

December 7, 2016

1:30 pm

Lunch: Oco Time at 1200

#### Ukiah

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**

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 October 26, 2016 Board Meeting <u>Information</u>	1
3.	Service Performance Report: <i>Not available, to be presented at January, 2017 meeting.</i> <u>Information</u>	
4.	Financial Report: September, 2016 <u>Information</u>	3
5.	Board Meeting Dates and Locations <u>Information</u>	9
6.	Capital Program: Update/Progress Report <u>Information</u>	11

13

7. Unmet Needs – Ukiah Action: Solicit Public Input

#### **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 Issues Section 54957 Probationary Employee Termination

8. Union Agreement for employee's represented by Teamsters Local 665
Action: Approve Resolution 2016-20

distributed at meeting

9. Management Reports

oral

10. Matters from Directors

oral

## 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.

### **Mendocino Transit Authority**

**Board of Directors** 

#### Minutes of the Regular Board Meeting October 26, 2016 Point Arena

Present:

Cross, Gjerde, Peters, Tarbell

Excused: Staff:

Doble, Mastin, Strong Webster, Butler, Meyer

Others:

Vernon McNamee, Candy Lodge, Teague Kirkpatrick with RouteMatch,

Richard Shoemaker

Acting Chair **Tarbell** called the Meeting to order at 1:37 PM. Acting Chair **Tarbell** asked for Public Comment

#### **CONSENT CALENDER**

Agenda Item #2:

Minutes of September 28, 2016

Agenda Item #3:

Service Performance Report: August 2016, and Summer

Quarter 2016

Agenda Item #4:

Financial Report: August 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. **Cross** to accept Agenda Items #2 - #6 with the correction to remove Loretta Ellard from "Others Present". Motion approved by those present.

**Agenda Item #7: Unmet Transit Needs – Point Arena: Action: Solicit Public Input.**Vernon **McNamee** suggested to bring back the Coaster Service on Saturday with South Coast service to Fort Bragg. Other suggestions were for service to the reservation with service to the Casino, service on the Ridge between Gualala & Point Arena, and service to the Arena Cove.

Agenda Item #8: RouteMatch Demand Response Management / Mobile Data Software and equipment. Action: Review & approve Resolution 2016-19, authorizing the General Manager to request a change in FY14/15 Safety and Security Grant funding to the purchase of Computer Aided Dispatch Software and installation of Comcast line to MTA base in Ukiah. Presentation was given by Teague Kirkpatrick of RouteMatch on the Demand Response Management Program. Gen. Mgr. Meyer explained that the RouteMatch Software will improve needed efficiencies in the Dial-A-Ride division and it does not look like MTA will be able to obtain the digital radios and repeaters during the timeframe that was originally intended for the 14/15 Safety & Security Grant. Gen. Mgr. Meyer proposed that MTA request a

Corrective Action Plan for use of the 14/15 Grant monies to the RouteMatch software, and reapply for the Radio System Project with the 15/16 Safety/Security Grant Cycle.

Moved by Dir. **Peters** and seconded by Dir. **Cross** to adopt **Resolution 2016-19**, and approved by the following Roll Call vote:

AYES:

Cross, Gjerde, Peters, Tarbell

NO:

None

ABSTAIN:

None

ABSENT:

Doble, Mastin, Strong

**Agenda Item #9: Mendocino College – Fare free program.** Gen. Mgr. **Meyer** reported that she received an email from Jessica and Eileen stating that the Foundation Board approved a plan to assist in the Fare Free Program in the following school year.

**Agenda Item #10: Management Reports.** Maintenance Mgr. **Butler** reported that he completed the Willits Yard Project, the Shop Truck was built, and he was spec'ing three new large vans. Gen. Mgr. **Meyer** reported that she was working on consistency in the Agency, putting out Rider Alerts, Evaluations and Discipline, continuing to implement her 100-day assessment, and beginning her Route Committee work with Fort Bragg. She also reported that she finished the Sustainable Communities Planning Grant, and is working on the Fall cycle for PTMISEA funds for the three Vans. She has placed Radio Ads for the New Service that we just began. MTA is recruiting for Drivers, and will be applying for a 5317 Project Grant for Capital Extras and Marketing.

**Agenda Item #11: Matters from the Directors.** Dir. **Peters** was pleased to see that we were able to meet the Unmet Need to the Wildwood Campground.

