



Board of Directors Regular Meeting Agenda

Wednesday, January 26, 2022

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, and pursuant to AB 361, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.

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

Time: Jan 26, 2022 01:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81617162823>

Meeting ID: 816 1716 2823

Passcode: 747830

One tap mobile

+16699006833,,81617162823# US (San Jose)

+13462487799,,81617162823# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

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Meeting ID: 816 1716 2823

Find your local number: <https://us06web.zoom.us/j/kbtAa8QdfC>

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 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. 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 December 8, 2021 Regular Board Meeting**
- 2. Approval of Minutes of January 6, 2022 Special Board Meeting Minutes**
- 3. Acceptance of Service Performance Report**
- 4. Acceptance of Financial Reports – July 2021 through November 2021**
- 5. Adoption of Resolution No. 2022-02 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of January 26, 2022, through February 26, 2022, Pursuant to Brown Act Provisions.**

D. ACTION & DISCUSSION

- 1. Unmet Needs: Solicit Public Input**
- 2. Discussion and Possible Approval of MTA Special Event: Blue Economy Symposium Event Fort Bragg on May 21, 2022 and May 22, 2022.**
- 3. Discussion and Possible Adoption of Resolution Approving Grant Application for 5339 Funding for All Electric 35-Foot Electric Coach and**

Authorizing MTA Executive Director, Jacob King, to apply for 5339 Funding.

- 4. Presentation, Discussion and Possible Action Approval of a Three-Year Contract between Swiftly and Mendocino Transit Authority for GTFS Real Time for \$172,260.00**
- 5. Presentation, Discussion and Possible Action Approval of Contract for Validator Contactless Payment Between Cal-ITP and Mendocino Transit Authority.**

E. DIRECTOR AND MANAGEMENT REPORTS

- 1. Matters from Management**
- 2. Matters from Directors**

F. CLOSED SESSION

Closed session pursuant to Government Code 54957: Public Employee Performance Evaluation – Executive Director

Closed session pursuant to Government Code 54957.6: Conference with Labor Negotiator

Agency Designated Representative: Agency Chair

Unrepresented Employee: Executive Director

G. ANNOUNCEMENT OUT OF CLOSED SESSION

H. 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, December 8, 2021

1:30 p.m.

MTA Directors in Attendance

Bruce Richard
Jim Tarbell
Tess Albin-Smith
Josefina Dueñas
Maureen Mulheren
Saprina Rodriguez

MTA Directors Absent

Eric Dahlhoff

Staff in Attendance

Jacob King, Executive Director
Mark Harvey, CFO
Heather Lindsteadt, HR Director
Dawn White, Mobility Manager
Bob Butler, Maintenance Manager
Sara Marquez, Assistant Clerk of the Board

Staff Absent

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

Chair Rodriguez called the meeting to order at 1:33 p.m.

B. PUBLIC COMMENT

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of October 27, 2021, Regular Board Meeting
2. Approval of Minutes of November 18, 2021, Special Board Meeting Minutes
3. Acceptance of Service Performance Report
4. Acceptance of Financial Reports – July 2021 to October 2021

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

D. PRESENTATION

1. General Transit Feed Specification (GTFS) Realtime. Jacob King

Lilly Shoup and Lauren Gilbert from CAL-ITP presented to the Board the Realtime GTSF program which will provide transit customers in Northern California a new option for paying their fares through a contactless fare collection system and also provides real time information about when the bus will arrive at stops. GTFS Realtime currently supports the following types of information:

- Trip updates - delays, cancellations, changed routes
- Service alerts - stop moved, unforeseen events affecting a station, route or the entire network
- Vehicle positions - information about the vehicles including location and congestion level

GTFS Realtime will also align fares across the region for passengers who are transferring or travelling on multiple transit agencies.

GTSF Real-Time will be launching Spring 2022 and pricing will be available within a few weeks. If MTA decides to contract with Cal-ITP, the costs will be reimbursable through the CARES funding.

E. ACTION & DISCUSSION

1. Unmet Needs:

Director Albin- Smith would like to add a regular bus service on weekends in Fort Bragg on a regular basis.

Ulysses Velasco from Mendocino College requested service to Covelo.

