



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

Wednesday, January 27, 2021

1:30 p.m.

### **MTA Board of Directors**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Bruce Richard  
Tess Albin-Smith  
Eric Dahlhoff  
Maureen Mulheren

### **Staff**

Jacob King, Interim Executive Director  
Bob Butler, Maintenance Manager  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Heather Lindsteadt, HR Director/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 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:**

*United States (Toll Free) [1 866 899 4679](tel:18668994679)  
Access Code: 574-310-341*

*Please press mute on your phone until public comments are open. Members of the public*

*may also submit questions via email by 5:00 p.m. on January 26, 2021. Email comments to [heather@mendocinotransit.org](mailto: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**

### **A. CALL TO ORDER**

### **B. PROCLAMATION OF APPRECIATION FOR OUTGOING BOARD DIRECTORS**

1. Adoption of Resolution 2021-01 Proclamation of Appreciation for Lloyd Cross

### **C. INTRODUCTION OF NEWLY APPOINTED DIRECTOR**

1. Eric Dahlhoff – City of Point Arena

### **D. 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.*

### **E. CONSENT CALENDAR**

1. Approval of Minutes of October 28, 2020 Board Meeting
2. Approval of Minutes of December 9, 2020 Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Financial Statements – July 2020 through November 2020

### **F. ACTION & DISCUSSION**

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Approval of Resolution 2021-\_\_\_ Authorizing the Interim Executive Director to Apply for Funding Through CalTrans Sustainable Transportation Planning Grant Program.
3. Discussion and Possible Approval of Policy - Disposition of Agency Owned Surplus Equipment, Supplies, and Other Tangible Agency Property

## **G. DIRECTOR AND MANAGEMENT REPORTS**

1. Matters from Management
2. Matters from Directors

## **H. CLOSED SESSION**

The Board will adjourn into Closed Session on one item:

Employee Performance Evaluation  
Interim Executive Director Evaluation of Performance  
Pursuant to Government Code §54957

## **I. ANNOUNCEMENT OUT OF CLOSED SESSION**

1. Discussion and Possible Appointment of Executive Director

## **J. ADJOURN**

Anticipated adjournment is 3:30 p.m.

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

*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 and Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Anyone requiring reasonable accommodation in order to participate in the meeting should contact Heather Lindsteadt at Mendocino Transit Authority by calling (707) 234-6447 or by email at [heather@mendocinotransit.org](mailto:heather@mendocinotransit.org) at least 72 hours prior to the meeting.*



Resolution 2021-01

**Proclamation of Appreciation for Lloyd Cross**

**WHEREAS**, Lloyd Cross has served as a member of the Mendocino Transit Authority Board of Directors for almost 9 years since March 27, 2012.

**WHEREAS**, Lloyd ended his tenure on the MTA Board of Directors on December 31, 2020.

**WHEREAS**, Lloyd has been an invaluable adviser to the Board of Directors and to the management and employees of Mendocino Transit Authority, including serving on MTA's Finance Committee.

**WHEREAS**, Lloyd distinguished himself with his deep knowledge and abilities related to financial management matters, and this expertise and leadership has been invaluable to Mendocino Transit Authority;

**WHEREAS**, the members of the Mendocino Transit Authority Board of Directors wish to thank Lloyd for his many contributions to the Board of Directors and to the Mendocino Transit Authority.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors hereby expresses gratitude to Lloyd for his service on the Board of Directors, for his sound advice and valued counsel and for all that he has contributed to the Board of Directors and Mendocino Transit Authority; and

**FURTHER RESOLVED**, that the Board of Directors wishes Lloyd continued success in all his endeavors and expresses our hope for his continued happiness and prosperity; and

**FURTHER RESOLVED**, that a copy of this resolution be presented to Lloyd as a token of our respect.

RESOLUTION 2021-01 passed this January 27, 2021 at the regular meeting of the Board of Directors of the Mendocino Transit Authority by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Chairwoman, Saprina Rodriguez

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Clerk of the Board, Heather Lindsteadt



## Board of Directors Regular Meeting Minutes

Wednesday, October 28, 2020

1:30 p.m.

### **MTA Board of Directors Present**

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

### **Staff Present**

Jacob King, Interim Executive Director  
Bob Butler, Maintenance Manager  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Heather Lindsteadt, HR Director/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**

#### **A. CALL TO ORDER**

Chairwoman Rodriguez called the meeting to order at 1:32 p.m.

#### **B. PUBLIC COMMENT**

No oral or written public comment received.

