



## Board of Directors Special Board Meeting Minutes

Tuesday, June 21, 2022

1:30 p.m.

### **MTA Directors in Attendance**

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

### **MTA Directors Absent**

Maureen Mulheren

### **Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bob Butler, Maintenance Manager  
Luis Martinez, Interim Operations Manager  
Rebekkah Mendez HR Assistant  
Sara Marquez, Assistant Clerk of the Board

### **Staff Absent**

Heather Lindsteadt, HR Director

*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 1:32 p.m.

### **B. PUBLIC COMMENT**

No public comments.

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June 21, 2022 MTA Board of Directors Special Meeting Minutes

Chair Rodriguez pull out Item # D.4 until more information is available.

### **C. CONSENT CALENDAR**

1. Approval of Minutes of May 25, 2022 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Reports – July 2021 through April 2022
4. Adoption of Resolution No. 2022-16 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of June 21, 2022 through July 21, 2022 Pursuant to Brown Act Provisions.

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

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

1. Unmet Needs: Executive director King, received a requested from public member, requesting Saturday services between Ukiah and Willits round trip, and Saturday service in Willits for the Route #1. Chair Rodriguez received a request to serve the golden rule. But due to unsafe spot MTA would only be serve southbound but not northbound other than the very top of the ridge.
2. Discussion and Possible Adoption of Resolution No. 2022-17 Adopting the MTA Operations Budget and Wage Table for Fiscal Year 2022-2023.

Director Dueñas joined the meeting at 1:37pm

**Upon Motion** by Director **Tarbell** seconded by Director **Albin-Smith** the Board approved Resolution No. 2022-17 Adopting the MTA Operations Budget and Wage Table for Fiscal Year 2022-2023.by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Mulheren,

3. Discussion and Possible Adoption of Resolution No. 2022-18 Adopting the MTA Capital Budget for Fiscal Year 2022-2023

**Upon Motion** by Director **Richard** seconded by Director **Tarbell** the Board approve Resolution No. 2022-18 Adopting the MTA Capital Budget for Fiscal Year 2022-2023. .by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Mulheren,

4. Discussion and Possible Approval of Policy Section 407 – MTA Paid AFLAC Supplemental Insurance.

Chair Rodriguez pull out Item # D.4 until more information is available.

5. Discussion and Possible Approval of West America Bank Signatories.

**Upon Motion** by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved West America Bank Signators to be Saprina, Jacob and Bob by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Mulheren,

6. Discussion and Possible Approval of 22-23 Special Event Calendar.

**Upon Motion** by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved the next 3 events (1-5) for 2022- Special Events by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Mulheren,

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

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

**Luis Martinez** Operations Manager had nothing to report.

**Dawn White**, Mobility Manager- nothing to report.

**Bob Butler**, Maintenance Manager, reported getting ready for construction in Ukiah and Fort Bragg. Making sure how much solar he can put in with grants and funds for the all-electric buses, at the same time working with PG&E.

**Mark Harvey** CFO reported that he will be updating projections of June 2022 in response to director Richard questions and also will create a report on updating reserves on operating policy and work with Executive Director Jacob King on triannual audit and is also time to close the year for the next audit.

**Loretta from MCOG** reported that MCOG is working with Executive Director King and Mobility Manager Dawn White in a visibility study to look at nontraditional solutions, this is a project to look for Mobility solutions for rural communities for Mendocino County (Inland only) are being studying right now for Mobility solutions in areas that don't go onto unmet needs every year and don't have a good response, they filled for a grant, and it was funded, and the project is

just beginning, and it will be a yearlong study. And want to make sure they have all directors on the contact list for when the meetings begin.

**Jacob King** Executive Director reported triannual audit is currently ongoing. He reported that we had the Far North Zero Emission symposium which was a big success. He also reported that Marty Nelson, Trainer Supervisor retired after 37 years with MTA.

