%	16.1%	1.6%	11.3%	1.63	1.81	0.18	11.0%	11.0%
97 Contract Services	64.46	58.26	-6.20	-9.6%	4.5	3.3	-1.2	-26.9%	91.0%	103.3%	12.3%	13.5%	13.09	18.37	5.27	40.3%	40.3%
98 Charter	71.81	66.21	-5.60	-7.8%	25.9	22.0	-3.9	-14.9%	144.9%	136.8%	-8.0%	-5.5%	4.02	4.11	0.09	2.3%	2.3%
Total Other	66.59	61.05	-5.53	-8.3%	10.7	9.9	-0.8	-7.5%	107.8%	116.1%	8.2%	7.6%	6.73	7.18	0.45	6.7%	6.7%
Total	90.09	83.35	-6.74	-7.5%	8.2	7.6	-0.6	-7.1%	16.9%	18.8%	1.9%	11.5%	1.86	2.07	0.20	11.0%	11.0%

Comparison
 FY14/15 - FY15/16

Description	14/15	15/16	Amount Diff	% Diff
Mileage	644,713	701,818	57,105	8.9%
Mileage Based Costs	586,689	525,226	(61,463)	-10.5%
Hourly Based Costs	1,540,431	1,633,156	92,725	6.0%
Direct Costs	382,888	315,077	(67,811)	-17.7%
Overhead Costs	1,051,767	1,025,528	(26,239)	-2.5%
Total Costs	3,561,775	3,498,986	(62,789)	-1.8%

Charter Rate Calculation
 Cost per mile calculation:

Minivan	Plus	41.50%	Plus	10.0%	Hourly Rate Calculation:	33.89
Van/Small Bus	Actual	0.456	Overhead	0.65	Actual Hourly Rate	19.3%
Coach	Overhead	0.766	Coach	1.060	Plus Direct Costs	40.43
Combined	Actual	0.846	Combined	1.20	Hourly Rate	41.50%
					Plus Overhead	57.21
					Hourly Rate	68.65
					Plus Profit	20.0%

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Agenda Item # 4

To: Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: August 7, 2016
Subj: Financial Statements as of May 31, 2016

Attached are Financial Statements for the month ending May 2016. The Income Statement shows a gain of \$ 311,922 and a \$ 370,628 positive budget performance. Comparing year-to-date through May 16 to May 15: Operating Revenue is up \$50,673 (6.7%). Other Revenue is up (3.2%) and Operating Expenses are down (-1.8%) 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 \$390,477 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 eleven months ending

May-16

Description Revenue	-----Year to Date-----		Variance \$	Variance %
	Actual \$	Budget \$		
Operating Revenue	807,821	876,907	(69,086)	-7.9%
Other Revenue	3,065,279	3,121,313	(56,034)	-1.8%
Total Revenue	3,873,100	3,998,220	(125,120)	-3.1%
Operating Expenses				
Transportation	2,443,129	2,811,864	(368,735)	-13.1%
Maintenance	449,016	479,958	(30,942)	-6.4%
Administration	665,481	767,504	(102,023)	-13.3%
Total Operating Expenses	3,557,626	4,059,326	(501,700)	-12.4%
Other (Income)/Expense	(1,609)	(2,400)	791	-33.0%
Mobility Management Program				
Revenue	5,834		5,834	ERR
Expense	(10,995)		(10,995)	ERR
Net Gain/(Loss) Before Depreciation	311,922	(58,706)	370,628	ERR

Mendocino Transit Authority

Balance Sheet as of

May-16

Description	\$	\$
ASSETS		
Current Assets		
Cash	1,694,977	
A/R, Prepaid Expenses & Inventory	1,409,493	
Total Other Current Assets		3,104,470
Property, Plant & Equip Net of Depreciation		11,524,208
Investment - Deferred		0
Total Assets		14,628,678
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable & Accruals	619,761	
Other Liabilities	82,962	
Provision for Restricted Funds	228,376	
Total Current Liabilities		931,099
Deferred Compensation Payable		0
Total Liabilities		931,099
Fund Equity		
Contributed Capital	12,435,884	
Retained Earnings	1,261,695	
Total Fund Equity		13,697,579
Total Liabilities and Equity		14,628,678

Mendocino Transit Authority

Budget to Actual Income Statement for eleven months ending

May-16

Description	Year to Date Actual \$	Annual Budget (Revised Feb 2015) \$	Remaining \$	Actual as % of Budget
Capital Revenue:				
State Grants	336,028	395,549	59,521	85.0%
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	998,835	1,159,157	160,322	86.2%

Capital Expenses:	Project				
1 Staff Maintenance Van	96		50,396	50,396	0.0%
1 Heavy Duty Bus			0	0	ERR
2 Paratransit Vans			0	0	ERR
4 Large Vans	97	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	3,190	37,500	34,310	8.5%
Bus Stops	30	15,082	49,500	34,418	30.5%
				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	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		824,766	1,159,157	334,391	71.2%

Net Gain/(Loss) before Carryover	174,069	0	(174,069)
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FY 2014/15 Carryover					
STA - Capital		216,408	216,408	0	100.0%
Transfer from Transit Reserve				0	ERR

Net Gain/(Loss)	390,477	216,408	(174,069)
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REVENUE - Budget to Actual Comparison

Date: 06-Aug-16

Dpt	A/C #	Description	May-16 Budget	May-16 Actual	May-16 Variance	May-16 %	YTD Budget	YTD Actual	YTD Variance	YTD %
Operating Revenue										
40.	401.100	Fares-Passenger	40,371	25,215	(15,156)	-37.5%	423,478	350,546	(72,932)	-17.2%
40.	401.200	Fares Paid by Agencies	19,350	5,864	(13,486)	-69.7%	202,969	167,663	(35,306)	-17.4%
40.	411.100	Fares - LCTOP	0	6,181	6,181	ERR	0	28,754	28,754	ERR
40.	402.200	Contract Service	5,417	5,549	132	2.4%	59,583	61,692	2,109	3.5%
40.	405.100	Charter	4,238	3,504	(734)	-17.3%	24,617	50,902	26,285	106.8%
40.	406.100	Displays Ads	781	0	(781)	-100.0%	8,594	7,800	(794)	-9.2%
40.	409.200	Sonoma County Participation	14,333	12,976	(1,357)	-9.5%	157,667	140,464	(17,203)	-10.9%
		Total	84,490	59,289	(25,201)	-29.8%	876,907	807,821	(69,086)	-7.9%

