



**Board of Directors
Regular Meeting Agenda**

July 25, 2018

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 June 27, 2018 Board Meeting <u>Information</u>	1
3.	Service Performance Report: July, 2017 / June, 2018 <u>Information</u>	9
4.	Financial Report: <u>Information:</u> Progress Report to be Presented at Meeting	-
5.	Board Meeting Dates and Locations <u>Information</u>	11
6.	Capital Program: Update/Progress Report <u>Information</u>	13

ACTION & DISCUSSION

- | | |
|-------------------------------------|------|
| 7. Unmet Needs | 17 |
| Action: Solicit Public Input | |
| 8. Management Reports | oral |
| 9. 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
Committee Meeting
June 27, 2018
1:30 p.m.**

MINUTES

Meeting Location Garcia Grange
43970 Crispin Lane, Manchester, CA 95459

Video Conferencing Location Diana Stuart Fort Bragg Division
Conference Room 190 East Spruce, Fort Bragg CA 95437

CALL TO ORDER

1. Due to a lack of quorum and in lieu of opening the regularly scheduled board meeting, **Chair Mastin** called a committee of the whole meeting to order at 1:47 p.m. and noted the scheduled full board meeting would begin as planned when a quorum of the full board was met.

ROLL CALL:

Directors Present at Garcia Grange: Chair Mastin, Cross, and Tarbell

Directors Present via Phone Conference: None

Directors Absent: Gjerde, Peters, Scalmanini and Rodriguez

Staff Present: Carla Meyer, General Manager; Jacob King, Operations Manager; Bob Butler, Maintenance Manager; John Pegan, Human Resource Director; Debra Dockins, Recording Secretary; Jan Michele, HR Administrative Assistant; Mark Harvey, Finance Manager; Art Hatcher, North Coast Supervisor; and Candy Lodge, South Coast Supervisor

Others: None

PUBLIC COMMENT

None

CONSENT CALENDAR

2. **Minutes of May 30, 2018**
3. **Service Performance Report: July 2017 - April 2018**
4. **Financial Report: moved to Action and Discussion, item 8**
5. **Board Meeting Dates and Locations**
6. **Capital Program: Update and Progress Report**
General Manager Carla Meyer presented highlights of the Service Performance Report noting that ridership has increased by 12%.

ACTION & DISCUSSION

7. Unmet Transit Needs

Director Cross requested consideration of daily bridge services between the Gualala area and south coast area. He also requested the Board reconsider a Pulse System at the Navarro Junction for buses to Fort Bragg, Ukiah, Gualala and Point Arena.

8. Financial Report: CFO Mark Harvey and Kate Stornetta of Price-Waterman

CFO Mark Harvey noted that Ms. Stornetta was unable to attend due to scheduling conflicts. He reported that staff is working diligently to bring all financial records current and it is going well. Will work to provide more definitive dates for expected completion as well as scheduling of Audit.

9. MTA Drug and Alcohol Policy Addendum, Review and approve Resolution #2018-04

Held for full meeting

10. MTA FY 2018-19 Board of Directors Meeting Schedule, Review and approve FY 2019-20 Board of Directors Meeting Schedule

Held for full meeting

11. Application for 5433 Operating Funds, Review and approve Resolution #2018-07

Held for full meeting

12. MTA FY 2018-19 Operating and Capital Budgets, Review and Resolution #2018-08

Held for full meeting.

13. MTA FY 2018-2019 13. General Manager Annual Evaluation, Appoint evaluation committee

Chair Mastin recommended the previous committee members, Director Cross, Director Tarbell and Chair Mastin, he also noted his unavailability from August 10 to September 24. This matter will be considered at the full meeting.

14. Management Reports

Human Resource Director, John Pegan: Reported several new hires and noted staff are making efforts to keep an open recruitment for the Bus Driver Position. Mr. Pegan concluded his report by advising the Board of a recent US Supreme Court decision determining it unconstitutional to require union membership.

Maintenance Manager Bob Butler: Reported the sealing of the parking lot has been postponed until early summer, due to the several nearby construction jobs stirring up dust.

