



## **Board of Directors Regular Meeting Agenda**

January 29, 2020

1:30 p.m.

### **Fort Bragg**

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

*Teleconference with:*

### **Ukiah**

Ukiah Valley Conference Center  
200 South School Street

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## **AGENDA ITEMS**

- 1. Call to Order**
- 2. Public Comment**

*Members of the public are welcome to attend MTA Board meetings to address items that are not 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**

- 3. Minutes of December 11, 2019 Board Meeting**
- 4. Board Meeting Calendar 2019-2020**
- 5. Customer Service Summary**
- 6. Service Performance Report**
- 7. Financial Statements**

## **ACTION & DISCUSSION**

### **8. Unmet Needs**

**Action:** Solicit Public Input

- 9. Discussion and Possible Approval of Amendment to MTA Policy - Vacation Policy Section 7.4 and Removal of Policy 6.1.4**
- 10. Discussion and Possible Adoption of Resolution 2020-01 Authorizing the Federal Funding under FTA section 5311(f) (49 U.S.C. section 5311) with California Department of Transportation**
- 11. Discussion and Possible Adoption of Resolution 2020-02 Authorizing the Federal Funding under FTA section 5311 (49 U.S.C. section 5311) with California Department of Transportation**

## **COMMUNICATIONS RECEIVED**

- 12. Brooktrails Township Community Services District – December 10, 2019**

## **DIRECTOR AND MANAGEMENT REPORTS**

- 13. Matters from Management**
- 14. Matters from Directors**

## **ADJOURN**

Anticipated adjournment is 3:30 p.m.

### **Americans with Disabilities Act (ADA) Compliance**

*The Mendocino Transit Authority complies with AMERICANS WITH DISABILITIES ACT (ADA). Upon request, MTA will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Mendocino Transit Authority by calling (707) 234-6447 at least five days prior to the meeting.*



## **Board of Directors Regular Meeting Minutes**

December 11, 2019

1:30 p.m.

### **Ukiah**

Ukiah Valley Conference Center  
200 South School Street

*Video-Conference with:*

### **Fort Bragg**

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

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## **AGENDA ITEMS**

### **1. Call to Order**

Chair Rodriguez called the meeting to order at 1:34 p.m.

Directors Present Ukiah: Mulheren, Richard, Gjerde, Chair Rodriguez

Directors Present in Fort Bragg: Cross

Directors Absent: Tarbell, Albin-Smith

Staff Present: Carla Meyer, MTA General Manager  
Jacob King, Operations Manager  
Bob Butler, Maintenance Manager  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Heather Lindsteadt, Recording Secretary

Also Present: Loretta Ellard, MCOG

### **2. Public Comment**

Willie West expressed concerns regarding service on the day after Thanksgiving. He said there were no signs at the bus stops or in the buses letting passengers know that there was Saturday service rather than regular service. He also asked why there was no service after Thanksgiving. He said MTA needs to provide additional wheelchair securement training to the drivers.

Chair Rodriguez requested that Mr. West submit a letter to MTA regarding holiday service recommendations and said the letter can be included during future union negotiations.

Diana Clarke, Ukiah Senior Executive Director, reported that the Ukiah Senior Center operates a van to transport passengers to and from medical appointments and suggested Mr. West call the Ukiah Senior Center.

## **CONSENT CALENDAR**

3. **Minutes of August 28, 2019 Board Meeting**
4. **Minutes of September 25, 2019 Board Meeting**
5. **Minutes of November 18, 2019 Special Board Meeting**
6. **Board Meeting Calendar 2019-2020**
7. **Service Performance Report**
8. **Financial Statements**

**Upon motion** by Director **Gjerde**, seconded by Director **Richard**, Consent Calendar items #3 through #8 were approved by roll call vote: **AYES:** 5, Rodriguez, Cross, Richard, Gjerde, Mulheren **NOES:** 0, **ABSTAIN:** 0 **ABSENT:** 2, Tess-Albin, Tarbell,

## **ACTION & DISCUSSION**

9. **Unmet Needs**  
**Action:** Solicit Public Input

Full service for the day after Thanksgiving will be added to the unmet needs list.

Director **Mulheren** reported that the new housing on Brush and Orchard is currently accepting tenants and advocated for a bus stop be placed at that location. MTA Operations Manager Jacob King reported that MTA has applied for an encroachment permit for a bus shelter at Brush street and it is in process.

Chair **Rodriguez** asked for a report on any other bus stops that are in process.

Director **Gjerde** asked for a report on Fort Bragg, Laytonville, Leggett to Fort Bragg service (Hwy 101 to Hwy 1). Chair **Rodriguez** requested a cost analysis for the Hwy 101 to Hwy 1 loop.

10. **Discussion and Possible Approval of Agency Non-Represented Job Descriptions, Classifications, and Wage Table Adjustments**

Staff was directed to move the listed educational requirements to the Education

Requirements section.

**Upon motion** by Director **Gjerde**, seconded by Director **Richard**, Item # 10, Approval of Agency Non-Represented Job Descriptions, Classification, and Wage Table adjustments was approved with change by roll call vote: **AYES**: Gjerde, Richard, Cross, Mulheren, Chair Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: 2 – Tess-Albin, Tarbell.

**11. Discussion and Possible Approval of Additions to MTA Special Events Schedule - City of Willits Annual Harvest Moon Celebration**

**Upon motion** by Director **Gjerde**, seconded by Director **Cross**, the Board approved addition of the City of Willits Annual Harvest Moon Celebration to the Special Events schedule by roll call vote. **AYES**: Cross, Gjerde, Mulheren, Richard, Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Tarbell, Albin-Smith

**12. Discussion and Possible Approval of Amendment to MTA Policy - Vacation Policy Section 7.4**

Item was tabled. Staff was directed to incorporate Board comments and return to the Board with two versions for Board review.

*The Board convened Closed Session at 2:10 p.m.*

**CLOSED SESSION**

**13. Closed session pursuant to Government Code 54957.6: Conference with Labor Negotiator  
Agency Designated Representative: MTA Chair  
Unrepresented Employee: General Manager**

*The Board reconvened Open Session at 2:19 p.m.*

**ANNOUNCEMENT OUT OF CLOSED SESSION**

**14. Discussion and Possible Adoption of Resolution No. 2019-17 General Manager Employment Agreement Amendment: Potential Action to Approve an Amendment to the General Manager's Compensation and Title.**

**Upon motion** by Director **Mulheren**, seconded by Director **Cross**, the Board adopted Resolution 2019-17 approving a title change from General Manager to Executive Director effective Jan 1, 2020 and also approving a 3.5 % COLA increase for the General Manager position to \$128,048, as amended, effective retroactively to July 1, 2019. **AYES**: Cross, Gjerde, Mulheren, Richard, Rodriguez, **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Albin-Smith, Tarbell.

