



Board of Directors Regular Meeting Agenda

Wednesday, October 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
Josefina Dueñas

Pursuant to Governor Newsom's Executive Orders N-29-20 revised on June 11, 2021 and Executive Order N-08-21 revised on June 11, 2021, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.

Executive Order N-08-21 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 or computer:

Mendocino Transit Authority is inviting you to a scheduled Zoom meeting.

Topic: MTA Board Meeting - October 27, 2021 at 1:30 p.m.

Time: Oct 27, 2021 01:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86103815692>

Meeting ID: 861 0381 5692

Passcode: 574965

One tap mobile

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Meeting ID: 861 0381 5692

Find your local number: <https://us06web.zoom.us/j/kKjvnWRCw>

Please press mute on your phone or computer until public comments are open. The Chair will call for public comments during the Public Comment section of the agenda as well as during each agenda item discussion. Members of the public may also submit questions via email to heather@mendocinotransit.org and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted prior to the close of the comment period.

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 September 29, 2021 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Reports – July 2021 through August 2021

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input
2. Adoption of Resolution No 2021-19 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of October 30, 2021, through November 30, 2021, Pursuant to Brown Act Provisions.

3. Discussion and Possible Adoption of Resolution 2021-__ Approval of for Fiscal Year 22-23 Sustainable Transportation Planning Grant Application in the amount of \$150,000.00 for a Short-Range Transit Development Plan.
4. Discussion and Possible Adoption of Resolution No 2021-__ Approval of Fiscal Year 22-23 Sustainable Transportation Planning Grant Application in the amount of \$165,000.00 for a Transit Center Site Assessment and Feasibility Study.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management
2. Matters from Directors

F. 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 at least 72 hours prior to the meeting.



Board of Directors Regular Meeting Minutes

Wednesday, September 29, 2021

1:30 p.m.

MTA Directors in Attendance

Saprina Rodriguez
Bruce Richard
Jim Tarbell
Eric Dahlhoff
Tess Albin-Smith

MTA Directors Absent

Josefina Dueñas
Maureen Mulheren

Staff in Attendance

Jacob King, Interim Executive Director
Mark Harvey, CFO
Heather Lindsteadt, HR Director
Dawn White, Mobility Manager
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 participated 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.

B. PUBLIC COMMENT

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of August 25, 2021 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Reports - July 2020 through June 2021
4. Acceptance of Financial Reports - July 2021
5. Approval of Board Meeting Calendar (Dates Only) October 2021 through June 2022

Upon Motion by Director **Albin-Smith** seconded by Director **Tarbell** the Board approved Consent Calendar items C.1 through C.5 by roll call vote. **AYES:** Tarbell, Albin-Smith, Richard, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

D. ACTION & DISCUSSION

1. Unmet Needs: None
2. Discussion and Possible Adoption of Resolution 2021-15 Approval of Updated Record Retention Schedule

Upon Motion by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved to Update Record Retention Schedule by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

3. Discussion and Possible Adoption of Resolution No 2021-16 of MTA Drug and Alcohol Testing Policy

Upon Motion by Director **Tarbell** seconded by Director **Albin-Smith** the Board approved to adopted Resolution of Resolution No 2021-16 of MTA Drug and Alcohol Testing Policy by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

4. Discussion and Possible Adoption of Resolution No 2021-17 Adopting and Approving an MTA Policy Manual

Upon Motion by Director **Richard** seconded by Director **Albin-Smith** the Board approved Resolution No 2021-17 Adopting and Approving an MTA Policy Manual by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

5. Discussion and Possible Adoption of Resolution No 2021-18 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of September 30, 2021 through October 30, 2021 Pursuant to Brown

Act Provisions

Upon Motion by Director **Dahlhoff** seconded by Director **Richard** the Board approved Resolution No 2021-18 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of September 30, 2021 through October 30, 2021 Pursuant to Brown Act Provisions by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

E. Presentation

1. GenFare Presentation

GenFare presented a PowerPoint on how to improve fare collection in transit agencies and possibly implement the fare collection system within MTA in the future. The Board thought that this sounds like a good idea but would like the Executive Director King to investigate more opportunities and come up with a list of other projects where CARES funding could be utilized.

DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Heather Lindsteadt, HR Director, provided an update on current recruitments for Ukiah and Fort Bragg.

Mark Harvey, CFO, reported that he is focusing on finishing the audit for 2021.

Jacob King, Executive Director, reported that he and Bob Butler, MTA Maintenance Manager, met with City of Ukiah City Manager Sage Sangiacomo to discuss possible locations for a Transit Center.

Dawn White, Mobility Manager, no report.

2. Matters from Directors

Director Dahlhoff: Commented that maybe one of the causes of it might be difficult to get drivers is due to marijuana being legal in California. He asked if the Board or staff have done any outreach to Congressman to go over these issue. Chair Rodriguez said that majority of the Board had to approve the idea to send the letter to a congressman. This idea will be tabled for when there's more support from the Board.

Vice-Chair Tarbell: nothing to report.

Director Richard: thanked Heather Lindsteadt, HR Director, for all the great work that she put into the policies. Director Richard also requested Executive Director King contact him so

that he could watch the GenFare presentation and discuss the 5-year plan due to not being connected to the internet.

Chairwoman Rodriguez: Nothing to report.

F. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 2:48p.m.

DRAFT




FY 21-22 RIDERSHIP PERFORMANCE BY ROUTE


	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD	2020-21 YTD	# Change	% Change
01 - Willits Local	587	593	481	0	0	0	0	0	0	0	0	0	1661	1141	520	46%
03 - Ukiah - DAR	1068	971	976	0	0	0	0	0	0	0	0	0	3015	1722	1,293	75%
04 - Fort Bragg - DAR	580	572	574	0	0	0	0	0	0	0	0	0	1726	1285	441	34%
05 - BraggAbout	498	484	461	0	0	0	0	0	0	0	0	0	1443	1837	(394)	-21%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
09 - Ukiah Local	3096	3006	3191	0	0	0	0	0	0	0	0	0	9293	7391	1,902	26%
20 - Willits - Ukiah	966	1085	1336	0	0	0	0	0	0	0	0	0	3387	2112	1,275	60%
60 - Coaster	235	251	293	0	0	0	0	0	0	0	0	0	779	534	245	46%
64 - Ukiah to Fort Bragg-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	8	(8)	-100%
65 - Fort Bragg to Santa Rosa	557	470	466	0	0	0	0	0	0	0	0	0	1493	0	1,493	#DIV/0!
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
74 - Saturday Gualala-Ukiah	77	43	35	0	0	0	0	0	0	0	0	0	155	58	97	167%
75 - M-F Gualala to Ukiah	259	411	522	0	0	0	0	0	0	0	0	0	1192	815	377	46%
95 - Pt. Arena to Santa Rosa	200	183	192	0	0	0	0	0	0	0	0	0	575	0	575	#DIV/0!
97 - Redwood Coast Regional	86	113	204	0	0	0	0	0	0	0	0	0	403	0	403	#DIV/0!
Monthly Totals	8209	8182	8731	0	0	0	0	0	0	0	0	0	25122	16903	8,219	49%




