



Board of Directors Regular Meeting Agenda

June 24, 2020

1:30 p.m.

MTA Board of Directors

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Lloyd Cross
Bruce Richard
Dan Gjerde
Tess Albin-Smith
Maureen Mulheren

Due to the Shelter In Place Order issued by Mendocino County Public Health on March 17, 2020, and pursuant to Governor Newsom's Executive Orders N-33-20 and N-25-20, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.

Executive Order N-29-20 further provides that a legislative body that holds a meeting via teleconference and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with notice and accessibility requirements as set forth in the Order, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Members of the public may participate by phone:

Call-in Number: United States (Toll Free): 1-866-899-4679

Access Code: 150-414-605

Please press mute on your phone until public comments are open. The public may also submit questions via email by 5:00 p.m. on June 23, 2020. Email comments to heather@mendocinotransit.org and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting.

Please visit <https://mendocinotransit.org/board-of-directors/> to view available agenda background documents.

AGENDA ITEMS

1. CALL TO ORDER

2. PUBLIC COMMENT

MTA Board of Directors welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the MTA Board of Directors on the same subject matter, the Chair may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the Mendocino Transit Authority which are not on the posted agenda. Public criticism of the MTA Board will not be prohibited. No action shall be taken.

3. CLOSED SESSION

The Board will adjourn into Closed Session to meet with legal counsel and consider the following:

Conference with Labor Negotiators (\$54957.6)

Designated Agency Representative: Executive Director Carla Meyer

Employee Organization: Teamsters Local 665

4. ANNOUNCEMENT OUT OF CLOSED SESSION

5. CONSENT CALENDAR

- a. Approval of Minutes of May 27, 2020 Board Meeting
- b. Acceptance of Service Performance Report
- c. Approval of July 2020 – December 2020 Board Meeting Schedule

6. ACTION & DISCUSSION

- a. Unmet Needs
Action: Solicit Public Input
- b. Discussion and Possible Adoption of Resolution 2020-07 Adopting the MTA Operating Budget for FY 20/21.
- c. Discussion and Possible Adoption of Resolution 2020-08 Adopting the MTA Capital Budget for FY 20/21.
- d. Discussion and Possible Approval of MTA Operations Supervisor Job Descriptions.
- e. Discussion and Possible Approval of Amendment to Wage Table for Non-Represented Employees.

7. DIRECTOR AND MANAGEMENT REPORTS

- a. Matters from Management
- b. Matters from Directors

8. 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

May 27, 2020

1:30 p.m.

MTA Board of Directors by Videoconference:

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Lloyd Cross
Bruce Richard
Dan Gjerde
Tess Albin-Smith
Maureen Mulheren

MTA Staff Present:

Carla Meyer, Executive Director
Bob Butler, Maintenance Manager
Jacob King, Operations Manager
Mark Harvey, CFO
Dawn White, Mobility Manager
Heather Lindsteadt, Recording Secretary

Due to the Shelter In Place Order issued by Mendocino County Public Health on March 17, 2020, and pursuant to Governor Newsom's Executive Orders N-33-20 and N-25-20, members of the MTA Board of Directors participated in this meeting via teleconference or videoconference. Members of the public were asked to submit comments via email or participate in the meeting by telephone.

AGENDA ITEMS

1. Call to Order

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

2. Public Comment

The Board did not receive any written or verbal public comments.

CONSENT CALENDAR

3. Minutes of April 29, 2020 Board Meeting

4. **Service Performance Report 2020 - Q1**
5. **Financial Statements July 2019 - March 2020**

Upon motion by Director **Albin-Smith**, seconded by Director **Tarbell** the Board approved the Consent Calendar by roll call vote. **AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0**

ACTION & DISCUSSION

7. Unmet Needs

Action: Solicit Public Input

There were no new Unmet Needs requests presented.

8. CARES Federal Funding Update, COVID19 expenditures to date and estimated through May 31, 2020.

The Board received an update on the CARES funding and MTA expenses related to Covid19 from Executive Director Meyer.

No action taken.

9. Discussion and Possible Direction FY 20/21 MTA Operating Budget.

The Board received a summary of the Draft FY 20-21 Operating Budget from Executive Director Meyer.

The Board directed the Executive Director to return to the Board with the updated Operations Budget on a quarterly basis in FY 20-21.

No Action taken.

10. Discussion and Possible Direction MTA Phase 1 Reopening Plan.

Operations Manager, Jacob King, presented the Board with the MTA Phase 1 Reopening Plan.

No action taken.

DIRECTOR AND MANAGEMENT REPORTS

11. Matters from Management

Maintenance Manager, Bob Butler, reported that he is currently researching hydrogen electric buses. He also reported that sneeze guards continue to be installed in all vehicles. There was a discussion about possible use of face shields for drivers.

Executive Director, Carla Meyer, reported that she received an email related to the Volkswagen Mitigation funds and said that although much of their staff is working from

home, MTA continues to expect \$180,000 to help purchase an electric or hydrogen transit vehicle.

12. Matters from Directors

Director Richard said the month of March 2019 compared to March 2020 ridership dropped 38% and said that is great as other transit agencies are reporting much larger ridership decreases. Executive Director Meyer said that April ridership reports will show larger ridership decrease because it was the first full month with the shelter-in-place orders.

Director Richard also asked why the Senior Centers were not accounted for in the Budget and asked why. Executive Director Meyer said that MTA is using 2019 apportionment numbers for budgeting purposes now and that she does not normally include that in the budgets, and it is reflected in the quarterly report.

Director Gjerde reported that he will forward MTA staff the updated Mendocino County revenue projections and asked that staff upload it to MTA's meeting webpage.

ADJOURN

Chair Rodriguez adjourned the meeting at 2:32 p.m.



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	905	961	957	680	364	379		9349	9424	(75)	-1%
03 - Ukiah - DAR	1308	1611	1032	1171	921	918	1084	1149	773	383	548		10898	15298	(4,400)	-29%
04 - Fort Bragg - DAR	1669	1281	1167	958	1178	1098	1226	1077	591	152	165		10562	13676	(3,114)	-23%
05 - BraggAbout	1237	1287	1373	1495	1203	1256	1375	1328	1097	601	318		12570	16223	(3,653)	-23%
07 - Jitney	200	129	139	86	79	84	92	56	56	0	0		921	3348	(2,427)	-72%
08 - Ukiah Evening	1278	1138	1077	995	789	1746	720	871	556	0	0		9170	11418	(2,248)	-20%
09 - Ukiah Local	9938	10421	10400	10479	8813	8805	8359	8526	5671	2217	2397		86026	107130	(21,104)	-20%
20 - Willits - Ukiah	2424	2775	3267	3113	2483	2134	2484	2701	1827	600	626		24434	28833	(4,399)	-15%
60 - Coaster	738	840	1000	1018	831	807	968	882	572	6	214		7876	10518	(2,642)	-25%
64 - Ukiah to Fort Bragg	358	427	427	380	359	396	359	368	263	23	0		3360	4338	(978)	-23%
65 - CC Rider----- ---May Senior Shopping Special	1054	1243	1235	1216	1081	1144	876	1001	531	15	12		9408	10441	(1,033)	-10%
65A - New Route 65----- ---May Hopland Special	493	514	550	549	421	425	385	451	266	1	13		4068	6530	(2,462)	-38%
74 - Saturday Gualala-Ukiah	78	107	92	97	122	75	65	105	42	13	0		796	883	(87)	-10%
75 - M-F Gualala to Ukiah	547	726	841	740	596	548	519	552	438	145	173		5825	7166	(1,341)	-19%
95 - Pt. Arena to Santa Rosa	384	442	539	428	412	323	388	352	188	0	0		3456	4697	(1,241)	-26%
97 - Redwood Coast Regional	276	241	243	266	218	244	243	249	138	0	0		2118	2815	(697)	-25%
Monthly Totals	23013	24348	24352	24068	20365	20908	20104	20625	13689	4520	4845	0	200837	252738	(51,901)	-21%