South Coast Supervisor Candy Lodge: No report

North Coast Supervisor Art Hatcher: No report

Operations Manager Jacob King: Reported the Routematch system has become more reliable, after adjustments were made during a weeklong visit from the engineer who designed the system. This visit followed a letter sent to Routematch regarding a potential breach of contract. Routematch plans to install a new server, to correct the primary problem which has been identified as an overburdened system. In the meantime they have opened up capacity to the current system. The new server is expected to be installed next week. General Manager Carla Meyer reported the director of sales for RouteMatch would like to fly out to attend the next MTA Board Meeting personally. She also noted that Routematch will be supplying credit for the past performance issues, and the only additional expense MTA will incur is the new cell service to allow for access to both AT&T and Verizon to reduce "dead zone areas".

General Manager Carla Meyer: Discussed the regulations surrounding the scheduling of Charters and noted MTA will not be providing Charter service for the upcoming Fort Bragg Salmon BBQ as planned because Silverado, a private tour bus company, has expressed interest, and MTA cannot intervene or provide service unless the private vendor cannot or chooses not to provide the charter service. Discussion ensued regarding the rules surrounding scheduling charters with a noted exception to these rules for scheduled and posted special event schedule, and encouraged Directors to contact her if they had any events they would like added to a special event schedule. Ms. Meyer also discussed upcoming grant opportunities.

15. Matters from Directors
Held for full meeting.

Chair Mastin adjourned the committee meeting at 2:44 p.m.

Jim Mastin, Chair

Debra Dockins, Recording Secretary

**Mendocino Transit Authority
Board of Directors Meeting
June 27, 2018
1:30 p.m.**

MINUTES

Meeting Location Garcia Grange
43970 Crispin Lane, Manchester, CA 95459

Video Conferencing Location Diana Stuart Fort Bragg Division
Conference Room 190 East Spruce, Fort Bragg CA 95437

CALL TO ORDER

1. **Chair Mastin** called the meeting to order at 2:44 p.m.

ROLL CALL:

Directors Present at Garcia Grange: Chair Mastin, Cross and Tarbell

ROLL CALL:

Directors Present at Garcia Grange: Chair Mastin, Cross, and Tarbell

Directors Present via Phone Conference: Gjerde

Directors Absent: Peters, Scalmanini and Rodriguez

Staff Present: Carla Meyer, General Manager; Jacob King, Operations Manager; Bob Butler, Maintenance Manager; John Pegan, Human Resource Director; Debra Dockins, Recording Secretary; Jan Michele, HR Administrative Assistant; Mark Harvey, Chief Financial Officer; Art Hatcher, North Coast Supervisor; and Candy Lodge, South Coast Supervisor

Others: None

PUBLIC COMMENT

None

CONSENT CALENDAR

2. **Minutes of May 30, 2018**
3. **Service Performance Report: July 2017 - April 2018**
4. **Financial Report: moved to Action and Discussion, item 8**
5. **Board Meeting Dates and Locations**
6. **Capital Program: Update and Progress Report**

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

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

ACTION & DISCUSSION

7. Unmet Transit Needs

Discussed request for bridge services between the Gualala area and south coast area, as well as a request to reconsider a pulse system at the Navarro Junction for buses to Fort Bragg, Ukiah, Gualala and Point Arena.

Upon Motion by **Director Tarbell** and seconded by **Director Cross** the Board added the above items to the unmet transportation needs list, by the following roll call vote:

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

8. Financial Report: CFO Mark Harvey and Kate Stornetta of Price-Waterman

CFO Mark Harvey noted that Ms. Stornetta was unable to attend due to scheduling conflicts. He reported that staff is working diligently to bring all financial records current and it is going well. He advised that he will work to provide more definitive dates for expected completion of the past financial records and audit timeline.