Other Revenue

40.	409.100	TDA - Operations	207,660	207,660	1	0.0%	2,284,255	2,284,255	1	0.0%
40.	409.110	STA - Operations	14,583	14,583	(0)	-0.0%	160,417	160,417	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	14,550	(26,783)	-64.8%	454,667	427,884	(26,783)	-5.9%
40.	413.110	Fed Sec 5311(f) Operating Grant	15,000	0	(15,000)	-100.0%	165,000	122,546	(42,454)	-25.7%
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%	23,742	23,742	0	0.0%
40.	407.210	Maintenance Labor Revenue	2,500	3,751	1,251	50.0%	27,500	34,174	6,674	24.3%
40.	407.220	Maintenance Parts Revenue	0	67	67	ERR	0	730	730	ERR
40.	407.400	Rental Income	0	0	0	ERR	0	0	0	ERR
40.	407.500	Other Income	67	70	3	5.0%	733	748	15	2.0%
		Total	283,301	242,839	(40,462)	-14.3%	3,121,313	3,065,281	(56,032)	-1.8%
		Combined - Oper/Other Rev	367,791	302,128	(65,663)	-17.9%	3,998,220	3,873,102	(125,118)	-3.1%

Revenue - Mobility Management Program

41.	401.100	Fares-Passenger		743	743			5,834	5,834	
41.	401.200	Fares Paid by Agencies		0	0			0	0	
41.	402.200	Contract Service		0	0			0	0	
41.	411.100	State Grant - Ag Worker/Commute Study		0	0			0	0	
41.	413.110	Federal Operating Grant - JARC		0	0			0	0	
41.	413.200	Federal Planning Grant - Commute Study		0	0			0	0	
41.	407.500	Other Income		0	0			0	0	
		Total	0	743	743		0	5,834	5,834	
		Combined	367,791	302,871	(64,920)	-17.7%	3,998,220	3,878,936	(119,284)	-3.0%
		Fares - Passenger/Agency	59,721	37,260	(22,461)	-37.6%	626,446	546,963	(79,483)	-12.7%

Mendocino Transit Authority - Public Service

File: (Budget16)\EXPCUMBA

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

YTD thru May-16 Sunday August 7, 2016

Description	Budget			Actual			Diff Amount	Diff %	Actual MMP	Actual Total
	Transp	Maint	Admin	Transp	Maint	Admin				
Wages	1,303,927	236,579	319,740	1,201,197	230,364	281,248	(147,437)	-7.9%		1,712,809
Wages-Vac/Sick/Hol	216,479	47,105	60,239	208,530	46,487	49,614	(19,192)	-5.9%		304,631
Health	438,595	57,915	57,915	362,433	56,728	39,978	(95,287)	-17.2%		459,139
Workers Comp	116,051	14,133	1,877	108,267	14,853	1,864	(7,077)	-5.4%		124,984
Retirement	134,693	26,416	33,662	107,905	24,617	25,716	(36,534)	-18.8%		158,238
Payroll Taxes	42,935	7,485	11,019	42,346	7,917	11,012	(164)	-0.3%		61,275
Uniform Allowance	7,575	6,050		3,827	6,108		(3,690)	-27.1%		9,935
Travel Expenses	5,500	3,135	8,735	7,286	3,136	4,378	(2,570)	-14.8%		14,800
Outside Labor	6,803	6,085	89,733	1,175	6,066	104,320	8,940	8.7%	1,844	113,405
Fuel-Revenue Vehicles	341,178			233,319			(107,859)	-31.6%	1,807	235,126
Lube-Revenue Vehicles	9,925			12,642			2,717	27.4%	1,126	13,768
Tires/Tubes-Revenue Vehicles	22,059			10,990			(11,069)	-50.2%		10,990
Parts-Revenue Vehicles		25,735		10,990	16,348		(9,387)	-36.5%		16,348
Expense Parts		2,200			996		(1,204)	-54.7%		996
Non-Capital Equipment	2,300	2,200	1,833	2,186	2,978	2,578	1,409	22.2%		7,742
Office Supplies	375		12,375	(13)		9,734	(3,029)	-23.8%		9,721
Subscriptions	1,265	1,400	1,466	704	453	684	(2,290)	-55.4%		1,841
Dues & Memberships	505		6,175	395		4,957	(1,328)	-19.9%		5,352
Janitorial Supplies		12,045			11,837		(208)	-1.7%		11,837
Shop Supplies		2,750			1,398		(1,352)	-49.2%		1,398
R & M-Buildings & Property		10,525			7,396		(3,129)	-29.7%		7,396
Shelter Expense		2,200			597		(1,603)	-72.9%		597
Telephone	9,570	1,320	12,575	11,945	1,579	15,506	5,565	23.7%		29,030
Utilities	7,290	995	10,885	7,051	599	11,097	(423)	-2.2%		18,747
Insurance	105,161	8,250	13,766	84,221	7,336	14,636	(20,984)	-16.5%	6,218	112,411
Purchased Transportation	1,650			1,471			(179)	-10.8%		1,471
Marketing			117,893			84,383	(33,510)	-28.4%		84,383
Training	10,594	4,583	2,200	8,598	820	1,333	(6,626)	-38.1%		10,751
Board Expense			5,050			2,065	(2,985)	-59.1%		2,065
Miscellaneous		550	110	2,030	219		(3,147)	-58.3%		2,249
Vehicle Rental								ERR		
Equipment Rental		300	255		185	378	8	1.4%		563
Property Rental	22,699			24,623			1,924	8.5%		24,623
Total	2,811,864	479,958	767,504	2,443,128	449,017	665,481	(501,699)	-12.4%	10,995	3,568,621
# of Empl (Health benefits)	46	6	6	2,443,128	449,017	665,481				

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

Date	Time	Location	Video Conference With	Major Agenda Items
2016				
January	28	1:30	Fort Bragg	Ukiah
February	25	1:30	Willits	only cancelled 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: Carla Meyer, General Manager
Date: August 25, 2016
Subj: Capital Program: Progress Report

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

2015/16 Projects	<u>Current Budget</u>
<p>Bus Stop Improvements (Other)</p> <p>New Action: Additional stops have been approved and upgraded. Problems: None.</p>	\$49,500
<p>Two Senior Center Vehicles (5310)</p> <p>New Action: Van for Ukiah due to arrive in late June, early July. Budget has been carried over to FY 2016/17 Problems: None</p>	\$129,161
<p>Two Medium Duty Buses (5311f)</p> <p>New Action: Projected completed. Problems: None.</p>	\$346,080
<p>Four Large Vans (Prop 1B and STIP)</p> <p>New Action: Van has been repaired and returned to MTA. PROBLEMS: None.</p>	\$358,320
<p>Two-way Radio Replacement incl. Dispatch Console (Prop 1B and STA)</p> <p>New Action: Video project is 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 request and delay of local Vendor, Fisher Communications to upgrade repeater equipment.</p>	\$125,000
<p>Maintenance Service Van (STA)</p> <p>New Action: Project will be carried over to FY19/20. Problems: None</p>	\$50,386

