



**Board of Directors
Regular Meeting Agenda**

September 7, 2017

1:30 pm

Ukiah

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

Video-Conferenced with:

Fort Bragg

**Diana Stuart Fort Bragg Division
190 East Spruce
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 June 26, 2017 Board Meeting
<u>Information</u> | 1 |
| 3. | Service Performance Report
<u>Information:</u> The Board is being presented ridership performance by route from January – June, 2017, with month to month comparison. | 5 |
| 4. | Financial Report.
<u>Information:</u> The status of the transition into QuickBooks and closeout of Pacioli financials is 90% completed. | - |

- | | | |
|----|--|---|
| 5. | Board Meeting Dates and Locations
<u>Information</u> | 7 |
| 6. | Capital Program: Update/Progress Report
<u>Information</u> | 9 |

ACTION & DISCUSSION

- | | | |
|-----|--|------|
| 7. | Unmet Needs – Ukiah
<u>Action:</u> Solicit Public Input | 11 |
| 8. | Review and approve 2017-2018 Board Meeting Schedule
<u>Action:</u> Approve 2017-18 Meeting Schedule | 13 |
| 9. | Review and approve application to MCOG for FY 15-16 PROP 1B Safety and Safety Security Funds
<u>Action:</u> Approve Resolution: 2017-01 | 15 |
| 10. | Review and approve application to MCOG FY 16-17 PROP 1B Safety and Security Funds
<u>Action:</u> Approve Resolution: 2017-02 | 19 |
| 11. | Review and approve MTA Banking Signatory Policy
<u>Action:</u> Approve Resolution: 2017-03 | 23 |
| 12. | Review and approve MTA Request for Public Information Policy
<u>Action:</u> Approve Resolution: 2017-04 | 27 |
| 13. | Review and authorize General Manager to implement 'Sunday Service Schedule' on Veterans Day for annual 'All-Staff Training'. | - |
| 14. | Management Reports | oral |
| 15. | 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:

Personnel Issues
Section 54957
Finance Manager
General Manager Annual Evaluation

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.

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**Mendocino Transit Authority
Board of Directors Meeting
June 28, 2017
1:30 p.m.**

MINUTES

Ukiah Valley Conference Center
200 South School Street, Ukiah, CA

Video Conferencing Location
190 East Spruce Street, Fort Bragg, CA

CALL TO ORDER

1. **Chair Mastin** called the meeting to order at 1:30 p.m.

ROLL CALL:

Directors Present at UVCC: Rodriguez (arrives at 1:35 p.m.), Cross, Mulheren,
Chair Mastin

Directors Present via Video Conference: Tarbell

Directors Absent: Peters, Gjerde

Staff Present: Carla Meyer, General Manager
William Smith, Operations Supervisor
Bob Butler, Maintenance Manager
John Pegan, Human Resource Manager
Rosalind Marshall, Interim Finance Manager
Jeffrey Beard, North Coast Supervisor
Heather Lindsteadt, Recording Secretary

Others: Loretta Ellard, MCOG

PUBLIC COMMENT

J. Arturo Reyes, Mendocino College President, and Jessica Silva, Mendocino College Director of Community Relations and Communication, presented the Board members and General Manager with a plaque recognizing and thanking them for their efforts in providing Mendocino College students with the ability to utilize MTA's transportation options for free. Mr. J. Arturo Reyes said that it has opened new horizons for the students because not only does the free transportation get students to the college but

they can travel outside of Ukiah to places like Willits, Fort Bragg, and Santa Rosa. He added that MTA's participation in the free ride program is invaluable.

Lindsey Guthrie, Executive Director of MCAVHN, addressed the Board to request additional support from MTA to transport MCAVHN clients round-trip from Potter Valley one day per week.

CONSENT CALENDAR

2. Minutes of May 31, 2017
3. Service Performance Report: September, October, and November 2016
4. Financial Report: No Report
5. Board Meeting Dates and Locations
6. Capital Program: Update and Progress Report

Upon Motion by **Director Cross** and seconded by **Director Rodriguez** Consent Calendar items 2 through 6 were accepted as presented by roll call vote:

AYES: Cross, Tarbell, Rodriguez, Mulheren, Mastin
NO: None
ABSTAIN: None
ABSENT: Peters, Gjerde

ACTION & DISCUSSION

7. Unmet Transit Needs

Addition of Potter Valley service, Brooktrails service, and Ukiah Shuttle service.

8. Review and Approve 2017-2018 Board Meeting Schedule

Item was tabled until July 2017 to allow for additional review and correction.