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	474	396	483	4297	9729	(5,432)	-56%
03 - Ukiah - DAR	695	518	509	713	588	481	633	698	907	1026	950	1033	8751	11590	(2,839)	-24%
04 - Fort Bragg - DAR	420	346	519	494	436	399	483	433	648	616	677	651	6122	10927	(4,805)	-44%
05 - BraggAbout	657	637	543	420	330	444	414	391	452	489	419	516	5712	13238	(7,526)	-57%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	1	1	921	(920)	-100%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	49	49	9170	(9,121)	-99%
09 - Ukiah Local	2760	2382	2249	2564	1969	2306	1902	2101	2482	2668	2523	2712	28618	88865	(60,247)	-68%
20 - Willits - Ukiah	800	665	647	737	557	609	490	530	766	796	798	860	8255	25292	(17,037)	-67%
60 - Coaster	158	153	223	273	233	251	224	194	213	219	262	268	2671	7941	(5,270)	-66%
64 - Ukiah to Fort Bragg	2	6	0	0	0	0	0	0	0	0	0	268	276	3360	(3,084)	-92%
65 - Fort Bragg to Santa Rosa	0	0	130	288	290	228	216	217	273	372	435	468	2917	9410	(6,493)	-69%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	468	468	4068	(3,600)	-88%
74 - Saturday Gualala-Ukiah	20	21	17	48	31	18	30	23	31	36	72	46	393	829	(436)	-53%
75 - M-F Gualala to Ukiah	306	281	228	238	199	193	139	198	213	262	309	298	2864	6113	(3,249)	-53%
95 - Pt. Arena to Santa Rosa	0	0	0	47	112	97	74	97	119	130	148	177	1001	3456	(2,455)	-71%
97 - Redwood Coast Regional-Not Operatin	0	0	0	0	0	0	0	0	0	0	0	49	49	2118	(2,069)	-98%
Monthly Totals	6287	5405	5341	6168	4953	5350	4867	5163	6486	7088	6989	8347	72444	207027	(134,583)	-65%

 FY 21-22 AVERAGE DAILY RIDERS BY ROUTE-Weekday													
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD
01 - Willits Local	30.90	29.50	25.24										85.64
05 - BraggAbout	26.90	23.91	22.76										73.57
07 - Jitney	2.10	1.86	3.48										7.44
09 - Ukiah Local	144.33	130.95	145.86										421.14
20 - Willits - Ukiah	50.00	52.05	68.67										170.72
60 - Coaster	50.38	13.41	18.33										82.12
65 - Fort Bragg to Santa Rosa	45.59	57.73	55.77										159.09
75 - M-F Gualala to Ukiah	13.38	20.95	26.62										60.95
95 - Pt. Arena to Santa Rosa	8.73	8.27	8.55										25.55
Monthly Totals	372.31	338.63	375.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1086.22

 FY 21-22 AVERAGE DAILY RIDERS BY ROUTE-Saturdays													
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD
09 - Ukiah Local	66.00	73.25	78.25										217.50
65 - Fort Bragg to Santa Rosa	45.80	46.00	39.75										131.55
74 - Saturday Gualala-Ukiah	15.40	10.75	9.00										35.15
95 - Pt. Arena to Santa Rosa	4.80	3.50	8.50										16.80
Monthly Totals	132.00	133.50	135.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	401.00

 FY 21-22 AVERAGE DAILY RIDERS BY ROUTE-Sundays													
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021-22 YTD
95 - Pt. Arena to Santa Rosa	3.25	3.40	3.50										10.15
Monthly Totals	3.25	3.40	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.15



Meeting Date: October 27th, 2021

Agenda Item: # C.3

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July - August 2021

SUMMARY:

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

Revenue of \$865,567 is 13.5% of budgeted revenue of \$6,389,846 for the year, with 16.6% of year elapsed.

Expenses of \$800,442 are 13.8% of budgeted expenses of \$5,819,293 for the year, with 16.6% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July through August 2021.

ATTACHMENTS:

Statement of Net Position as of August 31st, 2021
Statement of Revenues and Expenses July-August 2021