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Agenda Item #7

To: MTA Board of Directors
From: Sally Webster, Finance & Personnel Manager
Date: August 19, 2016
Subj.: Unmet Transit Needs

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

Unmet Transit Needs identified thus far:

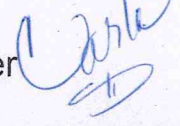
- Daily service to Wildwood Campground, east of Hwy 1 on Hwy 20
- Solar Powered Transit Center with Electric Vehicles on the old Masonite Property
- More Service on the South Coast
- Restore old Coaster Service to and from Mendocino
- Add more service to Anderson Valley from Ukiah
- Move the "Colombi" stop at the intersection of Harold and Oak street in Fort Bragg to Oak Street between Park and Harold.
- Service to/from Burke Hill Road in Ukiah
- Local 9 Service on Sundays
- Dial-A-Ride to Calpella
- Additional trips to Willits and back
- Additional Jitney trips
- Local 9 Saturday Service later in the day
- Bus Stop in front of Henny Penny or the Post Office

Staff Recommendation:

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

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Agenda Item # 8

To: MTA Board of Directors
From: Carla A. Meyer, General Manager 
Date: August 25, 2016
Subject: MTA 100-Day Organization Assessment Report

An organizational needs assessment is the first critical step any organization must take in order to develop an effective and successful strategic plan. The assessment provides assurance that key processes have appropriate controls in place and provides a roadmap to guide management and the Board of Directors in developing standard policies and procedures. It helps to identify gaps and redundancies so that action plans can be formulated to plug identified gaps, strengthen internal controls and remove redundancies where applicable.

This 100-Day Organizational Assessment is for the purpose of identifying to the Board of Directors a documented organizational review process and the conclusions thereof. As stated in the report, *"This report includes a description of the background, scope, objectives and approach applied in the assessment....and will offer findings paired with general strategies and recommendations."*

This plan is not an evaluation of the impact of MTA services, nor is it designed to substitute for a strategic plan. The purpose of this organizational assessment is to help facilitate a thriving internal environment for MTA's organizational and mission success.

During the public portion of this meeting, a general discussion of information may be discussed. Issues pertinent to individual employees will be discussed during closed session as per the Brown Act.

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MENDOCINO TRANSIT AUTHORITY 100-DAY ORGANIZATION ASSESSMENT REPORT

August 25, 2016
Prepared by
Carla Meyer, General Manager



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EXECUTIVE SUMMARY

Mendocino Transit Authority (MTA) is comprised of talented and dedicated professionals committed to enriching the lives and environment of the citizens of Mendocino County by providing safe and reliable public transportation via Fixed Route, Deviated Fixed Route, General Public Dial-A-Ride and other transportation programs. The goal of this assessment is to focus on evaluating organizational areas where MTA is experiencing obstacles that impede its ability to efficiently deliver those services. To that end, this assessment is focused on factors that are internal to the organization and which impede or contribute to less than optimal performance.

This organizational assessment is designed to provide an objective review of MTA to its Board of Directors and serves the purpose of documenting the review process and conclusions thereof. This report includes a description of the background, scope, objectives and approach applied in the assessment. In addition, the document will offer findings paired with general strategies and recommendations.

However, it needs to be noted that during the last 2-3 years, MTA has been battered by significant management turnover. The Transportation Superintendent position was left vacant for budgetary reasons, the passing of long-time Marketing Manager Glenna Blake and turnover in both the Transportation Manager and General Manager positions. The duties and responsibilities of these critical positions were absorbed by the remaining managers, resulting in unreasonable workloads. Special recognition needs to go to Bob Butler, Maintenance Manager, Sally Webster, Finance and Personnel Manager and Operations Supervisors Jeffrey Beard, Ray Edlund, Candy Lodge, Marty Nelson and Pam Rozek. Their dedication and long hours worked kept the "lights on" at MTA during difficult times. A special thank you to long-time General Manager Bruce Richard, who returned to MTA from retirement to assist until a new General Manager was hired.

The following Executive Summary provides an overview of the Organizational Assessment Report, including the following:

- Scope and Objectives
- Assessment Methodology
- Summary of Key Findings
- Organization Assessment Reports
 - Organizational Culture Assessment
 - Organizational Compliance Assessment
 - Organizational Structure Assessment
- Strategies - Roadmap Forward

SCOPE AND OBJECTIVE

Mendocino Transit Authority has always been a recognized leader in innovations for reducing carbon footprint. The Maintenance Facility, Solar Canopy and future Administration Building, concept of former General Manager Bruce Richard and current Maintenance Manager Bob Butler is state of the art. The vision of its Board of Directors and staff for MTA to be all solar powered and reduce dependency on fossil fuels is an operational agenda far ahead of most rural transit agencies.

To achieve these goals MTA employees recognize that it needs a healthy organizational culture. Employees also recognize that an operational paradigm shift is required to more effectively and efficiently deliver MTA services.

The specific scope as articulated in this assessment process is not an evaluation of the impact of MTA services, nor is it designed to substitute for a strategic plan. The purpose of this organizational assessment is to help facilitate a thriving internal environment for MTA's organizational and mission success.

MISSION STATEMENT

Mendocino Transit Authority is dedicated to provide safe, courteous, reliable, affordable carbon-neutral services by balancing the amount of carbon released by MTA fleet and facility operations with an equivalent amount offset by reductions achieved by those MTA riders choosing not to utilize a fossil-fuel automobile for that trip.

MTA'S Five Adopted Goals:

1. Provide affordable, reliable, efficient and user-friendly transit service that effectively meets the local mobility needs of those resident of, or visitors to, the MTA service area who have limited mobility options. Where practical, also serve the needs of those who choose mobility for some or all of their local travel needs for environmental or lifestyle reasons.
2. Provide a regional link to local destinations and to intercity transportation alternatives and destinations outside Mendocino County
3. Operate as efficiently, economically and environmentally friendly as possible, so as to maximize the amount of service provided in a carbon neutral manner. Ensure the financial stability of MTA.
4. Adopt procurement, management and building practices that minimize environmental impacts and achieve a carbon neutral operation with a long-term fleet goal of zero emissions.
5. Strongly Support:
 - County and local land use planning that encourages compact growth and transit access;
 - Local economic development that provides good paying jobs without long commutes;
 - Travel demand management that minimizes the carbon footprint of Mendocino County's mobility system;
 - Congestion mitigation that reduces idling;
 - and environment goals that support sustainable living.