Acting Chair Tarbell called for closed session at 4:05 pm.

Closed Session Pursuant to GC 549547.6: Labor Negotiations. Discussion of current labor negotiations with Teamsters Local 665.

Acting Chair **Tarbell** called for **Open Session** at 4:09 pm. **Report out of Closed Session**: Direction was given to management/negotiators on completion of the Contract.

The Regular meeting of the MTA Board of Directors adjourned at 4:09:33 pm.

Jim Tarbell, Acting Chair

Sally Webster, Finance/Pers. Mgr.

# Agenda Item # 4

To:

Board of Directors

From:

Board of Directors
Sally Webster, Finance & Personnel Manager

Date:

December 5, 2016

Subi:

Preliminary Financial Statements as of September 30, 2016

Attached are Financial Statements for the month ending September 2016. The Income Statement shows a gain of \$20,845, with a \$19,710 variance. Comparing year-to-date through Sept 16 to Sept 15: Operating Revenue is down \$8,981 (-3.8%). Other Revenue is up 1.1%. Operating Expenses are up 3.1% as compared to the previous year. Our total operating expenses compared to our budget are down 9.2% overall.

The Capital Income/Expense Statement reflects a \$66,124 gain this month. For further details to the capital program, please see Agenda Item #6.

There is still year-end work to be done. Changes will be made to accounts depending on the outcome of the actuarial reports and adjustments to the Balance Sheet.

	Year to	Date		
Description Revenue	Actual \$	Budget \$	Variance \$	Variance %
Operating Revenue	226,336	240,117	(13,781)	-5.7%
Other Revenue	816,597	887,770	(71,173)	-8.0%
Total Revenue	1,042,933	1,127,887	(84,954)	-7.5%
Operating Expenses				
Transportation	708,184	801,603	(93,419)	-11.7%
Maintenance	133,687	135,996	(2,309)	-1.7%
Administration	181,163	189,153	(7,990)	-4.2%
Total Operating Expenses	1,023,034	1,126,752	(103,718)	-9.2%
Other (Income)/Expense	0	0	0	ERR
Mobility Management Program				
Revenue	2,329	0	2,329	ERR
Expense	(1,383)	0	(1,383)	ERR
Net Gain/(Loss) Before Depreciation	20,845	1,135	19,710	ERR

	Transit Au	illionly	
Balance Sheet as of	Sep-16		
Description	\$	\$	
ASSETS			
Current Assets			
Cash	1,688,218		
A/R, Prepaid Expenses & Inventory	1,390,911		
Total Other Current Assets		3,079,129	
Property, Plant & Equip Net of			
Depreciation		11,167,832	
Deferred Outflows of Revenues		157,124	
Total Assets		14,404,085	
LIABILITIES & EQUITY			
<b>Current Liabilities</b>			
Accounts Payable & Accruals	434,914		
Other Liabilities	135,178		
Provision for Restricted Funds	221,340		<u> </u>
Total Current Liabilities		791,432	
Long Term Liabilities			
Net Pension Liability	923,000		
Total Long Term Liabilities	323,000	923,000	
Deferred Inflows of Resources		394,074	
Total Liabilities		2,108,506	- 1
Fund Equity			
Fund Equity Contrtibuted Capital	12 122 902		
Retained Earnings	12,132,892 162,687		
retained Lattings	102,007		
Total Fund Equity		12,295,579	
Total Liabilities and Equity		14,404,085	