2. Discussion and Possible Adoption of Resolution No. 2021-22 Authorizing Remote Teleconference Meeting of the Board of Directors of Mendocino Transit Authority for the period of December 8, 2021, through January 8, 2022 Pursuant to Brown Act Provisions.

Upon Motion by Director **Albin-Smith** seconded by Director **Dueñas** the Board approved Resolution No. 2021-22 Authorizing Remote Teleconference Meeting of the Board of Directors of Mendocino Transit Authority for the period of December 8, 2021, through January 8, 2022 Pursuant to Brown Act Provisions. by roll call vote. **AYES:** Tarbell, Albin-Smith, Mulheren, Richard, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dahlhoff.

2. Presentation, Discussion and Possible Action - Far North Group: Fare Modernization and Integration Project.

The Board directed staff to continue working on the Fare Modernization and Integration Project and return to the Board in January with additional information related to cost and service benefits.

Upon Motion by Director **Richard** seconded by Director **Mulheren** the Board authorized Executive Director King to continue working with the Far-North Group by roll call vote. **AYES:** Tarbell, Albin-Smith, Mulheren, Richard, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dahlhoff.

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Maintenance Manager Bob Butler reported that MTA is disposing of 5 surplus Ford EL50 XL 15-passenger vans. He said MTA Joint Powers members are eligible to purchase the vehicles prior to MTA placing them for sale to the general public. List of the surplus vehicles is hereby incorporated by reference.

Heather Lindsteadt, HR Director reported that MTA will be hosting a Hiring Event in Fort Bragg on January 27, 2022, from 10:00 a.m. to 2:00 p.m. Director Albin-Smith requested that information be sent to the Board when it becomes available.

Jacob King, Executive Director, reported that he signed the standard agreement for the all-electric 35-foot Gillig bus. He said the vehicle is being purchased through the 5339 program.

Executive Director King also reported the Board requested programs that are eligible for reimbursement under the CARES funding and said many transit agencies are offering fare free rides, UV light systems, hazard pay or incentive programs and PPE (Gloves, sanitizer, and mask) and contactless payment software programs.

2. Matters from Directors

Chairwoman Rodriguez: wished everyone a Merry Christmas and happy holidays. Rodriguez also thanked everyone for all the good work at MTA.

G. ADJOURN

Anticipated adjournment is 2:38 p.m.

DRAFT



Board of Directors Special Meeting Minutes

Thursday, January 6, 2022

1:30 p.m.

MTA Directors in Attendance

Jim Tarbell
Eric Dahlhoff
Josefina Dueñas
Maureen Mulheren
Saprina Rodriguez

MTA Directors Absent

Tess Albin-Smith
Bruce Richard

Staff in Attendance

Mark Harvey, CFO
Jacob King, Executive Director
Bob Butler, Maintenance manager
Sara Marquez, Assistant Clerk of the Board

Staff Absent

Heather Lindsteadt, HR Director
Dawn White, Mobility Manager

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

Chair Rodriguez called the meeting to order at 1:30 p.m.

B. PUBLIC COMMENT

No public comments.

C. ACTION & DISCUSSION

January 6, 2022 MTA Board of Directors Special Meeting Minutes

1. Unmet Needs:

Executive Director Jacob King provided an update on The Woods Retirement Community and reported that the MTA still has a plan to have service on that community but due to staff shortage is not able to do it at this time and he expects the staffing shortage to be resolved soon.

2. Discussion and Possible Adoption of Resolution No. 2022-01 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of January 6, 2022, through February 6, 2022, Pursuant to Brown Act Provisions.

Upon Motion by Director **Mulheren** seconded by Director **Tarbell** the Board approved Resolution No. 2022-01 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of January 6, 2022, through February 6, 2022, Pursuant to Brown Act Provisions by roll call vote. **AYES:** Tarbell, Dahlhoff, Mulheren, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Richard, Albin-Smith

D. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Jacob King, Executive Director, informed the Board that the pandemic is currently affecting MTA and due to staffing shortages and MTA may have to reduce some service. Mr. King is looking at current routes and trips and reviewing low-ridership reported that routes with low-ridership will be the service that is postponed if needed.

2. Matters from Directors

Director Mulheren reported that Supervisor John Haschak is now the alternate for MTA.

Director Rodriguez thanked Director Mulheren for her participation on the Board of Directors of MTA.

E. ADJOURN

Anticipated adjournment is 1:39 p.m.