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		9424			
03 - Ukiah - DAR	1219	1290	1180	1298	1231	1170	1404	1280	1462	1583	2181		15298			
04 - Fort Bragg - DAR	1185	1299	1164	1322	1085	1241	1209	1138	1269	1385	1379		13676			
05 - BraggAbout	1269	1542	1656	1714	1515	1476	1309	1493	1429	1320	1500		16223			
07 - Jitney	266	295	278	424	305	281	310	253	375	243	318		3348			
08 - Ukiah Evening	799	1016	1034	1253	807	757	1016	849	1146	1359	1382		11418			
09 - Ukiah Local	9199	10377	10254	11902	8704	8600	9533	8875	9023	10201	10462		107130			
20 - Willits - Ukiah	2263	2437	2650	3396	2445	2081	2696	2589	2799	2748	2729		28833			
60 - Coaster	826	932	1042	1134	855	869	974	836	934	964	1152		10518			
64 - Ukiah to Fort Bragg	449	475	441	421	375	387	309	329	406	389	357		4338			
65 - CC Rider	1026	1020	1044	1042	1020	913	806	783	932	953	902		10441			
65A - New Route 65	666	815	613	687	609	606	546	451	481	553	503		6530			
74 - Saturday Gualala-Ukiah	101	76	70	89	63	81	46	91	97	95	74		883			
75 - M-F Gualala to Ukiah	669	748	734	907	712	571	634	449	464	817	461		7166			
95 - Pt. Arena to Santa Rosa	659	512	436	502	401	452	358	303	374	387	313		4697			
97 - Redwood Coast Regional	262	296	262	261	224	244	262	213	252	265	274		2815			
Monthly Totals	21708	24007	23675	27262	21063	20534	22352	20746	22330	24100	24961	0	252738	0	0	0

June 24, 2020

Agenda Item # 5.c



2020 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
2020				
July	29	1:30	Video and Teleconference*	
August	26	1:30	Video and Teleconference*	2020/21 Transit Needs: Point Arena
September	30	1:30	Video and Teleconference*	2019/20 Transit Needs: Fort Bragg
October	28	1:30	Video and Teleconference*	2019/20 Transit Needs: Ukiah
December	9	1:30	Video and Teleconference*	2019/20 Transit Needs: Ukiah

* MTA Staff is researching adequate meeting locations which will allow the MTA Board of Directors to adhere to the shelter-in-place orders. Staff will present a revised calendar as locations are identified.

[illegible][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: June 24, 2020

Agenda Item: #6.b

SUBJECT:

Discussion and Possible Adoption of Resolution 2020-07 Adopting the MTA Operations Budget for Fiscal Year 20-21

SUMMARY:

Presented is the Final Draft Operating Budget for upcoming FY 20/21. As previously discussed in April and May of this year, MTA still faces many uncertainties. Although CARES funding is available, it is slow to receive AND still we do not have an adequate projection for the final \$60M distribution in the fall. The LTF and STA projections are the same or slightly lower than FY 19/20, but, likely to come in below budget.

The largest expenditure in the MTA budget is salaries and wages. MTA represented personnel will receive a 3% increase in FY 20/21. However, due to an expected 20% potential in loss of LTF and STA, management salaries are frozen, and one finance position has been eliminated. MTA will not renew its contract for Marketing, with an expected savings of up to \$40,000 and more in advertising. In early budget year, MTA is reviewing other positions that may be reduced in hours.

Blue Shield, our medical insurance provider has again experienced a 10% increase in health care premiums. CalPERS increased its unfunded liability portion to be paid this year from \$113,000 to \$132,705.

By presenting the budget as it would have been pre-COVID, it provides MTA and its Board of Directors to track monthly the losses to our revenue stream and invoice CARES accordingly. Currently, we have no plans to reopen to full service. The Operations Team is working diligently to track on and off movement of ridership which will also enhance our ability to restore service where actually needed and eliminate where it's not needed. It also provides MTA an excellent opportunity to establish a robust cash flow. Regularity in transit revenues streams is difficult, leading to dips in lows in cash flow. As unfortunate as it is, COVID19 will present the opportunity to build cash flow, by simply not expending more than we are taking in, in any given month.

MTA will provide the Board of Directors a monthly "cash" budget beginning July 2020.

STAFF RECOMMENDATION:

Review, approve and adopt Resolution 2020-07, FY 2020/21 Operating Budget

ATTACHMENTS:

Resolution 2020-07
FY 20/21 Operating Budget
FY 20/21 Wage Table



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2020-07
ADOPTION OF FISCAL YEAR 2020-2021
OPERATING BUDGET

WHEREAS, MTA policy calls for the adoption of annual balanced budgets; and

WHEREAS, funds required to balance the budget is adequate, with the use of State Transit Assistance, Local Transportation Assistance and Operating Grants; and

WHEREAS, staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2020-2021 Operating Budget presented to the Board on June 24, 2020, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 24, 2020 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Carla A. Meyer, Executive Director

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 FINAL (To be updated as needed due to COVID19)
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		FY 2019-20 FINAL			
ACCOUNT	TITLE	BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
50100	Operators Wages-Fixed Route-Ukiah	\$1,423,000.00	\$1,550,616.00	\$436,748.00	
50125	Operators Wages - Fixed Route - Fort Bragg			\$226,830.00	CBA 3% increase
50175	Operators Wages - South Coast			\$185,850.00	CBA 3% increase
50200	Operators Wages - DAR - Inland			\$98,000.00	CBA 3% increase
50225	Operators Wages - DAR - Fort Bragg			\$81,480.00	CBA 3% increase
50250	Operations - Dispatch	\$165,682.00	\$164,000.00	\$169,200.00	CBA 3% increase
50300	Maintenance & Facilities Salaries & Wages	\$372,000.00	\$285,000.00	\$291,075.00	CBA 3% increase
50400	Administrative Salaries	\$532,000.00	\$498,000.00	\$589,117.00	Wages Frozen
50500	Administrative Staff	\$198,000.00	\$147,000.00	\$112,174.00	3% increase / one layoff
50575	Longevity			\$19,760.00	
	TOTAL SALARIES	\$2,690,682.00	\$2,644,616.00	\$2,210,234.00	

51000	BENEFITS				
51100	FICA/Medicare	\$31,000.00	\$28,500.00	\$31,930.00	
51125	Pension Plan (CalPERS)	\$192,000.00	\$192,000.00	\$192,000.00	
51150	CalPERS Unfunded Liability	\$113,000.00	\$113,000.00	\$132,705.00	
51175	ICMA Retirement Plan	\$6,200.00	\$800.00	\$1,200.00	
51200	Medical Plan	\$662,000.00	\$662,000.00	\$668,620.00	
51260	Dental Plan- FSA - COBRA Admin	\$30,470.40	\$32,000.00	\$32,960.00	
51300	Vision Plan	\$3,240.00	\$6,562.00	\$3,337.20	
51325	Life Insurance	\$8,640.00	\$7,500.00	\$8,899.20	
51350	457 MTA Match	\$86,000.00	\$70,000.00	\$88,580.00	
51375	Worker's Compensation Insurance	\$152,000.00	\$152,000.00	\$175,000.00	
51450	Unemployment Insurance	\$15,000.00	\$19,500.00	\$27,500.00	
51600	Uniforms & Work Clothing Allowances	\$19,000.00	\$8,000.00	\$10,500.00	
51650	Air Med Services (REACH)	\$3,300.00	\$3,000.00	\$3,500.00	
51675	Misc .	\$5,500.00	\$2,700.00	\$3,200.00	
51700	Cash IN Lieu		\$88,000.00		
		\$1,327,350.00	\$1,385,562.00	\$1,379,931.40	