Mendocino Transit Authority
Statement of Net Position
As of August 31, 2021

October 27th, 2021
Agenda Item #C.3

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash 602,936

LCTOP Operating 164,379

Senior Operating 124,936

Payroll & Benefits Operating 180,103

Total 101.100 - Cash - Operating - Total 1,072,353

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100 541,336

101.203 · Cap CALOES -MUNIS #4140 83,964

101.204 · Capital PTMISEA-MUNIS #4230 270,880

101.227 · Cap LCTOP-Umpqua #2776 64,717

Total 101.200 · Cash-Capital 960,897

Total 101.900 · Cash 2,033,251

Total 102.000 · Accounts Receivable 513,362

Other Current Assets

Total 102.300 · Grants Receivable 679,251

Total 102.100 · Accounts Receivable Other 29,533

Total 103.990 · Inventory 20,393

Total 104.199 · Prepaid Expenses Total 321,376

Total Other Current Assets 1,050,553

Total Current Assets 3,597,165

Fixed Assets

Total 111.900 · Fixed Assets 21,072,517

Total 111.910 · Accumulated Depreciation -12,575,764

Total 115.900 · Construction in Progress 38,672

Total 121.900 · Intangible Total 15,000

Total 121.910 · Accum Amortization Total -15,000

Total Fixed Assets 8,535,425

Other Assets

Total 131.900 · Deferred Outflows of Resource 773,800

Total Other Assets 773,800

TOTAL ASSETS 12,906,390

Mendocino Transit Authority
Statement of Net Position
As of August 31, 2021

October 27th, 2021
Agenda Item #C.3

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Total Accounts Payable	413,550
Total Credit Cards	7,908
Other Current Liabilities	
202.100 • Deferred Grant Revenue	577,873
205.700 • Uncashed Checks	8,862
205.900 • Accruals Total	
205.200 • Accrued Payroll	74,499
205.400 • Accrued Deferred Comp	144
205.500 • Accrued Vacation	137,289
205.600 • Accrued Sick Leave	74,335
Total 205.900 • Accruals Total	286,267
Total Other Current Liabilities	873,002
Total Current Liabilities	1,294,460

Long Term Liabilities

231.900 • Prov-Restricted Funds	
231.100 • Provision for Liability	29,505
231.200 • Provision for Vehicle Damage	10,103
231.300 • Provision for Unemployment	99,779
231.400 • Provision for Cafeteria Plan	21,352
231.500 • Provision for Worker's Comp	199
Total 231.900 • Prov-Restricted Funds	160,938
235.300 • Deferred Inflows of Resource	140,738
235.910 • Pension Liabilities	
231.101 • Net Pension Liability	2,137,458
Total 235.910 • Pension Liabilities	2,137,458
Total Long Term Liabilities	2,439,134

Total Liabilities 3,733,594

Equity

Total 399.900 • Equity	9,283,771
Net Income	-110,975
Total Equity	9,172,796

TOTAL LIABILITIES & EQUITY 12,906,390

Mendocino Transit Authority
Statement of Revenues, Expenses
July - August 2021

	July-Aug	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE			
401.100 · Fares-Passengers	25,571	460,000	5.6%
413.000 · Redwood Coast Regional Center	10,722	65,000	16.5%
409.200 · Sonoma County Contract	29,533	177,200	16.7%
Total 411.000 · OPERATING REVENUE.	65,826	702,200	9.4%
420.000 · REVENUES FROM OTHER SOURCES			
413.113 · 5311 CARES Assistance	0	650,000	0.0%
406.100 · Advertising Contract	15,645	100,000	15.6%
407.100 · Maintenance Revenue	5,291	23,000	23.0%
407.115 · Senior Center Admin/Dispatch	0	26,500	0.0%
407.400 · Investment(Interest) Income	4	7,500	0.1%
407.500 · Other - Fuel Rebates, Etc.	2,373	4,000	59.3%
409.100 · Local Transportation Fund (LTF)	572,382	3,434,291	16.7%
409.110 · State Transit Assistance (STA)	109,204	455,221	24.0%
413.101 · 5311 Operating Assistance	88,620	552,134	16.1%
413.110 · 5311(f) Operating Assistance	0	300,000	0.0%
411.100 · LCTOP Cap & Trade - Operating	0	90,000	0.0%
426.000 · Ag Van Leases	6,223	45,000	13.8%
Total 420.000 · REVENUES FROM OTHER SOURCES	799,741	5,687,646	14.1%
Total Income	865,567	6,389,846	13.5%
Expense			
Total 501.100 · WAGES	460,550	2,934,832	15.7%
Total 510.000 · BENEFITS	165,091	1,456,831	11.3%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	122	8,500	1.4%
521.250 · Towing	0	3,200	0.0%
521.500 · Property Maintenance Services	75	2,750	2.7%
521.700 · Contract IT Services	1,750	30,000	5.8%
503.202 · Legal Counsel	143	25,000	0.6%
508.100 · Purch. Trans (Willits DAR)	281	2,400	11.7%
523.000 · Marketing	2,844	8,000	35.5%
509.300 · Advertising, Legal Notices	10,821	18,000	60.1%
524.000 · Software Maintenance Fees	0	45,000	0.0%
524.200 · Drug & Alcohol Services	478	6,000	8.0%
525.000 · Facility Security System	210	1,500	14.0%
525.500 · Accident / Incident Payables	1,660	15,000	11.1%
503.200 · Professional & Technical Svcs	8,409	134,380	6.3%
Total 520.000 · SERVICE/USER FEES	26,791	299,730	8.9%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	42,603	400,000	10.7%
504.120 · Tires	1,639	35,000	4.7%
504.115 · Lubrication	2,528	25,000	10.1%
532.500 · Tools	13	1,500	0.9%
504.100 · Vehicle Maint & Repair Parts - Other	5,245	50,000	10.5%
504.200 · Parts	236	2,500	9.4%