9. Review and Adoption of Resolution 2017-06 Approving an Application to MCOG for FY15-16 Prop B Safety and Security Funds

William Smith, MTA Operations Supervisor, presented the Board with a PowerPoint outlining security issues related to MTA's Information Technology (IT) infrastructure.

General Manager Meyer reported that a Request for Proposals (RFP) had been issued requesting an assessment of MTA's IT network. She also said that it is necessary to present an \$80,487 Prop 1B application to MCOG in August 2017 to secure the funding necessary to correct any critical weakness in MTA's internal network.

Item was tabled until July 2017 due to absence of Resolution included in background materials.

10. Review and Adoption of Resolution 2017-07 Approving the Fiscal Year 2017/2018 Final Operations and Capital Budgets

General Manager Meyer presented the FY 2017-2018 Final Budgets and provided the Board a summary of specific budget line items. She said that the Board will be provided an opportunity to review an updated budget once the new accounting system is completed and has been utilized for a period of time.

Upon Action by Director **Rodriguez**, seconded by Director **Mulheren** the Board adopted Resolution 2017-07 approving the Fiscal Year 2017-2018 Operations and Capital Budgets by the following roll call vote:

AYES:	Cross, Tarbell, Rodriguez, Mulheren, Mastin
NO:	None
ABSTAIN:	None
ABSENT:	Peters, Gjerde

Director Mulheren leaves meeting at 3:05 p.m.

11. Management Reports

General Manager Meyer reported that MCOG recently submitted a Rural Planning Assistance (RPA) Grant Application which will provide MTA with \$75,000 to update its Short-Range Plan. She said that the Transit Productivity Committee met and voted to recommend to the MCOG Board that the grant funding for Fixed-Route and Push-to-Talk systems be approved. She said that the Board Retreat is confirmed for October 18.

General Manager Meyer introduced Rosalind Marshall who has recently been hired as MTA's Interim Financial Manager.

Jeffrey Beard reported that he is conducting ride alongs with the new drivers and all is progressing well.

William Smith said that he is optimistic about the future of MTA.

Bob Butler reported that he had received quotes from 2 companies for fiber optic installation and the updated phone system. He said that hopefully the purchase of new large van cutaway vehicles will be completed soon.

John Pegan reported that MTA is currently recruiting for new drivers as well as an in-house recruitment for Relief Dispatcher, permanent Fiscal Manager,

Mobility Manager, and that he is preparing a future recruitment for an Administrative Assistant.

12. Matters from Directors

Director Mulheren asked for a discussion related to the size of transit vehicles and the need for the large coaches for particular routes and said that it may be time to review ridership of particular routes and reexamine the size of vehicle being used. She also said that she has been made aware of the possible need for a local Ukiah Shuttle.

Director Tarbell reported on the status of the General Manager Evaluation and asked if there was a need for Board discussion related to their findings. Chair Mastin said that he thought the Committee was given the authority to complete the evaluation without an agendized discussion of the matter. He also reported that the move of the Casper MTA bus stop is working out well.

Director Rodriguez said that she would like to add Brooktrails to the Unmet Transit Needs list. She also said that she is optimistic about the direction of MTA and that the changes being implemented are positive.

Chair Mastin adjourned the meeting at 3:28 p.m.

Jim Mastin, Chair

Heather Lindsteadt, Recording Secretary

RIDERSHIP PERFORMANCE BY ROUTE



	JAN	FEB	MAR	APR	MAY	JUNE
01 - Willits Local	1081	1149	1283	1094	1175	1190
03 - Ukiah - DAR	1610	1558	1692	1553	1634	1761
04 - Fort Bragg - DAR	1343	1210	1486	1350	1309	1265
05 - BraggAbout	1475	1385	1839	1509	1907	1542
07 - Jitney	162	191	243	181	241	198
08 - Ukiah Evening	624	662	799	664	796	698
09 - Ukiah Local	9764	10056	12664	9879	10880	10318
20 - Willits - Ukiah	2324	2844	3188	2653	2649	2513
60 - Coaster	932	802	1073	859	1072	981
64 - Ukiah to Fort Bragg	1034	254	346	321	367	373
65 - CC Rider	760	750	908	915	978	969
65A - New Route 65	448	446	591	556	629	714
74 - Saturday Gualala-Ukiah	19	39	70	109	97	70
75 - M-F Gualala to Ukiah	526	407	797	599	780	562
95 - Pt. Arena to Santa Rosa	259	386	480	409	417	438
97 - Redwood Coast Regional	283	287	299	289	291	299
Monthly Totals	22644	22426	27758	22940	25222	23891