**15. Matters from Management**

General Manager Carla Meyer reported the she had successfully submitted the 5339 Consolidated Grant for a 35-foot electric bus. She reported that she has not heard back about

grant award through the Volkswagen Mitigation. She also said staff will update the Board on MTA Succession Planning at a future meeting per Director Richard's request. Director **Mulheren** suggested that the plan be in writing. There was a discussion related to salary increase levels for employees serving in interim positions and the length of time an employee would need to be in an interim position before a salary increase would take effect.

Maintenance Manager Bob Butler reported that he has received the preliminary studies from Sonoma Clean Power and consultant studying MTA converting to electric power. Ukiah Local 9 does not fit electric due to the miles of the route. Fort Bragg routes may be able to utilize an electric vehicle. Mr. Butler reported that the generator for administrative building is up and running. He also reported that he is in the process of installing new fuel meters and dispensers.

CFO Mark Harvey reported that the MTA has almost 3.5 years recorded in QuickBooks. He said he will provide the July through November financial statements at the January meeting. He also reported that auditor will come in to assist MTA with 18-19 audit.

Operations Manager Jacob King said the MTA Route Committee has been reviewing inland routes with an eye for adjustments related to time issues and future electrification of vehicles. He reported the Ukiah Circular route is moving forward and the new stops have progressed through the Traffic Engineering Committee and are now awaiting Ukiah City Council approval. He is also working with County of Mendocino on a new Casper stop (sign only) at corner of Caspar Road and Caspar Frontage Road and has submitted the encroachment permit to the County.

Mobility Manager Dawn white reported that she is in contact with NCO and Redwood Coast Regional Center regarding MTA's travel training program and she also reported on the Christmas Trolley event which was held in coordination with the Executive Director of Ukiah Chamber of Commerce, Una Wirkebau and the annual City of Ukiah ice skating rink opening.

## **16. Matters from Directors**

Director **Richard** asked for an update on the FTA DBE Audit and asked if the audit could have a negative consequence related to MTA obtaining federal grants. General Manager Meyer reported that she will provide a report to the Board after she has talked to the FTA.

Director **Gjerde** reported that Sonoma Clean Power, as part of the 20-21 budget, are looking into providing customer grants for battery backup for homes and businesses. He reported that Sonoma Clean Power may be hiring a micro grid specialist which may be a benefit to MTA and added that MTA could possibly qualify for grant to look at reengineering the MTA Maintenance Facility so MTA could, in the future, separate from the grid during PSPS events and continue to have electricity.

Director **Mulheren** reported on the City of Ukiah streetscape plan. She said bids will be opened in January with a possible award in February and that studies have shown that traffic will flow more efficiently downtown. Director **Mulheren** also said Rick Seanor is retiring

December 27, 2019.

**ADJOURN**

Chair Rodriguez adjourned the meeting at 2:55 p.m.

DRAFT

January 29, 2020

Agenda Item # 4



## Board of Directors Meeting Schedule

Last Wednesday of every month - 2nd Wednesday of the month in December  
Subject to Change

Date	Time	Location	Video Conference With	Major Agenda Items
<b>2019</b>				
July 31	4:30	Willits	only	
August 28	4:30	Point Arena	only	2019/20 Transit Needs: Point Arena
September 25	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Fort Bragg
October 30	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah
November 27	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs
December 11	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah
<b>2020</b>				
January 29	1:30	Fort Bragg	Ukiah	2019/20 Transit Needs: Ft Bragg
February 26	1:30	Willits	only	2019/20 Transit Needs: Willits Initial 2020/21 Budget Discussion
March 25	1:30	Ukiah	Fort Bragg	2019/20 Transit Needs: Ukiah DRAFT 2020/21 Budget & Claim
April 29	1:30	Point Arena	only	2019/20 Transit Needs: Point Arena
May 27	1:30	Fort Bragg	Ukiah	Executive Director Evaluation Executive Director Contract
June 24	1:30	Ukiah	Fort Bragg	FINAL 2020/21 Budget





Reference Id	Incident Type	Date Time	Assign To	Customer Comments	
9-2020-CS	Complaints - Telephone	0 days 22/Jan/2020 09:29 AM	Heather Lindsteadt (A001)	Passenger reported early bus. Operations Supervisor contacted passenger and explained the bus he saw was running late and that the bus he was looking for was the next bus 9 minutes later. Passenger understood situation.	Complete
7-2020-CS	BUS OPERATOR	8 days 15/Jan/2020 03:20 PM	Jacob King (373)	The MTA bus passed him as he was at the Hospital Drive bus stop at 3:10 p.m. 01/15/2020. Call came into HR, HR transferred to dispatch as passenger needed a pick-up.	Complete
5-2020-CS	PASSENGER RELATED COMPLAINTS	20 days 03/Jan/2020 02:18 PM	Jacob King (373)	Passenger feeling threatened by other passenger named "*****." Message sent to Jacob. He replied to passenger.	In Process
4-2020-CS	Complaints - Telephone	21 days 02/Jan/2020 03:09 PM	Luis Martinez (420)	Luis followed up with a message. Mrs. **** complained that the new vehicles going around Todd Grove Park are adding noise to the area. Jacob said that there are no MTA busses near Todd Grove during the week.	Complete
2-2020-CS	POSITIVE	21 days 19/Dec/2019 03:02 PM	Heather Lindsteadt (A001)	Passenger contacted dispatch and thanked MTA for great service over her years as a passenger. She is moving to Modesto. She said the drivers all showed great compassion and always ere very helpful and dispatch was super awesome as well.	Complete