## **2 Matters from Directors**

**Director Albin -Smith**, nothing to report but wanted to thank MTA for volunteering at the blue economy event.

**Director Dueñas** reported that she wanted to invite the community to Sundays in the park in Ukiah.

**Director Richard** would like to see a performance report on the next meeting

## **F. ADJOURN**

Meeting adjourned at 2:35 p.m.



**Board of Directors  
Special Meeting Minutes**

Tuesday, July 19, 2022

1:30 p.m.

**MTA Directors in Attendance**

Jim Tarbell  
Eric Dahlhoff  
Tess Albin-Smith  
Josefina Dueñas  
Saprina Rodriguez

**MTA Directors Absent**

Maureen Mulheren  
Bruce Richard

**Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bob Butler, Maintenance Manager  
Luis Martinez, Interim Operations Manager  
Rebekkah Mendez HR Assistant

**Staff Absent**

Heather Lindsteadt, HR Director  
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**

Chair Rodriguez called the meeting to order at 1:37 p.m.

**B. PUBLIC COMMENT**

No public comments.

## C. ACTION & DISCUSSION

1. Adoption of Resolution No. 2022-19 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of July 19, 2022 through August 19, 2022 Pursuant to Brown Act Provisions.

**Upon Motion** by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved Resolution No. 2022-19 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of July 19, 2022 through August 19, 2022 Pursuant to Brown Act Provisions by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Albin-Smith, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Mulheren, Dueñas,

## D. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

No reports

2. Matters from Directors

No reports

## E. ADJOURN

Meeting adjourned at 1:41 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 Sara Marquez at Mendocino Transit Authority by calling (707) 234-6458 or by email at [sara@mendocinotransit.org](mailto:sara@mendocinotransit.org) at least 72 hours prior to the meeting.*



## 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	400	452	507	446	460	550	5860	4297	1,563	36%
03 - Ukiah - DAR	1068	971	976	961	890	1013	663	647	982	1138	1019	1016	11344	8751	2,593	30%
04 - Fort Bragg - DAR	580	572	574	574	548	593	502	564	594	542	571	545	6759	6122	637	10%
05 - BraggAbout	498	484	461	390	409	378	308	391	513	399	486	436	5153	5712	(559)	-10%
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	2880	2920	3646	3515	3766	3971	39225	28618	10,607	37%
20 - Willits - Ukiah	966	1085	1336	1382	1189	1089	1149	1350	1590	1292	1330	1172	14930	8255	6,675	81%
60 - Coaster	235	251	293	295	266	256	248	234	350	342	358	282	3410	2671	739	28%
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	406	380	473	503	491	562	5553	0	5,553	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	25	31	28	54	57	35	498	393	105	27%
75 - M-F Gualala to Ukiah	259	411	522	448	374	406	328	291	447	471	423	427	4807	2864	1,943	68%
95 - Pt. Arena to Santa Rosa	200	183	192	179	204	192	172	191	177	211	260	292	2453	1001	1,452	145%
97 - Redwood Coast Regional	86	113	204	180	180	183	74	104	201	201	181	143	1850	0	1,850	0%
<b>Monthly Totals</b>	<b>8209</b>	<b>8182</b>	<b>8731</b>	<b>8650</b>	<b>8041</b>	<b>7864</b>	<b>7155</b>	<b>7555</b>	<b>9508</b>	<b>9114</b>	<b>9402</b>	<b>9431</b>	<b>101842</b>	<b>68684</b>	<b>33,158</b>	<b>48%</b>