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Board of Directors Meeting Schedule

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

Date	Time	Location	Video Conference With	Major Agenda Items
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2017

July	26	4:30	Willits	only	<i>Cancelled due to lack of quorum</i> 2018/19 Transit Needs: Willits
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August	30	4:30	Point Arena	only	<i>Rescheduled to Ukiah 9-7-17</i> 2018/19 Transit Needs: Point Arena
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September	27	1:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Fort Bragg
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October	25	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
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November	no meeting scheduled				
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December	6	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
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2018

January	31	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
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February	28	1:30	Willits	only	2019/20 Transit Needs: Willits Initial 2018/19 Budget Discussion
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March	28	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah DRAFT 2018/19 Budget & Claim
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April	25	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
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May	30	1:30	Fort Bragg	Ukiah	General Manager Evaluation General Manager Contract
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June	27	1:30	Ukiah	Fort Bragg	FINAL 2018/19 Budget
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To: MTA Board of Directors
 From: Carla Meyer, General Manager
 Date: September 7, 2017
 Subj: Capital Program: Progress Report

This report is consistent with the capital budget dated June 2017/18

2016-17 Projects – Cont.

Two-way Radio Replacement incl. Dispatch Console (Prop 1B and STA) \$451,635

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 radios at a later date. Potential funding source is FY 15-16 Safety and Security grant funds.

Problems: Significant delay from Fisher Wireless converting tower sites to digital. Delayed project implementation.

2-22-17: Fisher has been moving ahead on tower conversion to digital. However, Route Match (demand-response CAD) has a push to talk option on the tablets to be installed for Dial-A-Ride. MTA is delaying conversion of radio/dispatch console until further investigation of this option.

5-31-17: Project still delayed by Fisher Communications and pending Board Decision to pursue alternative software options or patchwork existing system.

6-26-17: Project presented to the MCOG Transit Performance Committee for review and comment. Sent on to MCOG for approval of use of one-time excess LTF funds for purchase of RouteMatch AVL and Push to Talk software which will eliminate the need for continued work with Fisher Communications.

7-25-17: The MCOG Board of Directors unanimously voted to provide one-time excess LTF funds in the amount of \$380,000 to supplement the MTA purchase of Fixed Route AVL.

8-10-17: Contract for MTA and RouteMatch signed, project commences. Hopeful operational date within 120 days.

Three Large Cutaway Buses \$330,000

Action: Due to PTIMSEA Bond Sale schedules, MTA is receiving \$87,606.70 within 30 days, with the remaining balance of \$219,236.30 after the Spring Bond Sale. While MTA had anticipated receiving all of the funding at once, waiting until the Spring Bond Sale moves the award from \$268,000 to \$304,833. Preliminary vehicle purchase requirements have begun, project will rollover to FY 2017/18.

2-23-17: MTA received \$87,606.70 of the allocated revenues. Remaining funds are due to arrive to MTA within the next 30-60 days.

6-19-17: Advised by CalTrans, remaining \$219,236 to be sent out on 6/23/17.

6-29-17: Funds have been received, Purchase Order has been issued and vehicles are on order.

RouteMatch Demand Response Software

\$80,000

Action: 5-18-17: Approval for project change from Cal-OES.
5-19-17: Contracts signed
6-16-17: Kickoff Meeting with Project Manager
6-20-17: Project Manager Daniel Mulkey at MTA to fully assess current operation and start design of MTA IT system.
7-1-17: System design completed, equipment has been ordered. After arrival at RouteMatch, they will enter data into software. Staff Training is being scheduled.
8-2/3-17: Staff training completed.
8-15-17: Dispatch/Bus Operator Go Live

Additional Trolley Purchase

\$175,139

Action: The original reason for purchasing an additional trolley was to have a Trolley available at Christmas for both Ukiah and Fort Bragg. At this time staff is delaying purchase until completion of Draft FY 2017/18 Budget. At that staff will make a recommendation to the Board of Directors regarding purchase of additional trolley.
6-19-2017: At this time, both the General Manager and Maintenance Manager agree that purchase of an additional trolley for charter purposes is not advisable. However, until complete transition of the current financials are completed into QuickBooks and Capital funding accounts are clearly defined, recommendation to the Board of Directors will be delayed until FY 18/19

Problems: Funding resources.