6-2019-CS	Complaints - Telephone	38 days 16/Dec/2019 12:14 PM	Jacob King (373)	Dial A Ride - Dispatch was very rude and very unprofessional. Stated that MTA needs to schedule an appointment a head of time unless passenger was elderly or disabled.	Complete
3-2020-CS	Positive Bus Operator	21 days 03/Dec/2019 03:04 PM	Heather Lindsteadt (A001)	Complimented Cheryl and Fort Bragg Dave's (David's) for exceptional service. Asked MTA to add "Commendation" to the customer service area of the website.	Complete
6-2020-CS	All Customer Service	13 days 27/Nov/2019 10:43 AM	Heather Lindsteadt (A001)	Passenger concerns about biohazard issues for passengers and drivers. Other passengers with hygiene issues. Disinfection of vehicles.	Complete
2-2019-CS	Positive Bus Operator	26 days 13/Nov/2019 08:58 AM	Heather Lindsteadt (A001)	Passenger called and said that he rode from Fort Bragg to Ukiah with Amy. He said it was the best ride he has had in 5 years taking MTA. He reported that she had the perfect speed going around corners, she kept the bus at the perfect temperature and also was prepared with transfer slips. He said she was very cordial and he thanked MTA and Amy.	Complete
4-2019-CS	Positive Bus Operator	112 days 24/Jul/2019 09:27 PM	Heather Lindsteadt (A001)	Facebook Compliment - Jody doing a great job.	Complete

8-2020-CS	GENERAL	0 days 12/Dec/2019 09:24 AM	Heather Lindsteadt (A001)	Ms. *****s concerns related to possible bio-hazards on MTA vehicles and hygiene of other passengers. ED replied via letter.	Complete
5-2019-CS	GENERAL	3 days 06/Dec/2019 09:44 AM	Heather Lindsteadt (A001)	12/6/2019 @ 9:30AM on Northbound Route 9 Want to commend Kim for good customer service. Name: *****	Complete
1-2020-CS	POSITIVE	0 days 08/Nov/2019 10:26 AM	Heather Lindsteadt (A001)	Gratitude for Jacob King's assistance during power outage.	Complete
3-2019-CS	PASSENGER RELATED COMPLAINTS	8 days 15/Oct/2019 09:05 AM	Heather Lindsteadt (A001)	Man sleeping at the Safeway shelter every night. He is urinating in the nearby bushes and she is nervous to use shelter.	Complete



## FY 18-19 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2018-19 YTD	2017-18 YTD	# Change	% Change
01 - Willits Local	850	877	817	910	712	805	940	814	887	838	974	862	10286	11006	(720)	-7%
03 - Ukiah - DAR	1219	1290	1180	1298	1231	1170	1404	1280	1462	1583	2181	1278	16576	14580	1,996	14%
04 - Fort Bragg - DAR	1185	1299	1164	1322	1085	1241	1209	1138	1269	1385	1379	1203	14879	12670	2,209	17%
05 - BraggAbout	1269	1542	1656	1714	1515	1476	1309	1493	1429	1320	1500	1193	17416	18267	(851)	-5%
07 - Jitney	266	295	278	424	305	281	310	253	375	243	318	189	3537	2640	897	34%
08 - Ukiah Evening	799	1016	1034	1253	807	757	1016	849	1146	1359	1382	1092	12510	8124	4,386	54%
09 - Ukiah Local	9199	10377	10254	11902	8704	8600	9533	8875	9023	10201	10462	9256	116386	113619	2,767	2%
20 - Willits - Ukiah	2263	2437	2650	3396	2445	2081	2696	2589	2799	2748	2729	2125	30958	31731	(773)	-2%
60 - Coaster	826	932	1042	1134	855	869	974	836	934	964	1152	915	11433	11688	(255)	-2%
64 - Ukiah to Fort Bragg	449	475	441	421	375	387	309	329	406	389	357	308	4646	4867	(221)	-5%
65 - CC Rider	1026	1020	1044	1042	1020	913	806	783	932	953	902	926	11367	12560	(1,193)	-9%
65A - New Route 65	666	815	613	687	609	606	546	451	481	553	503	616	7146	7574	(428)	-6%
74 - Saturday Gualala-Ukiah	101	76	70	89	63	81	46	91	97	95	74	87	970	1117	(147)	-13%
75 - M-F Gualala to Ukiah	669	748	734	907	712	571	634	449	464	817	461	381	7547	8515	(968)	-11%
95 - Pt. Arena to Santa Rosa	659	512	436	502	401	452	358	303	374	387	313	214	4911	5258	(347)	-7%
97 - Redwood Coast Regional	262	296	262	261	224	244	262	213	252	265	274	250	3065	3235	(170)	-5%
<b>Monthly Totals</b>	<b>21708</b>	<b>24007</b>	<b>23675</b>	<b>27262</b>	<b>21063</b>	<b>20534</b>	<b>22352</b>	<b>20746</b>	<b>22330</b>	<b>24100</b>	<b>24961</b>	<b>20895</b>	<b>273633</b>	<b>267451</b>	6,182	2%



## FY 19-20 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2019-20 YTD	2018-19 YTD	# Change	% Change
01 - Willits Local	1031	1166	970	1077	859								5103	4166	937	22%
03 - Ukiah - DAR	1308	1611	1032	1171	921								6043	6218	(175)	-3%
04 - Fort Bragg - DAR	1669	1281	1167	958	1178								6253	6055	198	3%
05 - BraggAbout	1237	1287	1373	1495	1203								6595	7696	(1,101)	-14%
07 - Jitney	200	129	139	86	79								633	1568	(935)	-60%
08 - Ukiah Evening	1278	1138	1077	995	789								5277	4909	368	7%
09 - Ukiah Local	9938	10421	10400	10479	8813								50051	50436	(385)	-1%
20 - Willits - Ukiah	2424	2775	3267	3113	2483								14062	13191	871	7%
60 - Coaster	738	840	1000	1018	831								4427	4789	(362)	-8%
64 - Ukiah to Fort Bragg	358	427	427	380	359								1951	2161	(210)	-10%
65 - CC Rider	1054	1243	1235	1216	1081								5829	5152	677	13%
65A - New Route 65	493	514	550	549	421								2527	3390	(863)	-25%
74 - Saturday Gualala-Ukiah	78	107	92	97	122								496	399	97	24%
75 - M-F Gualala to Ukiah	547	726	841	740	596								3450	3770	(320)	-8%
95 - Pt. Arena to Santa Rosa	384	442	539	428	412								2205	2510	(305)	-12%
97 - Redwood Coast Regional	276	241	243	266	218								1244	1305	(61)	-5%
<b>Monthly Totals</b>	<b>23013</b>	<b>24348</b>	<b>24352</b>	<b>24068</b>	<b>20365</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>116146</b>	<b>117715</b>	<b>(1,569)</b>	<b>-1%</b>



Meeting Date: January 29<sup>th</sup>, 2020

Agenda Item: # 7

## AGENDA SUMMARY REPORT

**SUBJECT:**

Unaudited Financial Statements July-November 2019

**SUMMARY:**

Draft Unaudited Financial Reports for the first five months of 2019-2020 from MTA's QuickBooks accounting system including the Balance Sheet and Statement of Revenues and Expenses.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July-November 2019