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 FINAL (To be updated as needed due to COVID19)
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FY 2019-20 FINAL					
ACCOUNT	TITLE	BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
52100	Vehicle Technical Services (outsourcing)	\$2,700.00	\$7,200.00	\$8,500.00	Aging Gillig 40-Ft. Fleet
52125	Towing	\$2,700.00	\$2,900.00	\$3,200.00	
52150	Property Maintenance Services	\$4,500.00	\$5,500.00	\$5,500.00	
52170	Contract IT Services	\$32,500.00	\$3,500.00	\$32,100.00	RouteMatch, RTA
52250	Legal Counsel	\$21,000.00	\$10,000.00	\$10,500.00	
52275	Purchased Transportation (Willits DAR)	\$900.00	\$1,000.00	\$1,200.00	
52300	Marketing	\$32,000.00	\$40,000.00	\$15,000.00	
52325	Advertising, Legal Notices	\$35,000.00	\$21,250.00	\$15,000.00	
52400	Software Maintenance Fees	\$3,250.00	\$200.00	\$14,250.00	Engage IT- 6 months prepaid
52420	Drug and Alcohol Services	\$12,000.00	\$8,575.00	\$11,000.00	
52500	Facility Security System	\$7,200.00		\$7,200.00	
52550	Accident / Incident Payables	\$12,000.00	\$13,125.00	\$15,000.00	
52600	Professional & Technical Services	\$65,000.00	\$75,000.00	\$75,000.00	
	Outside Labor				
	TOTAL SERVICES / USER FEES	\$230,750.00	\$188,250.00	213,450.00	

53000	MATERIALS & SUPPLIES CONSUMED				
53100	Fuel	\$450,000.00	\$425,000.00	\$450,000.00	
53150	Tires	\$30,000.00	\$27,000.00	\$30,000.00	
53200	Lubrication	\$11,000.00	\$21,000.00	\$25,000.00	
53250	Tools	\$3,500.00	\$700.00	\$1,500.00	
53300	Vehicle Maintenance & Repair Parts	\$53,000.00	\$42,500.00	\$53,000.00	
53325	Expense Parts	\$3,100.00	\$600.00	\$2,100.00	
53350	Shop Supplies (consumables)	\$6,200.00	\$21,500.00	\$21,500.00	
53400	Vehicle Accessories	\$1,200.00	\$1,000.00	\$1,200.00	
53450	Facilities Maintenance & Repair Parts	\$25,000.00	\$19,500.00	\$30,000.00	Aging Gillig 40FT. Fleet
53550	Office Supplies	\$19,500.00	\$53,000.00	\$37,500.00	
53670	Computer Programs & Supplies	\$10,000.00	\$0.00	\$5,000.00	
53650	Printing (Schedules, brochures)	\$15,000.00	\$10,500.00	\$15,000.00	
53700	Safety & Emergency Supplies	\$2,500.00	\$350.00	\$1,500.00	
53750	Other Materials & Supplies	\$8,500.00	\$125.00	\$5,500.00	
	TOTAL MATERIALS & SUPPLIES	\$638,500.00	\$622,775.00	\$678,800.00	

54000	UTILITIES				
54100	MTA Base: Water, Sewer & Solid Waste	\$20,900.00	\$7,500.00	\$12,000.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane	\$4,800.00	\$3,000.00	\$3,200.00	
54150	Willits Base: Water, Sewer & Solid Waste	\$2,100.00	\$1,750.00	\$2,000.00	
54200	PG&E: Ukiah, Fort Bragg, Willits	\$9,500.00	\$8,875.00	\$9,500.00	
54300	TPX: Ukiah Phones/Internet	\$20,500.00	\$25,500.00	\$25,000.00	
54325	Comcast: Fort Bragg Phones/Internet	\$3,100.00	\$750.00	\$1,500.00	
54350	SEAKAY: South Coast Telephone/Internet	\$1,600.00		\$1,500.00	
54400	Verizon: Admin/OPS Cellular	\$13,500.00	\$23,500.00	\$25,000.00	
	TOTAL UTILITIES	\$76,000.00	\$70,875.00	\$79,700.00	

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 FINAL (To be updated as needed due to COVID19)
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
56100	Premiums for Liability & Property Dam.Risk Ins.	\$370,000.00	\$350,000.00	\$390,000.00	
	TOTAL CASUALTY & LIABILITY COSTS	\$370,000.00	\$350,000.00	\$390,000.00	

ACCOUNT	TITLE	FY 2019-20 PROPOSED PRELIMINARY BUDGET	FY 2019-20 PROJ Year-End	2020/21FINAL	ADDITIONAL INFORMATION
57000	TAXES				
57100	Taxes - State Board of Equalization	\$35,000.00	\$4,500.00	\$5,000.00	
57200	Vehicle Licensing & Registration Fees				
57200	Other Licensing Fees & Taxes	\$5,000.00	\$2,000.00	\$2,500.00	
	TOTAL TAXES	\$40,000.00	\$6,500.00	\$7,500.00	

58000	MISCELLANEOUS				
58050	Dues & Subscriptions	\$7,300.00	\$10,250.00	\$10,250.00	
58200	Travel	\$7,500.00	\$14,500.00	\$7,500.00	
58225	Board Expenses	\$7,300.00	\$500.00	\$5,500.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$6,500.00	\$4,500.00	\$4,500.00	
58400	Training (Classes, Seminars & Materials)	\$5,250.00	\$3,500.00	\$3,500.00	
58450	CDL and DOT Physical Expenses	\$4,000.00		\$3,500.00	
58600	Other Miscellaneous	\$7,500.00	\$1,000.00	\$3,500.00	
	TOTAL MISCELLANEOUS	\$45,350.00	\$34,250.00	\$38,250.00	

59000	LEASES & RENTALS				
59100	Leases and Rentals	\$19,000.00	\$10,000.00	\$10,000.00	
	TOTAL LEASES & RENTALS	\$19,000.00	\$10,000.00	\$10,000.00	
	TOTAL OPERATING EXPENDITURES	\$5,437,632.00	\$5,312,828.00	\$5,007,865.40	

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 FINAL (To be updated as needed due to COVID19)
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
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OPERATING REVENUE		FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	
ACCOUNT	OPERATING REVENUE				
41000	REVENUES FROM OPERATING				
41100	Fixed Route Farebox Revenue	\$690,000.00	\$369,268.00	\$200,000.00	
41200	Dial-A-Ride Farebox Revenue			\$75,000.00	
41300	Redwood Coast Regional Center	\$65,000.00	\$48,790.00	\$35,000.00	
41400	Sonoma County Contract	\$172,000.00	\$135,000.00	\$135,000.00	
	TOTAL OPERATING REVENUES	\$907,000.00	\$553,058.00	\$445,000.00	

42000	REVENUES FROM OTHER SOURCES				
42100	Local Transportation Fund (LTF)	\$3,025,911.00	\$3,025,911.00	\$3,025,911.00	
42150	State Transit Assistance	\$946,179.00	\$709,634.00	\$834,637.00	
42200	5310 Operating Assistance	\$225,000.00	\$150,000.00	\$110,000.00	
42300	5311 Operating Assistance	\$503,210.00	\$503,210.00	\$531,772.00	
42400	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	
42425	LCTOP Cap and Trade	\$110,000.00	\$2,500.00	\$10,500.00	
42415	Cal-OES	\$30,000.00	\$0.00	\$0.00	
42500	Advertising Contract	\$110,000.00	\$100,000.00	\$65,000.00	
42600	Ag Van Leases	\$23,000.00	\$43,656.00	\$45,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	
42650	Maintenance Labor Revenue	\$25,000.00	\$39,603.00	\$25,000.00	
42800	RTAP	\$2,000.00	\$0.00	\$0.00	
42900	Investment (Interest) Income	\$15,000.00	\$5,458.00	\$2,500.00	
44000	Other - Fuel Rebates, etc.	\$800.00	\$326.00	\$550.00	
45000	CARES-5311	\$557,349.00	\$101,987.00	\$950,000.00	
46000	CARES-5311(F)	\$144,998.00	\$2,500.00	\$105,000.00	
	TOTAL REVENUES FROM OTHER SOURCES	\$3,954,729.00	\$5,011,285.00	\$6,032,370.00	

	TOTAL OPERATING REVENUE	\$4,861,729.00	\$5,564,343.00	\$6,477,370.00	
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Effective 7/1/2020