2017-18 Projects

Managed IT Care

\$80,437

Action: The MTA IT system was currently developed by in-house staff and local Vendors. The original server is at maximum capacity is now being backed up by an external hard drive. Estimated 6 months longevity. Through application for Prop 1B Safety and Security funds, MTA has contracted for a complete revamp of the IT network to include non-existing firewalls, off-site backup of data and utilization of fiber optic.

Problems: Awaiting MCOG Board Resolution approval for access to the funds on October 2, 2017, delaying implementation. However, with the project already approved, it is hoped that after receipt of the resolution, funding will be expedited.

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TO: MTA Board of Directors
FROM: Carla Meyer, General Manager
RE: FY 2017/18 Board of Directors Meeting Schedule
DATE: September 7, 2017

The FY 2017/18 Board of Directors Meeting Schedule is the same as has been presented in previous years. As was discussed at the May, 2017 Directors Meeting, the scheduled date will continue to be the last Wednesday of each month.

This schedule allows MTA to conduct Unmet Needs Hearings in all the communities listed in the Joint Powers Agreement and also contains reminders for Budget Claims, Preliminary Budget, Final Budget Presentation and the annual General Manager Evaluation.

Recommendation: Review and approve the FY 2017/18 Board of Directors Meeting Schedule.



Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December

Subject to Change

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2017

July	26	1:30	Willits	only	2018/19 Transit Needs: Willits
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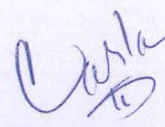
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May	30	1:30	Fort Bragg	Ukiah	General Manager Evaluation
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June	27	1:30	Ukiah	Fort Bragg	General Manager Contract FINAL 2018/19 Budget
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To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: September 7, 2017
Subject: Application for FY15/16 Prop1B Safety and Security Funds

Proposition 1B made available statewide \$900,000,000 in bond funds over ten (10) years starting in FY 07/08 to improve transit safety and security. Because MTA is the only transit agency in Mendocino County the entire \$80,487 is available only to us.

At the October, 2016 Board of Directors meeting, Resolution 2016-16, was approved authorizing the General Manager to apply for FY 2014-15 Safety and Security Grant Funding for RouteMatch Computer Aided Software for the demand response (Dial-A-Ride) program.

MTA has two more cycles of Safety/Security Funding available, FY 2015-16 for \$80,487 and the FY 16/17 for approximately \$64,389. While both projects have been available for application for the last six (6) months, prior to making recommendations to the Board of Directors for the best utilization of these funds, assessment of MTA's needs was necessary.

In April, 2017 MTA conducted a Request for Bid's from qualified Managed IT Firms. The only firm that was willing to provide managed care in the Mendocino County area is Coastal Business Systems located in Redding, Eureka and Chico CA. However, in checking with other known Managed IT Providers, they come highly recommended.

In June, 2017, Coastal Business Systems conducted an on-site assessment of the current MTA IT system. William Smith, our Operations IT Supervisor presented a brief PowerPoint of their findings and remediation at the June 28, 2017 meeting justifying the need to upgrade the current MTA IT system as soon as possible.

The projected cost to MTA to upgrade and secure the network and IT infrastructure, including 15 months of support will utilize the full \$80,437 from the Prop 1B Safety and Security Grant.

Recommendation: Review, approve and adopt Resolution **2017-01**, authorizing General Manager apply to the MCOG for FY 2015-16 Safety and Security funds for Managed IT Care.



Total Budget Proposal for Mendocino Transit Authority

The purpose of this proposal is to address the client's requirements in the following areas:

- Present the total budget proposal for the client's IT environment.
- Present a total budget proposal with a standard server system, option 1.
- Present a total budget proposal with an enhanced server system, Hyper-converged platform, option 2.

Total Budget Proposal

Option 1 – Standard Server

\$2,480	Initial remediation fees
\$24,375	12 months of Managed Services Fee and on boarding fee
\$13,735	Standard Server
\$6,991	Project Installation & Deployment Services
\$6,543	Network Equipment
\$2,891	Replacement Computers
\$57,015	Grand Total

Option 2 – Hyper-converged System Server

\$2,480	Initial remediation fees
\$24,375	12 months of Managed Services Fee and on boarding fee
\$32,878	Hyper-converged System (Server)
\$6,991	Project Installation & Deployment Services
\$6,543	Network Equipment
\$2,891	Replacement Computers
\$76,158	Grand Total

The budget figures above do not include the sales tax.

Item Descriptions

Initial Remediation fees - work to stabilize the client's IT environment.

Managed Services Fees - 12 months of services priced at 1,875 per month plus one time \$1,875 on-boarding fee.