**ATTACHMENTS:**

Balance Sheet as of November 30th, 2019  
Statement of Revenues and Expenses July-November, 2019

**Balance Sheet**

As of November 30, 2019

**ASSETS****Current Assets****Checking/Savings**

101.900 · Cash

Total 101.900 · Cash

1,814,255.20

Total Checking/Savings

1,814,255.20

Total Accounts Receivable

97,028.51

**Other Current Assets**

Total 102.900 · Receivables Other

72,610.67

Total 102.990 · Grants Receivable Total

1,570,682.00

Total 103.990 · Inventory

114,870.37

Total 104.199 · Prepaid Expenses Total

213,735.03

104.200 · Undeposited Funds

3,274.32

Total Other Current Assets

1,975,172.39

Total Current Assets

3,886,456.10

**Fixed Assets**

Total 111.900 · Fixed Assets

20,953,702.09

Total 111.910 · Accumulated Depreciation

-10,752,185.29

Total 121.900 · Intangible Total

15,000.00

Total 121.910 · Accum Amortization Total

-15,000.00

Total Fixed Assets

10,201,516.80

**Other Assets**

Total 131.900 · Deferred Outflows of Resource

705,833.00

Total Other Assets

705,833.00

**TOTAL ASSETS****14,793,805.90****LIABILITIES & EQUITY****Liabilities****Current Liabilities**

Total Accounts Payable

551,168.94

**Other Current Liabilities**

Total 203.160 · CalPERS Loan Repayments

-5,810.25

205.700 · Uncashed Checks

6,491.04

205.900 · Accruals Total

202.100 · Deferred Revenue

1,203,428.57

203.100 · Federal Payroll Tax Payable

11,281.54

203.110 · Medicare Payroll Tax Payable

4,874.85

203.120 · State Income Tax Payable

3,455.85

203.130 · State Disability Payable

1,153.05

203.140 · Misc Deductions

-729.10

203.150 · Garnishments Payable

-2,346.87

203.200 · Workers Comp Payable

-10,663.64

205.200 · Accrued Payroll

84,823.22

205.300 · Accrued Retirement

7,025.61

205.400 · Accrued Deferred Comp

4,089.34

205.500 · Accrued Vacation

89,853.72

## Balance Sheet

As of November 30, 2019

205.600 · Accrued Sick Leave	29,887.49
205.900 · Accruals Total - Other	15,292.67
<b>Total 205.900 · Accruals Total</b>	<b>1,441,426.30</b>
<b>Total Other Current Liabilities</b>	<b>1,442,107.09</b>
<b>Total Current Liabilities</b>	<b>1,993,276.03</b>
<b>Long Term Liabilities</b>	
231.900 · Prov-Restricted Funds	
231.100 · Provision for Liability	7,233.97
231.200 · Provision for Vehicle Damage	10,246.60
231.300 · Provision for Unemployment	80,462.42
231.400 · Provision for Cafeteria Plan	16,974.64
231.500 · Provision for Worker's Comp	18,858.76
<b>Total 231.900 · Prov-Restricted Funds</b>	<b>133,776.39</b>
235.300 · Deferred Inflows of Resource	148,130.00
235.910 · Pension Liabilities	
231.101 · Net Pension Liability	1,518,557.02
<b>Total 235.910 · Pension Liabilities</b>	<b>1,518,557.02</b>
<b>Total Long Term Liabilities</b>	<b>1,800,463.41</b>
<b>Total Liabilities</b>	<b>3,793,739.44</b>
<b>Equity</b>	
32000 · Unrestricted Net Assets	-2,320,857.16
399.900 · Equity	
304.100 · Equity-Contributed Capital	15,890,100.96
304.500 · Accum Depr-Contributed Capital	-3,568,956.72
304.600 · Equity Capital	512,349.13
305.100 · Retained Earnings	619,658.84
<b>Total 399.900 · Equity</b>	<b>13,453,152.21</b>
<b>Net Income</b>	<b>-132,228.59</b>
<b>Total Equity</b>	<b>11,000,066.46</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,793,805.90</b>

Cash & Fund Balances	MTA	MCOG	TOTAL
Operating Cash	\$ 350,764.47		\$ 350,764.47
Operating Reserve	\$ 125,034.30		\$ 125,034.30
PTIMSEA	\$ 366,225.38		\$ 366,225.38
LCTOP	\$ 340,755.60		\$ 340,755.60
CAL OES	\$ 100,717.82		\$ 100,717.82
CAPITAL #4100	\$ 530,757.63		\$ 530,757.63
STA		\$ 681,819.11	\$ 681,819.11
STA -Unallocated		\$ 494,727.95	\$ 494,727.95
Fuel Reserve		\$ 175,000.00	\$ 175,000.00
State of Good Repair		\$ 129,579.00	\$ 129,579.00
<b>Total</b>	<b>\$ 1,814,255.20</b>	<b>\$ 1,481,126.06</b>	<b>\$ 3,295,381.26</b>