ASSESSMENT METHODOLOGY

An effective management assessment methodology serves as the cornerstone of any organizational improvement initiative. While simple and understandable, it provides identifiable and realistic recommendations. For the challenges facing MTA, four major areas that every organization must manage effectively in order to achieve success were analyzed:

Culture: Culture is an observable, powerful force in any organization and is comprised of its shared values, beliefs and behaviors. Every organization must create and sustain a healthy organization culture in order to achieve its mission objectives.

Compliance: Every organization must develop and maintain compliance driven and ethical business practices. Organizational compliance is a way of defining and regulating proper individual and group behaviors by assuring that laws, policies and procedures are implemented, understood and followed.

Structure: Organizational structure drives how effectively an organization manages resources, communicates and executes critical mission objectives. Creating an effective organizational structure and developing productive employees are critical to success.

Strategy: Any high-performance organization must implement sound strategies for aligning their people, activities and processes. An organizations' leaders must ensure that strategy is clearly defined, effectively communicated, monitored and executed throughout all levels of the organization in order to succeed.

This four phase approach forms the basis for this assessment plan. Prior to commencing the four phase methodology, the following information-gathering processes were conducted:

- ⇒ Personal observation of daily departmental work environments and processes over a 90-day period;
- ⇒ Review of historical data, documents, policies, procedures and other background materials;
- ⇒ One-on-one discussions with drivers, mechanics, dispatchers and bus cleaner;
- ⇒ Ongoing discussions and interviews with Senior Management Staff and first line supervisors;
- ⇒ In-depth discussions with local Teamsters representatives;
- ⇒ Facilitated focus group meetings with randomly selected employee's.

Whether in person or focus group sessions, managers, first line supervisors and employee's provided significant insights about the strengths, weaknesses and future opportunities

This information was then aggregated and distilled into a series of key findings, strategies and recommendations which are presented by the major topical areas listed earlier in this report. This information provides conclusions which are derived from experience, historical data analysis, extensive interviews, focus groups and management best practices.

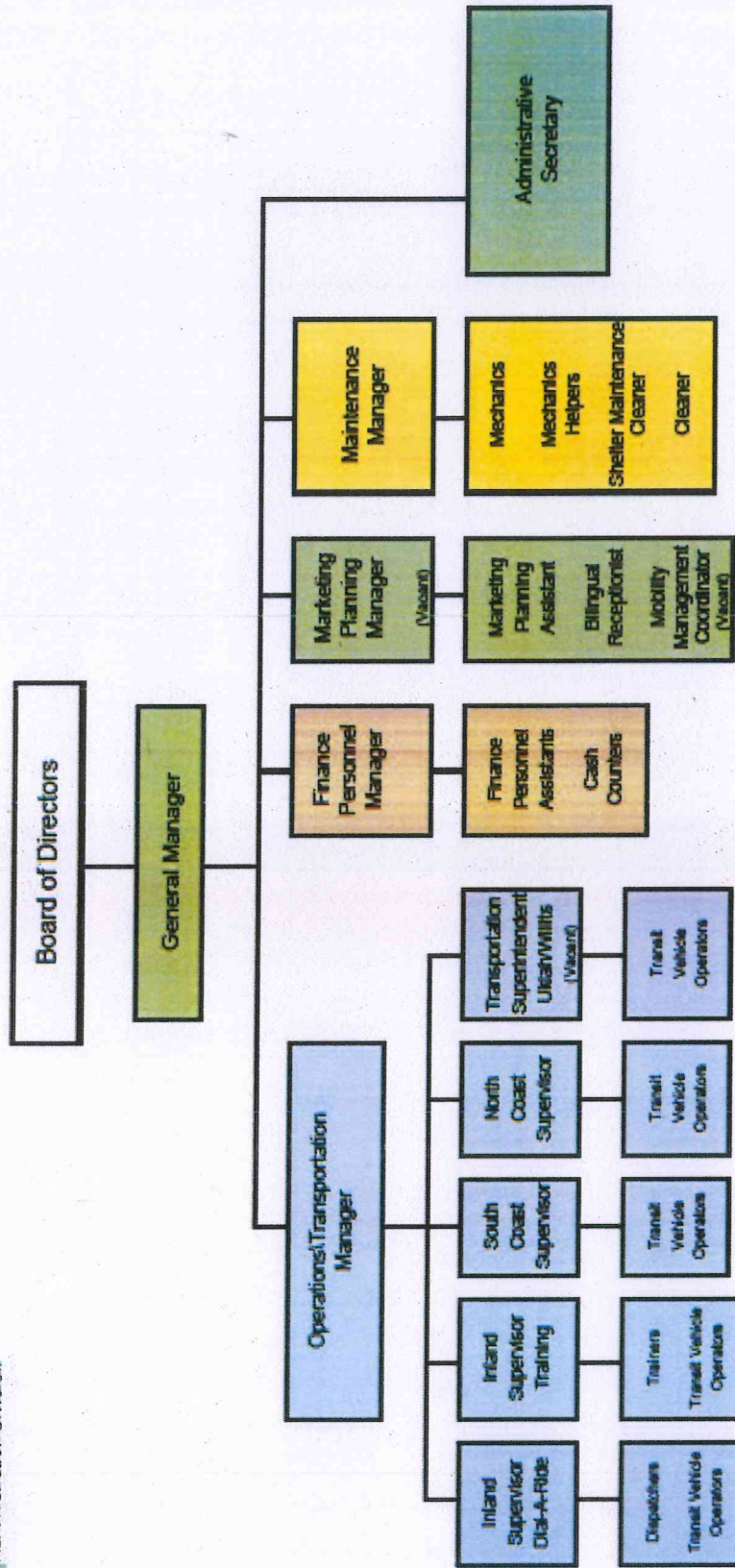
The following organizational chart (page 7) is color coded to identify organizational divisions as referred to in this report: Operations, Finance/HR, Maintenance and Administrative.

Use of the term 'Management' refers to the General Manager, Finance/HR Manager, Maintenance Manager and four Road Supervisor positions.



Mendocino Transit Authority Organization Chart

■ Operations Division
■ Finance/HQ Division
■ Maintenance Division
■ Administration Division



SUMMARY OF KEY FINDINGS

As a part of the organizational assessment process, an Executive Summary is provided to the Board of Directors as an overview of some of the general findings, recommendations and conclusions. The assessment findings are “color coded” in accordance with the organization performance criteria described below (Table 1).