### 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	21.50	25.74	23.74	21.24	20.91	25.00	294.26
05 - BraggAbout	26.90	23.91	22.76	21.67	23.45	21.00	18.20	21.68	23.91	19.00	22.09	19.82	264.39
07 - Jitney	0.00	0.00	0.00	0.00	0.00	0.00	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	144.10	149.47	161.35	153.29	159.14	180.50	1804.20
20 - Willits - Ukiah	50.00	52.05	68.67	71.76	66.53	51.30	62.00	75.42	72.83	61.52	60.45	53.27	745.80
60 - Coaster	50.38	13.41	18.33	17.67	25.53	17.39	25.40	20.32	18.39	16.29	16.27	12.82	252.20
65 - Fort Bragg to Santa Rosa	45.59	57.73	55.77	43.38	44.33	50.65	49.57	50.60	52.39	20.10	21.82	21.36	513.29
75 - M-F Gualala to Ukiah	13.38	20.95	26.62	23.29	21.26	19.26	17.45	16.26	20.91	22.43	19.23	19.41	240.45
95 - Pt. Arena to Santa Rosa	8.73	8.27	8.55	8.95	9.33	8.35	7.19	8.55	7.17	6.95	8.95	10.59	101.58
<b>Monthly Totals</b>	<b>372.31</b>	<b>338.63</b>	<b>375.28</b>	<b>364.96</b>	<b>367.53</b>	<b>310.87</b>	<b>345.41</b>	<b>368.04</b>	<b>380.69</b>	<b>320.81</b>	<b>328.86</b>	<b>342.77</b>	<b>4216.16</b>



### 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	57.00	65.00	68.25	59.20	66.25	72.25	828.95
65 - Fort Bragg to Santa Rosa	45.80	46.00	39.75	44.40	51.5	63.00	35.40	50.50	38.75	16.20	22.75	23.00	477.05
74 - Saturday Gualala-Ukiah	15.40	10.75	9.00	10.40	8.25	9.33	6.25	7.75	7.00	10.80	14.25	8.75	117.93
95 - Pt. Arena to Santa Rosa	4.80	3.50	8.50	3.00	4.50	5.33	4.20	6.50	4.50	8.40	9.00	7.00	69.23
<b>Monthly Totals</b>	<b>132.00</b>	<b>133.50</b>	<b>135.50</b>	<b>137.55</b>	<b>140.00</b>	<b>145.66</b>	<b>102.85</b>	<b>129.75</b>	<b>118.50</b>	<b>94.60</b>	<b>112.25</b>	<b>111.00</b>	<b>1493.16</b>



### 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	4.20	3.75	4.75	5.75	5.40	7.75	54.33
<b>Monthly Totals</b>	<b>3.25</b>	<b>3.40</b>	<b>3.50</b>	<b>3.50</b>	<b>4.75</b>	<b>4.33</b>	<b>4.20</b>	<b>3.75</b>	<b>4.75</b>	<b>5.75</b>	<b>5.40</b>	<b>7.75</b>	<b>54.33</b>





Meeting Date: July 27th, 2022

Agenda Item: #C.4

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July 2021 – May 2022

**SUMMARY:**

Preliminary Unaudited Financial Reports for the Months of July 2021 through May 2022 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$5,169,605 is 80.9% of budgeted revenue of \$6,389,846 for the year, with 91.7% of year elapsed.

Expenses of \$4,753,172 are 81.7% of budgeted expenses of \$5,819,293 for the year, with 91.7% of year elapsed.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2021 through May 2022.

**ATTACHMENTS:**

Statement of Net Position as of May 31st, 2022  
Statement of Revenues and Expenses July 2021 – May 2022