Project Installation & Deployment Services - fee to cover complete installation services including cleaning up the wiring in the data room closets.

Network Equipment - Switch, 3 Uninterruptable Power Supply (UPS) units, rack, patch panel, & cables

Replacement Computers - 3 replacement desktop computers with 22 inch monitors

Option 1 Standard Server - Base level Server with Windows Server 2016 operating system license.

Option 2 Hyper-converged System – a platform that provides higher performance, high availability, and scalability that consist of 3 server nodes and a shared storage resource pool. The fee also includes the Windows Server 2016 operating system for the whole hyper-converged system.



RESO #: 2017-01

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

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

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

WHEREAS, the **Mendocino Transit Authority** will apply for **FY 2015-2016 CTSGP funds in an amount up to \$80,487 for "IT Managed Care" for protection of highly confidential passenger data; and further to provide offsite backup and restoration, should a natural disaster destroy local databases needed to aid the local emergency services evacuate residents of Mendocino County in the event of an emergency;** and

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

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

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

ADOPTION of this **RESOLUTION # 2017-01** was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on d this **7th** day of **September, 2017**, by the following roll call vote

AYES:

NOES:

ABSTAIN:

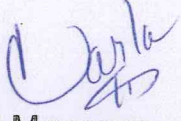
ABSENT:

ATTEST:

Jim Mastin, Chair, MTA Board of Directors

Carla A. Meyer, MTA General Manager

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To: MTA Board of Directors 
 From: Carla A. Meyer, General Manager
 Date: September 7, 2017
 Subject: Application for FY16/17 Prop1B Safety and Security Funds

Proposition 1B made available statewide \$900,000,000 in bond funds over ten (10) years starting in FY 07/08 to improve transit safety and security.

The last funding cycle for Prop 1B Safety/Security funds is FY 16/17, which is available for application at this time. Because MTA is the only transit agency in Mendocino County the entire \$60,389 is available only to us.

Fleet Computing International, the current fleet software system in the MTA shop is now obsolete and no longer has any support. Among the significant improvements happening at MTA, on the maintenance side is the installation of fuel pumps that will interface vehicle mileage and fuel usage to fleet software, daily updating PM schedules and reducing the need for manual entry from handwritten logs from the vehicle fueler to a clerk. In addition, some fleet software packages now available can interface with the Zonar Electronic pre-trip devices, which will electronically upload defect reporting from drivers to the fleet software from the handheld unit or a computer terminal.

Pre and Post-Trips are a critical safety function for the transit industry and are required by the CDL laws for drivers. In 2005, I participated in a Washington State Transit Insurance Pool pilot project to determine the effectiveness of Zonar Electronic Pre/Post Trip Devices. It was an overwhelming success both on the Maintenance side and for bus operators.

RFID tags are placed at strategic locations in and outside the bus and each tag indicates the components within the zone that need to be checked for completion of the pre-trip report. The information is real-time data and wirelessly uploads to the Zonar database. It is a valuable management tool to ensure compliance with DOT mandated pre/post trips vehicle inspection regulations, eliminates potential for missing hand-written documentation and removes paper storage and purging requirements.

The projected cost to MTA to upgrade the maintenance fleet software the purchase the Zonar Pre-Trip Electronic Devices will utilize the full \$60,389 from the Prop 1B Safety and Security Grant.

Recommendation: Review, approve and adopt Resolution **2017-02** authorizing the General Manager apply to the MCOG for FY 2016-17 Safety and Security funds for Fleet Management Software and Zonar Electronic Pre-Trip Devices.





RESO #: 2017-02

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

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

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

WHEREAS, the **Mendocino Transit Authority** will apply for **FY 2016-2017** CTSGP funds in an amount up to **\$64,389 for Zonar Electronic Pre-Trip Devices and Fleet Management Software**; and

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

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

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

ADOPTION of this **RESOLUTION # 2017-02** was MOVED by Director _____ and **SECONDED** by Director _____ at a regular meeting of the MTA Board of Directors on d this **7th** day of **September, 2017**, by the following roll call vote

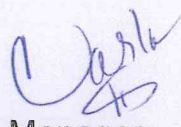
AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jim Mastin, Chair, MTA Board of Directors

Carla A. Meyer, MTA General Manager

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To: MTA Board of Directors 
From: Carla A. Meyer, General Manager
Date: September 7, 2017
Subject: Banking Signatory Limits

Public entities are held to a high standard of integrity, transparency, and accountability. They must be particularly vigilant in guarding against any appearance of impropriety, misappropriation of funds, waste or fraud and must comply with various rules and regulations governing their operations.