Tables (2 through 4) summarize the evaluation of the current state of MTA and provides key finding on each of the dimensions in the assessment model (Culture, Compliance, Structure, Strategy). A more detailed review and analysis of the findings, as well as related recommendations are captured within the respective sections of the organizations Assessment Report.

TABLE 1. Organization Performance Criteria

Red (Critical Concern)	Systematic gaps requiring immediate, significant, sustained and focused attention to close gaps.
Yellow (Caution Reaching Critical)	Several gaps, but cautiously acceptable performance parameters requiring moderate level attention to close gaps.
Green (Stable)	Relatively stable, no specific or immediate improvement areas noted.

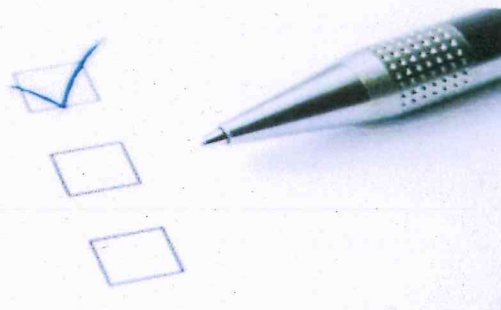


TABLE 2. Culture

PHASE	ASSESSMENT METHOD	ORG. PERFORMANCE	FINDINGS
<p>The first phase, Culture, was assessed by identifying and analyzing the organizational cultural attitudes or impediments which prevent effective employee engagement, in line with the MTA Mission Statement and Goals.</p>	<ul style="list-style-type: none"> • Personal Observations • Review of Historical Data • Interviews • Focus Groups 	<p>Critical</p>	<p>86% do not have confidence in the organizational structure.</p> <p>88% of employee don't feel that poor performance has been handled equitably.</p> <p>88% Do not think some managers clearly understand where their responsibilities begin and where they end.</p>
		<p>Caution Reaching Critical</p>	<p>73% frustrated with work environment.</p> <p>90% do not feel all management is on the same page.</p>
		<p>Stable</p>	<p>98% believe in mission and are looking for change.</p>

SUMMARY CONCLUSIONS

The findings strongly suggest that MTA's significant turnover and loss in management has forced remaining staff into assuming responsibilities beyond their assigned duties and adequate worktime to do so. As a result, employee trust and confidence in members of the management team has eroded. Findings suggest that in years past, management has been unwilling to make difficult decisions on personnel issues. There is a perception that management decisions are often in conflict; creating discord and lack of trust among the employees. This results in frustration among employees due to shifting priorities and decision making bottlenecks. Employee, manager interviews and focus groups confirmed that: 1) Employees feel they are not heard; and 2) Perceptions of unresolved personnel issues and favoritism have created a divisive environment. These perceptions have had a negative impact on employee engagement. Although employees indicate a lack of strong confidence in the current managerial structure, they deeply believe in and are dedicated to the organizations mission and service delivery. They are looking for strong leadership and internal restructuring of the agencies management and administration team and for a better future for MTA.

SUMMARY STRATEGIES & RECOMMENDATIONS

CULTURE

- 1) Immediate and decisive action to restore employees' trust and confidence in the credibility of the management team.
- 2) Develop mechanisms to create an organizational climate of consistent treatment, responsibility and accountability for all internal departments.
- 3) Create a leadership and employee team that promotes cross training, team building, training opportunities, recognition for outstanding performance and promotion of employee development.

TABLE 3. *Compliance*

PHASE	ASSESSMENT METHOD	ORG. PERFORMANCE	FINDINGS
<p>The second phase, Compliance, was conducted by review and analysis of organizational policies and internal procedures to determine compliance.</p>	<ul style="list-style-type: none"> • Personal Observations • Review of Historical Data • Interviews • Focus Groups 	<p>Critical</p>	<p>Internal 'Operations' policies and procedures are, for the most part, non-existent or outdated.</p> <p>Lack of performance evaluations in personnel files.</p> <p>Perception of employee favoritism.</p> <p>FTA required policies are not up to date.</p>
		<p>Caution Reaching Critical</p>	<p>Lack of ongoing employee training and professional development .</p>
		<p>Stable</p>	<p>Dedication of employees and desire for change.</p>

SUMMARY CONCLUSIONS

Any foundation for effective compliance is built upon the equitable application of clearly communicated policies and procedures. Although MTA has in place some required policies, many are outdated. Internal departmental procedures are for the most part antiquated, insufficient or non-existent at best. The management team must update and/or develop appropriate policies and procedures (significantly in Operations) and effectively communicate them throughout the organization. All employees must then be held accountable and responsible for following the rules. When a pervasive perception persists that procedural requirements are not monitored, consistently applied and/or enforced by management, organization compliance becomes severely impaired.

Use of modern technology advancements can greatly enhance the internal processes of MTA.

SUMMARY STRATEGIES & RECOMMENDATIONS

COMPLIANCE

- 1) Immediate and decisive action to review and update existing policies and procedures in line with FTA compliance and industry best practices.
- 2) Development of clear and concise work rules that are articulated, documented and enforced consistently by senior and middle management.
- 3) Utilize modern technology in development of internal processes via transit specific software applications to enhance efficiency of transit services.

TABLE 4. *Structure*

PHASE	ASSESSMENT METHOD	ORG. PERFORMANCE	FINDINGS
Phase three is the analysis of structural impediments which might hinder effective employee performance.	<ul style="list-style-type: none"> • Personal Observations • Review of Historical Data • Interviews • Focus Groups 	Critical	Lack of adequate staffing. Employee compensation below parity. Managers and administrative staff operating outside the bounds of their stated job descriptions.
		Caution Reaching Critical	Employee development opportunities.
		Stable	MTA is financially solvent. Dedication of MTA employees to mission and service.

SUMMARY CONCLUSIONS

Many of the productivity and performance issues uncovered by this assessment can be attributed to the need for ADEQUATE STAFFING and organizational restructure and design. There is confusion within roles, lack of coordination among functions and a failure to communicate. Sharing of ideas is hindered. The General Manager, in collaboration with the Board of Directors must internally restructure the organization; marking clear delineation of position duties and responsibilities; ensure the creation of structures for employee development and learning opportunities. Responsibility and accountability must be enforced. With the passage of time and construction of a much a much larger administration building, if failure in this endeavor continues, it will become more difficult for MTA to pull itself out of the current internal dysfunction and restore employee confidence.