9. MTA Drug and Alcohol Policy Addendum, Review and approve Resolution #2018-04

Upon Motion by **Director Tarbell** and seconded by **Director Cross** the Board adopted Resolution 2018-04 MTA Drug and Alcohol Policy Addendum, by the following roll call vote:

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

10. MTA FY 2018-19 Board of Directors Meeting Schedule, Review and approve FY 2019-20 Board of Directors Meeting Schedule

Director Tarbell requested that review of the General Manager's Contract be moved to the August Board meeting.

Upon motion by Director **Tarbell** seconded by Director **Gjerde** the Board adopted the FY 2018-2019 Board of Directors Meeting Schedule as amended by the following roll call vote:

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

11. Application for 5311 Operating Funds, Review and approve Resolution #2018-07

General Manager Meyer presented this item and reported the formula funds have increased from \$473,000 to \$592,000.

Upon Action by Director **Cross**, seconded by Director **Tarbell** the Board adopted Resolution 2018-07 Application for 5311 Operating Funds, by the following roll call vote:

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

12. MTA FY 2018-19 Operating and Capital Budgets, Review and Resolution #2018-08

General Manager Meyer presented the FY 2018-18 Final Budgets and provided the Board a summary of specific budget line items. She pointed out this is a more detailed budget than previous years. She also noted some pages were mistitled, as "Ten Year Capital Plan" and should be corrected to "Five Year Capital Plan".

Upon Motion by Director **Cross** seconded by Director **Tarbell** the Board adopted Resolution 2018-08 MTA FY 2018-19 Operating and Capital Budgets, by the following roll call vote:

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

13. General Manager Annual Evaluation, Appoint evaluation committee

Upon Motion by Director **Tarbell** seconded by Director **Cross** the Board appointed Directors Tarbell, Cross and Chair Mastin to the General Manager Annual Evaluation Committee by the following roll call vote:

AYES: Mastin, Cross, Gjerde, Tarbell

NO: None
ABSTAIN: None
ABSENT: Peters, Scalmanini, Rodriguez

14. Management Reports

Reports made and recorded during the meeting of the MTA Committee Meeting.

15. Matters from Directors

Chair Mastin noted he will not be available for the August MTA Board Meeting.

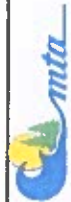
Director Gjerde stated he was unaware of the ability to teleconference and apologized for being late. He additionally noted he will not be available for the August MTA Board Meeting.

Chair Mastin adjourned the meeting at 3:38p.m.

Jim Mastin, Chair

Debra Dockins, Recording Secretary

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FY 17-18 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2017-18 YTD	2016-17 YTD	# Change	% Change
01 - Willits Local	978	1288	859	1061	965	935	851	723	835	849	922	740	11006	14123	171	22%
03 - Ukiah - DAR	1450	710	882	1222	1392	1318	1324	1167	1412	1263	1288	1152	14580	20464	1450	29%
04 - Fort Bragg - DAR	1142	705	604	1033	1180	1224	1229	928	1253	1116	1172	1084	12670	16076	3406	21%
05 - Bragg>About	1478	1591	1490	1544	1454	1360	1539	1426	1750	1585	1580	1470	18267	19585	1318	7%
07 - Jitney	126	215	257	208	183	190	222	222	250	263	255	249	2640	2538	102	-4%
08 - Ukiah Evening	621	861	830	710	536	566	553	622	723	653	692	757	8124	9968	1844	18%
09 - Ukiah Local	9145	9790	10513	10424	8936	8523	8209	8992	9890	9614	9958	9625	113619	135000	21381	16%
20 - Willits - Ukiah	2274	3035	3303	3009	2573	2068	2322	2668	2610	2837	2752	2280	31731	34392	2661	8%
60 - Coaster	935	858	967	1106	882	855	992	956	1104	1037	1023	973	11688	12381	693	6%
64 - Ukiah to Fort Bragg	390	489	473	385	368	314	360	373	392	405	454	464	4867	3497	1370	39%
65 - CC Rider	1083	982	944	1077	1155	1021	954	938	1036	1187	1159	1024	12560	11840	-720	-6%
65A - New Route 65	636	723	738	736	638	675	524	527	560	565	577	675	7574	5503	2071	38%
74 - Saturday Gualala-Ukiah	106	78	118	101	86	93	73	85	114	71	84	108	1117	913	-204	-22%
75 - M-F Gualala to Ukiah	483	649	830	900	593	646	683	744	858	706	710	713	8515	7663	-852	-11%
95 - Pt. Arena to Santa Rosa	482	509	537	388	411	405	397	406	420	398	410	495	5258	5245	-13	0%
97 - Redwood Coast Regional	260	300	289	321	350	341	309	332	292	323	321	333	3771	3627	-144	-4%
Monthly Totals	21589	22783	23634	24225	21702	20534	20541	21109	23499	22872	23357	22142	267987	302815		12%