Strong policies create public trust and convey integrity by ensuring the sound stewardship of organizational assets, accountability, transparency and ethical practices. *'Internal Controls'* should be incorporated into financial policies and procedures as a tool for achieving these goals.

There is no single standard for internal controls and individual organizations can have different control structures. However, common internal controls include measures such as having more than one-person handle cash, ensuring that checks are endorsed "For deposit only" immediately upon receipt, retaining records of all expenditures with backup documentation, segregating duties such as accounting from check signing so that funds cannot be misappropriated and records manipulated, ensuring that more than one person examines bank statements, to name a few, are consistent. A key element of internal controls is **segregation of duties**. Segregation of duties creates a system where no one person carries out a single transaction from start to finish – for example, receiving money and depositing it in the bank, or approving payment on an invoice and signing a check. This insures 'checks and balances' intended to decrease opportunities for fraud or catch fraud early.

The most current MTA Financial Policies and Procedures Manual from 2008 is currently under review and being updated to best practices in collaboration with the Finance/Personnel Department restructure. Unfortunately, the only reference to banking signatory authorization and/or limits in the current policy is: "*Checks shall be signed by authorized signers*". It does not clearly segregate duties or designate who authorized signers should be. In a recently located file, documents were found that appear to be the beginnings of a revision to the current policy. However, in those papers the only signatory authority recommended was the General Manager and Finance Manager, which, as previously stated is not an effective internal control.

In the interests of significant cost-savings for MTA, we are going to be issuing vendor payments directly from QuickBooks and transferring the funds from Mendocino County as needed. This will require authorized signers and signatory limits in place prior to revision completion of the Financial Policies and Procedures Manual, and clearly segregate check signing from the Finance Manager and/or Finance staff, now.

Several copies of weekly claims have been included with this packet for your review of standard vendor payments. As MTA is not a large agency and multiple personnel can be unavailable at the same time, to ensure a consistent workflow and staff availability the following signatory authority and signatory limits are recommended to the Board of Directors.

A. General Manager:

\$5,000: *General Manager*

\$5,001 or above: *General Manager and Chairman or Vice-Chairman of the Board of Directors.*

B. In absence of General Manager

\$5,000: *Maintenance Manager and one authorized Operations Supervisor as designated by the General Manager.*

\$5,001 or above: *Maintenance Manager and Chair or Vice-Chairman of the Board of Directors.*

C. In absence of General Manager and Maintenance Manager:

\$5,000: *One authorized Operations Supervisor, as designated by the General Manager and the Chair or Vice-Chairman of the Board of Directors.*

\$5,001 or above: *Chair and Vice-Chair of the Board of Directors*

Recommendation: Review, approve and adopt Resolution **17-03**, MTA Banking Signatory Policy.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2017-03**

WHEREAS: MTA is a public entity that holds high standards of integrity, transparency and accountability for public funds;

1. It is the intent of MTA staff to create public trust and convey integrity by ensuring sound stewardship of organizational assets; and
2. To segregate duties and establish strong internal control measures to ensure that public funds are not misappropriated or manipulated;

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

Approve banking signatory authority and signatory limits as follows:

A. General Manager:

\$5,000: *General Manager*

\$5,001 or above: *General Manager and Chairman or Vice-Chairman of the Board of Directors.*

B. In absence of General Manager

\$5,000: *Maintenance Manager and one authorized Operations Supervisor as designated by the General Manager.*

\$5,001 or above: *Maintenance Manager and Chair or Vice-Chairman of the Board of Directors.*

C. In absence of General Manager and Maintenance Manager:

\$5,000: *One authorized Operations Supervisor, as designated by the General Manager and the Chair or Vice-Chairman of the Board of Directors.*

\$5,001 or above: *Chair and Vice-Chair of the Board of Directors.*

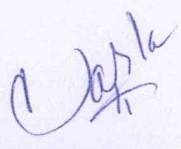
ADOPTION of this RESOLUTION was MOVED by Director _ and SECONDED by Director _ at a regular meeting of the MTA Board of Directors on September 7, 2017 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager


To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: September 7, 2016
Subject: Public Requests for Information Policy

Access to information concerning the conduct of the people's business by state and local agencies is a fundamental right of every person in California. To ensure this right, the California Public Records Act ("CPRA") gives every person the right to inspect any public record during a state or local agency's regular business hours. If an agency receives a request to inspect an identifiable, disclosable record, the agency must promptly make the record available. Requests for copies of identifiable, disclosable records must be responded to within prescribed periods and must also be promptly made available for anyone who pays the applicable agency duplication costs or the applicable statutory fee. The agency must provide an exact copy unless it is impracticable to do so, although the agency must also redact any confidential or exempt information from the copy. The CPRA covers requests for electronic and computer data; and public records that are stored in an electronic format must generally be made available in such electronic format if so requested.