SUMMARY STRATEGIES & RECOMMENDATIONS

STRUCTURE

- 1) MTA must be organizationally restructured and equipped with adequate staff and resources to manage basic functions.
- 2) The General Manager, working with the key executive team, must clearly delineate the roles and responsibilities of each department head and their staffs; incorporating an environment where those members work with each other vs. against each other.
- 3) Clarity of management roles, responsibilities and resources must be provided to all employees.

Executive Summary Conclusion

In order to improve organizational culture and performance, the General Manager must take immediate action to address management and employee concerns. The historical and current data demonstrate an erosion of confidence, credibility and trust in the current organizational structure. Again, much of this problem can be directly linked to the unusual overturn and loss in executive staff, insufficient staffing and lack of internal "Operations" policies and procedures. These deficiencies have led to poor communication, inconsistent application of existing limited work rules and policies and lack of transparency in decision making.

One employee expressed this sentiment best in the interview process below:

"I really love my job and all the people I work with.....but, it is time for a change. We need leadership and to get moving in the right direction together. As it is now, if I ask a question of three different managers or co-workers, I am going to get three different answers!"

The danger of the current organizational deficiencies is the potential for key team members to go into denial and hunker down hoping that the "storm will just blow over". This can end up doing more harm than good to employee moral. Key team members must acknowledge that change is necessary within the "whole" organization and unite to become part of the solution.

Change of any kind is hard. Change for "the better" is just as equally difficult. However, the overall commitment and dedication of MTA employees is above average and with a realigned united key management leadership team and support from the Board of Directors, an organizational paradigm shift can be accomplished.

An organizational culture is the foundation of how people successfully behave in the workplace. The organizational culture permeates and impacts either positively or negatively through every aspect of an organization. For good or bad, an organization's leaders are primarily responsible for and serve as the dominant force for shaping and maintaining an organization's culture.

Cultural Findings and Observations

The findings for the cultural assessment are derived from a review of historical data, one-on-one interviews and focus groups.

Climate Findings

- ◆ The internal climate of MTA can be contentious.
- ◆ Employees are increasingly frustrated.
- ◆ Management and administrative employee roles seem to be confused; with some operating beyond their individual job roles and responsibilities.
- ◆ Management staff seems to be at odds with each other and don't always get along professionally.
- ◆ Lack of employee confidence in organizational structure.
- ◆ Lack of efficiency inside of organization; employee requests and needs are not addressed in a timely manner.
- ◆ Morale is going down.
- ◆ Lack of fairness and equity, values and ethics.

The Values Employees Want Most From Their Management.....

Integrity
Effective Communication
Consistency
Fairness & Equity
Accountability
Reward Good Work

Every organization must develop and maintain compliance driven practices, proper individual and group behaviors by assuring that laws, policies and procedures are understood and followed. When done correctly, organizational compliance involves a continuous and routine series of activities and processes.

Compliance Findings and Observations

The findings for the cultural assessment are derived from a review of historical data, one-on-one interviews and focus groups.

Compliance Findings

- ◆ Lack of employee performance evaluations.
- ◆ Limited records of consistent, mandatory and reoccurring employee training.
- ◆ Internal 'Operations' policies and procedures are, for the most part, non-existent or outdated.
- ◆ Lack of consistency in FTA required policy updates.
- ◆ Strong perception by employees that work rules (not in writing) are changed on a whim.
- ◆ Strong perception of disparate treatment and favoritism.
- ◆ Represented employee's wearing multiple hats; relief supervisor, clerk, dispatcher, driver. Resulting in "jacks of all trades and master of none"; increasing potential conflict with bargaining unit.
- ◆ Employee Manual and Disciplinary Process has not been updated.

Organizational Compliance Recommendations and Strategies

- ◆ Develop and enforce detailed 'Operations' procedures.
- ◆ Update FTA policies; in particular EEO and DBE, which have a direct effect on FTA funding.
- ◆ Review with management and administrative staff the need to lead by example.
- ◆ Commit to agency-wide employee performance evaluations, re-train where necessary and hold all staff to stated policies and procedures.

Structure dictates the relationship of roles within the organization and therefore, how effectively people and organizations function. A clear and comprehensive understanding of the mission, strategic objectives as well as employee' wants, needs and skills are vital to creating a sustainable organizational structure.

Structure Findings and Observations

The findings for the cultural assessment are derived from a review of historical data, one-on-one interviews and focus groups.

Structure Findings

- ◆ Lack of adequate staffing.
- ◆ Employee compensation parity deficiencies.
- ◆ Ongoing turnover and loss within key management has created a gaping organizational structure that is ambiguous, appears to have no accountability and is confusing to most employees.
- ◆ As a result of managerial overload, there is internal contradictions, confusion within roles, lack of coordination among functions, failure to share ideas and slow decision making processes.
- ◆ Assumption of vacant work position duties has resulted in management and administrative overload or underload giving rise to inefficient use of limited fiscal resources, employee stress and conflict.

Organizational Structure Recommendations and Strategies

- ◆ Review, update and restructure organizational chart.
- ◆ Staff necessary positions.
- ◆ Review existing departmental work loads and staff as needed.
- ◆ Review and streamline departmental procedures.

STRATEGIES - ROADMAP FORWARD

While there is no one-size-fits-all solution for any organization, recognition of its challenges coupled with the resolve to take decisive action, is the first and most critical step to effectively address issues. MTA employees are, across the board, a dedicated group of hard-work individuals committed to the agency mission and services. The priorities listed below, although not all inclusive, will effectively start the process toward improvement.

Implementation Priorities

Immediate:

1) 1. Reduce current management work overloads by:

A. Development and hire of a full-time HR position manager.

In today's society, HR sets the culture in developing an employee-oriented, productive workplace in which employees are energized and engaged. HR not only manages the day to day hiring, benefits and performance functions, but, also serves to assist the management team with strategic goals, agency vision, its mission and engaging employee programs and processes. Currently, both Finance and HR duties are assigned to one manager; resulting in ongoing 50-70 hour workweeks often including weekends. This overload will eventually have devastating affects on any employee, regardless of commitment and dedication.

B. Development and hire of a Maintenance "lead mechanic" position.

The current Maintenance Operation at MTA has a strong team spirit and commitment to the agency. However, again, overloading of duties on the current Management Manager has resulted in long work weeks, excessive time "on-call" and limited time off.

C. Restructure current MTA Organizational Chart to realign trainer, road supervisor and HR positions. (see Org Chart, page 19)

2) Update critical FTA policies; with particular attention to EEO and DBE. The importance of these policies and procedural follow-thru are critical to FTA direct-funded grants. Independent consultant RFQ'S for EEO is completed and DBE is expected to be done by August 31st.