#### **C. CONSENT CALENDAR**

1. Approval of Minutes of September 30, 2020 Board Meeting

2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements - July 2020 through August 2020

**Upon motion** by Director **Tarbell** seconded by Director **Richard** the Board approved Consent Calendar items C.1 through C.3 with one change to the Minutes of September 30, 2020. Correct spelling of Director Cross on page 1. Motion carried by roll call vote: **AYES:** Albin-Smith, Mulheren, Tarbell, Richard, Cross, Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Gjerde

#### **D. ACTION & DISCUSSION**

##### **1. Unmet Needs: Solicit Public Input**

Director **Mulheren** requested that a stop be constructed to service the new Brush Meadows development on Brush Street.

##### **2. Discussion and Possible Approval of Equal Employment Opportunity (EEO) Plan**

**Upon Motion** by Director **Tarbell** seconded by Director **Albin-Smith** the Board approved the updated EEO Plan by roll call vote: **AYES:** Gjerde, Albin-Smith, Mulheren, Richard, Tarbell, Cross, Rodriguez, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

##### **3. Discussion Regarding Electric Vehicle Presentation on October 20, 2020**

Interim Executive Director Jacob King and Maintenance Manager Bob Bulter reported on the status of the electric vehicle funding and future purchase. Mr. King reported that MTA recently hosted an electric vehicle open house. The vehicle was provided by Diamond Lightning. Mr. King reported that in January there will be an opportunity to see a hydrogen powered transit vehicle.

Chairwoman **Rodriguez** reported that she attended the open-house and was pleased that other transit agencies were in attendance. She suggested the vehicles may need slight modifications to ensure that pedestrians, riders, and other drivers can hear the vehicle approaching due to the quietness of the EV engine.

Director **Albin-Smith** reported that she was able to drive the electric vehicle and was very impressed with the vehicle and was able to have her questions answered. She suggested that MTA research how to become a hydrogen demonstration facility.

#### **E. DIRECTOR AND MANAGEMENT REPORTS**

##### **1. Matters from Management**

Interim Executive Director King reported that MTA is currently on the Caltrans monitoring list, and he continues to bring MTA into compliance on grant related issues.

Mobility Manager Dawn White reported that she is getting used to the advertising aspect of mobility management and had recently completed a video on how MTA is protecting passengers through cleaning the vehicles.

CFO Mark Harvey reported that he is doubtful the Audit will be presented in December as anticipated.

## **2. Matters from Directors**

Directors **Tarbell**, **Cross** and **Albin-Smith** thanked and commended staff for their diligence.

Director **Cross** reported that he will not be applying for another term on the MTA Board of Directors.

## **F. ADJOURN**

Chairwoman Rodriguez adjourned the meeting at 2:09 p.m.



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

Wednesday, December 9, 2020

1:30 p.m.

### **MTA Board of Directors**

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

### **MTA Board of Director Absent**

Dan Gjerde

### **Staff Present**

Jacob King, Interim Executive Director  
Bob Butler, Maintenance Manager  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Heather Lindsteadt, HR Director/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 will participate in this meeting via teleconference or videoconference.*

## **AGENDA ITEMS**

### **A. CALL TO ORDER**

Chair Rodriguez called the meeting to order at 1:31 p.m.

### **B. PUBLIC COMMENT**

No written or verbal public comment.

### **C. CONSENT CALENDAR**

1. Approval of Minutes of October 28, 2020 Board Meeting



2. Acceptance of Service Performance Report
3. Approval of Board Meeting Calendar January 2021 – July 2021
4. Acceptance of Financial Statements - July 2020 through October 2020

Director Richard pulled item C.1 for further discussion.

**Upon motion** by Director **Tarbell**, seconded by Director **Cross** the Board approved Consent Calendar items C.3 through C.4 by roll call vote. **AYES:** Tarbell, Albin-Smith, Mulheren, Richard, Cross, Chairwoman Rodriguez. **NOES:** 0 **ABSTAIN:** 0, **ABSENT:** Gjerde

**Upon motion** by Director **Richard**, seconded by Director **Tarbell** the Board directed staff to complete the header in the minutes of October 28, 2020 (Item C.1) and return the minutes to the Board in January by roll call vote. **AYES:** Tarbell, Cross, Richard, Albin-Smith, Mulheren, Chairwoman Rodriguez. **NOES:** 0 **ABSTAIN:** 0, **ABSENT:** Gjerde

#### **D. ACTION & DISCUSSION**

##### **1. Unmet Needs: Solicit Public Input**

There were no additions to Unmet Needs.