# Mendocino Transit Authority

Budget to Actual Income Statement	ior thi	ee mor			Sep-16	
			Year to Date Actual	Annual Budget (Revised Feb 2015)	Remaining	Actua
Description			\$	\$	\$	Budge
Capital Revenue:						
State Grants			131,598	376,544	244,946	34.99
STA - Capital			84,074	336,294	252,220	
R/STIP			04,074	330,294		
Federal			70,000	124.000	04.000	
Transfer from Transit Reserve			70,000	134,000	64,000	
				10.000	0	Harry Street
Local - Other				10,000	10,000	
Sale of Assets					0	
Interest Income	•				0	ER
Other					0	
Total Revenue			285,672	856,838	571,166	33.39
Capital Expenses:	Pr	oject				
1 Staff Maintenance Truck		10		67,626	67,626	0.09
1 Heavy Duty Bus				0	07,020	ERI
2 Paratransit Vans				0	0	ERI
4 Large Vans		11		330,000	330,000	0.0%
2 Medium Duty Buses				330,000	030,000	ERI
2 Paratransit Vans		V TOTAL		0	0	ERI
1 Trolley		12				
1 Trolley		12		175,138	175,138	0.0%
					0	ERF
					0	ERF
					0	ERF
					0	ERF
Transportation		27		9,500	9,500	0.0%
Maintenance		28		40,500	40,500	0.0%
Office		29		11,000	11,000	0.0%
Bus Stops		30		19,500	19,500	0.0%
					0	ERF
Security Cameras/Projects	N.	80	131,659	25,000	(106,659)	526.6%
Fransmissions/Major Repairs			5,373		(5,373)	ERF
/ehicle Equipment (Radios)				67,582	67,582	0.0%
B Cabs - Retrofit			3,968		(3,968)	ERF
				0	0	ERF
Admin/Ops - Preliminary Design	c/o	89			0	ERR
Admin/Ops - Construct	10,0	93			0	ERR
		00			0	ERR
Redwood Coast Senior Center		118		81,689	81,689	0.0%
South Coast Senior Center		119			81,689	
Jkiah Senior Center	27/21/3	120	70 540	81,689		0.0%
		120	78,548	81,689	3,141	96.2%
Misc - Other			210 549	000 013	774 205	ERR
Total Expenses			219,548	990,913	771,365	22.2%
Net Gain/(Loss) before Carryover			66,124	(134,075)	(200,199)	
FY 2015/16 Carryover		0.8				
			400 004	404.070	(005 000)	222 221
TA - Capital			429,304	134,076		320.2%
ransfer from Transit Reserve					0	ERR
Net Gain/(Loss)			495,428	1	(495,427)	
					The second secon	THE RESERVE TO SERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED

Mendocino Transit Authority

REVENUE - Budget to Actual Compari

חאחא	<b>REVENUE - Budget to Actual Comparison</b>	Compar	ison				Date:	05-Dec-16	
# 2/4		Sep-16	Sep-16	Sep-16	Sep-16	TTD	YTD	YTD	YTD
	Description	Budget	Actual	Variance	%	Budget	Actual	Variance	0/0
	Operating Revenue						Total	Valiance	70
40. 401.100	Fares-Passenger	38,385	32,483	(5 902)	-15 4%	117 250	ON FOF	(10000)	100
40. 401.200	Fares Paid by Agencies	18.398	14.560	(3 838)	20 g%	56 204	40.000	(42,004)	-19.3%
40. 401.100	Fares - LCTOP		8,153	8.153	FRR	102,00	10 787	(15,272)	77.7%
40. 402.200	Contract Service	5,417	5,635	218	4.0%	16.250	17,707	10,101	AAA 4
40. 405.100	Charter	3,846	6,815	2.969	77.2%	5,230	24,020	4E 064	0.870
	Displays Ads	781	0	(781)	-100.0%	2,344	1 500	10,301	313.2%
40. 409.200	Sonoma County Participation	14,333	13,204	(1.129)	-7.9%	43,000	40 298	(044)	-30.0%
	Total	81,160	80,850	(310)	-0.4%	240,117	226,336	(13,781)	-6.3%
Other R	Other Revenue								
40. 409.100	TDA - Operations	212,464	212,464	0	%0.0	637 391	637 301		/00 0
40. 409.110	STA - Operations	14,583	14,583	(0)	-0.0%	43.750	43 750	0 0	0.0%
40. 411.100	State Planning Grant	0	0	0	ERR	0	00.00	0 0	0.0%
40. 413.100	Fed Sec 5311 Oper Grant	39,101	39,101	(0)	-0.0%	117.304	117 304	0 6	WW 000
40. 413.110	Fed Sec 5311(f) Operating Grant	25,000	0	(25,000)	-100.0%	75,000	C	(75,000)	100.0%
40. 413.200	Fed Planning Grant	0	0	0	ERR	0	0	000,000	TRR TRR
40. 407.200	Senior Center Admin/Dispatch	2,208	2,208	(0)	-0.0%	6.625	6.625	0	0.0%
40. 407.210	Maintenance Labor Revenue	2,500	1,302	(1,198)	-47.9%	7.500	11,046	3 546	47 3%
	Maintenance Parts Revenue	0	83	83	ERR	0	339	3339	FRR
	Rental Income	0	0	0	ERR	0	0	0	FRR
40. 407.500	Other Income	29	30	(37)	-55.0%	200	142	(58)	%U 6C-
	Total	295,923	269,771	(26,152)	-8.8%	887.770	816.597	(71 173)	8 0%
	Combined - Oper/Other Rev	377,083	350,621	(26,462)	-2.0%	1,127,887	1,042,933	(84,954)	-7.5%
	Revenue - Mobility Management Program	mr							
41. 401.100	Fares-Passenger		656	656			2 329	2 320	
41. 401.200	Fares Paid by Agencies			0			2,010	6,263	
	State Grant - Ag Worker/Commute Study	tudy		0					
41. 413.110	Federal Operating Grant - JARC			0					
41. 413 200	Federal Planning Grant - Commute Study	tudy		0				0 0	
41. 407.500	Other Income			0				0	
	Total	0	929	656		0	2.329	2329	
	Combined	377,083	351,277	(25,806)	-6.8%	1,127,887	1,045,262	(82,625)	-7.3%
	Fares - Passenger/Agency	56,783	55,196	(1,587)	-2.8%	173,460	146,311	(27 149)	-15 7%
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Budget to Actual Comparison FY 2016/17	arison FY		YTD thru	Sep-16			YTD thru	Sep-16	Monday December 5,2016	ember 5.2	016	
	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Diff	Diff	Action	Action
Description	Transp	Maint	Admin	Total	Transp	Maint	Admin	Total	Amount	6	MANAD	Total
Wages	367,711	66,444	73,187	507,342	347.812	72.812	74 432	495 056	(17 296)	0/01/0	ININI	10tal
Wages-Vac/Sick/Hol	56,513	12,748	13,861	83.123	55.056	12,779	14 646	82,000	(12,200)	-2.470		490,000
Health	115,297	15,262	15,262	145.821	95,163	15,899	12 503	123,461	(042)	45.070		400 505
Workers Comp	42,222	4,905	532	47,660	40,395	5 239	572	46.206	(42,230)	-13.3%		123,565
Retirement	41,530	8,140	8.522	58,192	30.650	7 121	7 283	15,200	(1,404)	20.00		46,206
Payroll Taxes	12,302	2.087	2.524	16 914	11 865	2 270	2718	40,034	(13, 138)	-42.6%		45,054
Uniform Allowance	1.975	1,650		3,625	2,000	4 840	2,110	10,032	(82)	-0.5%		16,832
Travel Expenses	1,550	855	1 RAR	7,050	4,00	0.40,-	010	3,650	57	0.7%		3,650
Outside Labor	1,500	1 845	040,1	4,030	308,1	800	1,670	3,634	(416)	-10.3%		3,634
Filel-Revenue Vehicles	7,000	1	41,914	100,02	76	4,192	24,321	28,605	218	%8.0	294	28,899
The Design Vehicles	91,927			91,927	63,891			63,891	(28,036)	-30.5%	624	64,515
Time/Title Denicles	2,150			2,150	3,196			3,196	1,046	48.7%	465	3 661
I lies/ I upes-Revenue Venicles	7,315			7,315	6,711			6,711	(604)	-8.3%		6711
Parts-Revenue Venicles		8,291		8,291		2,325		2.325	(5,966)	-72 0%		2325
Expense Parts		009		009		393		393	(707)	37 50%		202
Non-Capital Equipment	009	009	750	1,950	147	237	422	806	(1 144)	70 70%		808
Office Supplies	75		3,375	3,450	7		3 128	3 135	(315)	0 10/		2 125
Subscriptions		200	347	847			406	406	(510)	10.1.0		0,130
Dues & Memberships							1111	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	777	-32.1% CDD		444
Janitorial Supplies		3,285		3 285		3 400		3 400	-,	LAN C		- 6
Shop Supplies		750		750		0,100		0,400	0	5.5%		3,400
R & M-Buildings & Property		2 975		2000		777		2/1	(479)	-63.9%		271
		0.00		2,97.0		2,021		2,021	(954)	-32.1%		2,021
Telephone	2 100	000	1,407	000		797		262	(338)	-56.3%		262
0.000	3,100	004	4,425	8,055	3,097	404	4,205	2,706	(349)	-4.3%		7,706
Concernation	40,430	000	2,022	4,532	1,450		1,269	2,719	(1,813)	-40.0%		2,719
17	40,701	7,250	3,882	47,023	35,058	2,001	3,914	40,973	(6,050)	-12.9%		40,973
Mariation I all sportation	004			450					(450)	(450) -100.0%		
Markeung			32,520	32,520			28,304	28,304	(4.216)	-13.0%		28.304
lraining District	5,342	1,250	200	7,092	2,816			2,816	(4.276)	-60.3%		2.816
Board Expense			009	009			168	168	(432)	-72 0%		168
Miscellaneous	238	150	30	418	326	299		625	208	49.7%		625
Vehicle Rental										ERR		220
Equipment Rental		300	85	385	1,372	75	92	1.539	1.154	299 7%		1 530
Property Rental	6,425			6,425	5,174			5.174	(1.251)	-10 5%		5,770
Total	801,603	135,996	189,153	1,126,752	708,184	133,687	181.164	1.023.035	(103,717)	%C 0	1 383	1 024 418
	801,603	135,996	189,153	1,126,752	708,184	133,687	181,164		11.000	0.770	200.	0,4,4,50,1
# of Empl (Health benefits)	44	9	9	99								