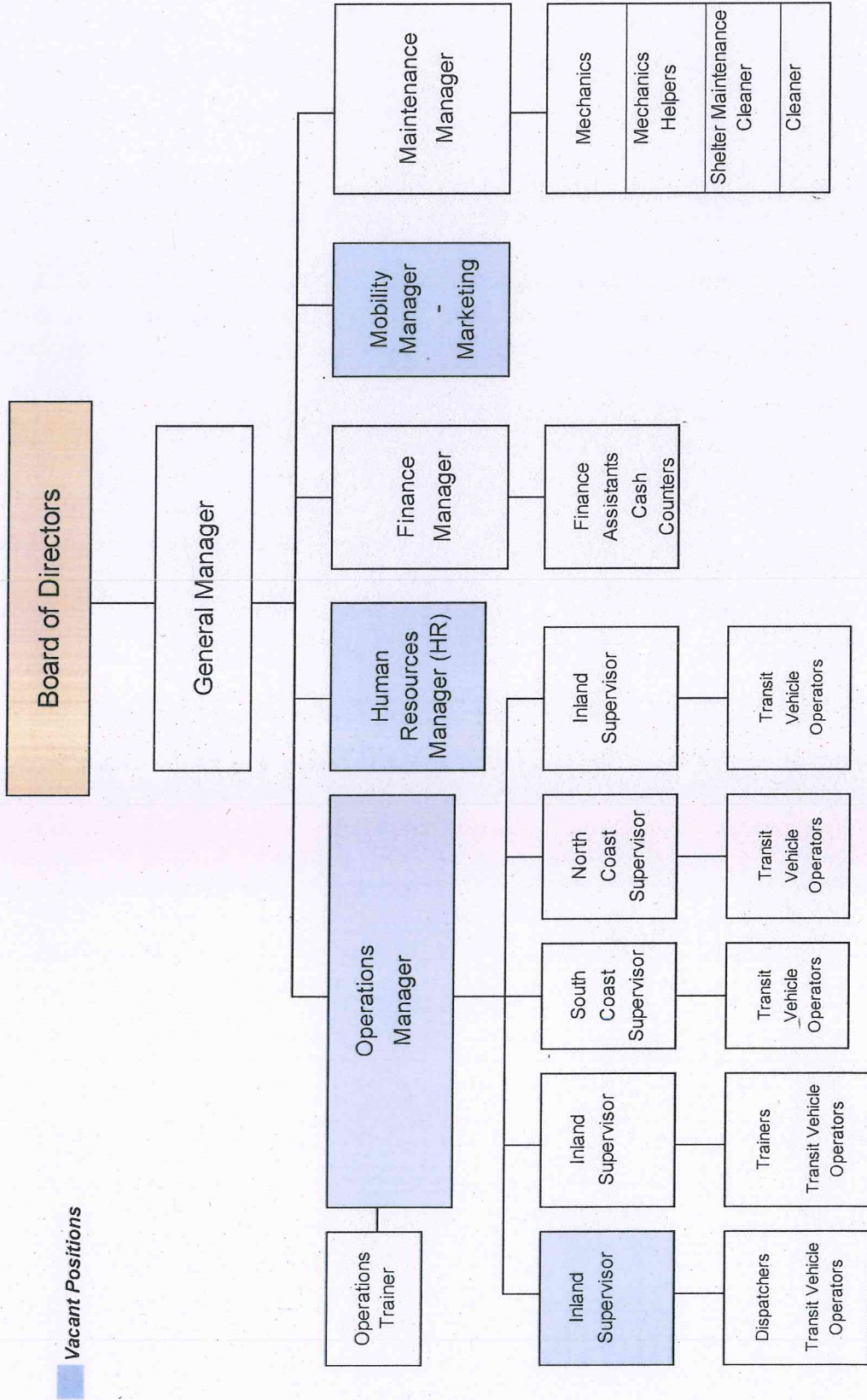
3) Adequate Staffing: While staffing of the Operations Manager position is critical, in the current transit environment, a large segment of agencies hiring for this position is limiting our recruitment of qualified candidates. In the interim, the GM must oversee establishment of internal work procedures that will increase operational and cost efficiencies within that department. Addition of one road supervisor and realignment of operational workloads amongst the supervisors will allow MTA to move forward with necessary modifications while initiating an environment of employee mentoring, personal development and career advancement opportunities.

- 4) Development of clear, concise “operational” work rules that are articulated, documented and consistently enforced by management.
- 5) Implement agency-wide performance evaluations including retraining needs.

Within the Next Year (not in priority order)

- 1) To establish an organizational restart for all employees, develop an employee led task force to define operational core values to which all off MTA employees will be held accountable.
- 2) Explore transit specific software applications that could be utilized at MTA to streamline internal operations and increase cost efficiencies.
- 3) Establish a mandatory annual “All-Staff Training Day”.
- 4) Re-explore retention of a public relations firm to revive MTA’s public persona as was started by Marketing/Planning Manager Glenna Blake.
- 5) When open, apply for 5310 (formerly 5317) grant funds for Mobility Management Manager. This employee will handle marketing, senior center contracts, ADA functions and work with executive management planning team.
- 6) Quarterly meetings with Board of Directors for in-depth discussion and review of cultural, compliance and structural reorganization procedural plans and ongoing implementation .
- 7) Re-establish an annual Management/Board of Directors retreat to discuss ongoing agency goals and objectives, future direction and leadership strategies.
- 8) Establish an employee ‘Route Committee’ to review and make recommendations on existing routes.
- 9) Explore ‘reasons’ for ridership decline in relation to fares, routing, vagrant usage of shelters, etc.
- 10) Review all internal communication mechanisms to enhance cross departmental coordination and communications.
- 11) Review internal departmental procedures for best practices, efficiencies and staffing requirements.
- 12) Develop succession planning, leadership development and talent management structures to ensure continuity and availability of essential skills and competencies.
 - (a) HR should identify employees with essential subject matter knowledge and mission critical expertise and develop a retention plan, along with a method for capturing and transferring knowledge, prior to critical roles leaving the organization.
- 13) Begin agency critical Disaster Preparedness Planning.

Mendocino Transit Authority Organization Chart



Vacant Positions

To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: August 25, 2016
Subject: Realignment of Positions

As noted in the 100-Day Organization Assessment Report, several factors are negatively affecting MTA's ability to recruit for the Operations Manager position. In the current transit environment, a large segment of agencies are currently hiring for management positions. This availability of open positions combined with the compensation parity deficiencies of MTA significantly limits candidates for consideration. To date, MTA has received only five applications, of which, three candidates withdrew prior to the scheduled interviews.