##### **2. Discussion and Possible Adoption of Resolution No. 2020 Authorizing the Interim Executive Director to apply to the San Joaquin Valley Air Pollution Control District for \$160,000 of VW mitigation funding.**

**Upon Motion** by Director **Richard**, seconded by Director **Tarbell**, the Board adopted Resolution No. 2020-14 Authorizing the Interim Executive Director to apply to the San Joaquin Valley Air Pollution Control District for \$160,000 of VW mitigation funding. roll call vote. **AYES:** Tarbell, Cross, Richard, Albin-Smith, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Gjerde

#### **E. DIRECTOR AND MANAGEMENT REPORTS**

##### **1. Matters from Management.**

Maintenance Manager Bob Butler talked about the agreement with CALACT which makes it easier for MTA to procure vehicles. Mr. Butler also reported that they finish refurbishing the administration office and they are now working on the operations facility.

Interim Executive Director Jacob King reported that he attended two conferences and related to the current situation surrounding the Covid-19 pandemic. He also reported that on January 13<sup>th</sup> there will be a vehicle demonstration at the MTA office from Sun line transit and creative bus sales. He said he is also preparing for the virtual audit.

CFO Mark Harvey reported that they started working with the auditors for the 2020 audits and will be able to present a statement on the January board meeting.

Human Resources Director Heather Lindsteadt reported that she was pleased to announce that all but one employee has been recalled. MTA will not have a Christmas Party, but will have some other events employees can participate in so they know how much they are appreciated.

Mobility Manager Dawn white reported that they will be able to operate the Trolley for a few special community events but due to the Covid-19 pandemic normal operations would not be possible.

## **2. Matters from Directors**

Director **Cross** reported that the December meeting was going to be his last meeting. He said he is very proud to have been a part of the MTA board.

Chair **Rodriguez** thanked Director **Cross** for his time spent on the board and for his hard work and dedication while serving.

Director **Mulheren** reported that this might be her last meeting with the board because she's move to her new position as Mendocino County Board of Supervisor in January.

Chair **Rodriguez** requested that HR send a message to all MTA employees and express the board's appreciation for their hard work and dedication this past year.

## **F. CLOSED SESSION**

The Board will adjourn into Closed Session on one item:

Employee Performance Evaluation  
Interim Executive Director Evaluation of Performance  
Pursuant to Government Code §54957

## **G. ANNOUNCEMENT OUT OF CLOSED SESSION**

Chair Rodriguez appointed an Ad Hoc Evaluation Committee to perform the task of evaluating Jacob King for the previous 6-months. Members of the committee are Albin-Smith, Richard, Rodriguez.

## **H. ADJOURN**

Anticipated adjournment is 3:30 p.m.

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

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## FY 20-21 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2020-21 YTD	2019-20 YTD	# Change	% Change
01 - Willits Local	469	396	276	346	208	324	0	0	0	0	0	0	2019	6008	(3,989)	-66%
03 - Ukiah - DAR	695	518	509	713	588	481	0	0	0	0	0	0	3504	6961	(3,457)	-50%
04 - Fort Bragg - DAR	420	346	519	494	436	399	0	0	0	0	0	0	2614	7351	(4,737)	-64%
05 - BraggAbout	657	637	543	420	330	444	0	0	0	0	0	0	3031	7851	(4,820)	-61%
07 - Jitney-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	717	(717)	-100%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	7023	(7,023)	-100%
09 - Ukiah Local	2760	2382	2249	2564	1969	2306	0	0	0	0	0	0	14230	58856	(44,626)	-76%
20 - Willits - Ukiah	800	665	647	737	557	609	0	0	0	0	0	0	4015	16196	(12,181)	-75%
60 - Coaster	158	153	223	273	233	251	0	0	0	0	0	0	1291	5234	(3,943)	-75%
64 - Ukiah to Fort Bragg	2	6	0	0	0	0	0	0	0	0	0	0	8	2347	(2,339)	-100%
65 - Fort Bragg to Santa Rosa	0	0	130	288	290	228	0	0	0	0	0	0	936	6973	(6,037)	-87%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	2952	(2,952)	-100%
74 - Saturday Gualala-Ukiah	20	21	17	48	33	18	0	0	0	0	0	0	157	571	(414)	-73%
75 - M-F Gualala to Ukiah	306	281	228	238	197	193	0	0	0	0	0	0	1443	3998	(2,555)	-64%
95 - Pt. Arena to Santa Rosa	0	0	0	47	112	97	0	0	0	0	0	0	256	2528	(2,272)	-90%
97 - Redwood Coast Regional-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	1488	(1,488)	-100%
<b>Monthly Totals</b>	<b>6287</b>	<b>5405</b>	<b>5341</b>	<b>6168</b>	<b>4953</b>	<b>5350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33504</b>	<b>137054</b>	<b>(103,550)</b>	<b>-76%</b>