Although the fundamental precept of the CPRA is access to records, the CPRA exempts certain records from disclosure and requires agencies to keep certain other records confidential. If an agency improperly withholds records, a member of the public may seek a court order to enforce the right to inspect or copy the records sought and may receive payment for court costs and attorney fees if such person prevails in the lawsuit.

Some agencies have found it useful to adopt electronic records policies governing whether personal devices (computers, smart phones, etc.) may be used for agency business, and what records (for example emails, texts, etc.) and other attributes of the electronic information on such devices are considered "retained in the ordinary course of business" for purposes of the CPRA. The MTA Board of Directors has approved and adopted such with the Electronic Communications Policy on January 25, 2017. In February, 2017, training to all MTA staff regarding the above policy was conducted.

The California Special Districts Association recommendations for Public Requests Policies are as follows:

- 1) Adopt a local policy and guidelines to ensure consistent procedures.
- 2) Document the date of receipt of requests.
- 3) Route the request to the district's designated employee for CPRA compliance, who in turn should notify all affected departments and employees.
- 4) Refer questioned items to the district's legal counsel.
- 5) Respond timely to requests.
- 6) If a denial is made, identify in writing the appropriate exemption or privilege.
- 7) Do not overcharge for copies.
- 8) Treat difficult and repetitive requests professionally.

The MTA 'Public Requests for Information' policy is compliant with the recommendations of the California Special Districts Association and has been reviewed by legal counsel.

Recommendation: Review, approve and adopt Resolution **17-04**, MTA Public Records Request Policy.



REQUESTS FOR PUBLIC INFORMATION POLICY

As approved and adopted by the Board of Directors on September 7, 2017

MENDOCINO TRANSIT AUTHORITY

REQUESTS FOR PUBLIC INFORMATION POLICY

Overview

Legislation enacting the California Public Records Act (hereinafter, "CPRA") was signed in 1968, culminating a 15-year-long effort to create a general records law for California.

The fundamental precept of the CPRA is that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so. Most of the reasons for withholding disclosure of a record are set forth in specific exemptions contained in the CPRA.

There are two recurring interests that justify most of the exemptions from disclosure. First, several CPRA exemptions are based on a recognition of the individual's right to privacy (e.g., privacy in certain personnel, medical or similar records). Second, a number of disclosure exemptions are based on the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda). If a record contains exempt information, the agency generally must segregate or redact the exempt information and disclose the remainder of the record.

Request for Records and Agency Response

1. Receipt of Request

- A. When Mendocino Transit Authority, (MTA) receives a mail request for public information, the request will be date-stamped and the requestor will be mailed an MTA *Request for Information* form to complete and return.
- B. When MTA receives a request for public information by telephone, fax, or e-mail, the requestor will be mailed, faxed or emailed an MTA *Request for Information* to complete and return.
- C. When MTA receives a completed *Request for Information* form, it will be date-stamped and forwarded to the General Manager, who will determine whether the records requested are disclosable.
- D. This determination will be made within ten (10) days from the date the request was received. If more time is required, the General Manager may extend this timeframe in writing by an additional 14 days, or provide a timeline in which to respond, pursuant to law.
- E. Any request deemed as potentially non-disclosable, the MTA General Manager will refer to contracted legal representation for review and direction.

2. Request Fulfillment

- A. **Non-Disclosable Records:** If the General Manager determines that the public records requested are legally non-disclosable, MTA will notify the requestor in writing.
- B. **Approved Requests:** When a request for disclosable information is approved by the General Manager, she/he will sign and date the *Request for Information* form and forward it to the appropriate MTA department for fulfillment.