Mendocino Transit Authority
Statement of Revenues, Expenses
July - August 2021

October 27th, 2021
Agenda Item# C.3

	July-Aug	Budget	% of Budget
504.610 · Shop Supplies	901	20,000	4.5%
504.620 · Facilities,Maint & Repair Parts	8,260	35,000	23.6%
504.400 · Office Supplies	5,063	25,000	20.3%
509.200 · Printing (Schedules,brochures)	637	7,000	9.1%
536.700 · Computer Programs & Supplies	67	4,500	1.5%
537.000 · Safety & Emergency Supplies	984	1,500	65.6%
537.500 · Other Materials & Supplies	1,877	14,000	13.4%
Total 530.000 · MATERIALS & SUPPLIES	70,054	621,000	11.3%
540.000 · UTILITIES			
541.000 · MTA Base -Water, Sewer & Waste	1,531	15,000	10.2%
541.250 · FB-Water,Sewer, Waste & Propane	420	6,000	7.0%
541.500 · Willitts-Water, Sewer & Waste	150	3,000	5.0%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	840	7,600	11.1%
543.000 · TPX- Ukiah Phones / Internet	6,737	42,000	16.0%
543.250 · Comcast-Fort Bragg Phones/Inter	110	1,100	10.0%
544.000 · Verizon-Admin / OPS Cellular	3,700	12,000	30.8%
Total 540.000 · UTILITIES	13,488	86,700	15.6%
560.000 · VEHICLE,CASUALTY & LIABILITY			
506.100 · Premiums - Liab & Prop Dam Ins	56,038	360,000	15.6%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	56,038	360,000	15.6%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	115	600	19.2%
572.000 · Vehicle Licensing & Reg Fees	0	1,700	0.0%
Total 570.000 · TAXES	115	2,300	5.0%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	265	16,000	1.7%
502.700 · Travel	862	30,000	2.9%
582.250 · Board Expenses	0	500	0.0%
583.000 · Safety Program	0	1,000	0.0%
509.800 · Training	956	4,500	21.2%
584.500 · CDL & DOT Physical Expenses	879	3,500	25.1%
509.100 · Other Miscellaneous	3,175	0	n/a
Total 580.000 · MISCELLANEOUS	6,137	55,500	11.1%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	2,180	2,400	90.8%
Total 590.000 · LEASES & RENTALS	2,180	2,400	90.8%
Total Expense	800,442	5,819,293	13.8%
 Net Income Before Depreciation	 65,125		
 Depreciation Expense	 176,100		
 Net Income After Depreciation	 -110,975		

2021-2022 UNMET NEEDS REQUESTS			
Date	City	Requestor	Service Requested
7/28/2021	Ukiah	Executive Director	Transit Center
8/25/2021	Ukiah	Director Richard	Resume services linking inland to the coast - Ukiah to North Coast in the morning and back again in the afternoon.
8/25/2021	Fort Bragg	Director Tarbell	Resume pre-pandemic service to coastal communities