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	497	456	431	0	0	0	0	0	0	3045	2019	1,026	51%
03 - Ukiah - DAR	1068	971	976	961	890	1013	0	0	0	0	0	0	5879	3504	2,375	68%
04 - Fort Bragg - DAR	580	572	574	574	548	593	0	0	0	0	0	0	3441	2614	827	32%
05 - BraggAbout	498	484	461	390	409	378	0	0	0	0	0	0	2620	3031	(411)	-14%
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	3286	3087	2861	0	0	0	0	0	0	18527	14230	4,297	30%
20 - Willits - Ukiah	966	1085	1336	1382	1189	1089	0	0	0	0	0	0	7047	4015	3,032	76%
60 - Coaster	235	251	293	295	266	256	0	0	0	0	0	0	1596	1291	305	24%
64 - Ukiah to Fort Bragg-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
65 - Fort Bragg to Santa Rosa	557	470	466	406	405	434	0	0	0	0	0	0	2738	0	2,738	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	52	33	28	0	0	0	0	0	0	268	155	113	73%
75 - M-F Gualala to Ukiah	259	411	522	448	374	406	0	0	0	0	0	0	2420	1445	975	67%
95 - Pt. Arena to Santa Rosa	200	183	192	179	204	192	0	0	0	0	0	0	1150	256	894	349%
97 - Redwood Coast Regional	86	113	204	180	180	183	0	0	0	0	0	0	946	0	946	0%
Monthly Totals	8209	8182	8731	8650	8041	7864	0	0	0	0	0	0	49677	32560	17,117	53%




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	24.95	25.58	19.96							156.13
05 - BraggAbout	26.90	23.91	22.76	21.67	23.45	21.00							139.69
07 - Jitney	0.00	0.00	0.00	0.00	0.00	0.00							0.00
09 - Ukiah Local	146.43	132.81	149.34	153.29	151.52	122.96							856.35
20 - Willits - Ukiah	50.00	52.05	68.67	71.76	66.53	51.30							360.31
60 - Coaster	50.38	13.41	18.33	17.67	25.53	17.39							142.71
65 - Fort Bragg to Santa Rosa	45.59	57.73	55.77	43.38	44.33	50.65							297.45
75 - M-F Gualala to Ukiah	13.38	20.95	26.62	23.29	21.26	19.26							124.76
95 - Pt. Arena to Santa Rosa	8.73	8.27	8.55	8.95	9.33	8.35							52.18
Monthly Totals	372.31	338.63	375.28	364.96	367.53	310.87	0.00	0.00	0.00	0.00	0.00	0.00	2129.58

 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	79.75	75.75	68.00							441.00
65 - Fort Bragg to Santa Rosa	45.80	46.00	39.75	44.40	51.5	63.00							290.45
74 - Saturday Gualala-Ukiah	15.40	10.75	9.00	10.40	8.25	9.33							63.13
95 - Pt. Arena to Santa Rosa	4.80	3.50	8.50	3.00	4.50	5.33							29.63
Monthly Totals	132.00	133.50	135.50	137.55	140.00	145.66	0.00	0.00	0.00	0.00	0.00	0.00	824.21

 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	3.50	4.75	4.33							22.73
Monthly Totals	3.25	3.40	3.50	3.50	4.75	4.33	0.00	0.00	0.00	0.00	0.00	0.00	22.73



Meeting Date: January 26th, 2021

Agenda Item: # C.4

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July - November 2021

SUMMARY:

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

Revenue of \$2,323,109 is 36.4% of budgeted revenue of \$6,389,846 for the year, with 41.7% of year elapsed.

Expenses of \$2,027,559 are 34.8% of budgeted expenses of \$5,819,293 for the year, with 41.7% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July through November 2021.

