



Board of Directors Special Board Meeting Agenda

Wednesday, May 12, 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
Josefina Dueñas

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:

Wed, May 12, 2021 1:30 PM - 4:30 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/523231797>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 523-231-797

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 May 11, 2021. Email comments to sara@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. 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.

C. CONSENT CALENDAR

1. Approval of Minutes of March 31, 2021 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 1, 2020 through February 28, 2021

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input
2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2021-2022
3. Discussion and Possible Adoption of Resolution #2021-08 Amending Resolution #2021-06 Approving the Amended Project Title for FY 20-21 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations)
4. Discussion and Possible Approval of Ukiah East-West Connecting Route
5. Adoption of Resolution #2021-09 Approving Mendocino Transit Authority Record Retention Schedule

E. PRESENTATION

1. Recruitment of Transit Vehicle Operators

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management
2. Matters from Directors

G. 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 sara@mendocinotransit.org at least 72 hours prior to the meeting.



Board of Directors Regular Meeting Minutes

Wednesday, March 31, 2021

1:30 p.m.

MTA Board of Directors in Attendance

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

Staff in Attendance

Jacob King, Interim Executive Director
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Heather Lindsteadt, HR Director/Recording Secretary
Sara Marquez, Assistant Clerk of the Board

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:

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

Proclamation of Appreciation for Director Dan Gjerde was read. MTA directors express their gratitude to Director Gjerde for serving on the MTA Board for 10 years.

B. PUBLIC COMMENT

Loretta Ellard, Mendocino County of Government (MCOG) requested MTA staff read a communication related to updating the Mendocino County Regional Transportation Plan and would like to hear from Mendocino Transit Authority Board and community members about

transportation needs. Letter is hereby made part of these minutes by reference.

C. CLOSED SESSION

The Board adjourned to Closed Session to meet on:

Conference with Legal Counsel - Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2) One Case

Announcement out of Closed Session

No reportable action taken.

D. CONSENT CALENDAR

1. Approval of Minutes of February 24, 2021 Board Meeting
2. Approval of Minutes of March 5, 2021 Special Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Financial Statements – July 1, 2020 through January 31, 2021

Upon motion by Director **Mulheren**, seconded by Director **Albin-Smith** the Board approved Consent Calendar items C.1 through C.4 by roll call vote. **AYES:** Tarbell, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Richard

E. ACTION & DISCUSSION

1. **Unmet Needs:**
Director **Tarbell** would like to see the coaster Route #60 retuned to regular schedule or at least 1 round trip in the middle of the day.
2. **Discussion and Possible Adoption of Resolution 2021-05 Authorizing the Executive Director to apply for federal Section 5339(c) Low or No Emissions Grant Program to Secure Funding for 3 Battery Electric Cutaway Vehicles and Associated Charging Infrastructure as well as Project Management, Engineering, and Training costs.**

Upon motion by Director **Mulheren**, seconded by Director **Richard** the Board Authorized the Executive Director to apply for federal Section 5339(c) Low or No Emissions Grant Program by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:**0

3. **Discussion and Possible Adoption of Resolution 2021-06 Authorization for the Execution of the Certifications and Assurances and Authorized Agent**

Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Cutaway Vehicle and Continuation of Fare Free Ride Program.

Upon motion by Director **Mulheren**, seconded by Director **Tarbell** the Board Authorized the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:**0

4. Discussion and Possible Adoption of Resolution 2021-07 Adopting an Amended Budget for Fiscal Year 20-21.

Upon motion by Director **Tarbell** seconded by Director **Richard** the Board Adopted Resolution 2021-07 Approving an Amended Budget for Fiscal Year 20-21 by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas. Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:**0

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Executive Director Jacob King reported that he has been learning a lot. He said that he has been invited to participate as a speaker at the spring CALACT conference because of the great work that MTA has been doing.

Bob Butter, Maintenance Manager, report that MTA will be getting the first electric bus which will go into service in Willits. He also reported that he had finish remodeling the operations facility.

Dawn White, Mobility Manager, reported that she has been doing a lot more ADA's applications so that means that more agencies are opening and getting their clients ready to use public transportation again.

Heather Lindsteadt, HR Director, reported that MTA is recruiting one more South Coast Driver.

Mark Harvey, CFO He reported that he will be focusing on the 2021-2022 Operating and Capital budgets for the next Board meeting.

3. Matters from Directors

Director **Tarbell**, asked for a status update on the MTA Administration Building and if MTA thinks there's money to finance it.

Executive Director King responded that the administration building is still on the table and that MTA is saving funds for this project.

Director **Richard** asked about what services MTA is going to add in the coming months. Executive Director King responded that he has been working with City of Ukiah engineer to provide a bus to service Brush Street and Todd Grove Park. It will be presenting to the board in April for approval.

Director **Albin-Smith** mentioned that MTA might need a Grant Manager. She also requested to be able to download the board packet from the website. She also votes on Hybrid style meetings.

Director **Dahlhoff**, nothing to report.

Director **Mulheren** reported that she has been working with the vaccine clinics and mentioned that schools are reopening half days.

Director **Dueñas**: nothing to report.

G. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 3:35 p.m.



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	262	281	382	0	0	0	2944	8606	(5,662)	-66%
03 - Ukiah - DAR	695	518	509	713	588	481	549	612	754	0	0	0	5419	9967	(4,548)	-46%
04 - Fort Bragg - DAR	420	346	519	494	436	399	423	416	610	0	0	0	4063	10245	(6,182)	-60%
05 - BraggAbout	657	637	543	420	330	444	414	391	452	0	0	0	4288	11651	(7,363)	-63%
07 - Jitney-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	921	(921)	-100%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	9170	(9,170)	-100%
09 - Ukiah Local	2760	2382	2249	2564	1969	2306	1902	2101	2482	0	0	0	20715	81412	(60,697)	-75%
20 - Willits - Ukiah	800	665	647	737	557	609	490	530	766	0	0	0	5801	23208	(17,407)	-75%
60 - Coaster	158	153	223	273	233	251	224	194	213	0	0	0	1922	7656	(5,734)	-75%
64 - Ukiah to Fort Bragg	2	6	0	0	0	0	0	0	0	0	0	0	8	3337	(3,329)	-100%
65 - Fort Bragg to Santa Rosa	0	0	130	288	290	228	216	217	273	0	0	0	1642	9381	(7,739)	-82%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	4054	(4,054)	-100%
74 - Saturday Gualala-Ukiah	20	21	17	48	31	18	30	23	31	0	0	0	239	783	(544)	-69%
75 - M-F Gualala to Ukiah	306	281	228	238	199	193	139	198	213	0	0	0	1995	5507	(3,512)	-64%
95 - Pt. Arena to Santa Rosa	0	0	0	47	112	97	74	97	119	0	0	0	546	3456	(2,910)	-84%
97 - Redwood Coast Regional-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	2118	(2,118)	-100%
Monthly Totals	6287	5405	5341	6168	4953	5350	4723	5060	6295	0	0	0	49582	191472	(141,890)	-74%



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
Monthly Totals	23013	24348	24352	24068	20365	20908	20104	20625	13689	4520	4845	6190	207027



Meeting Date: May 12, 2021

Agenda Item: # C.3

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2020 – February 2021

SUMMARY:

Preliminary Unaudited Financial Reports for the Months of July 2020 to February 2021 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$3,046,605 is 79.3% of budgeted revenue of \$3,843,654 for the period.

Expenses of \$3,106,779 are 99.0% of budgeted expenses of \$3,138,473 for the period.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2020 through February 2021.

ATTACHMENTS:

Statement of Net Position as of February 8, 2021

Statement of Revenues and Expenses July 2020 through February 2021

Mendocino Transit Authority
Statement of Net Position
As of February 28, 2021

April 28th, 2021
May 12, 2021
Agenda Item C-3

ASSETS

Current Assets

Checking/Savings

101.900 - Cash

101.100 - Cash-Operating

Operating Cash 714,451

LCTOP Operating 163,833

Senior Operating 118,760

Payroll & Benefits Operating 96,219

Total 101.100 - Cash-Operating Total 1,093,264

101.200 - Cash-Capital

101.202 - Capital Wkg-MUNIS #4100 539,538

101.203 - Cap CALOES -MUNIS #4140 83,685

101.204 - Capital PTMISEA-MUNIS #4230 269,981

101.227 - Cap LCTOP-Umpqua #2776 64,705

Total 101.200 - Cash-Capital 957,909

Total 101.900 - Cash 2,051,173

Accounts Receivable

Total 102.000 - Accounts Receivable 503,733

Other Current Assets

Total 102.300 - Grants Receivable 194,603

Total 102.100 - Accounts Receivable Other 175,970

Total 103.990 - Inventory 70,218

Total 104.199 - Prepaid Expenses Total 145,462

Total Other Current Assets 586,252

Total Current Assets 3,141,158

Fixed Assets

111.900 - Fixed Assets

Total 111.900 - Fixed Assets 21,092,010

Total 111.910 - Accumulated Depreciation -12,050,912

Total 121.900 - Intangible Total 15,000

Total 121.910 - Accum Amortization Total -15,000

Total Fixed Assets 9,041,097

Other Assets

131.900 - Deferred Outflows of Resource

131.100 - Def. Outflows of Resource 717,349

Total 131.900 - Deferred Outflows of Resource 717,349

Total Other Assets 717,349

TOTAL ASSETS 12,899,604

Mendocino Transit Authority
Statement of Net Position
As of February 28, 2021

April 28th, 2021
May 12, 2021
Agenda Item C-3
Agenda Item C-3

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 371,153

Total Credit Cards 27,953

Other Current Liabilities

Total 202.100 - Deferred Grant Revenue 1,307,029

205.700 - Uncashed Checks 8,862

205.900 - Accruals Total

205.200 - Accrued Payroll 55,264

205.500 - Accrued Vacation 141,207

205.600 - Accrued Sick Leave 71,262

Total 205.900 - Accruals Total 267,734

Total Other Current Liabilities 1,583,625

Total Current Liabilities 1,982,730

Long Term Liabilities

231.900 - Prov-Restricted Funds

231.100 - Provision for Liability 47,733

231.200 - Provision for Vehicle Damage 10,247

231.300 - Provision for Unemployment 102,614

231.400 - Provision for Cafeteria Plan 28,744

231.500 - Provision for Worker's Comp 199

Total 231.900 - Prov-Restricted Funds 189,537

235.300 - Deferred Inflows of Resource 181,311

235.910 - Pension Liabilities

231.101 - Net Pension Liability 1,699,182

Total 235.910 - Pension Liabilities 1,699,182

Total Long Term Liabilities 2,070,031

Total Liabilities 4,052,761

Equity

399.900 - Equity

Total 399.900 - Equity 9,638,870

Net Income -792,027

Total Equity 8,846,843

TOTAL LIABILITIES & EQUITY 12,899,604

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2020 through February 2021

	TOTAL		
	Jul '20 - Feb 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.100 · Fares-Passengers	65,684	87,333	75.2%
413.000 · Redwood Coast Regional Center	53,871	43,333	124.3%
409.200 · Sonoma County Contract	52,375	60,820	86.1%
Total 411.000 · OPERATING REVENUE.	171,930	191,487	89.8%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	68,408	66,667	102.6%
407.100 · Maintenance Revenue	23,418	17,667	132.6%
407.400 · Investment(Interest) Income	5,796	1,000	579.6%
407.500 · Other - Fuel Rebates, Etc.	1,422	2,667	53.3%
409.100 · Local Transportation Fund (LTF)	1,995,416	1,995,416	100.0%
409.110 · State Transit Assistance (STA)	556,425	556,425	100.0%
422.000 · 5310 Operating Assistance	174,509	92,667	188.3%
413.101 · 5311 Operating Assistance	0	368,089	0.0%
413.110 · 5311(f) Operating Assistance	0	200,000	0.0%
424.260 · LCTOP Cap & Trade - Capital	0	64,904	0.0%
426.000 · Ag Van Leases	49,282	30,000	164.3%
426.500 · Maintenance Labor Revenue	0	23,333	0.0%
450.000 · CARES-5311	0	200,000	0.0%
460.000 · CARES-5311 (F)	0	33,333	0.0%
Total 420.000 · REVENUES FROM OTHER SOURCES	2,874,675	3,652,167	78.7%
Total Income	3,046,605	3,843,654	79.3%
Expense			
501.100 · WAGES	1,675,762	1,473,489	113.7%
510.000 · BENEFITS	776,721	890,070	87.3%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	543	5,667	9.6%
521.250 · Towing	0	667	0.0%
521.500 · Property Maintenance Services	654	3,667	17.8%
521.700 · Contract IT Services	4,875	6,500	75.0%
503.202 · Legal Counsel	10,710	10,667	100.4%
508.100 · Purch. Trans (Willits DAR)	1,568	1,313	119.4%
523.000 · Marketing	8,903	5,333	166.9%
509.300 · Advertising, Legal Notices	12,067	12,000	100.6%
524.000 · Software Maintenance Fees	38,963	26,667	146.1%
524.200 · Drug & Alcohol Services	3,354	4,000	83.9%
525.000 · Facility Security System	936	1,000	93.6%
525.500 · Accident / Incident Payables	0	10,000	0.0%
503.200 · Professional & Technical Svcs	39,437	65,000	60.7%
Total 520.000 · SERVICE/USER FEES	122,008	152,480	94.2%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	130,130	200,000	65.1%
504.120 · Tires	1,191	16,667	7.1%
504.115 · Lubrication	6,735	6,667	101.0%
532.500 · Tools	144	1,000	14.4%
504.100 · Vehicle Maint & Repair Parts	17,070	1,400	1219.3%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2020 through February 2021

	TOTAL		
	Jul '20 - Feb 21	Budget	% of Budget
504.200 · Parts	254	23,333	1.1%
504.610 · Shop Supplies	18,867	800	2358.4%
504.620 · Facilities,Maint & Repair Parts	13,590	13,333	101.9%
504.400 · Office Supplies	12,487	16,667	74.9%
509.200 · Printing (Schedules,brochures)	4,399	4,667	94.3%
536.700 · Computer Programs & Supplies	3,511	3,667	95.8%
537.000 · Safety & Emergency Supplies	150	333	45.0%
537.500 · Other Materials & Supplies	6,461	9,333	69.2%
Total 530.000 · MATERIALS & SUPPLIES	214,990	297,867	72.2%
540.000 · UTILITIES			
541.000 · MTA Base -Water, Sewer & Waste	6,302	6,200	101.6%
541.250 · FB-Water,Sewer, Waste & Propane	3,182	2,600	122.4%
541.500 · Willitts-Water, Sewer & Waste	1,423	1,200	118.6%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	5,247	5,067	103.6%
543.000 · TPX- Ukiah Phones / Internet	25,694	26,400	97.3%
543.250 · Comcast-Fort Bragg Phones/Inter	770	733	105.0%
544.000 · Verizon-Admin / OPS Cellular	15,325	14,667	104.5%
Total 540.000 · UTILITIES	57,942	56,867	101.9%
560.000 · VEHICLE,CASUALTY & LIABILITY			
506.100 · Premiums - Liab & Prop Dam Ins	225,148	233,333	96.5%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	225,148	233,333	96.5%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	353	400	88.3%
573.000 · Other Licensing & Fees	1,697	1,133	149.7%
Total 570.000 · TAXES	2,050	1,533	133.7%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	6,448	6,833	94.4%
502.700 · Travel	3,719	5,000	74.4%
582.250 · Board Expenses	0	333	0.0%
583.000 · Safety Program	0	667	0.0%
509.800 · Training	627	2,333	26.9%
584.500 · CDL & DOT Physical Expenses	1,365	1,667	81.9%
509.100 · Other Miscellaneous	2,112	1,667	126.7%
Total 580.000 · MISCELLANEOUS	14,271	18,500	77.1%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	17,886	14,333	124.8%
Total 590.000 · LEASES & RENTALS	17,886	14,333	124.8%
Total Expense	3,106,779	3,138,473	99.0%
Other Expense			
550.400 · Covid Cares	14,094		
550.100 · State of Good Repair Expenses	5,119		
Total Other Expense	19,213		
Net Income Before Depreciation	-79,387	705,181	
Depreciation Expense	712,640		
Net Income After Depreciation	-792,027		

2020-2021 UNMET NEEDS REQUESTS

[illegible]



Meeting Date: May 12, 2021

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2021/2022 1st Draft Operating Budget

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2021/2022 estimate was approximately an increase of 15% (approximately \$441,167) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues (based on diesel gas tax) will drop.
- ✓ Fare Revenues have already and will likely continue to drop and will be back-filled with CARES.
- ✓ Advertising Revenue declines.
- ✓ CARES funding has been secured.

The budget being presented today is a very "rough" 1st Draft. MTA will continue to adjust The FY 2021/22 Operating Budget with the May Board Meeting and requests that approval of the FY22/22 Budget be approved at the June, 2020 meeting, in order to provide as accurate a budget as possible.

STAFF RECOMMENDATION:

Direct staff to continue modification of MTA FY2021/22 1st Draft Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

ATTACHMENTS

MTA 2021/2022 1st Draft Operating Budget

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2021-2022FIRST DRAFT	
ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
50100	Operators Wages-Fixed Route-Ukiah	\$436,748.00	\$436,748.00	\$0.00	Labor by Route will be allocated on next Draft
50125	Operators Wages - Fixed Route - Fort Bragg	\$226,830.00	\$226,830.00	\$0.00	
50175	Operators Wages - South Coast	\$185,850.00	\$185,850.00	\$0.00	
50200	Operators Wages - DAR - Inland	\$98,000.00	\$98,000.00	\$0.00	
50225	Operators Wages - DAR - Fort Bragg	\$81,480.00	\$81,480.00	\$0.00	
50250	Operations - Dispatch	\$169,200.00	\$169,200.00	\$0.00	
50300	Maintenance & Facilities Salaries & Wages	\$291,075.00	\$291,075.00	\$0.00	
50400	Administrative Salaries	\$589,117.00	\$589,117.00	\$0.00	
50500	Administrative Staff	\$112,174.00	\$112,174.00	\$0.00	
50575	Longevity	\$19,760.00	\$19,760.00	\$0.00	
	TOTAL SALARIES	\$2,210,234.00	\$2,210,234.00	\$2,600,000.00	
BENEFITS					
51000					
51100	FICA/Medicare	\$31,930.00	\$35,400.00	\$45,500.00	
51125	Pension Plan (CalPERS)	\$192,000.00	\$176,820.00	\$208,000.00	
51150	CalPERS Unfunded Liability	\$132,705.00	\$132,705.00	\$174,000.00	
51175	ICMA Retirement Plan	\$1,200.00	\$2,000.00	\$2,000.00	
51200	Medical Plan	\$668,620.00	\$575,000.00	\$638,000.00	
51260	Dental Plan- FSA - COBRA Admin	\$32,960.00	\$24,400.00	\$24,400.00	
51300	Vision Plan	\$3,337.20	\$1,980.00	\$2,000.00	
51325	Life Insurance	\$8,899.20	\$6,600.00	\$6,600.00	
51350	457 MTA Match	\$88,580.00	\$63,000.00	\$63,000.00	
51375	Worker's Compensation Insurance	\$175,000.00	\$175,000.00	\$175,000.00	
51450	Unemployment Insurance	\$27,500.00	\$130,000.00	\$56,000.00	
51600	Uniforms & Work Clothing Allowances	\$10,500.00	\$6,000.00	\$6,000.00	
51650	Air Med Services (REACH)	\$3,500.00	\$3,000.00	\$3,000.00	
51675	Misc .	\$3,200.00	\$1,200.00	\$1,200.00	
		\$1,379,931.40	\$1,333,105.00	\$1,404,700.00	