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of May 31st, 2022

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 - Cash**

**101.100 - Cash-Operating**

Operating Cash 390,821

LCTOP Operating 165,310

Senior Operating 154,413

Payroll & Benefits Operating 109,114

**Total 101.100 - Cash-Operating Total 819,659**

**101.200 - Cash-Capital**

101.202 - Capital Wkg-MUNIS #4100 544,403

101.203 - Cap CALOES -MUNIS #4140 2,370

101.204 - Capital PTMISEA-MUNIS #4230 272,415

101.227 - Cap LCTOP-Umpqua #2776 721

**Total 101.200 - Cash-Capital 819,909**

**Total 101.900 - Cash 1,639,568**

**Total 102.000 - Accounts Receivable 632,468**

**Other Current Assets**

**Total 102.300 - Grants Receivable 642,615**

**Total 102.100 - Accounts Receivable Other 29,539**

**Total 103.990 - Inventory 20,393**

**Total 104.199 - Prepaid Expenses Total 435,105**

**Total 104.200 - Undeposited Funds 4,608**

**Total Other Current Assets 1,132,260**

**Total Current Assets 3,404,297**

**Fixed Assets**

**Total 111.900 - Fixed Assets 21,910,469**

**Total 111.910 - Accumulated Depreciation -13,445,586**

**Total 115.900 - Construction in Progress 49,293**

**Total 121.900 - Intangible Total 15,000**

**Total 121.910 - Accum Amortization Total -15,000**

**Total Fixed Assets 8,514,176**

**Other Assets**

**Total 131.900 - Deferred Outflows of Resource 773,800**

**Total Other Assets 773,800**

**TOTAL ASSETS 12,692,273**

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of May 31st, 2022

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Total Accounts Payable 527,890