# **Board of Directors Meeting Schedule**

Last Wednesday of every month - 1st Wednesday of the month in December Subject to Change

Date		Time	Location	Video Conferenc With	e Major Agenda Items
2016					
					CANCELLED
July	28	01:30	Willits	only	2017/18 Transit Needs: Willits
				100	POSTPONED TO SEPT 1
August	25	01:30	Point Arena	only	2017/18 Transit Needs: Point Arena
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	Point Arena	only	2017/18 Transit Needs: Pt Arena
November		no mee	ting scheduled		
December	7	01:30	Ukiah	Fort Bragg	2017/18 Transit Needs: Ukiah
2017					
January	25	01:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Ft Bragg
February	22	01:30	Willits	only	2018/19 Transit Needs: Willits Initial 2017/18 Budget Discussion
					2018/19 Transit Needs: Ukiah
March	29	01:30	Ukiah	Fort Bragg	DRAFT 2017/18 Budget & Claim
April	26	01:30	Point Arena	only	2018/19 Transit Needs: Point Arena
May	31	01:30	Fort Bragg	Ukiah	General Manager Evaluation
June	28	01:30	Ukiah	Fort Bragg	General Manager Contract FINAL 2017/18 Budget
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Agenda Item # 6

To: MTA Board of Directors

From: Carla Meyer, General Manager

Date: December 7, 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: Willits Vehicle was accepted in March 2016 and is now in service.

Van for Ukiah arrived in August 2016 and is now in service.

Budget was 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: Project completed.

PROBLEMS: None.

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

\$125,000

New Action: Video project was carried over to FY16/17 and is now complete.

The radio project continues to be problematic due to issues at repeater sites. At the October, 2016 Board of Directors meeting, the Board unanimously agreed to reprogram pending Safety and Security funds to purchase CAD Dispatch software and pursue funding for radio's at a later date. Potential

funding source is FY 15-16 Safety and Security grant funds.

PROBLEMS: None

Maintenance Service Van (STA)

\$50,386

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

Problems: None

THIS PACE WILLIAM ON THE PARTY OF THE PARTY

To: MTA Board of Directors

From: Sally Webster, Finance & Personnel Manager

Date: December 5, 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
- Coaster Service on Saturday with South Coast Service to Ft Bragg
- Service to the reservation with service to the Casino
- > Service on the Ridge between Gualala and Point Arena
- Service to Arena Cove

We were able to meet three of the Unmet needs with the award of the 5311(f) grant, which was daily service to Wildwood Campground, additional Coaster Service to and from Mendocino, and additional trips to Willits and back. This new, expanded service began on Sunday, October 23, 2016, and adds daily service from Mendocino to Santa Rosa, as well as two round trips from Fort Bragg to Ukiah and back. Additionally, we were able to place a Bus Stop in front of the Post office in Ukiah.

#### **Staff Recommendation:**

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

THIS PAST WITHING WAIT