2020-2021 UNMET NEEDS REQUESTS			
Date	City	Requestor	Service Requested
7/29/2020		Director Richard	Round Trip service from Ukiah to South Coast and round trip service from Ukiah to Fort Bragg/Mendocino
1/27/2021	Point Arena	Director Dahlhoff	Addition of local South Coast service Gualala to Manchester
1/28/2021	Potter Valley	Community Member	Addition of transit service to Potter Valley
1/28/2021	Mendocino County	MTA/MCOG Identified Need	Micro transit services for the communities of Brooktrails, Potter Valley, Hopland, Covelo and Laytonville
2/24/2021	MTA Board Meeting	Director Tarbell	Service to the towns both inland and coastal communities with possible one day per week service roundtrip (Covelo, Leggett, Westport, Comptche, etc.)
2/24/2021	MTA Board Meeting	Director Tarbell	The Woods retirement community
3/31/2021	MTA Board Meeting	Director Tarbell	Resumption of Route #60
05/12/2021	MTA Board Meeting	Chair Rodriguez	Service to Covelo and Laytonville.



Meeting Date: September 29, 2021

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution No 2021-19 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of October 27, 2021, through November 27, 2021, Pursuant to Brown Act Provisions.

SUMMARY:

On September 16, 2021, Governor Newsom signed into law AB 361 which provides local agencies with the ability to continue to meet remotely under modified Brown Act requirements if a gubernatorial state of emergency is in effect and state or local officials have imposed or made recommendations for social distancing measures or the local legislative body to determine, by majority vote, that meeting in person would pose an “imminent risk to the health and safety of attendees.” It is not sufficient that county and/or city officials have issued a local emergency declaration. The emergency declaration must be one that is made pursuant to the California Emergency Services Act (CA GOVT § 8625).

On September 29, 2021 the MTA Board adopted Resolution 2021-18 which authorized the Board to continue to conduct its meetings virtually until October 30, 2021. A subsequent resolution must be adopted every 30 days in order for the Board to continue conducting meetings virtually in accordance with AB 361.

AB 361 sets out the following meeting requirements if MTA chooses to continue to meet virtually while there is a declared State of Emergency in the state of California:

- Agendas not required to be posted at all teleconference locations.
- Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- Agendas are not required to identify each teleconference location in the meeting notice/agenda.
- Local agencies are not required to make each teleconference location accessible to the public.
- No requirement to have a quorum of board members participate from within the territorial bounds of the local agency’s jurisdiction.
- In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment.
- The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option.
- The legislative body shall allow members of the public to access the meeting, and the agenda shall include an opportunity for members of the public to address the legislative body directly
- In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

Written/remote public comment must be accepted until the point at which the public comment period is formally closed; registration/sign-up to provide/be recognized to provide public comment can only be closed when the public comment period is formally closed.

If MTA adopts a resolution by majority vote that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, adoption of the resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days. After 30 days, the local agency would need to renew its resolution, consistent with the requirements of AB 361, if the agency desires to continue meeting under the modified Brown Act requirements or allow the resolution to lapse.

The MTA Board of Directors will not meet again until December 8, 2021. If the Board would like to conduct the December 8, 2021 Board meeting virtually, a special meeting will need to be conducted in November to adopt an additional supplemental resolution (within the 30 day window).

STAFF RECOMMENDATION:

1. Adopt the attached Resolution allowing MTA to continue virtual meetings for the period of October 27, 2021 through November 27, 2021; or
2. Do not adopt the attached resolution and direct staff to prepare for in-person meetings beginning December 8, 2021.

ATTACHMENTS: Subsequent Resolution 2021-19 Authorizing Remote Teleconference Meetings



RESOLUTION NO. 2021-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO TRANSIT AUTHORITY PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF MENDOCINO TRANSIT AUTHORITY FOR THE PERIOD OCTOBER 27, 2021 THROUGH NOVEMBER 27, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, MENDOCINO TRANSIT AUTHORITY is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Mendocino Transit Authority's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Agency's Board conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of the Board of Directors, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Agency's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person may present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-18 on September 29, 2021, finding that the requisite conditions exist for the Board of Directors of Mendocino Transit Authority to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the MTA Jurisdiction, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the MTA jurisdiction, specifically, a State of Emergency remains active related to the SARS-Cov-2 pandemic, and