Mendocino Transit Authority 2020/21 WAGE & STAFFING TABLE

APPENDIX A - REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
Mechanic	27.23	28.58	30.01	31.51	33.09	34.74
Lead Mechanic	29.95	31.45	33.02	34.67	36.39	38.23
Mechanics Helper	21.03	22.10	23.19	24.35	25.57	26.85
Shelter Maintenance Cleaner	18.10	19.01	19.95	20.96	22.00	23.10
Cleaner	15.75	17.03	18.30	19.58	20.86	22.16

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
Dispatchers	20.37	22.59	23.63	24.73	25.89	27.11
Dispatchers - Bilingual	22.85	23.92	25.06	26.24	27.47	28.78

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
DRIVERS						
Transit Vehicle Operators	19.04	19.99	20.99	22.04	23.14	24.30
Driver Trainer	30.91	21.95	23.05	24.21	25.41	26.68
Driver in Training	\$15.00 per hour until solo					

APPENDIX A - NON-REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
ADMINISTRATION						
(1)Executive Director	104,954.14	-----by contract-----				133,952.72
(1) Chief Fiscal Officer	34.62	36.36	38.18	40.09	42.08	45.67
(1) Human Resources Director	34.62	36.36	38.18	40.09	42.08	45.67
Finance Assistant	25.66	26.94	28.28	29.70	31.18	33.82
Human Resources Generalist	25.66	26.94	28.28	29.70	31.18	33.82
Mobility Manager	25.66	26.94	28.28	29.70	31.18	33.82
Executive Assistant	20.93	21.98	23.08	24.23	25.44	26.71
Accounting Technician	20.12	21.11	22.19	23.29	24.46	26.56
Bilingual Receptionist	15.81	16.60	17.42	18.30	19.21	20.86
Administrative Assistant II	16.33	17.15	18.01	18.90	19.86	20.86

Blue Strikethrough indicates vacant positions.

Red Strikethrough indicates eliminated positions.

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
(1) Maintenance Manager	39.25	41.20	43.26	45.43	47.71	51.77
Maintenance Specialist	23.78	24.98	26.21	27.54	28.91	31.35

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
(1) Operations Manager	39.25	41.20	43.26	45.43	47.71	51.77
(1)Operations Supervisor - Inland	25.72	28.17	30.85	33.78	36.99	40.51
(1)Operations Supervisor - North Coast	25.72	28.17	30.85	33.78	36.99	40.51
Operations Supervisor - South Coast	25.72	28.17	30.85	33.78	36.99	40.51
(1) Exempt Position						



Meeting Date: June 24, 2020

Agenda Item: #6.c

SUBJECT:

Discussion and Possible Adoption of Resolution 2020-08 Adopting the MTA Capital Budget for FY 20/21.

SUMMARY:

Presented is the Final Capital Budget for upcoming FY 20/21.

The largest expenditure in the MTA Capital Budget is the replacement of two (2) cutaway buses with the battery electric. These will be funded by LCTOP Capital Funds, VW Mitigation Funds and MTA Capital Reserve.

The PTIMSEA Funds and the Cal-OES (TSSDRA) funds must be spent on projects by the end of this year. These projects have already been approved.

Local Capital Expenses: Operations, Vehicle, Maintenance, Administration Shelters/Benches are place holders for unexpected capital expenses. While most of these expenditures are not likely to happen, we are concerned with the aging Gillig Fleet that major component failure is likely and must be accounted for.

MTA will again be utilizing all of its STA Funds for Operating in 20/21 and 21/22 to build a healthy cash flow base that can withstand the highs and lows of transit operational funding. Beginning in 22/23 MTA will reinstate usage of STA back to Operating, Capital, and CalPERS Unfunded Liability Reserves.

STAFF RECOMMENDATION:

Review, approve and adopt Resolution 2020-08, FY 2020/21 Capital Budget.

ATTACHMENTS:

Resolution 2020-08

FY 20/21 Capital Budget



June 24, 2020
Agenda Item #6.c

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2020-08
ADOPTION OF FISCAL YEAR 2020-2021
CAPITAL BUDGET

WHEREAS, MTA policy calls for the adoption of annual balanced budgets; and

WHEREAS, funds required to balance the budget is adequate, with the use of State Transit Assistance and Operating Reserves; and

WHEREAS, staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2020-2021 Capital Budget presented to the Board on June 24, 2020, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 24, 2020 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Carla A. Meyer, Executive Director

FY 20/21 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2020/21	2021/22	2022/23	2023/24	2024/25
FEDERAL					
5310 Elderly and Disabled				350000	
5311(f) Intercity	300,000	300,000	300,000	350,000	350,000
5311 Discretionary					
5339 Low-No Emission Bus/Infrastruture					
Projected Federal Fund Totals	\$300,000	\$300,000	\$300,000	\$700,000	\$350,000

STATE	2020/21	2021/22	2022/23	2023/24	2024/25
STIP	\$0	\$0	\$0	\$0	\$0
Prop 1B Modernization (PTMISEA)	101,639	END OF PROGRAM			
State of Good Repair (SB1)	388,597	130,000	130,000	130,000	130,000
CAL-OES (Prop 1B)	22,463	END OF PROGRAM			
Cap & Trade	272,624	95,000	100,000	120,000	130,000
VW Mitigation Funds	180,000				
HVVP Electric Bus Vouchers	160,000				
Projected State Fund Totals	\$1,125,323	\$225,000	\$230,000	\$250,000	\$260,000

LOCAL	2020/21	2021/22	2022/23	2023/24	2024/25
MTA Capital Reserve Fund	535,559	450,000	\$475,000	\$500,000	\$525,000
MCOG Capital Reserve Fund	685,021	695,000	\$700,000	\$725,000	\$750,000
State Transit Assistance	0	0	700,000	700,000	700,000
State of Good Repair	388,597	125,000	125,000	125,000	125,000
Other - New Funding Source					
Projected Local Fund Totals	\$1,609,177	\$1,270,000	\$2,000,000	\$2,050,000	\$2,100,000
TOTALFUNDS AVAILABLE	\$2,734,500				


FUND NOT VERIFIED

Expense	2020/21	2021/22	2022/23	2023/24	2024/25
Vehicle Acquisition:					
Staff Vehicles			\$37,500		
Maintenance Vehicles					
Cutaways - Paratransit		\$570,000	\$260,000	\$260,000	
Cutaways - FR	\$425,000	\$250,000	\$390,000	\$390,000	\$260,000
Buses - Medium Duty		\$500,000			\$260,000
Buses - Heavy Duty				\$2,550,000	
Senior Center Vehicles					
Trolley					
Equipment & Minor Facilities					
Operations	\$5,500	\$14,000	\$8,500	\$8,000	\$8,000
Vehicle	\$7,500	\$7,500	\$7,500	\$7,500	\$9,000
Maintenance	\$49,000	\$105,000	\$33,000	\$19,500	\$18,500
Administration	\$10,000	\$32,300	\$25,300	\$22,000	\$20,075
Shelters & Benches	\$2,400	\$154,000	\$154,000	\$167,700	\$162,000
Security					
Miscellaneous	\$2,000				
Major Facilities					
Transit Center					
Admin OPS/ Design/Build		\$85,000			
Total Expense	\$501,400	\$1,717,800	\$915,800	\$3,424,700	\$737,575