## FY 19-20 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2019-20 YTD
01 - Willits Local	1031	1166	970	1077	859	905	961	957	680	364	379	380	9729
03 - Ukiah - DAR	1308	1611	1032	1171	921	918	1084	1149	773	383	548	692	11590
04 - Fort Bragg - DAR	1669	1281	1167	958	1178	1098	1226	1077	591	152	165	365	10927
05 - BraggAbout	1237	1287	1373	1495	1203	1256	1375	1328	1097	601	318	668	13238
07 - Jitney	200	129	139	86	79	84	92	56	56	0	0	0	921
08 - Ukiah Evening	1278	1138	1077	995	789	1746	720	871	556	0	0	0	9170
09 - Ukiah Local	9938	10421	10400	10479	8813	8805	8359	8526	5671	2217	2397	2839	88865
20 - Willits - Ukiah	2424	2775	3267	3113	2483	2134	2484	2701	1827	600	626	858	25292
60 - Coaster	738	840	1000	1018	831	807	968	882	572	6	214	65	7941
64 - Ukiah to Fort Bragg	358	427	427	380	359	396	359	368	263	23	0	0	3360
65 - CC Rider	1054	1243	1235	1216	1081	1144	876	1001	531	15	12	2	9410
65A - New Route 65	493	514	550	549	421	425	385	451	266	1	13	0	4068
74 - Saturday Gualala-Ukiah	78	107	92	97	122	75	65	105	42	13	0	33	829
75 - M-F Gualala to Ukiah	547	726	841	740	596	548	519	552	438	145	173	288	6113
95 - Pt. Arena to Santa Rosa	384	442	539	428	412	323	388	352	188	0	0	0	3456
97 - Redwood Coast Regional	276	241	243	266	218	244	243	249	138	0	0	0	2118
<b>Monthly Totals</b>	<b>23013</b>	<b>24348</b>	<b>24352</b>	<b>24068</b>	<b>20365</b>	<b>20908</b>	<b>20104</b>	<b>20625</b>	<b>13689</b>	<b>4520</b>	<b>4845</b>	<b>6190</b>	<b>207027</b>



Meeting Date: January 27<sup>th</sup>, 2021

Agenda Item: E.4

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July - November 2020

**SUMMARY:**

Preliminary Unaudited Financial Reports for the Months of July 2020 through November 2020 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$1,856,472 is 67.4% of budgeted revenue of \$2,754,058 for the period.

Expenses of \$1,891,740 are 90.7% of budgeted expenses of \$2,086,611 for the period.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July through November 2020.

**ATTACHMENTS:**

Statement of Net Position as of November 30, 2020

Statement of Revenues and Expenses July through November 2020

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of November 30, 2020

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 - Cash**

**101.100 - Cash-Operating Total**

Operating Cash	755,859
LCTOP - Operating	163,522
Senior Operating	118,221
Payroll & Benefits - Operating	161,406

**Total 101.100 - Cash-Operating Total** 1,199,008

**101.200 - Cash-Capital**

101.202 - Capital Wkg-MUNIS #4100	538,514
101.203 - Cap CALOES -MUNIS #4140	83,527
101.204 - Capital PTMISEA-MUNIS #4230	269,468
101.220 - Capital PTMISEA-Umpqua #8115	101,665
101.227 - Cap LCTOP-Umpqua #2776	64,697

**Total 101.200 - Cash-Capital** 1,057,872

**Total 101.900 - Cash** 2,256,880

**Total Accounts Receivable** 470,941

**Other Current Assets**

Total 102.300 - Grants Receivable	345,085
Total 102.100 - Accounts Receivable Other	140,514
Total 103.990 - Inventory	48,068
Total 104.199 - Prepaid Expenses Total	257,274
Total 104.200 - Undeposited Funds	320

**Total Other Current Assets** 791,260

**Total Current Assets** 3,519,081

**Fixed Assets**

Total 111.900 - Fixed Assets	21,057,764
Total 111.910 - Accumulated Depreciation	-11,783,672
Total 121.900 - Intangible Total	15,000
Total 121.910 - Accum Amortization Total	-15,000