**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
 July through November 2019

January 29th, 2020

Agenda Item #7

	TOTAL		
	Jul - Nov 19	Budget	% of Budget
Ordinary Income/Expense	41.67%	100% of Year	
Income			
411.000 · OPERATING REVENUE.			
411.105 · Fixed Route Farebox Revenue	235,523.72	690,000.00	34.13%
412.005 · Dial-A-Ride Farebox Revenue	0.00	0.00	0.0%
413.000 · Redwood Coast Regional Center	21,450.00	65,000.00	33.0%
414.000 · Sonoma County Contract	71,750.00	172,000.00	41.72%
Total 411.000 · OPERATING REVENUE.	328,723.72	927,000.00	35.46%
420.000 · REVENUES FROM OTHER SOURCES			
421.000 · Local Transportation Fund (LTF)	1,247,135.00	3,025,911.00	41.22%
421.500 · State Transit Assistance	236,544.75	946,179.00	25.0%
422.000 · 5310 Operating Assistance	71,528.83	225,000.00	31.79%
423.000 · 5311 Operating Assistance	191,400.00	484,742.00	39.49%
424.000 · 5311(f) Operating Assistance	100,000.00	300,000.00	33.33%
424.250 · LCTOP Cap & Trade	0.00	110,000.00	0.0%
425.000 · Advertising Contract	36,949.87	120,000.00	30.79%
426.000 · Ag Van Leases	35,987.20	20,000.00	179.94%
426.250 · Senior Center Administration	12,692.76	0.00	100.0%
426.500 · Maintenance Labor Revenue	23,533.81	25,000.00	94.14%
428.000 · RTAP	0.00	2,000.00	0.0%
429.000 · Investment(Interest) Income	2,854.46	15,000.00	19.03%
440.000 · Other - Fuel Rebates, Etc.	1,579.57	800.00	197.45%
Total 420.000 · REVENUES FROM OTHER SOURCES	1,960,206.25	5,274,632.00	37.16%
Total Income	2,288,929.97	6,201,632.00	36.91%
Expense			
501.100 · WAGES			
Total 501.100 · WAGES	913,785.56	2,710,682.00	33.71%
510.000 · BENEFITS			
Total 510.000 · BENEFITS	331,993.42	1,262,000.00	26.31%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	0.00	2,700.00	0.0%
521.250 · Towing	1,816.74	2,700.00	67.29%
521.500 · Property Maintenance Services	3,496.19	4,500.00	77.69%
521.700 · Contract IT Services	2,250.00	32,500.00	6.92%
522.500 · Legal Counsel	6,923.50	21,000.00	32.97%
522.750 · Purch. Trans (Willits DAR)	726.75	900.00	80.75%
523.000 · Marketing	22,826.00	32,000.00	71.33%
523.250 · Advertising, Legal Notices	10,495.17	35,000.00	29.99%
524.000 · Software Maintenance Fees	0.00	3,250.00	0.0%
524.200 · Drug & Alcohol Services	2,722.50	12,000.00	22.69%
525.000 · Facility Security System	1,500.00	7,200.00	20.83%
525.500 · Accident / Incident Payables	0.00	12,000.00	0.0%
526.000 · Professional & Technical Svcs	24,632.98	65,000.00	37.9%
Total 520.000 · SERVICE/USER FEES	77,389.83	230,750.00	33.54%

**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
 July through November 2019

January 29th, 2020

Agenda Item #7

	TOTAL		
	Jul - Nov 19	Budget	% of Budget
<b>530.000 · MATERIALS &amp; SUPPLIES</b>			
531.000 · Fuel	197,569.77	450,000.00	43.9%
531.500 · Tires	10,899.92	30,000.00	36.33%
532.000 · Lubrication	10,890.39	11,000.00	99.0%
532.500 · Tools	428.24	3,500.00	12.24%
533.000 · Vehicle Maint & Repair Parts	21,178.58	53,000.00	39.96%
533.250 · Parts	302.89	3,100.00	9.77%
533.500 · Shop Supplies	17,300.63	7,250.00	238.63%
534.000 · Vehicle Accessories	0.00	1,200.00	0.0%
534.500 · Facilities,Maint & Repair Parts	10,500.83	25,000.00	42.0%
535.500 · Office Supplies	35,289.07	21,000.00	168.04%
536.500 · Printing (Schedules,brochures)	7,095.23	17,500.00	40.54%
536.700 · Computer Programs & Supplies	0.00	12,000.00	0.0%
537.000 · Safety & Emergency Supplies	12.00	2,500.00	0.48%
537.500 · Other Materials & Supplies	75.00	8,500.00	0.88%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>311,542.55</b>	<b>645,550.00</b>	<b>48.26%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	4,488.30	20,900.00	21.48%
541.250 · FB-Water,Sewer, Waste & Propane	863.72	4,800.00	17.99%
541.500 · Willits-Water, Sewer & Waste	1,145.56	2,100.00	54.55%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	2,267.72	9,500.00	23.87%
543.000 · TPX- Ukiah Phones / Internet	15,916.35	20,500.00	77.64%
543.250 · Comcast-Fort Bragg Phones/Inter	325.08	3,100.00	10.49%
543.500 · SEAKAY-South Coast Tel/Internet	0.00	1,600.00	0.0%
544.000 · Verizon-Admin / OPS Cellular	11,015.43	13,500.00	81.6%
<b>Total 540.000 · UTILITIES.</b>	<b>36,022.16</b>	<b>76,000.00</b>	<b>47.4%</b>
<b>560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>			
561.000 · Premiums - Liab & Prop Dam Ins	265,436.49	370,000.00	71.74%
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>265,436.49</b>	<b>370,000.00</b>	<b>71.74%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	0.00	36,575.00	0.0%
573.000 · Other Licensing & Fees	0.00	5,225.00	0.0%
<b>Total 570.000 · TAXES</b>	<b>0.00</b>	<b>41,800.00</b>	<b>0.0%</b>
<b>580.000 · MISCELLANEOUS</b>			
580.500 · Dues & Subscriptions	6,146.50	7,300.00	84.2%
582.000 · Travel	8,830.82	7,500.00	117.74%
582.250 · Board Expenses	217.50	7,300.00	2.98%
583.000 · Safety Program	0.00	6,500.00	0.0%
584.000 · Training	2,647.00	5,250.00	50.42%
584.500 · CDL & DOT Physical Expenses	0.00	4,500.00	0.0%
586.000 · Other Miscellaneous	172.90	7,500.00	2.31%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>18,014.72</b>	<b>45,850.00</b>	<b>39.29%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	628.73	19,000.00	3.31%

Mendocino Transit Authority  
Statement of Revenues, Expenses  
July through November 2019

	TOTAL		
	Jul - Nov 19	Budget	% of Budget
Total 590.000 · LEASES & RENTALS	628.73	19,000.00	3.31%
592.000 · RESERVE ACCOUNTS			
592.250 · Operating Reserve	0.00	500,000.00	0.0%
592.500 · CalPERS Liability Reserve	0.00	300,000.00	0.0%
Total 592.000 · RESERVE ACCOUNTS	0.00	800,000.00	0.0%
Total Expense	1,955,363.56	6,201,632.00	31.53%
Net Income Before Depreciation	333,566.41	0.00	100.0%
Depreciation Expense	465,795.00		
Net Income After Depreciation	\$ (132,228.59)		

## 2019-2020 UNMET NEEDS REQUESTS

[illegible]