REVENUE / EXPENDITURES BY FUND TYPE

Capital Reserve - MCOG	2020/21	2021/22	2022/23	2023/24	2024/25
Beg. Balance-Unallocated by MCOG	685,021	695,000	\$695,000	\$725,000	\$725,000
Deposit					
Interest					
Withdrawal/Expenditure					
End Balance	\$685,021	\$695,000	\$695,000	\$725,000	\$725,000
Capital Reserve - MTA	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning Balance	535,559	\$355,559	455,559	555,559	655,559
Deposit		\$100,000	100,000	100,000	100,000
Interest					
Withdrawal/Expenditure	180000				
End Balance	\$355,559	\$455,559	\$555,559	\$655,559	\$755,559
State Transit Assistance (MTA - STA)	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance	\$709,634	\$0	\$0	\$700,000	\$1,425,000
Deposit		\$709,634	\$700,000	\$725,000	\$750,000
interest or adjustment					
budgeted or spent	709,634	\$709,634			
End Balance	\$0	\$0	\$700,000	\$1,425,000	\$2,175,000
ESTIMATED AMOUNTS					
STATE OF GOOD REPAIR (SGR)	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance	388,597	\$388,597	\$428,597	\$553,597	\$678,597
Appropriated		\$125,000	\$125,000	\$125,000	\$125,000
Interest					
Withdrawal/Expenditure		\$85,000			
End Balance	\$388,597	\$428,597	\$553,597	\$678,597	\$803,597
Federal - 5310 Bus Program	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance					
Withdrawal/Expenditure					
End Balance	\$0	\$0	\$0	\$0	\$0
State Transportation Improvement Program (STIP)	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance					
Allocated by CTC	0				
from>					
budgeted or spent					
End Balance	\$0	\$0	\$0	\$0	\$0
Proposition 1B (2006) - Public Transit Modernization, Improvement and Service Account - (PTM)	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance	101,639				
received					
interest + adjustment					
budgeted or spent	101639				
End Balance	0				
Proposition 1B (2006) - Transit System Security (Security)	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance	22,413				
Appropriated, and allocated to MTA					
interest					
budgeted or spent	22413				
End Balance	0				
Fund usage restrictive. Utilization must be connected to new or expanded revenue					
Cap & Trade	2020/21	2021/22	2022/23	2023/24	2024/25
Beginning Balance	121,231	125,000	125,500	251,000	376,700
Appropriated, and allocated to MTA	176,103		125,000	125,000	125,000
Used for Operations					
interest		500	500	700	1,000
budgeted or spent	297,262				
End Balance	\$0	125,500	251,000	376,700	502,700
			rolling forward for electric bus purchase		
TOTAL EXPENDITURES FROM FUND BALANCES	\$1,080,301				

MTA Five -YearCapital Vehicle Replacement Plan

 = retire and sell
 = buy

[illegible]

Dial-a-Ride - Paratransit Vans										
Odometer		Type II or Class A								
0	0	5 YEARS OR 150,000 MILES								
		Fund	#	Year	Make/Mod	2020/21	2021/22	2022/23	2023/24	2024/25
			619	11	Glaval gas					
			620	11	Glaval gas					
			621	11	Glaval gas			DAR		
			622	11	Glaval gas			DAR		
			623	11	Glaval gas				DAR	
			624	13	Glaval gas				DAR	
			625	13	Glaval gas					
			626	13	Glaval gas					DAR
			627	13	Glaval gas					DAR
			628	13	Glaval gas					
		5310/STA	629	17						
		5310/STA	630	18						
		5310/STA	631	18						
		5310/STA	632	18						
		5310/STA	633	18						
		5310/STA	634	19						
		5310/STA	635	19				BUY		
		5310/STA	636	19				BUY		
		5310/STA	637	19					BUY	
		5310/STA	638	19					BUY	
		5310/STA	639	20					BUY	
			640	27					BUY	

Fixed Route - Cutaway										
Odometer		Type III or Class C 5 YEARS OR 150,000 MILES								
		Fund	#	Year	Make/Mod	2020/21	2020/22	2022/23	2023/24	2024/25
			722	07	Starcraft					
			723	11	Glaval gas					
			726	11	Glaval gas					
			727	11	Glaval gas					
			728	11	Glaval VTM hybrid		FR-CUT			
			729	13	Glaval gas		FR-CUT			
			730	13	Glaval gas		FR-CUT			
			731	13	Glaval gas	FR-CUT				
			732	15	Glaval gas	FR-CUT				
			733	16	Glaval gas			FR-CUT		
			734	16	Glaval gas			FR-CUT		
			735	16	Glaval gas			FR-CUT		
			736	16	Glaval gas					FR-CUT
			737	18	Glaval gas					FR-CUT
			738	18	Glaval Gas					FR-CUT
			739	18	Glaval Gas					
		PTIMSEA	740				BUY			
		PTIMSEA	741			BUY				
		PTIMSEA/RES	742			BUY				
		STA	743							
		STA	744							
		STA	745							
		STA	746				BUY			
		STA	747				BUY			
		STA	748						FR-CUT	
		STA	749					BUY	FR-CUT	
		STA	750					BUY	FR-CUT	
		STA	751					BUY		
		STA	752							BUY
		STA	753							BUY
		STA	754							BUY
		STA	755							
		STA	756							
		STA	757							
		STA	758							
		STA	759							
		STA	760							
		STA	761							
		STA	762							
		STA	763							
		STA	764						BUY	
		STA	765						BUY	
		STA	766						BUY	
						3	2	3	3	3

Fixed Route Fleet - Medium Duty Buses

Odometer		Type VII VIII or Class E								
0	0	Life: 7 years or 200,000 miles								
		Fund	#	Year	Make/Mod	2020/21	2020/22	2022/23	2023/24	2024/25
			806	12	IC Eaton Hybrid					
			807	12	IC Eaton Hybrid					
			808	15	Cummins		replace			
			809	15	Cummins		replace			
			810	15	Cummins					
		PTIMSEA	811		Replaced w/FR Cutaway					
		PTIMSEA	812		Replaced w/FR Cutaway					
		STA	813				BUY			
		STA	814				BUY			
		STA	815							
		STA	816							
		STA	817							
			818							
			819							
			820							

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Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H LIFE: 12 YEARS OR 500,000 MILES				2020/21	2020/22	2022/23	2023/24	2024/25
		Fund	#	Year	Make/Mod					
			906	99	40' Gillig	REPLACE				
			910	12	40' Gillig Clean Diesel Low Floor				REPLACE	
			911	12	40' Gillig Clean Diesel Low Floor				REPLACE	
			912	12	40' Gillig Clean Diesel Low Floor				REPLACE	
			913	12	40' Gillig Clean Diesel Low Floor					
			914	12	40' Gillig Clean Diesel Low Floor					
			915	13	40' Gillig Clean Diesel Low Floor					
			916	13	40' Gillig Clean Diesel Low Floor					
			917	13	40' Gillig Clean Diesel Low Floor					
			918			BUY				
			919						BUY	
			920						BUY	
			921						BUY	
			922							
			923							
			924							
			925							
			926							

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MTA Five-Year Capital Plan

Vehicle Replacement Plan - Estimated Costs

Schedule of Purchases	2020/21	2021/22	2022/23	2023/24	2024/25
Staff - Hybrid AW		1			
Staff - Electric		1	3		
Staff - Mtc Van					
Staff - Mtc Truck		1			
Senior Center Mini-Van					
Senior Center Bus		6			
Dial-A-Ride Bus			2	2	2
Cutaway Buses	3	2	3	3	2
Medium Duty Bus		2			
Heavy Duty Bus	1			3	
TOTAL	4	13	8	8	4

Unit Cost (\$000)*	2020/21	2021/22	2022/23	2023/24	2024/25
Staff - Hybrid AW					
Staff - Electric			\$35,000		
Staff - Mtc Van		\$35,000			
Staff - Mtc Truck (crew)					
Senior Center Mini-Van					
Senior Center Bus		\$95,000			
Dial-A-Ride Bus		\$127,500	\$130,000	\$130,000	\$130,000
Cutaway Bus	\$125,000	\$125,000	\$130,000	\$130,000	\$130,000
Medium Duty Diesel		\$25,000		\$200,000	
Heavy Duty Bus		\$250,000		\$850,000	
Medium Duty Hybrid					
Medium Duty Electric					

electric

TOTAL ANNUAL COST	2020/21	2021/22	2022/23	2023/24	2024/25
Staff - Hybrid AW	\$0	\$0	\$0	\$0	
Staff - Electric	\$0	\$0	\$105,000	\$0	
Staff - Mtc Van	\$0	\$0	\$0	\$0	
Staff - Mtc Truck (crew)	\$0	\$0	\$0	\$0	
Senior Center Mini-Van	\$0	\$0	\$0		
Senior Center Cutaway	\$0	\$570,000	\$0	\$0	
Dial-A-Ride Bus	\$0	\$0	\$260,000	\$260,000	\$260,000
Cutaway Bus	\$375,000	\$250,000	\$390,000	\$390,000	\$260,000
Medium Duty Diesel	\$0	\$50,000	\$0	\$0	
Heavy Duty Bus	\$875,000	\$500,000	\$0	\$2,550,000	
Medium Duty Hybrid			\$0	\$0	
Medium Duty Electric	\$0	\$0	\$0	\$0	
Total Annual Costs	\$1,250,000	\$1,370,000	\$755,000	\$3,200,000	\$520,000