**Total Fixed Assets** 9,274,091

**Other Assets**

**Total 131.900 - Deferred Outflows of Resource** 717,349

**Total Other Assets** 717,349

**TOTAL ASSETS** 13,510,522

**Mendocino Transit Authority**  
**Statement of Net Position**  
**As of November 30, 2020**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

**Total Accounts Payable** 412,877

**Other Current Liabilities**

**Total 202.100 - Deferred Grant Revenue** 1,605,115

**Total 203.160 - CalPERS Loan Repayments** 1,274

**205.700 - Uncashed Checks** 8,862

**205.900 - Accruals Total**

**203.100 - Federal Payroll Tax Payable** 9,355

**203.110 - Medicare Payroll Tax Payable** 2,397

**203.120 - State Income Tax Payable** 2,852

**203.130 - State Disability Payable** 905

**203.140 - Misc Deductions** 524

**203.150 - Garnishments Payable** 114

**205.200 - Accrued Payroll** 62,240

**205.300 - Accrued Retirement** 8,758

**205.400 - Accrued Deferred Comp** -9,937

**205.500 - Accrued Vacation** 148,039

**205.600 - Accrued Sick Leave** 71,209

**Total 205.900 - Accruals Total** 296,457

**Total Other Current Liabilities** 1,911,709

**Total Current Liabilities** 2,324,585

**Long Term Liabilities**

**231.900 - Prov-Restricted Funds**

**231.100 - Provision for Liability** 48,010

**231.200 - Provision for Vehicle Damage** 10,247

**231.300 - Provision for Unemployment** 129,307

**231.400 - Provision for Cafeteria Plan** 16,946

**231.500 - Provision for Worker's Comp** 8,123

**Total 231.900 - Prov-Restricted Funds** 212,632

**235.300 - Deferred Inflows of Resource** 181,311

**235.910 - Pension Liabilities**

**231.101 - Net Pension Liability** 1,731,792

**Total 235.910 - Pension Liabilities** 1,731,792

**Total Long Term Liabilities** 2,125,735

**Total Liabilities** 4,450,320

**Equity**

**32000 - Unrestricted Net Assets** -3,912,282

**Total 399.900 - Equity** 13,453,152

**Net Income** -480,669

**Total Equity** 9,060,202

**TOTAL LIABILITIES & EQUITY** 13,510,522



**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
**July through November 2020**

	TOTAL		
	Jul - Nov 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400.000 · Operating Revenue			
411.000 · OPERATING REVENUE.			
Total 401.100 · Fares-Passengers	68,063	114,583	59.4%
413.000 · Redwood Coast Regional Center	27,649	14,583	189.6%
409.200 · Sonoma County Contract	16,990	56,250	30.2%
Total 411.000 · OPERATING REVENUE.	112,701	185,416	60.8%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	41,619	65,000	64.0%
407.100 · Maintenance Revenue	14,118	26,500	53.3%
407.400 · Investment(Interest) Income	2,849	2,500	113.9%
407.500 · Other - Fuel Rebates, Etc.	497	550	90.3%
409.100 · Local Transportation Fund (LTF)	1,247,135	1,260,796	98.9%
409.110 · State Transit Assistance (STA)	347,765	347,765	100.0%
422.000 · 5310 Operating Assistance	69,740	45,833	152.2%
413.101 · 5311 Operating Assistance	0	221,572	0.0%
411.100 · LCTOP Cap & Trade - Operating	0	125,000	0.0%
424.260 · LCTOP Cap & Trade - Capital	0	4,375	0.0%
426.000 · Ag Van Leases	20,048	18,750	106.9%
426.500 · Maintenance Labor Revenue	0	10,417	0.0%
450.000 · CARES-5311	0	395,833	0.0%
460.000 · CARES-5311 (F)	0	43,750	0.0%
Total 420.000 · REVENUES FROM OTHER SOURCES	1,743,770	2,568,641	67.9%
Total Income	1,856,472	2,754,058	67.4%
<b>Expense</b>			
Total 501.100 · WAGES	1,078,067	920,931	117.1%
Total 510.000 · BENEFITS	432,966	574,971	75.3%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	0	3,542	0.0%
521.250 · Towing	0	1,333	0.0%
521.500 · Property Maintenance Services	830	2,292	36.2%
521.700 · Contract IT Services	0	13,375	0.0%
503.202 · Legal Counsel	7,830	4,375	179.0%
508.100 · Purch. Trans (Willits DAR)	1,033	500	206.6%
523.000 · Marketing	4,635	6,250	74.2%
509.300 · Advertising, Legal Notices	7,033	6,250	112.5%
524.000 · Software Maintenance Fees	109	5,938	1.8%
524.200 · Drug & Alcohol Services	1,568	4,583	34.2%
525.000 · Facility Security System	0	3,000	0.0%
525.500 · Accident / Incident Payables	0	6,250	0.0%
503.200 · Professional & Technical Svcs	25,701	31,250	82.2%
Total 520.000 · SERVICE/USER FEES	48,739	88,938	54.8%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	82,161	187,500	43.8%
504.120 · Tires	9,882	12,500	79.1%
504.115 · Lubrication	5,015	10,417	48.1%
532.500 · Tools	16	625	2.6%