## 2018-19 UNMET NEEDS REQUESTS

Date	City	Requestor	Service Requested
2/28/2018	Willits	Saprina Rodriguez	Brooktrails
2/28/2018	Willits	Saprina Rodriguez	Sherwood Bus Transportation
2/28/2018	Willits	Saprina Rodriguez	Laytonville/Covelo Service
2/28/2018	Willits	Saprina Rodriguez	High School Service
2/28/2018	Willits	Saprina Rodriguez	Willits Senior Center Request more LTF funding
2/2//2018	Fort Bragg	Jim Tarbell	#60 Route on Sundays
4/16/2018	Ukiah	Facebook	Bus stop on E Gobbi at Senior mobile home park
5/19/2018	Ukiah	Facebook	#20 to run to Forks and Calpella in evening and on Saturday.
5/19/2018	Willits/Ukiah	Facebook	More evening transportation from Ukiah to Willits to get people home who work and disabled persons workshops and meetings past the last bus.
6/5/2018	Connie Chan	Iphone	Add more service on Talmadge Road for those that cannot walk very far.
6/6/2018	Linda Davidson	Facebook	Saturday Route #20 that provides service between Redwood Valley and MC.
6/9/2018	Jason Morash	Facebook	6-8AM Route #60 from Santa Rosa North to Ukiah
6/27/2018	Lloyd Cross	Meeting	Bridge services between Gualala area and south coast.
6/27/2018	Lloyd Cross	Meeting	Reconsider a pulse system at the Navarro Junction for buses to Fort Bragg, Ukiah, Gualala and Point Arena.
9/26/2018	Saprina Rodriguez	Meeting	20 parents have requested service to Eagle Peak school in Redwood Valley.
1/30/2019	Julie Golden	Meeting	Increased roundtrips between Ukiah and Hopland - evening, morning and weekend
1/30/2019	Fort Bragg Albin-Smith	Meeting	Increased weekend roundtrips between Santa Rosa and Fort Bragg
4/24/2019	Fort Bragg Albin-Smith	Meeting	Increased service along Hwy 1 to and from Fort Bragg
4/24/2019	Fort Bragg Albin-Smith	Meeting	Increased service between Willits and Fort Bragg and Fort Bragg and Mendocino
5/29/2019	Marianne Brannan Richard Hubacek	Meeting	Provide service to The Woods Retirement Community either fixed route or as needed
5/29/2019	Maureen Mulheren Ukiah	Meeting	Provide summer service to Todd Grove Park



Meeting Date: January 29, 2020

Agenda Item: 9

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion and Possible Approval of Amendment to MTA's Vacation Policy – Section 7.4 and Possible Removal of Policy Section 6.1.4 Overtime – Exempt Employees.

### **SUMMARY:**

At its December 11, 2019 Board meeting the Board instructed staff to incorporate comments made by individual Directors into the amended Vacation Policy Section 7.4.

Staff was directed to provide two versions of the policy this month which would reflect the following changes:

1. Clean-up of the existing language;
2. An amended policy providing department heads six-week per year vacation accrual rate with a 320-hour cap;
3. An amended policy providing department heads five-weeks per year vacation accrual rate with a 240-hour cap.

Provided the Board approves a version of the attached amended Vacation Policy, staff would like to request one additional change to the MTA Policies. Policy section 6.1.4 – Overtime – Exempt Employees provides 40 hours of compensatory time off, on an hour per hour basis, for exempt employees who work overtime. Policy 6.1.4 will need to be removed as outlined below if the Board approves an updated Vacation Policy today.

~~6.1.4 — Overtime — Exempt Employees  
Should overtime become necessary to fulfill the responsibilities of exempt employees, overtime will not be paid. However, compensatory time off, on an hour per hour basis, up to 40 hours each fiscal year is allowed.~~

### **STAFF RECOMMENDATION:**

Approve an Amended Vacation Policy as outlined in Vacation Policy Version # 1 or Vacation Policy Version # 2 attached hereto and in doing so, effectuate the deletion of Policy Section 6.1.4. Overtime - Exempt Employees.

### **ATTACHMENTS:**

Amended Vacation Policy 7.4 Version # 1 Redline  
Amended Vacation Policy 7.4 Version # 1 Redline Incorporated

Amended Vacation Policy 7.4 Version # 2 Redline  
Amended Vacation Policy 7.4 Version # 2 Redline Incorporated

Attachment A – Accrual Rate Worksheet

## 7.4 Vacation

- (1) The purpose of vacation is to allow employees and department heads time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.
- (2) Vacation accrual begins on the date of hire. Vacation accrual rates are based on 2080 work hours per year. All employees shall be entitled to accrue vacation time and utilize vacation time with pay, subject to the following terms:
  - a) All FTE employees, other than department heads, after six months of ~~continuous~~ employment, shall be entitled to a vacation based upon the accrual rate of 0.039 hours per paid hour ~~one hour for every 26.00 paid hours (10 days per year)~~.
  - b) All FTE employees, other than department heads, after four years of ~~continuous~~ employment, shall be entitled to a vacation based upon an accrual rate of ~~one hour for every 17.33 paid hours (1.5 days per year)~~ 0.057 hours per paid hour.
  - c) ~~All FTE employees, other than department heads, after seven years of continuous employment, shall be entitled to vacation based upon an accrual rate of one hour for every 13.00 paid hours (20 days per year)~~ 0.077 hours per paid hour.
  - d) Department heads shall accrue vacation at the rate of 0.096 per paid hour from the date of hire. d) revised - 01/24/2020 to reflect correct accrual rate. Corrected accrual rate: 0.096
- e) (3) All employees and department heads shall be entitled to utilize accrued vacation time after six months of continuous employment.
- ~~(3)~~(4) Vacation schedules must be approved in advance by the immediate supervisor. Employees sign-up for vacation in order of Seniority.
- (5) Employees and department heads cannot accrue more than 240 hours of vacation time.
- ~~(4)~~(6) ~~and employees~~ All employees and department heads may be required to take accrued vacation at the Executive Director's discretion.
- ~~(5)~~(7) Employees and department heads may sell (cash out) up to two weeks of vacation per fiscal year. That is, employees may be paid for vacation hours without taking time off. Two weeks' notice is required to sell vacation.
- ~~(6)~~(8) Vacation time may not be used or sold unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or sold.
- ~~(7)~~(9) Upon termination of employment from MTA, for any reason, the employee or department head will be paid any accrued Vacation Leave in their final paycheck.