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2021-2022FIRST DRAFT	
ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
52100	Vehicle Technical Services (outsourcing)	\$8,500.00	\$8,500.00	\$8,500.00	
52125	Towing	\$3,200.00	\$1,000.00	\$3,200.00	
52150	Property Maintenance Services	\$5,500.00	\$5,500.00	\$2,750.00	
52170	Contract IT Services	\$32,100.00	\$9,750.00	\$30,000.00	
52250	Legal Counsel	\$10,500.00	\$16,000.00	\$16,000.00	
52275	Purchased Transportation (Willits DAR)	\$1,200.00	\$1,970.00	\$2,000.00	
52300	Marketing	\$15,000.00	\$8,000.00	\$8,000.00	
52325	Advertising, Legal Notices	\$15,000.00	\$18,000.00	\$18,000.00	
52400	Software Maintenance Fees	\$14,250.00	\$40,000.00	\$45,000.00	
52420	Drug and Alcohol Services	\$11,000.00	\$6,000.00	\$6,000.00	
52500	Facility Security System	\$7,200.00	\$1,500.00	\$1,500.00	
52550	Accident / Incident Payables	\$15,000.00	\$15,000.00	\$15,000.00	
52600	Professional & Technical Services	\$75,000.00	\$97,500.00	\$105,000.00	
	Outside Labor				
	TOTAL SERVICES / USER FEES	213,450.00	228,720.00	260,950.00	
53000	MATERIALS & SUPPLIES CONSUMED				
53100	Fuel	\$450,000.00	\$300,000.00	\$400,000.00	
53150	Tires	\$30,000.00	\$25,000.00	\$35,000.00	
53200	Lubrication	\$25,000.00	\$10,000.00	\$25,000.00	
53250	Tools	\$1,500.00	\$1,500.00	\$1,500.00	
53300	Vehicle Maintenance & Repair Parts	\$53,000.00	\$35,000.00	\$50,000.00	
53325	Expense Parts	\$2,100.00	\$2,100.00	\$2,500.00	
53350	Shop Supplies (consumables)	\$21,500.00	\$1,200.00	\$20,000.00	
53400	Vehicle Accessories	\$1,200.00	\$0.00	\$0.00	
53450	Facilities Maintenance & Repair Parts	\$30,000.00	\$20,000.00	\$35,000.00	
53550	Office Supplies	\$37,500.00	\$25,000.00	\$25,000.00	
53670	Computer Programs & Supplies	\$5,000.00	\$5,500.00	\$4,500.00	
53650	Printing (Schedules, brochures)	\$15,000.00	\$7,000.00	\$7,000.00	
53700	Safety & Emergency Supplies	\$1,500.00	\$500.00	\$1,500.00	
53750	Other Materials & Supplies	\$5,500.00	\$14,000.00	\$14,000.00	
	TOTAL MATERIALS & SUPPLIES	\$678,800.00	\$446,800.00	\$621,000.00	
54000	UTILITIES				
54100	MTA Base: Water, Sewer & Solid Waste	\$12,000.00	\$9,300.00	\$15,000.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane	\$3,200.00	\$3,900.00	\$6,000.00	
54150	Willits Base: Water, Sewer & Solid Waste	\$2,000.00	\$1,800.00	\$3,000.00	
54200	PG&E: Ukiah, Fort Bragg, Willits	\$9,500.00	\$7,600.00	\$7,600.00	
54300	TPX: Ukiah Phones/Internet	\$25,000.00	\$39,600.00	\$39,600.00	
54325	Comcast: Fort Bragg Phones/Internet	\$1,500.00	\$1,100.00	\$1,100.00	
54350	SEAKAY: South Coast Telephone/Internet	\$1,500.00	\$0.00	\$0.00	
54400	Verizon: Admin/OPS Cellular	\$25,000.00	\$22,000.00	\$12,000.00	
	TOTAL UTILITIES	\$79,700.00	\$85,300.00	\$84,300.00	

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2021-2022 FIRST DRAFT	
ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
56100	Premiums for Liability & Property Dam.Risk Ins.	\$390,000.00	\$350,000.00	\$360,000.00	
	TOTAL CASUALTY & LIABILITY COSTS	\$390,000.00	\$350,000.00	\$360,000.00	

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
57000	TAXES				
57100	Taxes - State Board of Equalization	\$5,000.00	\$600.00	\$600.00	
57200	Other Licensing Fees & Taxes	\$2,500.00	\$1,700.00	\$1,700.00	
	TOTAL TAXES	\$7,500.00	\$2,300.00	\$2,300.00	

58000	MISCELLANEOUS				
58050	Dues & Subscriptions	\$10,250.00	\$10,250.00	\$10,000.00	
58200	Travel	\$7,500.00	\$7,500.00	\$30,000.00	
58225	Board Expenses	\$5,500.00	\$500.00	\$500.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$4,500.00	\$1,000.00	\$1,000.00	
58400	Training (Classes, Seminars & Materials)	\$3,500.00	\$3,500.00	\$3,500.00	
58450	CDL and DOT Physical Expenses	\$3,500.00	\$2,500.00	\$2,500.00	
58600	Other Miscellaneous	\$3,500.00	\$2,500.00	\$2,500.00	
	TOTAL MISCELLANEOUS	\$38,250.00	\$27,750.00	\$50,000.00	

59000	LEASES & RENTALS				
59100	Leases and Rentals	\$10,000.00	\$21,500.00	\$21,500.00	
	TOTAL LEASES & RENTALS	\$10,000.00	\$21,500.00	\$21,500.00	
	TOTAL OPERATING EXPENDITURES	\$5,007,865.40	\$4,705,709.00	\$5,404,750.00	

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2021-2022 FIRST DRAFT	
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ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
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OPERATING REVENUE		FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	
ACCOUNT	OPERATING REVENUE				
41000	REVENUES FROM OPERATING				
41100	Fixed Route Farebox Revenue	\$200,000.00	\$86,000.00	\$400,000.00	
41200	Dial-A-Ride Farebox Revenue	\$75,000.00	\$45,000.00	\$60,000.00	
41300	Redwood Coast Regional Center	\$35,000.00	\$65,000.00	\$65,000.00	
41400	Sonoma County Contract	\$135,000.00	\$91,230.00	\$177,200.00	
	TOTAL OPERATING REVENUES	\$445,000.00	\$287,230.00	\$702,200.00	

42000	REVENUES FROM OTHER SOURCES				
42100	Local Transportation Fund (LTF)	\$2,993,124.00	\$2,993,124.00	\$3,434,291.00	
42150	State Transit Assistance	\$834,637.00	\$834,637.00	\$655,221.00	
42200	5310 Operating Assistance	\$110,000.00	\$139,000.00	\$0.00	
42300	5311 Operating Assistance	\$531,772.00	\$552,134.00	\$552,134.00	
42400	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	
42425	LCTOP Cap and Trade	\$10,500.00	\$97,356.00	\$90,000.00	
42415	Cal-OES	\$0.00	\$0.00	\$0.00	
42500	Advertising Contract	\$65,000.00	\$100,000.00	\$100,000.00	
42600	Ag Van Leases	\$45,000.00	\$45,000.00	\$45,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	
42650	Maintenance Labor Revenue	\$25,000.00	\$35,000.00	\$0.00	
42900	Investment (Interest) Income	\$2,500.00	\$1,500.00	\$7,500.00	
44000	Other - Fuel Rebates, etc.	\$550.00	\$4,000.00	\$4,000.00	
45000	CARES-5311	\$950,000.00	\$300,000.00	\$550,000.00	
46000	CARES-5311(F)	\$105,000.00	\$50,000.00	\$100,000.00	
	TOTAL REVENUES FROM OTHER SOURCES	\$5,999,583.00	\$5,478,251.00	\$5,864,646.00	

TOTAL OPERATING REVENUE	\$6,444,583.00	\$5,765,481.00	\$6,566,846.00	
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Meeting Date: May 12, 2021

Agenda Item: D.4

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution #2021-08 Amending Resolution #2021-06 Approving the Amended Project Title for FY 20-21 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations)

SUMMARY:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862.

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

This program is administered by the California Department of Transportation (Caltrans) in coordination with Air Resource Board (ARB) and the State Controller's Office (SCO). Caltrans is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law.

After Board adoption of Resolution 2021-06 on March 31, 2021, MTA staff was informed that the Mendocino College Fare Free Ride Program was a 5-year program and MTA could not allocate funding to this project. MTA would like to amend the project to provide fare free rides system wide.

MTA will apply for the following:

FY 20-21 Capital	\$90,475	Purchase of All Electric Bus
FY 20-21 Operations	\$6,881	System Wide Fare Free Rides

Total Application for FY 20-21 for \$97,356

Adopt Resolution #2021-08 Amending Resolution #2021-06 Approving the Amended Project Title for FY 20-21 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations)



RESOLUTION #2021-08

Amending Resolution #2021-06

**Approving the Amended Project Title for FY 20-21 LCTOP to:
\$90,475 Purchase Zero Emission Bus to Replace Old Gas-Powered Bus
\$6,881 System Wide Fare Free Rides**

WHEREAS, the Mendocino Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Mendocino Transit Authority Board of Directors adopted Resolution #2021-06 on March 31, 2021 which authorized the execution of the Certifications and Assurances and Authorized Agent forms as well as Project Titles and funding amounts for the FY 20-21 LCTOP projects; and

WHEREAS, Staff discovered the need to revise the LCTOP 99314 Project Title from: Provide Fare Free Rides to Mendocino College Students Utilizing PUC 99314 (Operations) funding in the amount of \$6,881 to ***System Wide Fare Free Rides Utilizing PUC 99314 (Operations) \$6,881***, and

WHEREAS, the Mendocino Transit Authority wishes to amend Resolution #2021-06 to amend the LCTOP Fiscal Year 20-21 Project Title (99314 Operations) as listed above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Transit Authority Resolution #2021-06 is amended to reflect the Project Title change to ***System Wide Fare Free Rides Utilizing PUC 99314 (Operations) \$6,881***, and reaffirms that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects. LCTOP FY 20-21 \$90,475 Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (99313 Capital) shall remain the same.

NOW THEREFORE, BE IT FURTHER RESOLVED that the MTA Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Mendocino Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 20-21 LCTOP funds:

List project(s), including the following information:

Project Name: Purchase Zero Emission Bus to Replace Old Gas-Powered Bus and System Wide Fare Free Rides

Amount of LCTOP funds requested: \$97,356

Short description of project: Purchase of Zero Emission Bus and System Wide Fare Free Rides

Benefit to a Priority Populations: Low-income community will benefit from free transportation, reduction in sound pollution 45 tons of Co2 annually.