**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
**July through November 2020**

	TOTAL		
	Jul - Nov 20	Budget	% of Budget
504.100 · Vehicle Maint & Repair Parts	13,864	22,083	62.8%
504.200 · Parts	13	875	1.5%
504.610 · Shop Supplies	145	8,958	1.6%
534.000 · Vehicle Accessories	0	500	0.0%
504.620 · Facilities,Maint & Repair Parts	9,696	12,500	77.6%
504.400 · Office Supplies	7,743	15,625	49.6%
509.200 · Printing (Schedules,brochures)	3,289	6,250	52.6%
536.700 · Computer Programs & Supplies	402	2,083	19.3%
537.000 · Safety & Emergency Supplies	0	625	0.0%
537.500 · Other Materials & Supplies	5,387	2,292	235.1%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>137,612</b>	<b>282,833</b>	<b>48.7%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	3,675	5,000	73.5%
541.250 · FB-Water,Sewer, Waste & Propane	1,461	1,333	109.6%
541.500 · Willitts-Water, Sewer & Waste	1,191	833	143.0%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	1,462	3,958	36.9%
543.000 · TPX- Ukiah Phones / Internet	12,712	10,417	122.0%
543.250 · Comcast-Fort Bragg Phones/Inter	550	625	88.0%
543.500 · SEAKAY-South Coast Tel/Internet	0	625	0.0%
544.000 · Verizon-Admin / OPS Cellular	9,202	10,417	88.3%
<b>Total 540.000 · UTILITIES.</b>	<b>30,253</b>	<b>33,208</b>	<b>91.1%</b>
<b>560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>			
506.100 · Premiums - Liab & Prop Dam Ins	140,721	162,500	86.6%
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>140,721</b>	<b>162,500</b>	<b>86.6%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	131	2,083	6.3%
573.000 · Other Licensing & Fees	228	1,042	21.9%
<b>Total 570.000 · TAXES</b>	<b>359</b>	<b>3,125</b>	<b>11.5%</b>
<b>580.000 · MISCELLANEOUS</b>			
504.510 · Dues & Subscriptions	3,071	4,271	71.9%
502.700 · Travel	2,356	3,125	75.4%
582.250 · Board Expenses	30	2,292	1.3%
583.000 · Safety Program	0	1,875	0.0%
509.800 · Training	1,902	1,458	130.4%
584.500 · CDL & DOT Physical Expenses	430	1,458	29.5%
509.100 · Other Miscellaneous	977	1,458	67.0%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>8,766</b>	<b>15,937</b>	<b>55.0%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	14,257	4,167	342.2%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>14,257</b>	<b>4,167</b>	<b>342.2%</b>
<b>Total Expense</b>	<b>1,891,740</b>	<b>2,086,611</b>	<b>90.7%</b>
<b>Net Income</b>	<b>-35,269</b>	<b>667,447</b>	<b>-5.3%</b>
 <b>Depreciation Expense</b>	 <b>445,400</b>		
 <b>Net Income after Depreciation</b>	 <b>-480,669</b>		

January 27, 2021

## 2020-2021 UNMET NEEDS REQUESTS

[illegible]

<b>2019-2020 UNMET NEEDS REQUESTS</b>			
<b>Date</b>	<b>City</b>	<b>Requestor</b>	<b>Service Requested</b>
7/31/2019	Willits	Public Comment	Additional northbound stops in Willits
8/2/2019	Via: Telephone	Community Member	Brooktrails
8/2/2019	Via: Telephone	Community Member	Connection with Humboldt Transit
8/2/2019	Via: Telephone	Community Member	Add Service to Covelo, Leggett, Laytonville
8/28/2019	Via: Telephone	Community Member	Roundtrip to City of 10,000 Buddahs Temple
9/25/2019	Fort Bragg Meeting	Director Gjerde	Add Service Covelo, Leggett, Laytonville
9/25/2019	Ukiah Meeting	Community Member	Saturday local service in Willits
12/11/2019	Ukiah Meeting	Community Member	Full Service day after Thanksgiving
03/09/2020	Via: Email	Community Member	Add Roundrip Ukiah/Hopland
04/29/20	Via: Email	Community Member	Research clean mobility grants for bikes and scooters
06/24/20	Board Meeting	Chair Rodriguez	Community request resumption of Route 65