## Vacation Policy Amendment # 1 Redline Accepted

### 7.4 Vacation

- (1) The purpose of vacation is to allow employees and department heads time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.
- (2) Vacation accrual begins on the date of hire. Vacation accrual rates are based on 2080 work hours per year. All employees shall be entitled to accrue vacation time and utilize vacation time with pay, subject to the following terms:
  - a) All FTE employees, other than department heads, after six months of employment, shall be entitled to a vacation based upon the accrual rate of 0.039 hours per paid hour.
  - b) All FTE employees, other than department heads, after four years of employment, shall be entitled to a vacation based upon an accrual rate of 0.057 hours per paid hour.
  - c) All FTE employees, other than department heads, after seven years of employment, shall be entitled to vacation based upon an accrual rate of 0.077 hours per paid hour.
  - d) Department heads shall accrue vacation at the rate of 0.096 per paid hour from the date of hire.  
d) revised - 01/24/2020 to reflect correct accrual rate. Corrected accrual rate: 0.096
- (3) All employees and department heads shall be entitled to utilize accrued vacation time after six months of continuous employment.
- (4) Vacation schedules must be approved in advance by the immediate supervisor. Employees sign-up for vacation in order of Seniority.
- (5) Employees and department heads cannot accrue more than 240 hours of vacation time.
- (6) All employees and department heads may be required to take accrued vacation at the Executive Director's discretion.
- (7) Employees and department heads may sell (cash out) up to two weeks of vacation per fiscal year. That is, employees may be paid for vacation hours without taking time off. Two weeks' notice is required to sell vacation.
- (8) Vacation time may not be used or sold unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or sold.
- (9) Upon termination of employment from MTA, for any reason, the employee or department head will be paid any accrued Vacation Leave in their final paycheck.



#### 7.4 Vacation

- (1) The purpose of vacation is to allow employees and department heads time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.
- (2) Vacation accrual begins on the date of hire. Vacation accrual rates are based on 2080 work hours per year. All employees shall be entitled to accrue vacation time and utilize vacation time with pay, subject to the following terms:
  - a) All FTE employees, other than department heads, after six months of ~~continuous~~ employment, shall be entitled to a vacation based upon the accrual rate of 0.039 hours per paid hour ~~one hour for every 26.00 paid hours (10 days per year).~~
  - b) All FTE employees, other than department heads, after four years of ~~continuous~~ employment, shall be entitled to a vacation based upon an accrual rate of ~~one hour for every 17.33 paid hours (1.5 days per year)~~ 0.057 hours per paid hour.
  - c) All FTE employees, other than department heads, after seven years of ~~continuous~~ employment, shall be entitled to vacation based upon an accrual rate of one hour for every 13.00 paid hours (20 days per year). ~~0.077 hours per paid hour.~~
  - d) Department heads shall accrue vacation at the rate of 0.116 per paid hour from the date of hire.
- e) (3) All employees and department heads shall be entitled to utilize accrued vacation time after six months of continuous employment.
- ~~(3)~~(4) Vacation schedules must be approved in advance by the immediate supervisor. Employees sign-up for vacation in order of Seniority.
- ~~(5)~~(5) Employees cannot accrue more than 240 hours of vacation time.
- (6) Department heads cannot accrue more than 320 hours of vacation time.
- ~~(4)~~(7) ~~and employees~~ All employees and department heads may be required to take accrued vacation at the Executive Director's discretion.
- ~~(5)~~(8) Employees and department heads may sell (cash out) up to two weeks of vacation per fiscal year. That is, employees may be paid for vacation hours without taking time off. Two weeks' notice is required to sell vacation.
- ~~(9)~~ Vacation time may not be used or sold unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or sold.
- (10) Upon termination of employment from MTA, for any reason, the employee or department head will be paid any accrued Vacation Leave in their final paycheck.

## Vacation Policy Amendment # 2 Redline Accepted

### 7.4 Vacation

- (1) The purpose of vacation is to allow employees and department heads time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.
- (2) Vacation accrual begins on the date of hire. Vacation accrual rates are based on 2080 work hours per year. All employees shall be entitled to accrue vacation time and utilize vacation time with pay, subject to the following terms:
  - a. All FTE employees, other than department heads, after six months of employment, shall be entitled to a vacation based upon the accrual rate of 0.039 hours per paid hour.
  - b. All FTE employees, other than department heads, after four years of employment, shall be entitled to a vacation based upon an accrual rate of 0.057 hours per paid hour.
  - c. All FTE employees, other than department heads, after seven years of employment, shall be entitled to vacation based upon an accrual rate of 0.077 hours per paid hour.
  - d. Department heads shall accrue vacation at the rate of 0.116 per paid hour from the date of hire.
- (3) All employees and department heads shall be entitled to utilize accrued vacation time after six months of continuous employment.
- (4) Vacation schedules must be approved in advance by the immediate supervisor. Employees sign-up for vacation in order of Seniority.
- (5) Employees cannot accrue more than 240 hours of vacation time.
- (6) Department heads cannot accrue more than 320 hours of vacation time.
- (7) All employees and department heads may be required to take accrued vacation at the Executive Director's discretion.
- (8) Employees and department heads may sell (cash out) up to two weeks of vacation per fiscal year. That is, employees may be paid for vacation hours without taking time off. Two weeks' notice is required to sell vacation.
- (9) Vacation time may not be used or sold unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or sold.
- (10) Upon termination of employment from MTA, for any reason, the employee or department head will be paid any accrued Vacation Leave in their final paycheck.

Chart # 1 - Current Policy			
Yrs of Service	Accrual Rate <u>Hourly</u> and <u>Exempt</u> - FTE	Total Hours Accrued Per Year - FTE	<u>Exempt and Hourly CAP</u>
0-4	0.039	80	240
4-7	0.057	120	240
8++	0.077	160	240

Chart # 2 - 25 Days Vacation Department Heads - 240 Cap					
Yrs of Service	Accrual Rate <u>Exempt</u> - FTE	Total Hours Accrued Per Year <u>Exempt</u> - FTE	Accrual Rate <u>Hourly</u> - FTE	Total Hours Accrued Per Year <u>Hourly</u> - FTE	<u>Exempt and Hourly Cap</u>
0-4	0.096	200	0.039	80	240
4-7	0.096	200	0.057	120	240
8+	0.096	200	0.077	160	240

Chart # 3 - 30 Days Vacation Department Heads - 320 Cap						
Yrs of Service	Accrual Rate <u>Exempt</u> - FTE	Total Hours Accrued Per Year <u>Exempt</u> - FTE	Accrual Rate <u>Hourly</u> - FTE	Total Hours Accrued Per Year <u>Hourly</u> - FTE	<u>Hourly Cap</u>	<u>Exempt Cap</u>
0-4	0.116	240	0.039	80	240	320
4-7	0.116	240	0.057	120	240	320
8+	0.116	240	0.077	160	240	320



**Meeting Date: January 29, 2020**

**Agenda Item: 10**

## **AGENDA SUMMARY REPORT**

### **SUBJECT:**

Adoption of Resolution 2020-01 Authorizing the Federal Funding under FTA section 5311 (49 U.S.C. section 5311) with California Department of Transportation.