FY 19-20 FIVE-YEAR CAPITAL PLAN

June 24, 2020
Agenda Item # 6.c

Equipment Purchase Detail

Category						Five-Year
Project	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Operations						
Miscellaneous	2,000	2,000	2,000	\$3,000	\$3,000	\$12,000
Office Furniture	3,000	2500	2500	\$3,000	\$3,000	\$16,427
Computers: Receptionist	1500		2000			\$5,000
Computers: Training Supervisor		1,500				\$1,500
Computers: Dispatch Supervisor		1,500				\$1,500
Computers: South Coast Supervisor		1,500				\$3,000
Computers: Fort Bragg Supervisor		1,500				\$1,500
Training Equipment	2,000	2,000	2,000	\$2,000	\$2,000	\$12,000
Transportation Totals	\$8,500	\$14,000	\$8,500	\$8,000	\$8,000	\$63,927
						Five-Year
Vehicles	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Miscellaneous	2,500	2,500	2,500	2,500	3,000	17,500
Coach Transmissions and Engines	5000	5000	5000	5,000	6,000	36,144
				0		0
				0		0
				0		0
Vehicles Total	\$7,500	\$7,500	\$7,500	\$7,500	\$9,000	\$53,644
						Five-Year
Maintenance	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Miscellaneous	3,000	3,000	3,000	\$3,000		\$20,000
Ukiah Yard Reseal	12,500		\$13,000			\$48,952
Willits Yard Reseal	4000		4500		\$5,000	\$12,500
Ft. Bragg Yard Reseal		3,500				\$6,500
Wood seal north wall of shop						\$9,507
Floor Scrubber						\$0
Break Room Roof			15,000			\$40,000
Wash Bay Brushes	7,000					\$14,000
Window Replacement		8,000			\$8,000	\$8,000
Mitchell Software						\$0
Old Ukiah Shop - Remodel		35,000				\$70,000
Tire machine, sensor friendly	12,000					\$12,000
Multi Refrigerant Recycle Machine						\$25,000
Wash Bay Pumps and Motors		7,000				\$13,751
Replace Diagnostics Laptop		2,500		\$3,500		\$8,000
Bob's Computer						\$1,500
Scaffolding	5,000					\$10,000
Nitrogen Tire Inflation System		25,000				\$25,000
Gas Pumps						\$20,000
Maintenance Totals	\$43,500	\$84,000	\$35,500	\$6,500	\$13,000	\$400,210

Category					Five-Year		
Project		2020/21	2021/22	2022/23	2023/24	2024/25	Total
Office - Administration							
	Miscellaneous	\$3,000	\$3,000	\$3,000	\$3,500	3500	\$19,000
	Lease Copier for Ukiah/Ft. Bragg	\$15,500	\$16,000	\$16,500	16500	16575	\$79,500
	Heavy Duty Paper Shredder						\$0
	Coin Sorter						\$0
	Wiring Upgrade						\$5,000
	Managed IT Network/Care						\$80,437
	Office Lighting & Furniture	\$2,500	\$1,000		2000		\$13,962
	Telephone+Cell, replace + headsets						\$16,000
	Video Conference Ukiah and UVConfCtr						\$0
	Web Page TimeTable Design + Install		\$5,500				\$5,500
	Computer - Receptionist	\$1,500		\$1,500			\$4,500
	Computer - HR	\$1,500					\$4,500
	Computer - Accounting Specialist		\$1,800				\$3,300
	Computer - Finance Manager		\$1,500				\$6,228
	Computer - ED	\$1,500					\$4,000
	HR - Copier, Recording Equipment			\$2,500			\$5,000
Administration Totals		\$ 25,500	\$ 28,800	\$21,000	\$22,000	\$20,075	\$ 241,927
					Five-Year		
Shelters and Benches		2020/21	2021/22	2022/23	2023/24	2024/25	Total
	Shelters	1,200	1,500	2,500	\$1,500	\$2,500	\$31,152
	Benches (materials)	1,200	1,500	1,500	\$1,200	\$1,500	\$12,030
	Bus Stops & Signs		20,000		\$15,000	\$8,000	\$45,000
	I Stops			150,000	\$150,000	\$150,000	\$300,000
							\$0
							\$0
							\$0
Shelters and Benches Totals		\$2,400	\$23,000	\$154,000	\$167,700	\$162,000	\$388,182
					Five-Year		
Security		2020/21	2021/22	2022/23	2023/24	2024/25	Total
					0		
					0		25000
					0		
					0		
Security Total		\$0	\$0	\$0	\$0	\$0	\$25,000

MTA TRANSIT CENTER PROJECT

				REVENUE SOURCE							
				Federal		State		Local			
Cap #	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	STA - SGR	Cap & Trade	Reserve	TOTAL
Transit Center Location/Design											
100	20/21	Study	85,000					85,000			85,000
100	22/23	Purchase Property	1,500,000	5339	1,200,000					300,000	1,500,000
100	24/25	Construct Transit Center									
subtotal											



Meeting Date: June 24, 2020

Agenda Item: #6.d

SUBJECT:

Approval of Operations Supervisor Job Descriptions for Inland, North Coast, South Coast.

SUMMARY:

MTA has had long-standing practice of paying its Operations Supervisor hourly. Although the hourly rate was kept low, overtime to get the work completed was significant.

California labor laws require most employers to follow certain rules—like paying overtime, tracking hours, or providing rest breaks. Some types of jobs, however, are exempt from these requirements. An *exempt employee* is someone whose job is not subject to one or more sets of wage and hour laws.

An employee is considered employed in an 'Exempt' capacity when:

- Their primary duty is the management of a business or one of its departments;
- They regularly direct the work of two or more other employees; and
- They have the authority to hire and fire employees, or to make recommendations about hiring, firing, promotions, and wages that are given particular weight.

In most cases, there are three simple requirements to determine whether a worker is an exempt employee under California law:

- **Minimum Salary.** The employee must be paid a salary that is at least twice the state minimum wage for full-time employment.
- **White Collar Duties.** The employee's primary duties must consist of administrative, executive, or professional tasks.
- **Independent Judgment.** The employee's job duties must involve the use of discretion and independent judgment.

If all three requirements are met, the employee will usually be classified as "exempt" from overtime, minimum wage, and rest break requirements (but not meal break requirements).

At MTA, all Operations Supervisors meet the standard for "exempt" status. The only exception is the South Coast Supervisor who is assigned driving as 50% or more of their time and would remain hourly.

RECOMMENDATION

Approve Operations Supervisor Job Descriptions for Inland, North Coast, South Coast.

ATTACHMENTS:

Operations Supervisor Job Descriptions for Inland, North Coast, South Coast
Wage Table Amendments



Title of Position:	OPERATIONS SUPERVISOR INLAND
Salary Range:	\$
Department:	Operations
Reports To:	Operations Manager
Supervisory Responsibility:	Inland Transit Vehicle Operators
FLSA/IWC Status:	Safety Sensitive, At-Will, Exempt

CLASSIFICATION SUMMARY:

As first line supervisors, acting within the guidelines of the Collective Bargaining Agreement and/or MTA Personnel Policies and under the direction of the Operations Manager. Supervisors are responsible for the quality of service provided by the drivers and dispatchers under their supervision.

ESSENTIAL FUNCTIONS:

Supervisory:

1. Communicate with employees constantly regarding the quality of their service, including complimenting and recognizing appropriate and exemplary performance, providing direction or training to improve performance and administering or recommending and documenting progressive discipline as needed.
2. Know & understand the Collective Bargaining Agreement and Personnel Policies in regards to required training, discipline, grievance, and work assignments.
3. Conduct periodic evaluations, as referenced by the Collective Bargaining Agreement or Personal Policies, and/or as assigned by the Operations Manager, of drivers' on-the-road performance, preparing evaluation documents and counseling with drivers on strengths and deficiencies, administers discipline and/or follow-up training with guidance under the direction of the Operations Manager.
4. Produces weekly schedules, time sheets, and on-call driver schedules of employees as needed to maintain effective service within budget limits. Maintain accurate posted schedules. Fills shifts as necessary.
5. Assists in the recruitment process of hiring drivers and dispatchers and assists in developing and presenting their initial training, including behind the wheel and in-service training.