Contributing Sponsors (if applicable): Mendocino Council of Governments

Adoption of the Resolution was MOVED by Director _____ and SECONDED by Director _____ at a Special Meeting of the Board of Directors on May 12, 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE:

BY: _____
Saprina Rodriguez, MTA Board Chair



BETTY T. YEE
California State Controller

February 26, 2021

County Auditors
Transportation Planning Agencies
County Transportation Commissions
San Diego Metropolitan Transit System

SUBJECT: Low Carbon Transit Operations Program

Pursuant to Health and Safety Code section 39719(b)(1)(B), the State Controller's Office shall allocate five percent of the annual proceeds from the Greenhouse Gas Reduction Fund to the Low Carbon Transit Operations Program. The allocation is made according to the requirements of the Low Carbon Transit Operations Program and pursuant to the distribution formula in sections 99312(b) or (c), 99313, and 99314 of the Public Utilities Code. Enclosed is a schedule that provides the amounts available for the Fiscal Year 2020-21 Low Carbon Transit Operations Program.

Please contact John Bodolay by telephone at (916) 323-2154 or by email at jbodolay@sco.ca.gov with any questions or for additional information.

Sincerely,

Original Signed By

MELMA DIZON
Manager
Local Apportionments Section

Enclosures

STATE CONTROLLER'S OFFICE
LOW CARBON TRANSIT OPERATIONS PROGRAM
ELIGIBLE ALLOCATION FISCAL YEAR 2020-2021 SUMMARY

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Regional Entity	PUC 99313 Fiscal Year 2020-21 Eligible Allocation	PUC 99314 Fiscal Year 2020-21 Eligible Allocation	Total Fiscal Year 2020-21 Eligible Allocation
	A	B	C= (A + B)
Metropolitan Transportation Commission	\$ 8,014,588	\$ 21,930,561	\$ 29,945,149
Sacramento Area Council of Governments	2,012,981	709,293	2,722,274
San Diego Association of Governments	996,245	243,790	1,240,035
San Diego Metropolitan Transit System	2,443,262	1,003,729	3,446,991
Tahoe Regional Planning Agency	110,539	6,467	117,006
Alpine County Transportation Commission	1,175	92	1,267
Amador County Transportation Commission	38,760	1,466	40,226
Butte County Association of Governments	216,339	11,667	228,006
Calaveras County Local Transportation Commission	46,318	571	46,889
Colusa County Local Transportation Commission	22,532	1,012	23,544
Del Norte County Local Transportation Commission	28,083	1,469	29,552
El Dorado County Local Transportation Commission	178,091	12,432	190,523
Fresno County Council of Governments	1,052,789	191,375	1,244,164
Glenn County Local Transportation Commission	30,246	855	31,101
Humboldt County Association of Governments	137,136	23,541	160,677
Imperial County Transportation Commission	194,206	17,840	212,046
Inyo County Local Transportation Commission	19,118	0	19,118
Kern Council of Governments	943,941	58,151	1,002,092
Kings County Association of Governments	158,026	6,362	164,388
Lake County/City Council of Governments	65,882	3,584	69,466
Lassen County Local Transportation Commission	29,662	1,343	31,005
Los Angeles County Metropolitan Transportation Authority	10,465,518	13,556,990	24,022,508
Madera County Local Transportation Commission	162,695	5,471	168,166
Mariposa County Local Transportation Commission	18,587	525	19,112
Mendocino Council of Governments	90,475	6,881	97,356
Merced County Association of Governments	291,675	14,255	305,930
Modoc County Local Transportation Commission	9,845	773	10,618
Mono County Local Transportation Commission	13,851	20,291	34,142
Transportation Agency for Monterey County	453,830	141,089	594,919
Nevada County Local Transportation Commission	100,936	4,973	105,909
Orange County Transportation Authority	3,286,199	1,183,981	4,470,180
Placer County Transportation Planning Agency	325,476	47,475	372,951
Plumas County Local Transportation Commission	18,785	3,068	21,853
Riverside County Transportation Commission	2,512,543	416,619	2,929,162
Council of San Benito County Governments	64,146	1,088	65,234
San Bernardino County Transportation Authority	2,243,248	483,166	2,726,414
San Joaquin Council of Governments	795,881	185,418	981,299
San Luis Obispo Area Council of Governments	285,233	20,154	305,387
Santa Barbara County Association of Governments	464,835	117,295	582,130
Santa Cruz County Transportation Commission	279,033	250,640	529,673
Shasta Regional Transportation Agency	183,165	9,756	192,921
Sierra County Local Transportation Commission	3,293	128	3,421
Siskiyou County Local Transportation Commission	45,740	1,949	47,689
Stanislaus Council of Governments	573,748	32,604	606,352
Tehama County Transportation Commission	67,002	1,398	68,400
Trinity County Transportation Commission	13,938	548	14,486
Tulare County Association of Governments	493,781	52,509	546,290
Tuolumne County Transportation Council	56,496	1,460	57,956
Ventura County Transportation Commission	867,127	140,896	1,008,023
State Totals	\$ 40,977,000	\$ 40,977,000	\$ 81,954,000



Meeting Date: May 12, 2021

Agenda Item: D.4

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of Ukiah East-West Connecting Route

SUMMARY:


The Purpose for this Route is to bring transit to the East and West side of Ukiah while also enhancing service to Downtown. This project was started due to 700 E Gobbi and Todd Grove Park being on MTA's unmet needs list.


The Mendocino Transit Authority (MTA) Route Committee has designed a new route in the Central Ukiah area that will bring transit service to the Oak Manor neighborhood on the eastside and the Todd Grove Park area on the westside. The new route will serve the Downtown area between Mill and Standley Streets by way of MTA's existing Local 9 and 7 Jitney routes. This new Route will also serve the Brush Meadow Apartments (Farm Labor Housing) and the new Orr Creek Commons (Senior Community) that is currently under construction. MTA does not currently serve the East side of Ukiah, with the addition of this route MTA will connect the entire Oak Manor neighborhood and 700 E Gobbi senior community with our transit system.


STAFF RECOMMENDATION:


Approval of the Ukiah East West Connecting route.