### **SUMMARY:**

The Federal Transit Administration (FTA) Section 5311 formula funding program is authorized by 49 United States Code (U.S.C) Section 5311. The 5311 program provides supplemental funding for public transit service in non-urbanized areas which have populations of fewer than 50,000 residents, as quantified by the United States Census Bureau

The FTA apportions formula funds to each state on an annual basis. The California Department of Transportation, Division of Rail and Mass Transportation (DRMT) is the designated grantee for California. The DRMT Rural Transit and Intercity Bus Branch manages the 5311 and 5311(f) programs.

- 15% Intercity Bus Program -- This funding share is apportioned to the Rural Intercity Bus Program (known as FTA 5311(f)).

MTA has applied for and been awarded three 5311(f) grants to fund the intercity route from Mendocino to Santa Rosa.

The next call for projects is due by February 12, 2020. A total of 4.9 million (less 1 million than last year) in competitive funding is available statewide. MTA will apply for \$300,000 to subsidize the Route #65 from Mendocino to Santa Rosa

### **STAFF RECOMMENDATION:**

Adopt Resolution 2020-01 Authorizing the Executive Director to apply for and administer 5311(f) Funding under FTA section 5311(f) (49.U.S.C.section 5311) with the California Department of Transportation, Rail and Mass Transit Division.

### **ATTACHMENTS:**

Resolution 2020-01



**Authorizing Resolution for FTA Funds  
State of California  
Division of Rail and Mass Transportation**

**RESOLUTION NO. 2020-01**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *MENDOCINO TRANSIT AUTHORITY* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *MENDOCINO AND SONOMA*; and

**WHEREAS**, the *MENDOCINO TRANSIT AUTHORITY* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the *MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS* does hereby Authorize the *EXECUTIVE DIRECTOR*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That *the EXECUTIVE DIRECTOR* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *the EXECUTIVE DIRECTOR* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *the EXECUTIVE DIRECTOR* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the *MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS* of the *MENDOCINO COUNTY*, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:  
NOES:  
ABSENT:

**(Please Print)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Meeting Date: January 29, 2020**

**Agenda Item: 11**

## **AGENDA SUMMARY REPORT**

### **SUBJECT:**

Adoption of Resolution 2020-02 Authorizing the Federal Funding under FTA section 5311 (49 U.S.C. section 5311) with California Department of Transportation.

### **SUMMARY:**

The Federal Transit Administration (FTA) Section 5311 formula funding program is authorized by 49 United States Code (U.S.C) Section 5311. The 5311 program provides supplemental funding for public transit service in non-urbanized areas which have populations of fewer than 50,000 residents, as quantified by the United States Census Bureau

The FTA apportions formula funds to each state on an annual basis. The California Department of Transportation, Division of Rail and Mass Transportation (DRMT) is the designated grantee for California. The DRMT Rural Transit and Intercity Bus Branch manages the 5311 programs

Funds for Federal Fiscal Year (FFY) 2020 are apportioned by federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, will be awarded to projects that enhance public transportation in rural areas. California's annual apportionment for 5311 formula programs is estimated at 22.5 million. The FTA apportionment is based on the 2010 decennial census. Mendocino Transit Authority will apply for \$531,772.

The next call for projects is due by February 12, 2020.

### **STAFF RECOMMENDATION:**

Adopt Resolution 2020-02 Authorizing the Executive Director to apply for and administer 5311 Funding under FTA section 5311 (49.U.S.C.section 5311) with the California Department of Transportation, Rail and Mass Transit Division.

### **ATTACHMENTS:**

Resolution 2020-02



**Sample Authorizing Resolution for FTA Funds**  
**State of California**  
**Division of Rail and Mass Transportation**

**RESOLUTION NO. 2020-02**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *MENDOCINO TRANSIT AUTHORITY* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *MENDOCINO AND SONOMA*; and

**WHEREAS**, the *MENDOCINO TRANSIT AUTHORITY* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the *MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS* does hereby Authorize the *EXECUTIVE DIRECTOR*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That *the EXECUTIVE DIRECTOR* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *the EXECUTIVE DIRECTOR* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *the EXECUTIVE DIRECTOR* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the *MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS* of *MENDOCINO COUNTY*, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:  
NOES:  
ABSENT:

**(Please Print)**

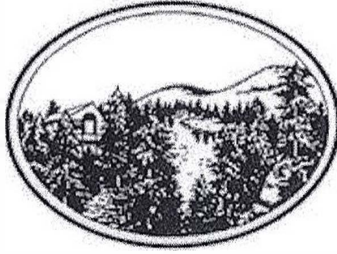
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# BROOKTRAILS TOWNSHIP

COMMUNITY SERVICES DISTRICT  
24860 BIRCH STREET  
WILLITS, CA 95490  
Phone: 707-459-2494  
Fax: 707-459-0358  
btcsd@btcsd.org



December 10, 2019

Mendocino Transit Authority  
241 Plant Road  
Ukiah, CA 95482

Re: Critical Need for Harrah Senior Center 'Care-A-Van' Senior Citizen Transportation in Willits

Dear MTA Board of Directors,

Brooktrails is one of several unincorporated communities in Mendocino County that fall within a jurisdiction belonging to the Mendocino Transit Authority Joint Powers Authority (MTA). The unincorporated areas of Willits are home to many vulnerable senior citizens who rely on the Senior Center for transportation, meals and camaraderie. Without the Harrah Senior Center, many of these individuals would lack basic services that enhance and sustain their lives.

This letter is to help ensure the continuance of senior citizen transportation services, sub-contracted out to Harrah Senior Center through the MTA as the 'Care-A-Van' program. We understand that there is a period of review underway to determine the cost-effectiveness and compliance of the program with MTA standards. Especially considering the September 2019 changes to Dial-A-Ride services, a continued reduction in public transportation services, either through MTA or one of its sub-contractors, could be life-threatening to many of the individuals that the September 2019 changes were designed to serve.

Therefore, whether the results of this period of review yield a determination of program cost-effectiveness or not, it is absolutely critical that 'Care-A-Van' services to the City and unincorporated Willits remain intact. The Brooktrails Township Community Services District has asked the MTA over the years to *expand* service into Brooktrails with a bus stop for our residents. The scenario where services to the elderly and infirm are *cut* instead is alarming and should be abandoned for a safer, better and more balanced option.

Sincerely,

R. Rick Williams  
Board President

Cc: Richard Baker, Harrah Senior Center