## 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 27, 2021

Agenda Item: F.2

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion and Possible Adoption of Resolution No. 2020-\_\_ Authorizing the Interim Executive Director to Apply for Funding through the Caltrans Sustainable Transportation Planning Grant Program.

### **SUMMARY:**

CalTrans is currently accepting applications for the Sustainable Transportation Planning Grant cycle for fiscal year 2021/2022. This grant will allow MTA to update its Short-Range Transit Development Plan (TDP)

If the grant is approved, the Short-Range TDP will provide MTA with a roadmap to future transportation needs within cities and towns in Mendocino and Sonoma counties. The 5-year plan will allow MTA the ability to continue identifying and evaluating the mobility needs of the community moving forward. The grant will also allow MTA to continue with its excellent track record of developing and implementing transit services and marketing strategies to ensure transportation is available to those who need it.

Approval of MTA's grant application will also assist our community in its effort to reduce air pollution, increase fuel efficiency, increase mobility to disadvantaged communities, and provide a safer alternative to driving.

### **STAFF RECOMMENDATION:**

Adopt Resolution 2021-\_\_ Authorizing the Interim Executive Director to apply for and, if awarded, administer the Caltrans Sustainable Transportation Planning Grant Program Application.

### **ATTACHMENTS:**

Resolution 2021-\_\_ Authorizing the Submittal of a Caltrans Grant Application by the Mendocino Transit Authority Interim Executive Director.



**A RESOLUTION  
Authorizing the Submittal of a  
Caltrans Grant Application  
by the  
Mendocino Transit Authority  
Interim Executive Director  
Resolution Number 2021-\_\_**

**WHEREAS** the Mendocino Transit Authority (MTA) believes itself to be qualified, and is willing and able to carry out all activities described in the **Sustainable Transportation Planning Grant** Application for Fiscal Year 21-22; and

**WHEREAS** in this action the MTA Board of Directors has declared its intent to conduct the MTA **Short Range Transit Plan**; and

**WHEREAS** in this action the MTA Board of Directors will, upon an award and acceptance of the \$70,000 grant with a local match of 11.47% which will be derived from Local Transportation Funds (LTF), and agree to the terms of the grant.

**IT IS THEREFORE RESOLVED THAT:** The MTA Board of Directors requests the funds and assistance available from Caltrans under the Sustainable Transportation Planning Grant Program and will comply with state rules for the program; and also

**HEREBY AUTHORIZES** the Interim Executive Director to act on behalf of the MTA Board of Directors to submit and sign an application to the Caltrans for financial aid for its Short-Range Transit Plan, sign related documents; and also

**HEREBY AUTHORIZES** the Interim Executive Director to act on behalf of the MTA Board of Directors to sign the grant agreement if the grant funds are awarded.

Upon Motion by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ this Resolution is Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021 by roll call vote as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_

Chairwoman, Saprina Rodriguez



Meeting Date: January 27, 2021

Agenda Item: F. 3

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion and Possible Approval of Disposition of Authority Owned Surplus Equipment, Supplies, and Other Tangible Authority Property Policy

### **SUMMARY:**

The intent of the Disposition of Authority Owned Surplus Equipment, Supplies, and Other Tangible Authority Property Policy is to establish uniform guidelines for the disposal or transfer of surplus, or obsolete Agency equipment and supplies.

As a recipient of grant funding, the Mendocino Transit Authority must comply with the requirements and general grant management procedures provided under Federal Transit Administration (FTA) Circular 5010.1D, under 49 U.S.C. Chapter 53, Office of Management and Budget (OMB) guidelines and Department of Transportation (DOT) policy and regulations which define the threshold for Fixed Assets.

In order to remain compliant with all federal and state grant requirements the attached policy is required. This policy will also assist staff in determining MTA's resources and allow MTA to better maximize the value of the items eligible as grant funded capital assets.

### **STAFF RECOMMENDATION:**

Staff recommends approval of Board approval the Disposition of Authority Owned Surplus Equipment, Supplies, and Other Tangible Authority Property Policy.