Copy of Ukiah Circular


- Ukiah Circular
- 


Westbound
- 


Gobbi & Oak Manor Dr
- 


Oak Manor Park
- 


700 E Gobbi
- 


Post Office
- 


Social Security
- 


Big Lots
- 


Pear tree (JC Penny)
- 


Brush St
- 


Gibson & State
- 


Dr Barrington's Office
- 


Main & Norton
- 


Library
- 


Perkins & School
- 


Space
- 


Dora & Walnut
- 


Todd Grove Park
- 


Eastbound
- 


Dora & Walnut
- 


Savings Bank
- 


Alex Thomas Plaza
- 


Master Cleaners
- 


Ukiah Theatre
- 


Grace Hudson Museum
- 


Main & Norton
- 


Pub
- 

Redwood Tree
- 

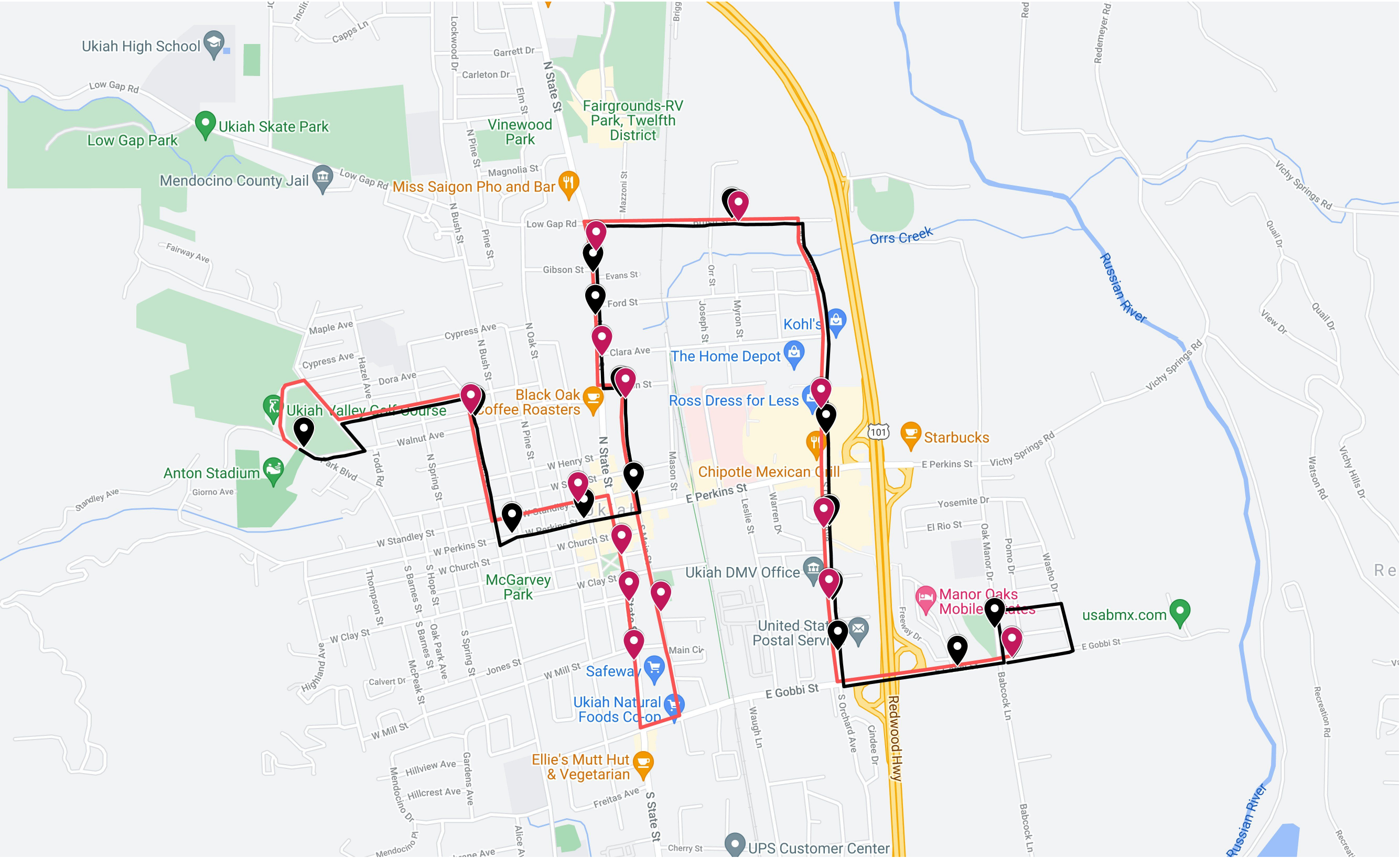
Brush St
- 

Pear Tree (Ross)
- 

Across from Big Lots
- 

DMV
- 

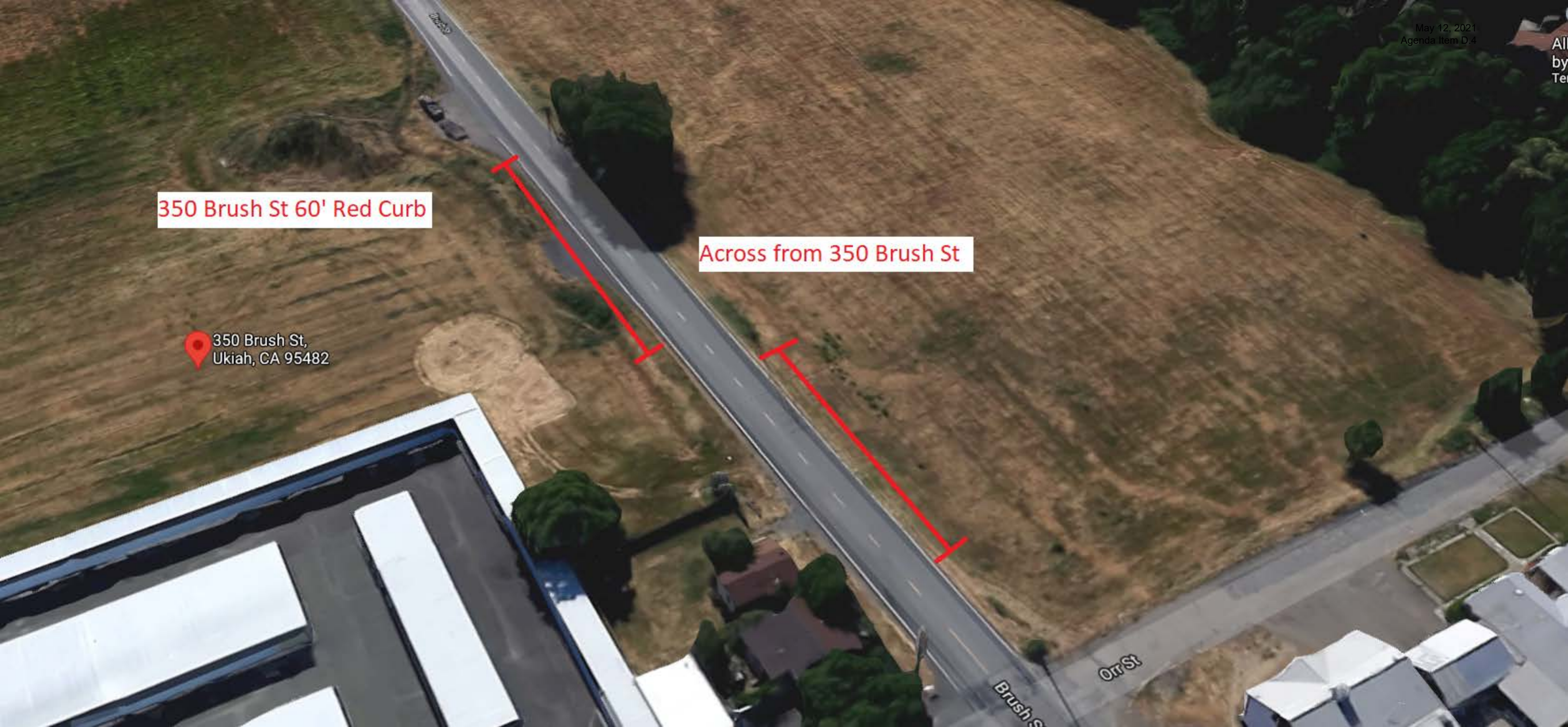
Gobbi & Oak Manor Dr



350 Brush St 60' Red Curb

Across from 350 Brush St

350 Brush St,
Ukiah, CA 95482





350 Brush St 60' Red Curb

Grace Hudson
Museum-Sun House
Temporarily closed

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S Main St

Cleveland Ln

517 S. Main St. 60' Red Curb



517 S. Main St 60' Red Curb

Lake Event Design
& Party Rental Ukiah

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643 S. Main St. 60' Red Curb

S Main St

E Gobbi St

Porzio



643 S. Main St. 60' Red Curb



732 E. Gobbi St 60' Red Curd



732 E. Gobbi St 60' Red Curb

This is an aerial photograph of a residential street. A red line is drawn along the curb of 732 E. Gobbi St, indicating a 60-foot red curb. The street is lined with trees and houses. To the left of the street, there are several houses, including one with a swimming pool. To the right, there are more houses and a parking lot. The text '732 E. Gobbi St 60' Red Curb' is overlaid on the image in a white box with red text. The street name 'E Gobbi St' is visible on the road surface. Other street names visible include 'Club House Dr' and 'Club House Rd'.



Across from 350 Brush St

Oak Manor Playground

Oak Manor Park

Oak Manor Park, 60' Red Curb

530

550

570

535

555

565

Oak Manor Dr

Oak Manor Dr

Oak Manor Dr



Oak Manor Park, 60' Red Curb



Meeting Date: May 12, 2021

Agenda Item: D.5

AGENDA SUMMARY REPORT

SUBJECT:

Adoption of Resolution #2021-09 Approving Mendocino Transit Authority Record Retention Schedule

SUMMARY:

Mendocino Transit Authority does not have a current adopted Records Retention Schedule. A Records Retention Schedule is necessary to adhere to state and federal grant requirements, reduce current and future storage space and costs, increase efficiency and create a standardized program of accountability for the treatment of public records. Effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value.

The attached Resolution #2021-09 Authorizes the MTA Executive Director to update the MTA Record Retention Schedule as needed, without further board adoption, in the event new laws are enacted which would change the retention time of any MTA document. The Record Retention Schedule will be reviewed annually by MTA staff and should be presented to the MTA Board for update and adoption at least every 5-years.

STAFF RECOMMENDATION:

Adopt Resolution #2021-09 Approving Mendocino Transit Authority's Record Retention Schedule

ATTACHMENTS

Resolution 2021-09

Exhibit A – MTA Records Retention Schedule



RESOLUTION #2021-09
Adopting Mendocino Transit Authority's
Record Retention Schedule

WHEREAS, the Maintenance of numerous records is expensive, slows down document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of Mendocino Transit Authority, and

WHEREAS, The California Secretary of State established a Local Government Records Program to assist agencies in the record keeping requirements; and

WHEREAS, California Code, Government Code Section 60201 states that a legislative body, by resolution, can adopt and comply with a record retention schedule that complies with guidelines provided by the Secretary of State pursuant to Section 12236 , that classifies all of the agency's records by category, and that establishes a standard protocol for destruction or disposition of records.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Transit Authority that :

1. The Records Retention Schedule attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted and the Board of Directors.
2. The MTA Executive Director is authorized to update the MTA Records Retention Schedule as needed without further action by the Board of Directors of Mendocino Transit Authority.

Adoption of the Resolution was MOVED by Director____ and **SECONDED** by Director _____ at a Special Meeting of the Board of Directors on May 12, 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE:

BY:_____

Saprina Rodriguez, MTA Board Chair

Explanations and Definitions

This Retention Schedule serves as the starting point for establishing the guidelines that define the length of time for which MTA should retain records and information. Records refer to information — regardless of its format or media — that documents the actions and transactions of MTA, as well as information that is needed to comply fully with legal, financial, reporting, and regulatory requirements, and to maximize business efficiencies.

Column Heading Explanations

- Record No.** - a unique identifying number for the category of information (to be added after all categories have been determined)
- Business Process** - the high-level grouping of business processes within MTA (*this is not the departments or functions of MTA, but rather high-level general business functions*)
- Record Category Name** - the actual category or grouping of "like" information upon which retention will be applied.
- Record Category Description** - a description of the category or grouping of "like" information for clarification purposes.
- Example Records** - records and information names that fall within the category or grouping; many actual departmental retention schedule record series are mapped to one of these high-level categories.
- Retention** - how long information in this category must be retained, including any triggering events (described at the top of the schedule, with additional codes below)
- Legal Citations** - the legal or regulatory requirements or statutes that lead to the calculation of retention (not all information has a legal requirement to be kept; other considerations are mentioned above).
- Comments** - any special handling or other requirements for information of this category.

Other Records Retention Event Codes and Acronyms

- CCP** - Code of Civil Procedure
- CCR** - California Code of Regulations
- CFR** - Code of Federal Regulations
- GOV** - Government
- HSC** - Health and Safety Code
- LAB** - Labor Code
- MAINT** - Maintain records
- UIC** - Unemployment Insurance Code
- USC** - US Code

Definitions

Obtained from the California Secretary of State Guidelines.

Active Records -Retention period for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

Administrative Records - Records commonly found in all offices and typically retained only for short time periods - less than five years. Examples include subject, chronological, budget, and policy files.

Archival Records - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Discovery - The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or processing. Anything requested during discovery must be disclosed if it exists - even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until release by opposing attorney or the court.

Local Government - Government Code, Section 6252 states: "'Local Agency' includes a county; city, whether general law or charter; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952."

Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)

Permanent Records - Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

Perpetual Records - Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Records - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

Records Retention Schedule - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Retention Period - The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then, a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
001	Administrative	Audits	Records and information related to preparation and follow up on auditing activities, including operational, compliance, or financial information created as a part of an audit.	Expense reports Budgets Procurement records Audit reports	AU*+7Y	CA - GOV 12236 - SOS Guidelines (7Y)	* Closure of audit Exception: If grant specifies a longer retention period, retain per the grant's requirements.
002	Administrative	Authorizations - Executive Director	Authorizations for staff members to act on behalf of the Executive Director in the Executive Director's absence. Authorizations for staff members to sign for grants, Certifications and Assurances, etc.	Authorization Forms (<i>from various Government entities, etc.</i>) Related Communication	AC+3Y*	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (4/7Y or until audited, whichever is first)	*Audit complete after 3Y
003	Administrative	Chronological and Non-Specific Correspondence	Correspondence, memos, notes, emails that do not require acknowledgment or follow-up, pertain to non-essential subjects, or are not subject to another category.	Casual Correspondence Chronological Files Internal memos (announcements, new programs, notices) Form Letters Notes of Appreciation General emails	AC+2Y*	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (2Y)	*Correspondence, including emails, related to specific projects or a policy-making decision should be retained per the project or related subject's retention time frame.
004	Administrative	Department Administration	General internal administrative records of MTA administrative departments, including: - Documentation of department activities - Information captured on a log or a list	Computing Equipment (<i>inventories, manuals, software, licenses, warranties, service records</i>) Department Administrative Documents (<i>calendars, project goals/objectives, staff/dept. meeting agendas and minutes, etc.</i>) Logs	AC+2Y	CA - 8 CCR 3203 - (CY+1Y) CA - GOV 34090 - (2Y)	Per CA GOV 12236 SOS Guidelines, inventories, software/hardware documentation, plans and goals remain active until revised/superseded/rescinded.
005	Administrative	Policies and Procedures	All documentation of MTA or department policy and procedures.	Correspondence Directives Guidelines Handbooks Policies Procedure Manuals Procedures Records Retention Schedule Rules / Regulations Standards Legislative Principles/Programs	AC+3Y*	CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (TE+1Y)	Per CA GOV 12236 SOS Guidelines, all organizational policies and procedures remain active until revised. *Retain 3Y for audit.
006	Administrative	Project and Subject Files	Records documenting activities related to specific projects or subjects (unrelated to construction, facilities/ infrastructure).	Consultants Data Processing Subject Files (Correspondence, Reference Publications, Reports) Extracted Data Summaries Forms Project Files Project/Program Plan Project Reporting Project Studies Subject Files Templates & Letterhead Working Files	AC+3Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (3Y)	Exception: If grant specifies a longer retention period, retain per the grant's requirements. If pertaining to facilities/ infrastructure, please follow the retention requirements for Construction, Engineering and Infrastructure Project Files (Operations business process).
007	Administrative	Records, Information Management	Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Lists of Stored / Destroyed Records Master Records Inventory Records Transfers (<i>to storage, to other depts.</i>)	AC+4Y	CA - GOV 34090 - (2Y) CA - GOV 12236 - SOS Guidelines (4Y)	
008	Administrative	Reference Materials	Documents and materials retained for ongoing personal reference or ongoing research purposes not covered in a more specific process related series.	Census Data Data Processing Subject Files (<i>Correspondence, Reference Publications, Reports</i>) Environmental Regulatory Data Extracted Data Summaries Records Inventory	S		Considered non-record research material
009	Communications	Historical Documents, Events, Memorabilia, Collections, Artifacts, Schedules, Brochures, Tickets/Passes	Records and information documenting the history and significant milestones of MTA; and publications providing information on routes, schedules and services provided by MTA.	Brochures Bus Schedules Executive, MTA Official Communications, Speeches, Videos Historical Events, Artifacts, Architecture Mission Statement Artwork, Pictures, Video Collections (logos, identity/branding) Organization Charts Significant News Clippings, Releases (regarding agency milestones) Transit Services Maps Transit Tickets and Passes	PR	CA - GOV 34090 - (2Y)	Retain permanently for historical reference.

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Record							
No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
010	Communications	Community Outreach, Media and Public Relations	External-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation with or for the benefit of the customer service community.	Bus Advertising Marketing (media, mailers, media packets, mailers, promotional items) Articles Media (Press Releases, Media Packets) Events (<i>community outreach, special</i>) Mailers Media Packets Newsletters Promotional Items	AC*+3Y	CA - GOV 34090 -(2Y) CA - GOV 12236 - SOS Guidelines (3Y)	Exception 1: Postings for procurements and civil rights should be retained for the duration specified for the related federal procurement. Exception 2: If records pertain to agency milestones or historic events, keep permanently per the Historical Documents/ Events/ Memorabilia/ Collections/ Artifacts retention.
011	Communications	Customer Service	Documentation regarding customers and passengers, including participation in MTA programs, and customer complaints or issues and the actions taken to address and resolve them.	Customer Correspondence Dial-A-Ride (DAR Eligibility List, No Show Letters, Reduced Fare Applications, etc.) Issues Log Passenger Information	AC+3Y	CA - GOV 34090 -(2Y) CA - GOV 12236 - SOS Guidelines (3Y)	Regardless of how received (e.g., phone, email, etc.) Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
012	Compliance	Non-Financial Reporting	Official non-financial reports and studies issued by MTA to meet and comply with regulatory requirements*.	Actuarial Studies OSHA 300, 300a, 301 Reports / Logs Risk Management Reports (<i>Federal OSHA, loss analysis, safety</i>) Workers Compensation Reports (<i>monthly, annual</i>)	6Y	CA - 8 CCR 14300.33 -(5Y) CA - GOV 34090 -(2Y) CA - LAB 6401.7 -(MAINT) US - 29 CFR 1602.14 -(FR+1Y) US - 29 CFR 1904.4 -(MAINT) US - 29 CFR 1904.33 -(CY+5Y)	Retention is 6 yrs, because most records in this grouping must be retained for 5 yrs following the calendar year in which they pertain. *Exception: If pertaining to Transit Operator Compliance Records, and Transit Program Reports, retain as specified under the respective record c a t e g o r y ' s retention period.
013	Compliance	Legal Compliance	Forms and filings mandated by state and federal laws, including those related to economic interests of Officials designated in MTA' Conflict of Interest Code.	Form 700 Filings Conflict of Interest Code (Revisions, Correspondence) Fair Political Practices Commission (FPPC) Statements of Economic Interest	AC*+7Y	CA - GOV 34090 -(2Y) CA - GOV 81009(e), (f) - (4Y, 7Y)	*Remains active until individual leaves M T A .
014	Compliance	Public Information	Records requested by the public, required for provision to the public, and related inquiries.	Public Records Requests	CL+2Y	CA - GOV 34090 -(2Y) CA - GOV 12236 - SOS Guidelines (2Y)	
015	Finance	Accounting	Records and information related to management of MTA accounts, including payables, receivables, grants, expenses, books and ledgers.	1099 Accounts Payable Accounts Receivable Bank Reconciliations Cash Chart of Accounts Expenses General Ledger Journal Entries Liabilities (Accounts Payable, Payroll Accruals) Revenue (Fare, Federal, State, etc.) W-9	*FY+7Y	CA - GOV 60201 -(AU) CA - GOV 12236 - SOS Guidelines (7Y, or until audited, whichever is first) US - 26 CFR 1.162-17 -(MAINT) US - 26 CFR 31.6001 (4Y)	*Retain FY+7Y or until audited, whichever comes first. Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
016	Finance	Banking Administration	Records and information related to the administration of banking activities.	Banking Resolutions Signature Authority	AC+2Y	CA - GOV 34090 -(2Y)	
017	Finance	Budgets	Records and information relating to creating and implementing organizational budgets.	Capital Budget Operating Budget Budget Adjustments Budget Outlook Presentations Supporting Documents	*FY+7Y	CA - GOV 34090 (2Y) CA - GOV 12236 - SOS Guidelines (7Y, or until audited, whichever is first)	*Retain FY+7Y or until audited, whichever comes f i r s t .
018	Finance	Final Reports	Final versions of MTA financial reports, whether required by regulations or generated to track financial transactions and achievements.	Audit Report NTD State Controller Report (Finance, Compensation) Triennial Reviews (Reports, Findings, Correspondence, Financial Management, Capacity, Maintenance, ADA, Title VI, Procurement, DBE, Legal, Project Planning/Program, Public Comment, Safety, Security, Drug Free Workplace, Drug and Alcohol, EEO, etc.)	PR	CA - GOV 34090 (2Y) CA - GOV 12236 - SOS Guidelines (7Y, or until audited, whichever is first)	Retain permanently for historical reference.