ATTACHMENTS:

Statement of Net Position as of November 30th, 2021
Statement of Revenues and Expenses July-November 2021

Mendocino Transit Authority
Statement of Net Position
As of November 30, 2021

January 26th, 2021
Agenda Item #C.4

ASSETS

Current Assets

Checking/Savings

101.900 - Cash

101.100 - Cash-Operating

Operating Cash 512,962

LCTOP Operating 164,379

Senior Operating 130,897

Payroll & Benefits Operating 154,907

Total 101.100 - Cash-Operating Total 963,144

101.200 - Cash-Capital

101.202 - Capital Wkg-MUNIS #4100 542,290

101.203 - Cap CALOES -MUNIS #4140 83,964

101.204 - Capital PTMISEA-MUNIS #4230 270,880

101.227 - Cap LCTOP-Umpqua #2776 64,719

Total 101.200 - Cash-Capital 961,853

Total 101.900 - Cash 1,924,997

Total 102.000 - Accounts Receivable 680,061

Other Current Assets

Total 102.300 - Grants Receivable 898,320

Total 102.100 - Accounts Receivable Other 73,833

Total 104.199 - Prepaid Expenses Total 243,900

Total Other Current Assets 1,236,446

Total Current Assets 3,841,504

Fixed Assets

Total 111.900 - Fixed Assets 21,124,454

Total 111.910 - Accumulated Depreciation -12,845,023

Total 115.900 - Construction in Progress 39,489

Total 121.900 - Intangible Total 15,000

Total 121.910 - Accum Amortization Total -15,000

Total Fixed Assets 8,318,919

Other Assets

Total 131.900 - Deferred Outflows of Resource 773,800

Total Other Assets 773,800

TOTAL ASSETS 12,934,222

Mendocino Transit Authority
Statement of Net Position
As of November 30, 2021

January 26th, 2021
Agenda Item #C.4

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 280,823

Total Credit Cards -6,020

Other Current Liabilities

Deferred Grant Revenue 820,227

CalPERS Loan Repayments 2,783

205.700 - Uncashed Checks 8,862

205.900 - Accruals Total

203.100 - Federal Payroll Tax Payable 23,061

203.110 - Medicare Payroll Tax Payable 6,656

203.120 - State Income Tax Payable 7,710

203.130 - State Disability Payable 2,964

203.140 - Misc Deductions 379

205.200 - Accrued Payroll 6,082

205.300 - Accrued Retirement 14,052

205.400 - Accrued Deferred Comp 9,357

205.500 - Accrued Vacation 143,470

205.600 - Accrued Sick Leave 76,384

Total 205.900 - Accruals Total 290,114

Total Other Current Liabilities 1,121,987

Total Current Liabilities 1,396,790

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 104,367

231.400 - Provision for Cafeteria Plan 17,842

231.500 - Provision for Worker's Comp 199

Total 231.900 - Prov-Restricted Funds 162,016

235.300 - Deferred Inflows of Resource 140,738

235.910 - Pension Liabilities

Total 235.910 - Pension Liabilities 2,108,446

Total Long Term Liabilities 2,411,200

Total Liabilities 3,807,990

Equity

Total 399.900 - Equity 9,276,042

Net Income -149,809

Total Equity 9,126,233

TOTAL LIABILITIES & EQUITY 12,934,222

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

January 26th, 2021
 Agenda Item #C.4

	TOTAL		
	Jul '21 - Nov 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.100 · Fares-Passengers	62,362	460,000	13.6%
413.000 · Redwood Coast Regional Center	46,419	65,000	71.4%
409.200 · Sonoma County Contract	73,833	177,200	41.7%
Total 411.000 · OPERATING REVENUE.	182,614	702,200	26.0%
420.000 · REVENUES FROM OTHER SOURCES			
413.113 · 5311 CARES Assistance	0	650,000	0.0%
406.100 · Advertising Contract	47,782	100,000	47.8%
Total 407.100 · Maintenance Revenue	10,099	49,500	20.4%
407.400 · Investment(Interest) Income	2,006	7,500	26.7%
407.500 · Other - Fuel Rebates, Etc.	8,862	4,000	221.5%
409.100 · Local Transportation Fund (LTF)	1,430,955	3,434,291	41.7%
409.110 · State Transit Assistance (STA)	273,010	455,221	60.0%
413.101 · 5311 Operating Assistance	221,550	552,134	40.1%
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	26,836	45,000	59.6%
409.101 · MCOG - SGR/Caltrans SB1	119,396	0	0.0%