Total Credit Cards 15,505

**Other Current Liabilities**

Deferred Grant Revenue 820,227

CalPERS Loan Repayments 0

205.700 - Uncashed Checks 9,422

**205.900 - Accruals Total**

203.140 - Misc Deductions 955

203.150 - Garnishments Payable -386

205.200 - Accrued Payroll 138,317

205.300 - Accrued Retirement 10,717

205.400 - Accrued Deferred Comp -17,668

205.500 - Accrued Vacation 155,023

205.600 - Accrued Sick Leave 79,433

Total 205.900 - Accruals Total 366,392

Total Other Current Liabilities 1,196,040

Total Current Liabilities 1,739,436

**Long Term Liabilities**

**231.900 - Prov-Restricted Funds**

231.100 - Provision for Liability 19,342

231.200 - Provision for Vehicle Damage 10,103

231.300 - Provision for Unemployment 119,160

231.400 - Provision for Cafeteria Plan 12,155

231.500 - Provision for Worker's Comp 199

Total 231.900 - Prov-Restricted Funds 160,960

235.300 - Deferred Inflows of Resource 140,738

235.910 - Pension Liabilities 2,006,810

Total Long Term Liabilities 2,308,508

Total Liabilities 4,047,944

**Equity**

Total 399.900 - Equity 9,273,818

Net Income -629,489

Total Equity 8,644,329

**TOTAL LIABILITIES & EQUITY 12,692,273**

**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
July 2021-May 2022

	TOTAL		
	Jul '21 - May '22	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.100 · Fares-Passengers	210,560	460,000	45.8%
413.000 · Redwood Coast Regional Center	52,404	65,000	80.6%
409.200 · Sonoma County Contract	162,442	177,200	91.7%
Total 411.000 · OPERATING REVENUE.	425,406	702,200	60.6%
420.000 · REVENUES FROM OTHER SOURCES			
413.113 · 5311 CARES Assistance	0	650,000	0.0%
406.100 · Advertising Contract	111,403	100,000	111.4%
Total 407.100 · Maintenance Revenue	25,526	49,500	51.6%
407.400 · Investment(Interest) Income	9,076	7,500	121.0%
407.500 · Other - Fuel Rebates, Etc.	9,063	4,000	226.6%
409.100 · Local Transportation Fund (LTF)	3,148,101	3,434,291	91.7%
409.110 · State Transit Assistance (STA)	600,617	455,221	131.9%
422.000 · 5310 Operating Assistance	36,459	0	n/a
413.101 · 5311 Operating Assistance	497,617	552,134	90.1%
413.110 · 5311(f) Operating Assistance	160,104	300,000	53.4%
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	n/a
Total 420.000 · REVENUES FROM OTHER SOURCES	4,744,198	5,687,646	83.4%
Total Income	5,169,605	6,389,846	80.9%
Expense			
Total 501.100 · WAGES	2,599,346	2,934,832	88.6%
Total 510.000 · BENEFITS	888,710	1,456,831	61.0%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	216	8,500	2.5%
521.250 · Towing	917	3,200	28.7%
521.500 · Property Maintenance Services	2,311	2,750	84.0%
521.700 · Contract IT Services	20,000	30,000	66.7%
503.202 · Legal Counsel	5,121	25,000	20.5%
508.100 · Purch. Trans (Willits DAR)	1,874	2,400	78.1%
523.000 · Marketing	15,787	8,000	197.3%
509.300 · Advertising, Legal Notices	38,551	18,000	214.2%
524.000 · Software Maintenance Fees	38,718	45,000	86.0%
524.200 · Drug & Alcohol Services	6,564	6,000	109.4%
525.000 · Facility Security System	1,153	1,500	76.9%
525.500 · Accident / Incident Payables	9,361	15,000	62.4%
503.200 · Professional & Technical Svcs	132,505	134,380	98.6%
Total 520.000 · SERVICE/USER FEES	273,078	299,730	91.1%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	343,450	400,000	85.9%
504.120 · Tires	31,036	35,000	88.7%
504.115 · Lubrication	10,919	25,000	43.7%
532.500 · Tools	809	1,500	53.9%
Total 504.100 · Vehicle Maint & Repair Parts	22,834	50,000	45.7%
Total 504.200 · Expensed Parts	2,117	2,500	84.7%
504.610 · Shop Supplies	2,979	20,000	14.9%
504.620 · Facilities,Maint & Repair Parts	30,149	35,000	86.1%
504.400 · Office Supplies	25,276	25,000	101.1%
509.200 · Printing (Schedules,brochures)	4,454	7,000	63.6%
536.700 · Computer Programs & Supplies	16,293	4,500	362.1%

**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
July 2021-May 2022

	TOTAL		
	Jul '21 - May '22	Budget	% of Budget
537.000 · Safety & Emergency Supplies	5,147	1,500	343.1%
537.500 · Other Materials & Supplies	10,409	14,000	74.4%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>505,873</b>	<b>621,000</b>	<b>81.5%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	8,091	15,000	53.9%
541.250 · FB-Water,Sewer, Waste & Propane	5,454	6,000	90.9%
541.500 · Willits-Water, Sewer & Waste	1,701	3,000	56.7%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	12,686	7,600	166.9%
543.000 · TPX- Ukiah Phones / Internet	41,467	42,000	98.7%
543.250 · Comcast-Fort Bragg Phones/Inter	1,238	1,100	112.5%
544.000 · Verizon-Admin / OPS Cellular	16,762	12,000	139.7%
<b>Total 540.000 · UTILITIES.</b>	<b>87,400</b>	<b>86,700</b>	<b>100.8%</b>
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>328,309</b>	<b>360,000</b>	<b>91.2%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	352	600	58.7%
572.000 · Vehicle Licensing & Reg Fees	421	1,700	24.7%
<b>Total 570.000 · TAXES</b>	<b>773</b>	<b>2,300</b>	<b>33.6%</b>
<b>580.000 · MISCELLANEOUS</b>			
504.510 · Dues & Subscriptions	13,555	16,000	84.7%
502.700 · Travel	35,585	30,000	118.6%
582.250 · Board Expenses	0	500	0.0%
583.000 · Safety Program	10	1,000	1.0%
509.800 · Training	7,646	4,500	169.9%
584.500 · CDL & DOT Physical Expenses	5,503	3,500	157.2%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>62,299</b>	<b>55,500</b>	<b>112.3%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	7,383	2,400	307.6%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>7,383</b>	<b>2,400</b>	<b>307.6%</b>
<b>Total Expense</b>	<b>4,753,172</b>	<b>5,819,293</b>	<b>81.7%</b>
 <b>Net Income Before Depreciation</b>	 <b>416,433</b>	 <b>570,553</b>	 <b>73.0%</b>
 <b>Depreciation Expense</b>	 <b>1,045,922</b>		
 <b>Net Income After Depreciation</b>	 <b>-629,489</b>		