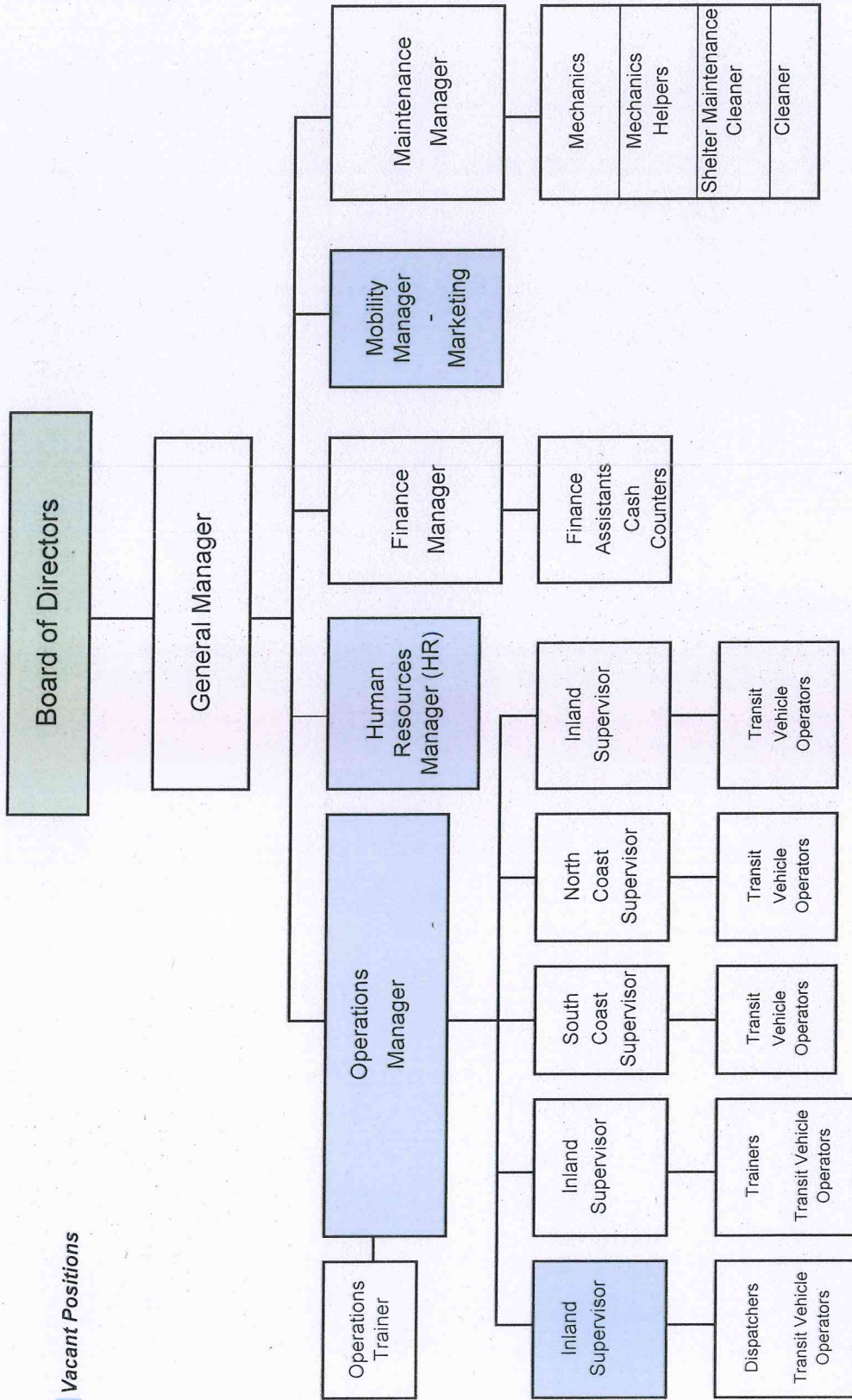
Also noted in the 100-Day Organization Assessment Report, MTA is deficient in employee mentoring, employee personal development, training and upward mobility opportunities. As a part of the long-term planning for organizational restructure, addition of one road supervisor is intended. However, addition of the road supervisor at this time would allow the General Manager to realign the current operational workloads; fill an identified gap while providing mentoring, training and personal development of existing staff.

Fiscal Impact to MTA:

Net Loss FY 16-17	(45,718)
New Supervisor	55,457
Benefits	10,452
Less:	
Ops Mgr. – hiring	(45,204)
On Call Hours	(10,768)
Net Change – Inc. in expenditures	9,937
Net Loss FY 16-17	(55,655)

Recommendation: Review and approve addition of one road supervisor position as reflected in the revised MTA Organization Chart.

Mendocino Transit Authority Organization Chart



Vacant Positions

Agenda Item #10

To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: September 1, 2016
Subject: Board of Directors Meeting Date Change

MTA's regular Board of Directors meeting date is the 4th Thursday of each month. This date has become problematic for some Directors over the last few months.

Change of the regular meeting to the last Wednesday of each month has been suggested. A Doodle Poll was conducted of all Board Members and the last Wednesday of each month is viable.

A revised schedule through the remainder of this calendar year is provided.

Recommendation: Review and approve change of the regular Board of Directors meeting to the last Wednesday of each month beginning on September 28, 2016

Board of Directors Meeting Schedule
 Fourth Thursday of each month January through August
 Last Wednesday of each month September, October, December
Subject to Change

Date	Time	Location	Video Conference With	Major Agenda Items
2016				
January	28	01:30	Fort Bragg	Ukiah
February	25	01:30	Willits	only Initial 2016/17 Budget Discussion General Manager Contract
March	24	01:30	Ukiah	Fort Bragg DRAFT 2016/17 Budget & Claim
April	28	01:30	Point Arena	only 2017/18 Transit Needs: Pt. Arena
May	26	01:30	Fort Bragg	Ukiah
June	23	01:30	Ukiah	Fort Bragg FINAL 2016/17 Budget
July	28	01:30	Willits	only 2017/18 Transit Needs: Willits CANCELLED
August	25	01:30	Willits	only 2017/18 Transit Needs: Willits CANCELLED
September	1	01:30	Willits	only 2017/18 Transit Needs: Willits
September	28	01:30	Fort Bragg	Ukiah 2017/18 Transit Needs: Fort Bragg
October	26	01:30	Ukiah	Fort Bragg 2017/18 Transit Needs: Ukiah
November	no meeting scheduled			
December	14	01:30	Ukiah	Fort Bragg