Operations:

1. Implement and monitor functions as Road Supervisor by performing traffic checks, and monitoring driver performance in terms of courtesy, safety and dependability. Recommend changes and adjustments in services as required through interacting with passengers and the public.
2. Investigate and review with employees, suggestions, complaints, incident reports and accident reports. Respond when appropriate with communications (verbal and written), changes in procedures, practices or proposals for service and facilities improvements. Communicate with the Operations Manager regarding the above issues in a timely fashion as needed, and follow up as required.



3. Manage the local operation to ensure provision of quality service within budget limits and in line with overall goals and objectives of the MTA.
4. Assure that drivers perform proper pre-trip inspection and report problems promptly. Follow up as required.
5. Provides staff support for a wide variety of office and administrative tasks; serves as back-up for dispatchers and relieves drivers on all services as required.

Safety and Security:

1. Propose, implement and maintain operating procedures that promote safety, operating efficiency, and excellence.
2. Perform thorough accident investigations immediately, including FTA Drug and Alcohol requirements Review accidents promptly with the Operations Manager. Review historic trends with an emphasis on prevention and future training program improvements
3. Maintain the security of buildings, vehicles, fares, pass materials, credit cards and any consumable supplies in your operation.
4. Maintain a safe working environment. Strive to identify hazards to your employees and passengers and take steps to eliminate those hazards or educate your employees so losses can be prevented.

Communication, Coordination and Support:

1. Maintain regular written and verbal communication with all employees to ensure that quality service is provided.
2. Create a supportive environment that encourages employees to take the initiative and assume the responsibility for providing the highest quality service possible.
3. Attend Supervisor meetings as scheduled, sharing information with other supervisors, the Operations Manager and the Management Team. Contributes to the formulation of management decisions and solutions to system-wide problems.
4. Communicate with the public, community groups and agencies in a way that encourages use of the transit system and projects a high quality, professional image for all MTA employees. This includes routine contacts, schedule inquiries, marketing efforts and official communication.
5. Investigate complaints thoroughly by seeking responses from any involved employees and follow up with the complaining party if appropriate. Determine if corrective measures are required and follow up as needed to improve the quality of service.

Administrative:

1. Insure that logs, summaries and reports are produced promptly and accurately.
2. Assists with the development and preparation of the public timetables, applying knowledge of system routes, times, stops and transfer points; assists with proofing and editing.



Other Duties:

1. Responsible for all operational issues with agencies that contract for and receive service from the MTA, including but not necessarily limited to: daily communication, staffing, service and route changes, assuring proper authorization for passengers and required records and reporting.
2. Responsible for assuring contract compliance of service providers, contract compliance supervision includes communications, limited technical assistance, review of monthly operating reports, site inspections, assuring compliance with the terms of the funding agreements, reviewing budget proposals for compliance with instructions and accuracy, producing periodic reports and assisting with contract revisions.
3. Perform other duties as required.

Required Competencies:

- Effectively supervise, counsel and motivate employees
- Strong interpersonal skills
- Strong oral and written communications skills
- Ability to work spreadsheets, word processors and other software as needed
- Ability to read, understand and apply the terms of contracts and agreements
- Ability to work effectively with outside agencies
- Ability to understand financial budgets and reports
- Ability to safely and effectively operate vehicles and services
- Ability to work independently
- Ability to respond effectively to unusual and emergency situations, & investigate accidents
- Understanding of FTA Drug & Alcohol Requirements
- Understanding of Workers Compensation Processes and Regulations

Required Education and Experience:

- Possession of a high school diploma.
- Successfully obtain a California Class B Commercial Drivers License (CDL) with endorsements to and any other licenses required to operate heavy-duty, medium-duty, small buses, and paratransit buses.
- Successfully complete a California Department of Transportation Class B Drivers Physical and Physical Performance Evaluation.
- Maintain a safe driving record.
- Previous supervisory experience, including two years of experience and demonstrated ability to effectively supervise, counsel, and motivate employees.
- Strong oral and written communication skills.



- Computer keyboarding and spreadsheet, word processing, and other software applications.
- Knowledge of laws and regulations pertaining to safe transit operations.

Work Environment:

Administrative Office environment as well as on the road driving a transit vehicle or assisting Transit Vehicle Operators with pre-trip, check-ins, and other duties related to transit vehicle operation.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to drive, sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch. The employee must regularly lift and/or move up to 40 pounds and occasionally lift/or move up to 50 pounds.

Under applicable federal US DOT law (49 CFR Part 40) applicants will be subject to a pre-employment drug test and background check after receiving a conditional offer of employment. MTA will also require a satisfactory driving record after acceptance of a conditional offer of employment.

Hours of Work:

Monday - Friday and occasional weekends varying hours.

Travel:

May be required to travel to North Coast and South Coast in transit vehicle or staff car for training or other reasons related to supervising Transit Vehicle Operators.

Equal Employment Opportunity:

All qualified personnel will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.

Union Affiliation:

Not applicable



Title of Position:	OPERATIONS SUPERVISOR NORTH COAST
Salary Range:	\$
Department:	Operations
Reports To:	Operations Manager
Supervisory Responsibility:	North Coast Transit Vehicle Operators
FLSA/IWC Status:	Safety Sensitive, At-Will, Exempt

CLASSIFICATION SUMMARY:

As first line supervisors, acting within the guidelines of the Collective Bargaining Agreement and/or MTA Personnel Policies and under the direction of the Operations Manager. Supervisors are responsible for the quality of service provided by the drivers and dispatchers under their supervision.

ESSENTIAL FUNCTIONS:

Supervisory:

1. Communicate with employees constantly regarding the quality of their service, including complimenting and recognizing appropriate and exemplary performance, providing direction or training to improve performance and administering or recommending and documenting progressive discipline as needed.
2. Know & understand the Collective Bargaining Agreement and Personnel Policies in regards to required training, discipline, grievance, and work assignments.
3. Conduct periodic evaluations, as referenced by the Collective Bargaining Agreement or Personal Policies, and/or as assigned by the Operations Manager, of drivers' on-the-road performance, preparing evaluation documents and counseling with drivers on strengths and deficiencies, administers discipline and/or follow-up training with guidance under the direction of the Operations Manager.
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Operations:

1. Implement and monitor functions as Road Supervisor by performing traffic checks, and monitoring driver performance in terms of courtesy, safety and dependability. Recommend changes and adjustments in services as required through interacting with passengers and the public.
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Safety and Security:

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1. Responsible for all operational issues with agencies that contract for and receive service from the MTA, including but not necessarily limited to: daily communication, staffing, service and route changes, assuring proper authorization for passengers and required records and reporting.
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Required Education and Experience:

- Possession of a high school diploma.
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Monday - Friday and occasional weekends varying hours.

Travel:

May be required to travel to Inland and South Coast locations in transit vehicle or staff car for training or other reasons related to supervising Transit Vehicle Operators and scheduled maintenance of MTA vehicles.

Equal Employment Opportunity:

All qualified personnel will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.

Union Affiliation:

Not applicable



Title of Position: OPERATIONS SUPERVISOR SOUTH COAST
Salary Range: \$
Department: Operations
Reports To: Operations Manager
Supervisory Responsibility: South Coast Transit Vehicle Operators
FLSA/IWC Status: Safety Sensitive, At-Will, Non-Exempt

CLASSIFICATION SUMMARY:

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- Understanding of Workers Compensation Processes and Regulations

Required Education and Experience:

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- Successfully obtain a California Class B Commercial Drivers License (CDL) with endorsements to and any other licenses required to operate heavy-duty, medium-duty, small buses, and paratransit buses.
- Successfully complete a California Department of Transportation Class B Drivers Physical and Physical Performance Evaluation.
- Maintain a safe driving record.
- Previous supervisory experience, including two years of experience and demonstrated ability to effectively supervise, counsel, and motivate employees.
- Strong oral and written communication skills.