3. Fees

- A. If the General Manager determines that no fee is required, the requested information will be reproduced and forwarded to the requestor in a timely manner, or provide pursuant to law, a timeline for compliance.
- B. If the General Manager determines that a fee is required for reproduction of the requested information, MTA will notify the requestor of the fee due.
- C. When MTA receives payment, the requested information will be reproduced and forwarded to the requestor in a timely manner.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

----- Mendocino Transit Authority use only -----

Date request received: _____

Date approved: _____

Date information sent: _____

Cost to requestor: _____

Date payment received: _____

Signature of General Manager: _____

Date: _____

Updated 08-15-2017

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2017-04

WHEREAS: MTA is a public entity and recognizes that information of the people's business by state and local agencies is a fundamental right of every person in California; and

1. That the California Public Records Act ('CPRA') gives every person the right to inspect any public record; and
2. That requests for copies of identifiable, disclosable records must be responded to within prescribed periods; and
3. That the CRPA exempts certain records from disclosure and requires agencies to keep certain other records confidential;

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

1. Approves and Adopts the MTA Request for Public Records Information Policy.

ADOPTION of this RESOLUTION was MOVED by Director _ and SECONDED by Director _ at a regular meeting of the MTA Board of Directors on September 7, 2017 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James W. Mastin, Chairman

Carla A. Meyer, General Manager

To: MTA Board of Directors
From: Carla A. Meyer, General Manager
Date: September 7, 2017
Subject: Annual All Staff Training Day

Refresher Training or Retraining is a program designed for both new and long-time employees of an organization, with a purpose to acquaint and/or reacquaint them with the skills, methods, and processes required to improve their performance on the job.

It is quite obvious that skills fade with time. There may be various reasons for this degradation of skills. Most often it is because of lack of regular usage of skills or choosing of alternative methods by the employees. Whatsoever the reasons may be, the needs for refresher training have to be identified and addressed, to ensure that the skills are updated and remain current with agency protocols.

A solid refresher training program is based on the assumption that the skills with the existing employees become obsolete or outdated because of the advancements in technology or the human tendency of simply forgetting things. Thus, the retraining is conducted to keep these employee's familiar with agency policy and procedures that will protect both them and agency.

Ongoing retraining is essential for the following reasons:

- 1) To get the best out of the employees
- 2) Retain the employees
- 3) Increases the self-confidence and morale of the employees
- 4) Keeping the staff updated with the latest trends
- 5) Bridging the gap between the old and new skills
- 6) Increasing the pool of talent within an organization
- 7) Saving the cost incurred in accidents and safety factors

The need for training in public transportation cannot be overemphasized. Transit vehicles have become increasingly complex, driven primarily by advanced electronic and digital systems that improve vehicle efficiency, reduce emissions, and expand passenger amenities. These advancements are only effective if the equipment produced from that technology is properly operated. Skilled operators are better equipped to keep advanced equipment functioning to its full potential. Likewise, operators can maximize the capabilities of technology when trained to do so. Without question, today's transit technicians need new skills to keep pace with technology. Not only this, the self-confidence and morale of the employees get boosted up with ongoing training.

Unlike private sector companies that typically have nationally directed programs to monitor operations performance, transit agencies lack a unified national approach and each agency must develop its own benchmarking approach. Developing this capability depends largely on an agency's commitment to measure itself and become more effective.

The "bottom line" is increased productivity, improved quality, decreased costs, and reduced frequency of accidents. People are the organization's greatest asset. Many bus operators that

do not have ongoing quarterly and annual training tend to consume more fuel and brakes, two major cost drivers. The tendency is to accelerate quickly and brake late, requiring a much harder brake effort to stop the vehicle which generates more brake heat, increases stopping distances, and decreases brake lining life. In an in-depth study "**Method and Processes for Transit Training Metrics and Return on Investment**", published by the Transportation Learning Center for SEPTA in Pennsylvania in 2011, it was noted that:

"With ongoing training, many operators accelerate in a more gradual fashion, which significantly improves fuel economy, brake life and passenger comfort. Operator training is also important to maximize the benefits of hybrid-electric propulsion where greater fuel economy gains are possible when drivers use strategic brake and accelerator actions to maximize battery propulsion and regenerative braking to recharge batteries".

In the State of California, transit operators are required to have eight (8) hours of retraining each year. At MTA and other rural transit agencies, this has been accomplished by quarterly evening meetings for all operators, covering a variety of safety issues. However, often that is not adequate, as most operators are exhausted at the end of their work day and the training period can run up to 10:00 PM. A definite problem for early report operators.

As has been implemented at two previous transit properties, an annual 'All Staff Training Day' has been successful in reducing accidents and incidents, increasing morale, mentored talent within the agencies and bridged the gap between old and "complacent" skills to new skills. In both of the previous properties, Veterans Day, was utilized to suspend service and host the annual 'All Staff Training Day' with the least impact on ridership. At MTA, we would operate the Sunday Service Schedule only, providing one trip to Santa Rosa from Fort Bragg and Pt. Arena.

Recommendation: *Authorize General Manager to implement annual 'All Staff Training Day' on Veterans Day.*