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
019	Finance	Fixed Assets	Records and information related to the ownership, purchase, sale, lease or improvement of land, buildings, infrastructure, equipment and other capital and fixed assets owned or used by MTA.	Asset Records Depreciation Disposal	LI*+2Y	CA - CCP 337.15 - (10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (4Y)	* Life of Asset Exception: If pertaining to grant funds, and grant specifies a longer retention period, retain per the requirements.
020	Finance	Grants and Funding	Documents the application, award, administration, monitoring, reporting, and status of grants and other funding sources for MTA programs and operations.	Applications Approval Letter Authorizations Awards and Notifications Correspondence Federal Grant Grant Agreement Grant Funding Local Grant Reports State Grant Tracking Reports	*AC+2Y	CA - GOV 34090 -(2Y) CA - GOV 12236 - SOS Guidelines (AC+2Y)	*Active until end of grant year or until audited, whichever is greater. If grant specifies a longer retention period, retain per grant's requirements.
021	Finance	Payroll	Records and information related to the accounting of MTA payroll. This also includes records and information reflecting all remuneration paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Bi-monthly Processing Quarterly Payroll Taxes W-2	FY+5Y	CA - 2 CCR 570.5 -(5Y) CA - 2 CCR 571(b)(1)(E) -(5Y) CA - 22 CCR 1085-2 (c) -(4Y) CA - GOV 12946 - (TE+2Y) CA - GOV 60201 -(2Y) CA - LAB 226a (3Y) CA - LAB 1174(d) -(3Y) CA - LAB 1197.5 -(3Y) US - 29 CFR 516.5 -(3Y) US - 29 CFR 516.6 -(2Y) US - 29 CFR 1620.32 -(2Y) US - 29 CFR 1627.3 -(3Y)	
022	Human Resources	Benefit Plans	Plans established to provide employee benefits, including changes to those plans and associated administrative documents.	Correspondence Dental Life Insurance Medical Reporting Vision Workers Compensation FSA CalPERS AD&D	LI*+6Y	US - 29 CFR 1627.3 -(TE+1) US - 29 CFR 4007.10 -(6Y) US - 29 CFR 4041.5 - (LI*+6Y) US - 29 USC 1027 -(6Y) US - 29 USC 1059 -(TE+1Y) US - 29 USC 1113 -(6Y) US - 29 USC 1451 -(6Y) US - 29 Code Chapter 18 ERISA (LI*+6Y)	* LI = Life of Plan or System; plan/system is continued as long as it is alive while any employee, retiree, or other eligible participant is receiving benefits.
023	Human Resources	Confidential Records	Confidential records and information related to Human Resources activities not covered by other record categories.	Classification Studies & Job Descriptions Compensation Studies & and Salary Schedules	S	CA - GOV 60201 CA - GOV 12236 - SOS Guidelines (Active until revised/superseded)	
024	Human Resources	Employee Medical Records - Confidential	Documents related to paid employees (whether full or part-time), including but not limited to: - medical records, including exposure and drug screens (includes records subject to HIPAA requirements) - workers compensation	Employee Injury / Accident Reports Exposure Monitoring FMLA/CFRA/E-FMLA PDL Other Medical Leaves of Absence Hazardous Exposure Incident Reports (Occupational Illness or Injury) Medical Waivers and Changes Pre-employment Physical Workers Compensation (claims, claim logs, incident/accident reports) Health and Welfare Benefit Plan Documents (kept in personnel file if no medical information is included)	TE+30Y	US - 29 CFR 1910.1020 -(TE+30Y) CA - 8 CCR 3204 -(TE+30Y) CA - 8 CCR 14300.33 -(5Y) US - 29 USC 1027 -(6Y) US - 29 CFR 825.500 - (3Y)	Exception: The medical records of employees who have worked for less than (1) year for MTA need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
025	Human Resources	Employee Records - Confidential	Documents related to paid employees (whether full or part-time), including but not limited to: - hiring documents (application, resume, job description) - promotion - demotion - transfer - layoff / recall / out-placement - retirement plan reporting and disclosure records (plan summaries, participant benefit statements, etc.) - termination / discharge / resignation - training (harassment/discrimination, ethics, fire extinguisher, first aid/CPR, safety, Title VI non-discrimination) - pay rates / other terms of compensation	Awards COBRA Correspondence Death Claims, Life Event Documents, Disciplinary Actions Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Exit Form Incident Reports (non-injury or illness related incidents) Job Descriptions Leaves of Absence Personnel Files (Personnel Action Form, Master log records, Onboarding documentation, Compensation, etc.) CalPERS Plan Summaries Participant Benefit Statements Policy Acknowledgments Recruitment (Applications, Applicant Tracking, Background Checks, Interview Notes, Job Postings, Executive Candidates) Timesheets Training certificates	TE+6Y	CA - GOV 12946 -(2Y) CA - 8 CCR 3203 -(CY+1Y) CA - 8 CCR 11040(7) -(3Y) US - 29 CFR 1602.14 -(FR+1Y) CA - GOV 53235.2b -(5Y) US - 29 CFR 4007.10 -(6Y) US - 29 USC 1027 -(6Y) US - 29 CFR 1602.31 -(TE+2Y) US - 29 CFR 1627.3 -(3Y, TE+1Y) US - 29 CFR 1904.33 -(CY+5Y)	Where a charge of discrimination has been filed, or an action brought by the Commission or the Attorney General, against an employer under title VII, the ADA, or GINA, the respondent employer shall preserve all personnel records relevant to the charge or action until final disposition of the charge or the action.
027	Human Resources	Employee Benefits Records - Confidential	Benefits Determination Records	Beneficiary Designations Benefits (elections, enrollment, terminations, additions, changes) Custodial agreements Eligibility/ vesting/ breaks in service records Health and Welfare Benefit Plan Documents (retain in EE medical record file instead, if medical information is included) CalPERS Retirement	LI*+6Y	US - 29 Code Chapter (LI*+6Y)	*For the life of the plan/document, or until the participant's complete withdrawal from the plan, plus an additional 6 years. Essentially, records are active u n t i l no longer relevant to a determination of benefit entitlements.
028	Human Resources	Work Authorizations - Confidential	Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents	TE+3Y*	US - 20 CFR 655 Subpart H -(TE+1Y) US - 8 CFR 274a.2 -(3Y, or TE+1Y)	*Form I-9 and ID copies must be retained for the entire time an employee works for the agency, and 3 years after date of hire or 1 year after employment ended, whichever is later. (USCIS Forms and Information guidelines)
029	Information Technology	Application, System Development and Maintenance	Technical documentation related to development of MTA technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Backups (Security, System) Business, Functional Requirements End User Documentation, User Manuals Hardware (licenses, purchases, maintenance, upgrades) Hardware Configurations Network Circuits Inventories Network/Equipment Control Support Documentation (Service Histories, Site Visit Reports, Trouble Reports) Program Listings Software (<i>licenses, purchases, maintenance, upgrades</i>) Source Code Support Documentation (Logical & Physical Architectural Diagrams, Specifications, Systems Support Materials) System Documentation (Codebooks, Record Layouts, Reference Guides, Specifications) System Test Files System, Application Maintenance Documentation (Hardware/Operating System Requirements, Monitoring Logs, Operating Manuals) Telecommunications System (Telephones, Phones)	LI*+2Y	CA - GOV 34090 -(2Y)	*LI = Life of Application, System

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Record							
No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
030	Legal	Claims, Litigation, Arbitration and Resolution	Records and information created or collected to support MTA's position in actual or potential litigation or to otherwise evaluate actual or potential litigation relating to the organization, including claims, constituent complaints, grievances, worker compensation. Litigation includes third party litigation, government investigations, mediations, arbitrations, and other judicial or quasi-judicial proceedings, whether handled by the General Counsel or outside counsel on behalf of MTA.	Accident/ Incident Files - claim filed (<i>accident/incident reports, courtesy, related photographs/ video footage, supporting documentation</i>) ADA Case Files Amicus Briefs Case Correspondence Claims Complaints Contract Disputes Court Orders Demand Letters Discovery EEO Charges, Cases Evidence Exhibits Injury Reports Judgments Meet and Confer Pleadings (Affidavits, Depositions, Exhibits, Court Filings) Related Correspondence Releases Settlement Agreements Stipulations Subpoenas Unemployment Compensation Claims Unemployment Compensation Data, Weekly Earnings Data Worker Compensation Benefits (Claims, Orders, Reports, Rewards)	FR*+10Y	CA - 2 CCR 11013 -(FR+2Y) CA - 8 CCR 10102 - (5Y; AC+1Y) CA - 8 CCR 10103.1 -(5Y) CA - 22 CCR 1085-2 -(4Y) CA - CCP 315 -(10Y) CA - CCP 337.15 -(10Y) CA - GOV 945.6 -(2Y) CA - GOV 60201 -(2Y) CA - LAB 5410 - (5Y) CA - UIC 1132 -(3Y) US - 26 CFR 31.6001 (4Y) US - 26 USC 6531 -(6Y) US - 29 USC 255 -(2Y) US - 29 USC 626 (d) - (300D) US - 42 USC 2000e-5 (e) - (180D) US - 42 USC 2000e-5 (f) - (180D)	* Until claim, litigation or complaint has been satisfactorily resolved and closed/settled, the file remains open. Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
031	Legal	Joint Powers	Records of agreements between MTA and JPA member agencies.	Joint Powers Agreements (JPA) Bylaws	PR	CA - CCP 336a -(6Y) CA - GOV 34090 -(2Y)	
032	Legal	Legal Advice and Opinions	Memoranda containing legal advice prepared by General Counsel or other attorneys for MTA.	Memos Opinions - Covered by Attorney/Client Privilege Opinions - Public	S+10Y		
033	Legal	Purchasing and Agreements, Awarded - General	Records and information created or retained in the requisitioning, purchasing, contracting or acquisition of goods and services other than for real property, infrastructure or facilities, between MTA and other parties. Includes: - Executed agreements and contracts - Terms and conditions and associated ancillary documents - Consultant agreements - Professional services	Addendums Agreements Amendments Attachments / Exhibits Bids, Awards Certificates of Insurance Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Invitation for Bids (IFBs) Leases Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Price Lists Proof of InsuranceCertificates Purchase Orders Quotes/Quotations Requests for Proposals (RFP) Requests for Qualifications Requests for Quotes (RFQ) Reports Scorecards Specifications Staff Reports Statements of Work (SOW) Surety Bonds (<i>bid bonds, payment bonds, performance bonds, ancillary bonds</i>) Warranties	AC+5Y	CA - CCP 337 -(4Y) CA - CCP 337.2 -(4Y) CA - CCP 343 -(4Y) CA - GOV 34090 -(2Y)	Exception: If paid with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
034	Legal	Purchasing and Agreements, Awarded - Real Property and Facilities	Records and information created or retained in the requisitioning, purchasing, or contracting for the acquisition, development, improvement or maintenance of real property, facilities, or other infrastructure assets, between MTA and other parties. Includes: - Executed agreements. - Terms and conditions and associated ancillary documents. - Title Insurance agreements	Addendums Agreements Amendments Attachments / Exhibits Bids, Awards Certificates of Insurance Change Orders Contracts Correspondence Delivery/Receipt Records Disclosures Exhibits Invitations for Bid (IFBs) Leases Letters of Intent Maintenance Bonds Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Performance Bonds Proof of Insurance Certificates Purchase Orders Requests for Proposals (RFP) Requests for Qualifications Requests for Quotes (RFQ) Reports Scorecards Specifications Staff Reports Statements of Work (SOW) Surety Bonds (<i>bid bonds, payment bonds, performance bonds, ancillary bonds</i>) Warranties	PR	CA - GOV 34090 - (2Y) CA - CCP 315 - (10Y) CA - CCP 337.1 - (AC+4Y) CA - CCP 337.15 - (AC+10Y)	
035	Legal	Purchasing and Agreements, Cancelled	Records and information created or retained in the requisitioning of goods, services, or real property between MTA and other parties, but where the purchase order or contract was cancelled or unsuccessful.	Exhibits Invitation for Bid (IFB) Price Lists Quotations Requisitions Requests for Proposals (RFP) Requests for Qualifications Requests for Quotes (RFQ) Scorecards Specifications Staff Reports	AC+2Y	CA - GOV 34090 - (2Y)	
036	Legislative	Real Estate Records	Records and information related to the ownership, purchase, sale, lease or improvement of real property, infrastructure and facilities owned by or used by MTA.	Acquisitions Amortization Attachments Buildings Capital Asset Records Capital Improvements (CIP) Deeds Deeds of Trust Depreciation Schedules Easements Encroachments Right of Way Land Mortgages Possessory Interest Rights of Way Schedule of Infrastructure and Buildings Title Title Insurance Valuation Information	PR	CA - CCP 337.15 - (10Y) CA - GOV 34090 - (INDEF) US - 2 CFR 200.33 - (AC+3Y) US - FTA Master Agreement - (AC+3Y)	