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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	
2018					
July	25	1:30	Willits	only	2018/19 Transit Needs: Willits
August	29	1:30	Point Arena	only	2018/19 Transit Needs: Point Arena
September	26	1:30	Fort Bragg	Ukiah	2018/19 Transit Needs: Fort Bragg
October	31	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
November	no meeting scheduled				
December	5	1:30	Ukiah	Fort Bragg	2018/19 Transit Needs: Ukiah
2019					
January	30	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
February	27	1:30	Willits	only	2019/20 Transit Needs: Willits Initial 2019/20 Budget Discussion
March	27	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah DRAFT 2019/20 Budget & Claim
April	24	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
May	29	1:30	Fort Bragg	Ukiah	General Manager Evaluation General Manager Contract
June	26	1:30	Ukiah	Fort Bragg	FINAL 2019/20 Budget

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To: MTA Board of Directors
From: Carla Meyer, General Manager
Date: July 25, 2018
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.

9-20-17: RouteMatch Fixed Route AVL, Push to Talk Kickoff meeting completed; RouteMatch staff to arrive at MTA second week in October for initial fleet assessment and installation process begins.

10-12-17: RouteMatch staff on-site for fleet assessment and data entry for fixed route assessment.

Jan./Feb 18: MTA was contacted by Fisher Wireless who has now updated to digital radio. In review of their proposal and learning that the RouteMatch Push to Talk was still a prototype program, MTA contracted with Fisher Wireless to install digital radio's in the fleet. The installation is completed, the reception is exceptional. The remaining decision on radio consoles replacement will be forthcoming upon review of cost savings and discussion with the MCOG. However final design on the fare methodology has been agreed to and installation of the GPS and tablets for fixed route is scheduled for early March, 2018.

March 28, 2018: Due to delay in tablet installation, RouteMatch fixed route

database development, MTA is not expected to go "live" in April, 2018.

May 30, 2018: Ongoing install issues with RouteMatch has pushed the Routsheout "Go Live" date out until resolution of all issues involved.

June 20, 2018: New server install at RouteMatch this weekend, freeing up additional space for MTA. In interim, we are experiencing significant system stability.

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.

12-6-2017: Buses are going onto production line, Maintenance Supervisor Bob Butler to fly to Indiana next week for oversight.

Jan/Feb 2018: New buses are on the property and are being readied for revenue service.

March, 2018: Buses are in revenue service.

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

10-10-17: Conditional Acceptance Signed

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.

10-02-17: MCOG Board of Directors approved allocation of Prop1B Safety and Security funds.

10-09-17: Receipt of signed resolutions; grant documents mailed to Cal-OES

Jan 2018: MTA was hit with high tech ransomware and the existing service is shutdown. Decision on the final vendor for the managed care will be decided next week. Unfortunately, due to an error at the State Controller's office arrival of the Cal-OES approved grant funds could be delayed 2 more months. Staff is discussing alternatives and will present to the Board.

March 2018: Three bids have been obtained from IT managed care providers. MTA has selected Comer Technology Group from Chico, CA for the managed care. MTA is still awaiting the delayed Cal-OES approved grant funds from the State Controller's office.

May 30, 2018: Cal-OES funds have arrived, contract with Comer Technology group has been prepared and awaiting final signatures.

June 17, 2018: Contracts signed, first payment installs to Comer Technology. Server on order, estimated 4 weeks to delivery.

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