Total 420.000 · REVENUES FROM OTHER SOURCES	2,140,495	5,687,646	37.6%
Total Income	2,323,109	6,389,846	36.4%
Expense			
Total 501.100 · WAGES	1,175,531	2,934,832	40.1%
Total 510.000 · BENEFITS	375,725	1,456,831	25.8%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	-603	8,500	-7.1%
521.250 · Towing	0	3,200	0.0%
521.500 · Property Maintenance Services	75	2,750	2.7%
521.700 · Contract IT Services	7,500	30,000	25.0%
503.202 · Legal Counsel	2,601	25,000	10.4%
508.100 · Purch. Trans (Willits DAR)	536	2,400	22.3%
523.000 · Marketing	5,829	8,000	72.9%
509.300 · Advertising, Legal Notices	20,457	18,000	113.6%
524.000 · Software Maintenance Fees	27,880	45,000	62.0%
524.200 · Drug & Alcohol Services	2,322	6,000	38.7%
525.000 · Facility Security System	524	1,500	34.9%
525.500 · Accident / Incident Payables	-400	15,000	-2.7%
503.200 · Professional & Technical Svcs	28,342	134,380	21.1%
Total 520.000 · SERVICE/USER FEES	95,064	299,730	31.7%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	135,140	400,000	33.8%
504.120 · Tires	2,589	35,000	7.4%
504.115 · Lubrication	6,152	25,000	24.6%
532.500 · Tools	487	1,500	32.5%
Total 504.100 · Vehicle Maint & Repair Parts	29,912	50,000	59.8%
Total 504.200 · Expensed Parts	926	2,500	37.0%
504.610 · Shop Supplies	4,419	20,000	22.1%
504.620 · Facilities,Maint & Repair Parts	13,091	35,000	37.4%
504.400 · Office Supplies	10,534	25,000	42.1%
509.200 · Printing (Schedules,brochures)	3,357	7,000	48.0%
536.700 · Computer Programs & Supplies	2,804	4,500	62.3%
537.000 · Safety & Emergency Supplies	2,140	1,500	142.7%

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

January 26th, 2021
Agenda Item #C.4

	TOTAL		
	Jul '21 - Nov 21	Budget	% of Budget
537.500 · Other Materials & Supplies	3,998	14,000	28.6%
Total 530.000 · MATERIALS & SUPPLIES	215,549	621,000	34.7%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	3,647	15,000	24.3%
541.250 · FB-Water,Sewer, Waste & Propane	1,370	6,000	22.8%
541.500 · Willits-Water, Sewer & Waste	1,260	3,000	42.0%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	1,801	7,600	23.7%
543.000 · TPX- Ukiah Phones / Internet	13,485	42,000	32.1%
543.250 · Comcast-Fort Bragg Phones/Inter	330	1,100	30.0%
544.000 · Verizon-Admin / OPS Cellular	8,763	12,000	73.0%
Total 540.000 · UTILITIES.	30,655	86,700	35.4%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	114,049	360,000	31.7%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	252	600	42.0%
572.000 · Vehicle Licensing & Reg Fees	83	1,700	4.9%
Total 570.000 · TAXES	335	2,300	14.6%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	2,711	16,000	16.9%
502.700 · Travel	10,704	30,000	35.7%
582.250 · Board Expenses	0	500	0.0%
583.000 · Safety Program	0	1,000	0.0%
509.800 · Training	3,050	4,500	67.8%
584.500 · CDL & DOT Physical Expenses	1,379	3,500	39.4%
Total 580.000 · MISCELLANEOUS	17,843	55,500	32.2%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	2,808	2,400	117.0%
Total 590.000 · LEASES & RENTALS	2,808	2,400	117.0%
Total Expense	2,027,559	5,819,293	34.8%
 Net Income Before Depreciation	 295,550	 570,553	 51.8%
 Depreciation Expense	 445,359		
 Net Income After Depreciation	 -149,809		



Meeting Date: January 26, 2022

Agenda Item: C.5

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution No. 2022-02 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of January 26, 2022, through February 26, 2022 Pursuant to Brown Act Provisions.

SUMMARY:

The purpose of this item is to decide if Mendocino Transit Authority Board of Directors will continue virtual meetings or return to pre pandemic in-person meetings. In accordance with AB 361 the MTA Board must consider adoption of subsequent resolutions every 30 days to continue conducting virtual meetings during a declared State of Emergency in California.