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
037	Legislative	MTA Board Administrative Records	Documentation associated with administration, planning, and communication of the activities of the MTA Board of Directors.	Action Logs (<i>distributed to staff</i>) / Follow-Up Agenda Planner Existing / Proposed Legislation (<i>County, State, Federal</i>) Public Comment (<i>speaker slips, public correspondence distributed to Board or Committees, public sign-in sheets</i>) Public Records Requests Working Papers Correspondence (Board of Directors)	AC+2Y	CA - GOV 34090 -(2Y)	
038	Legislative	MTA Board of Directors Official Meetings and Decisions	Official records of the MTA Board of Directors that document meetings, decisions, and policies.	Agendas Agenda Packets Attachments / Exhibits Bylaws Minutes Minute Books & Index Oaths of Office Resolutions Supplemental Meeting Handouts/ PowerPoint Presentations	PR	CA - CCP 336 -(5Y) CA - CCP 336a -(6Y) CA - CCP 337 -(4Y) CA - CCP 337.5 -(LA10Y) CA - GOV 34090 -(PR) CA - GOV 60201 -(PR) CA - GOV 60201 -(AC+5Y)	
039	Legislative	MTA Standing Committees and Ad Hoc Committee(s) Administrative Records and Meetings - May Contain Some Confidential Records	Documentation associated with administration, planning and communication of the activities of the Executive Committee and various Ad Hoc Committees; as well as official records of meetings.	Action logs (<i>distributed to staff</i>) / Follow-Up Agendas Agenda Packets Attachments/ Exhibits Informal Meeting Notes Minutes Supplemental Meeting Handouts/ PowerPoint Presentations	AC+5Y	CA - GOV 34090 -(2Y)	Retain 5Y for reference in S RTP planning, as well as audits.
040	Legislative	Meetings - Audio Recordings	Audio recordings of MTA official meetings.	Recordings - Board of Directors, Ad Hoc, Standing Committees	AC+2Y	CA - GOV 34090 -(2Y) CA - GOV 34090.7 -(90D) CA - GOV 54953.5(b) -(30D)	
041	Operations	Public Notices	Records documenting compliance with laws requiring public notice of MTA activities.	Proof of Posting (Agendas, Notice of Adjournment) Affidavits of Publication/Legal Notices (Solicitation Advertisement, Service Changes, Fare Structure Changes) Public Hearing Notices	4Y	CA - CCP 343 -(4Y) CA - GOV 34090 -(2Y)	
042	Operations	Building and Property Maintenance	Includes routine, preventive, and reactive maintenance activities for MTA facilities and non-vehicle equipment.	Checklists Preventive Maintenance Log Repair Orders Replacement Schedules Work Orders	LI*+2Y	CA - GOV 34090 -(2Y)	* LI = Life of Equipment, Asset + 2Y, if no claim filed.
043	Operations	Building and Property Management	Records and information regarding the structure of MTA physical buildings and facilities.	As-Built Blueprints Certificates (compliance, occupancy) Construction Records Easements Electrical Wiring Schematics Facility Key and Fob Log Facility Key Request Forms Floor Plans Property Inventory Storm Drains/Sewers	LI*+10Y	CA - CCP 337.1 -(4Y) CA - CCP 337.15 -(10Y) CA - HSC 19850 -(LI)	* LI = Life of Building, Asset
044	Operations	Business Continuity	All documentation of MTA activities for dealing with disasters and/or system failures.	Business Continuity Plans Disaster Preparedness Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Emergency Preparedness Emergency Response Emergency Services Hazardous Materials Response Planning Telephone Trees	FR*+4Y	CA - CCP 337.1 -(4Y) CA - GOV 34090 -(2Y) CA - LC 6401.7 -(MAINT) US - 29 CFR 1910.38 -(MAINT)	*Final Resolution of emergency response processes which require specific records be retained, including but not limited to requests for funding and reimbursement after a disaster.

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
045	Operations	Construction, Engineering, and Infrastructure Project Files	Records and information related to the administration, analysis, design, development, planning, construction and maintenance, capital improvement (CIP) and engineering projects for MTA facilities and infrastructure.	Assessments Bids Blueprints Billings Capital Improvement Projects (CIP) (<i>drawings, maps, plans</i>) Certifications (<i>daily reports</i>) Contract Schedules Contractor Documentation (Payroll, Pay Estimates, Prevailing Wages, Itemized Pay Sheets, Labor Compensation, Statement of Working Days) Construction Daily Reports Correspondence Encroachment/Right of Way (ROW) Permits, Certificates Environmental Impact Reports / Statements / Assessments Estimates / Budgets Field Inspections Final Improvement Plans Grading (<i>cut sheets, permits, erosion control plans</i>) Insurance Certificates Land Surveys (<i>project built</i>) Materials Testing Reports Notices of Completion Notices to Proceed Public Notices Request for Final Inspection RFIs & Responses Specifications Submittals	LI*+10Y	CA - CCP 337.1 - (4Y) CA - CCP 337.15 - (10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)	* LI = Life of Building, Asset
046	Operations	Transit Operator Compliance Records	Reports, logs and other information provided by transit operator to document compliance with MTA requirements and used in compiling reports prepared for funding entities.	Monthly Reports Key Performance Indicators	LI* or 5Y, whichever is greater	CA - GOV 34090 - (2Y)	*Life of transit operator contract
047	Operations	Field Services	Records and information regarding the ongoing maintenance and upkeep of MTA bus stops and other facilities for which MTA has responsibility.	Correspondence Incident Reports Maintenance Sign Maintenance Work Reports	4Y	CA - CCP 337 - (4Y) CA - GOV 34090 - (2Y)	
048	Operations	Fleet Management	Records related to the purchase and management of vehicles / buses owned or used and maintained by MTA.	Accident Logs Incident Logs Acquisitions (<i>purchases</i>) Buses Energy Logs Fuel Logs Mileage Reports Manuals Motor Vehicle Records and Reports Preventive Maintenance Reports Registrations, Operating Permits Maintenance / Repair (<i>orders, requests, labor costs, preventive</i>) Service Calls Smog Inspections Vehicle Certificates of Insurance Vehicle Health Reports Vehicle Inspections Vehicle License Plate Records Vehicle Maintenance History Vehicle Ownership / Title Warranties	LI*+4Y	CA - GOV 34090 - (2Y)	* LI = Life of Vehicle If purchased with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
049	Operations	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS, training programs and procedures.	Chemical Use Reports Form Electronic Waste (E-Waste) HazMat Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Hazardous Waste Manifests Herbicide Application Permits Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	AC+5Y	CA - CalOSHA CA - CCP 338 - (3Y) CA - CCP 338.1 - (5Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) US - 49 CFR 172.201 - (3Y)	
050	Operations	Project Files - NotAcquired	Records and information associated with projects that did not move forward.	Environmental Reports Land Surveys (<i>project not built</i>) Preliminary Studies Project Assessments Title Reports	5Y	CA - GOV 34090 - (2Y)	
051	Operations	Scheduled and Periodic Facility Inspections	Records of inspections of MTA facilities, equipment, and working conditions to ensure compliance with regulatory requirements and to identify unsafe conditions and work practices.	CalOSHA Field Safety Audits Fire Extinguishers Fire Marshal Inspections Lift Certifications OSHA Inspections CHP Inspections	AU*+7Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y)	* Closure of FTA audit Exception: If pertaining to facilities acquired with grant funds, and grant specifies a longer retention period, retain per the grant's requirements.
052	Operations	Security and Access Controls - MTA Facilities	Records of actions taken to ensure the security of MTA facilities, including video recordings made from cameras installed on MTA premises.	Daily Security/ Activity Logs Security Camera (CCTV) Footage Security Plans Video Recordings Visitor Security / Access Logs	1Y*	CA - GOV 34090.8 - (1Y) CA - GOV 53162 - (1Y)	*Exception: Video related to incidents, accidents and/or claims should be pulled and retained CL+1Y (claim or incident closed/completed).
053	Operations	Surveillance Videos - Onboard Buses	Video recordings made on each bus, during each shift, and recorded continuously.	Onboard Surveillance System	1Y*	CA - GOV 34090.8 - (1Y) CA - GOV 53162 - (1Y)	*Exception: Video related to incidents, accidents and/or claims should be pulled and retained CL+1Y (claim or incident closed/completed).
054	Operations	System Safety and Security	Records associated with mandated safety and security plans.	Field Services Safety Audits Hazard Mitigation Plan Safety Meetings Safety and Security Officer Certification Safety and Security Plan Mutual Assistance Agreements	AC+7Y	CA - GOV 34090 - (2Y)	
055	Operations	Transit Program Reports	Documentation associated with preparation, delivery, and publication of transit program reports, whether daily, weekly, monthly, quarterly, semi-annual, annual, biennial or nonrecurring.	Accidents, Safety and Security Reports Passenger Survey Reports Hours Report Mileage Report NTD (National Transit Database) Reports Ridership Report Survey Trip Sheets	AC+7Y	CA - GOV 34090 - (2Y)	
056	Risk Management	Transportation Planning	Documents regarding fares, riders, ridership, routes, monitoring of existing services and service development, including reports that compile information from multiple sources.	Fare Policy Mobility Management Routes and Schedules Route Statistics Service Changes (Routes, Outreach) Sign Policy Strategic Transit Planning Studies Surveys Title VI Reporting TDA Article 8 Plans	10Y	CA - GOV 34090 - (2Y)	

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
057	Risk Management	Incidents - Other	Records of accidents and incidents that do not involve injuries to employees or contractors. NOTE: If a claim is filed, see Claims, Litigation, Arbitration and Resolution , above.	Accident Files - no claim filed (<i>accident reports, courtesy cards, photographs, supporting documentation</i>) Arson / Graffiti Incident Reports, Videos Property Damage Theft Vandalism	AC*+7Y	CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	* Closed and no claim filed
058	Risk Management	Insurance Coverage	Records detailing MTA' general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	Binders / Information / Correspondence Certificates of Insurance Completed Applications Insurance Policies (<i>disability, flood, liability, property</i>) Insurance Quotes	S+6Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (4Y) CA - CCP 337.2 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	