WHEREAS, the Board of Directors of Mendocino Transit Authority does hereby find that the SARS-CoV-2 virus continues to impact our community, and, in-persons meetings may create an environment where transmission of SARS-CoV-2 could be spread and has caused, and will continue to cause, conditions of peril to the safety of persons within the Agency that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of Mendocino Transit Authority shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, Mendocino Transit Authority Board of Directors will continue to post an Agenda online, in accordance with Brown Act requirements, make the meetings available and accessible online, and allow for public participation in the meetings of the Board of Directors.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MENDOCINO TRANSIT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the MTA jurisdiction and proclaims that a local emergency persists, and meeting in-person would create an imminent risk.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2021.

Section 4. Remote Teleconference Meetings. The MTA Executive Director and staff and Board of Directors of Mendocino Transit Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 27, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of Mendocino Transit Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Mendocino Transit Authority this 27th day of October 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

MTA Board Chair, Saprina Rodriquez



Meeting Date: October 27, 2021

Agenda Item: D.3

AGENDA SUMMARY REPORT

SUBJECT: Sustainable Transportation Planning Grant Program

Discussion and Possible Adoption of Resolution No. 2021-__ Authorizing the Executive Director to Apply for Funding through the Caltrans Sustainable Transportation Planning Grant Program for the Short-Range Transit Development plan. In the amount of \$150,000.00.

CalTrans is currently accepting applications for the Sustainable Transportation Planning Grant cycle for fiscal year 2022/2023. 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.

Total cost of the plan will be \$150,000.00.

STAFF RECOMMENDATION:

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

ATTACHMENTS:

Resolution 2021-



**Resolution Number 2021-
Authorizing the Submittal
of a Sustainable Transportation Planning Grant
Grant Application by the Mendocino Transit Authority Executive Director**

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 22-23; 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 \$150,000 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 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 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 27th day of October 2021, by roll call vote as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Chairwoman, Saprina Rodriguez



Meeting Date: October 27, 2021

Agenda Item: D.4

AGENDA SUMMARY REPORT

SUBJECT: Sustainable Transportation Planning Grant Program

Discussion and Possible Adoption of Resolution No. 2021-__ Authorizing the Executive Director to Apply for Funding through the Caltrans Sustainable Transportation Planning Grant Application in the amount of \$165,000.00 for a Transit Center Site Assessment and Feasibility Study.

CalTrans is currently accepting applications for the Sustainable Transportation Planning Grant cycle for fiscal year 2022/2023. This grant will allow MTA to hire a consultant to work with stakeholders and identify locations suitable for a Multi-modal and Inter-modal transit center.

If the grant is approved, MTA will be one step closer to providing a centralized transit center in Ukiah that provides one location for transferring from different agencies (Amtrak, Greyhound, Lake Transit, Humboldt Transit) Mobility on Demand, Micro Transit, first mile last mile options, Private Taxi, Electric bike rental kiosks along with bicycle storage. The application includes identifying a site assessment allowing for walking, biking, electric car charging stations, access, and safety as well as help to reduce greenhouse gases.

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.

Total cost of the plan will be \$165,000.00.

STAFF RECOMMENDATION:

Adopt Resolution 2021-__ Authorizing the Executive Director to apply for and, if awarded, administer the Caltrans Sustainable Transportation Planning Grant Program Application for a Transit Center Site Assessment and Feasibility Study.

ATTACHMENTS:

Resolution 2021-



RESOLUTION 2021-__
Authorizing the Submittal of a
Sustainable Transportation Planning Grant Application
by Mendocino Transit Authority
Executive Director

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 22-23; and

WHEREAS in this action the MTA Board of Directors has declared its intent to conduct the MTA Transit Center Site Assessment and Feasibility Study; and

WHEREAS in this action the MTA Board of Directors will, upon an award and acceptance of the \$165,000 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 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 Transit Center Site Assessment and Feasibility Study, sign related documents; and also

HEREBY AUTHORIZES the 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 27th day of October 2021, by roll call vote as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Chairwoman, Saprina Rodriguez