The MTA Board of Directors has adopted the following Resolutions related to AB 361:

- Resolution 2021-18 on September 30, 2021, which authorized virtual Board meetings through October 30, 2021.
- Resolution 2021-19 on October 27, 2021 which authorized virtual Board meetings through November 27, 2021.
- Resolution 2021-21 on November 18, 2021 which authorized virtual Board meetings through December 18, 2021.
- Resolution 2021-22 on December 8, 2021 which authorized virtual Board meetings through January 8, 2022.
- Resolution 2022-01 on January 6, 2022 which authorized virtual Board meetings through February 5, 2022.

If the Board declines approval of the attached resolution, staff will begin preparations for an in-person meeting on February 23, 2022.

STAFF RECOMMENDATION:

1. Adopt Resolution 2022-02 Authorizing virtual Board Meetings for the period of January 26, 2022 through February 26, 2022.

ATTACHMENTS

Resolution 2022-02 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of January 26, 2022 through February 26, 2022, Pursuant to Brown Act Provisions.



RESOLUTION NO. 2022-02

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 JANUARY 26, 2022 THROUGH FEBRUARY 26, 2022 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) February 6, 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 26th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

MTA Board Chair, Saprina Rodriquez

DRAFT

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
12/8/2021	Fort Bragg	Director Albin-Smith	Requested weekend service in Fort Bragg on a regular basis

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: January 26, 2022

Agenda Item: D. 2

AGENDA SUMMARY REPORT

SUBJECT:

Approval of Special Event: Fort Bragg Blue Economy Event - 2 Cutaway Buses with Drivers.

SUMMARY:

The Blue Economy is about sustainable use of ocean resources for economic growth, improved livelihoods and jobs, and a healthy marine ecosystem. The Blue Economy offers a path for considering economic development and ocean health as compatible positions; emerging when economic activity is in balance with the long-term capacity of ocean ecosystems. This is an innovative sector encompassing a broad range of activities from traditional marine sectors to new businesses focused on ocean resiliency; it includes activities related to climate change, fisheries, renewable energy, tourism and transportation.

The City of Fort Bragg is exploring how a strategic focus on the development of Fort Bragg's Ocean resources could be a driver and enabler of the local economy. The Noyo Harbor is central to Fort Bragg's identity as a working waterfront; however, harbor businesses have weathered a number of setbacks in recent years - many related to environmental constraints such as, wasting starfish disease, red tide events, and low fishery numbers. A new discourse on growth and sustainable development could be a turning point in setting economic priorities for reuse of the former Georgia Pacific Mill Site. Stakeholder Meeting of May 21, 2021

Agenda Detail:

10:00am Mendocino Community College Coast Center
Introductory Comments from Sarah McCormick, Housing & Economic Development Coordinator
Welcome from Amanda Xu, Dean of Centers, Mendocino-Lake Community College District
Attendee Introductions

Blue Economy Symposium Collaboration

12:00pm Mill Site South Tour Noyo Center for Marine Science Property & Potential Coastal Industrial Innovation Site
1:00pm Town Hall Presentations
Welcome from Tabatha Miller, Fort Bragg City Manager
Fort Bragg & The Blue Economy from Sarah McCormick, Housing & Economic Development Coordinator
Larry Oetker, Executive Director of Humboldt Bay Harbor, Recreation, and Conservation District
Paula Sylvia, Program Director for Port of San Diego's Aquaculture & Blue Technology Program
Brian Tsuyoshi Takeda, Founder & CEO of Urchinomics
Sheila Semans, Executive Director of Noyo Center for Marine Sciences
3:00pm Thanksgiving Coffee
Coffee and Sweets
South Harbor Walking Tour

The request is for 2 cutaway buses with drivers for the Fort Bragg Blue Economy Event - May 21st and 22nd

STAFF RECOMMENDATION:

Approve addition of the Fort Bragg Blue Economy Event to MTA's Special Events Calendar on May 21 and May 22.

Attachments: MTA Special Events Calendar for 2022



2022 SPECIAL EVENTS SCHEDULE

1. *Ft. Bragg Blue Economy Event – May (if approved)*
2. *Willits Frontier Days – July*
3. *Pt. Arena Independence Day Celebration -July*
4. *Fort Bragg Salmon BBQ – July*
5. *Winesong – Fort Bragg – September*
6. *Mendocino Area Parks Association - Fort Bragg - September*
7. *Ukiah Christmas Trolley - November-December*