### **ATTACHMENTS:**

1. Policy - Disposition of Authority Owned Surplus Equipment, Supplies, and Other Tangible Authority Property





## Disposition of Authority Owned Surplus Equipment, Supplies, and Other Tangible Authority Property Policy

### **I. PURPOSE**

The intent of this policy is to establish uniform guidelines for the disposal or transfer of surplus, or obsolete Authority equipment and supplies. This policy shall apply to all tangible property, including rolling stock and technology equipment. This policy excludes the transfer, sale or other disposal of real property.

### **II. PERSONS AFFECTED**

All Authority employees.

### **III. DEFINITIONS**

“Equipment” shall mean all tangible Authority property that has a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. This definition includes rolling stock and other tangible (movable) property used in the provision of public transit service.

“Supplies” shall mean all tangible property of the Authority other than Equipment having a useful life of less than one (1) year and an acquisition cost under \$5,000.

“Surplus or obsolete equipment” means tangible property which the Authority determines is no longer required for its needs or for the fulfillment of its responsibilities.

“Fair Market Value” means the most probable price which equipment or supplies should bring in a competitive and open market.

“Net proceeds from the sale of surplus or excess property” means the amount realized from the sale of property no longer needed for transit purposes less the expenses of any actual and reasonable selling and fixing-up expenses.

“Service Life or Useful Life” of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

“Straight Line Depreciation” means the method by which the value of Authority equipment is depreciated (reduced) over its service or useful life as a percentage of its cost.

### **IV. POLICY**

#### **A. Disposition of FTA Funded Tangible Property**

##### **1. Rolling Stock**

With respect to rolling stock originally funded by Federal Transit Administration (FTA) funds, any disposition before the end of its service life requires prior FTA approval. In addition, if rolling stock is removed from service and disposed of before the end of its useful life, the return to FTA is the greater of the FTA share of the unamortized value of the remaining service life per unit, based on straight line depreciation of the original acquisition cost, or the Federal share of the sales price (even though the unamortized value is \$5,000 or less).

In order to maintain proper inventory valuation and management practices, when the last bus in a fleet is sold, or when otherwise warranted, an analysis of related bus parts in inventory needs to be completed by the Maintenance department. Bus parts that are specific to the disposed fleet, which cannot be used by another fleet, must be disposed of. This will keep the parts inventory accurate, and immune to “obsolete inventory” audit findings.

2. Equipment and Supplies over \$5,000 Value

After the service life of equipment is reached, equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000, may be retained or sold, with reimbursement to FTA of an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA’s participation in the original acquisition.

3. Equipment and Supplies less than \$5,000 Value

Equipment with a unit market value of \$5,000 or less, or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold or otherwise disposed of with no obligation to reimburse FTA, providing the useful service life requirements have been met. Records of this action must be retained.

B. Methods of Disposition of Tangible Property

Approved methods for the disposition of surplus or obsolete tangible property shall include:

- (1) trade-in as part of a new procurement;
- (2) transfer or sale to other public agencies;
- (3) transfer to non-profit agencies or organizations consistent with established legal parameters;
- (4) sale by auction open to the public;
- (5) solicitation of sealed bids or negotiated sale; whichever maximizes the disposal value to the Authority; or
- (6) disposal through scrapping.

C. Prohibited Sales

Except in the case where surplus or obsolete Authority property is sold at public auction. Members of the Board of Directors and/or employees of the Authority, or persons acting as agents of the foregoing, shall not be permitted to purchase at the sale.

D. Reports to the Board of Directors

On an annual basis, the Executive Director shall provide, as an information item to the Board, a report of the activities relating to the disposal of surplus or obsolete property describing the identification of property, type of items disposed of, original purchase price information and dates, the gross sales price, and the net proceeds to the Authority.

**V. AUTHORITY**

A. Board Authority – Disposition Authorization

The Board of Directors may authorize the disposal of any surplus or obsolete tangible equipment or supplies having an original acquisition cost exceeding \$100,000. The Staff Report to the Board recommending disposition shall include acquisition cost, source of funding, funding Authority and reimbursement to the funding Authority, if required.

B. Executive Director Authority – Disposition Authorization

The Executive Director may authorize the disposal of any surplus or obsolete tangible equipment or supplies having an original acquisition cost not exceeding \$100,000, providing the useful life of said equipment or supplies have been met.

The Executive Director is authorized to sell or dispose of surplus or obsolete tangible equipment or supplies, when it is judged to be in the best interest of the organization that the property concerned is an estimated market value of up to \$25,000 per unit.