- Computer keyboarding and spreadsheet, word processing, and other software applications.
- Knowledge of laws and regulations pertaining to safe transit operations.

Work Environment:

Administrative Office environment as well as on the road driving a transit vehicle or assisting Transit Vehicle Operators with pre-trip, check-ins, and other duties related to transit vehicle operation.

Physical Demands:

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Under applicable federal US DOT law (49 CFR Part 40) applicants will be subject to a pre-employment drug test and background check after receiving a conditional offer of employment. MTA will also require a satisfactory driving record after acceptance of a conditional offer of employment.

Hours of Work:

Monday - Friday and occasional weekends varying hours.

Travel:

May be required to travel to Inland and North Coast locations in transit vehicle or staff car for training or other reasons related to supervising Transit Vehicle Operators and scheduled maintenance of MTA vehicles.

Equal Employment Opportunity:

All qualified personnel will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.

Union Affiliation:

Not applicable.

2020-2021 APPENDIX A - NON-REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
ADMINISTRATION						
(1)Executive Director	104,954.14	-----by contract-----				133,952.72
(1) Chief Fiscal Officer	34.62	36.36	38.18	40.09	42.08	45.67
(1) Human Resources Director	34.62	36.36	38.18	40.09	42.08	45.67
Finance Assistant	25.66	26.94	28.28	29.70	31.18	33.82
Human Resources Generalist	25.66	26.94	28.28	29.70	31.18	33.82
Mobility Manager	25.66	26.94	28.28	29.70	31.18	33.82
Executive Assistant	20.93	21.98	23.08	24.23	25.44	26.71
Accounting Technician	20.12	21.11	22.19	23.29	24.46	26.56
Bilingual Receptionist	15.81	16.60	17.42	18.30	19.21	20.86
Administrative Assistant II	16.33	17.15	18.01	18.90	19.86	20.86

*Blue Strikethrough indicates vacant positions.**Red Strikethrough indicates eliminated positions.*

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
(1) Maintenance Manager	39.25	41.20	43.26	45.43	47.71	51.77
Maintenance Specialist	23.78	24.98	26.21	27.54	28.91	31.35

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
(1) Operations Manager	39.25	41.20	43.26	45.43	47.71	51.77
(1)Operations Supervisor - Inland	25.72	28.17	30.85	33.78	36.99	40.51
(1)Operations Supervisor - North Coast	25.72	28.17	30.85	33.78	36.99	40.51
Operations Supervisor - South Coast	25.72	28.17	30.85	33.78	36.99	40.51
(1) Exempt Position						

Attachment # 2

As of 07/01/19

2019-2020 APPENDIX A - NON-REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
ADMINISTRATION						
(1) General Manager	104,954.14	-----by contract-----				133,952.72
(1) Chief Fiscal Officer	34.62	36.36	38.18	40.09	42.08	45.67
(1) Human Resources Director	34.62	36.36	38.18	40.09	42.08	45.67
Finance Assistant	25.66	26.94	28.28	29.70	31.18	33.82
Human Resources Generalist	25.66	26.94	28.28	29.70	31.18	33.82
Mobility Manager	25.66	26.94	28.28	29.70	31.18	33.82
Executive Assistant	20.93	21.98	23.08	24.23	25.44	26.71
Accounting Technician	20.12	21.11	22.19	23.29	24.46	26.56
Bilingual Receptionist	15.81	16.60	17.42	18.30	19.21	20.86
Administrative Assistant II	16.33	17.15	18.01	18.90	19.86	20.86

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
(1) Maintenance Manager	39.25	41.20	43.26	45.43	47.71	51.77
Maintenance Specialist	23.09	24.25	25.45	26.73	28.07	30.44

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
(1) Operations Manager	39.25	41.20	43.26	45.43	47.71	51.77
Operations Supervisor	24.51	25.75	27.02	28.37	29.79	32.32

(1) Exempt Position



Meeting Date: June 24, 2020

Agenda Item: # 6.e

SUBJECT:

AMENDMENT TO WAGE TABLE FOR NON-REPRESENTED OPERATIONS SUPERVISOR

SUMMARY:

As previously stated, MTA has a long history of paying Operations Supervisor's as non-exempt employees.

With a change to 'Exempt' status, due to the fact that Operations Supervisor's have worked overtime to complete all the work needed, an adjustment to the wage table is necessary.

MTA requested comparable's from the following agencies:

Humboldt Transit Authority, Eureka:

No Operations Supervisors, only an Operations Manager \$50,000 - \$65,000 annually

Eldorado Transit Authority, Placerville:

Operations Supervisors \$48,630 – 72,000 annually based on level of duties.

Santa Rosa City Bus:

\$71,514 – \$90,937 annually

MTA then reviewed the last two (2) years of actual wages received by current Operations Supervisory Staff.

The wage table being presented is more than El Dorado, less than Santa Rosa, in placement with past wages received and appropriate placed between MTA current Dispatch (negotiated) wages and that of the Operations Manager.

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
	25.72	28.17	30.85	33.78	36.99	40.51
Annually:	\$53,498	\$58,594	\$64,168	\$70,262	\$76,969	\$84,260

STAFF RECOMMENDATION:

Review and approve Amended Operations Supervisor Wage Table

ATTACHMENTS:

1. FY 20/21 Staff Wage Table
2. FY 19/20 Staff Wage Table

Effective 7/1/2020

Mendocino Transit Authority 2020/21 WAGE & STAFFING TABLE

APPENDIX A - REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
Mechanic	27.23	28.58	30.01	31.51	33.09	34.74
Lead Mechanic	29.95	31.45	33.02	34.67	36.39	38.23
Mechanics Helper	21.03	22.10	23.19	24.35	25.57	26.85
Shelter Maintenance Cleaner	18.10	19.01	19.95	20.96	22.00	23.10
Cleaner	15.75	17.03	18.30	19.58	20.86	22.16

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
Dispatchers	20.37	22.59	23.63	24.73	25.89	27.11
Dispatchers - Bilingual	22.85	23.92	25.06	26.24	27.47	28.78

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
DRIVERS						
Transit Vehicle Operators	19.04	19.99	20.99	22.04	23.14	24.30
Driver Trainer	30.91	21.95	23.05	24.21	25.41	26.68
Driver in Training	\$15.00 per hour until solo					

APPENDIX A - NON-REPRESENTED

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
ADMINISTRATION						
(1)Executive Director	104,954.14	-----by contract-----				133,952.72
(1) Chief Fiscal Officer	34.62	36.36	38.18	40.09	42.08	45.67
(1) Human Resources Director	34.62	36.36	38.18	40.09	42.08	45.67
Finance Assistant	25.66	26.94	28.28	29.70	31.18	33.82
Human Resources Generalist	25.66	26.94	28.28	29.70	31.18	33.82
Mobility Manager	25.66	26.94	28.28	29.70	31.18	33.82
Executive Assistant	20.93	21.98	23.08	24.23	25.44	26.71
Accounting Technician	20.12	21.11	22.19	23.29	24.46	26.56
Bilingual Receptionist	15.81	16.60	17.42	18.30	19.21	20.86
Administrative Assistant II	16.33	17.15	18.01	18.90	19.86	20.86

Blue Strikethrough indicates vacant positions.

Red Strikethrough indicates eliminated positions.

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
(1) Maintenance Manager	39.25	41.20	43.26	45.43	47.71	51.77
Maintenance Specialist	23.78	24.98	26.21	27.54	28.91	31.35

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
(1) Operations Manager	39.25	41.20	43.26	45.43	47.71	51.77
(1)Operations Supervisor - Ukiah	25.72	28.17	30.85	33.78	36.99	40.51
(1)Operations Supervisor - Fort Bragg	25.72	28.17	30.85	33.78	36.99	40.51
Operations Supervisor - South Coast	25.72	28.17	30.85	33.78	36.99	40.51
(1) Exempt Position						