**Meeting Date:** July 27, 2022

**Agenda Item:** C.5

## AGENDA SUMMARY REPORT

Discussion and Possible Adoption of Resolution No. 2022-20 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of July 27, 2022, through August 27, 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
- Resolution 2022-02 on January 26, 2022, which authorized virtual Board Meetings through February 26, 2022
- Resolution 2022-03 on February 23, 2022, which authorized virtual Board Meetings through March 23, 2022
- Resolution 2022-06 on March 25, 2022, which authorized virtual Board Meetings through March 30, 2022
- Resolution 2022-07 on March 30, 2022, which authorized virtual Board Meetings through April 27, 2022
- Resolution 2022-13 on April 27, 2022, which authorized virtual Board Meetings through May 27, 2022
- Resolution 2022-15 on May 25, 2022, which authorized virtual Board Meetings through June 25, 2022
- Resolution 2022-19 on June 21, 2022, which authorized virtual Board Meeting through July 21, 2022
- Resolution 2022-20 on July 27, 2022 which authorized virtual Board Meeting through August 27, 2022

### STAFF RECOMMENDATION:

Adopt Resolution 2022-20 Authorizing Virtual Board Meetings for the period of July 27, 2022, through August 27, 2022.

### ATTACHMENTS:

**Resolution 2022-20** Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit

Authority for the period of July 27, 2022, through August 27, 2022 Pursuant to Brown Act Provisions.



## **RESOLUTION NO. 2022-20**

**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 NEWSON ON MARCH 4, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF MENDOCINO TRANSIT AUTHORITY FOR THE PERIOD July 27, 2022 through August 27, 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) August 27, 2022, 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 July 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

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MTA Board Chair, Saprina Rodriguez



Meeting Date: July 27, 2022

Agenda Item: C.6

## AGENDA SUMMARY REPORT

**SUBJECT:**

FY 2022/23 Board of Directors Meeting Schedule

**SUMMARY:**

The FY 2022/23 Board of Directors Meeting schedule. The scheduled date will continue to be the last Wednesday of each month.

This schedule allows MTA to conduct Unmet Needs Hearings in all the communities listed in the Joint Powers Agreement and also contains reminders for Budget Claims to the MCOG, Preliminary Budget, Final Budget Presentation and the annual Executive Director Evaluation.

**STAFF RECOMMENDATION:**

Review and approve the FY 2022/23 Board of Directors Meeting Schedule.

FY2022/23 Board of Directors Meeting Schedule.



## Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December  
Subject to Change

Date		Time	Location	Virtual Conference	Major Agenda Items
2022					
July	27	1:30	TBD	Yes	2022/23 Final Budget Consideration 2022/23 Strategic Planning 2022/23 Transit Needs:Willits
August	31	1:30	TBD	Yes	2022/23 Transit Needs: Point Arena
September	28	1:30	TBD	Yes	2022/23 Transit Needs: Fort Bragg
October	26	1:30	TBD	Yes	2022/23 Transit Needs: Ukiah
December	28	1:30	TBD	Yes	2022/23 Transit Needs: Willits
2023					
January	25	1:30	TBD	Yes	Executive Director Evaluation 2022/23 Transit Needs: Point Arena
February	22	1:30	TBD	Yes	Executive Director Contract Compliance (Bylaws Review/Board Certificates/FPPC Form 700) 2022/23 Transit Needs: Fort Bragg Initial 2023/24 Budget Discussion
March	29	1:30	TBD	Yes	2022/23 Transit Needs: Ukiah DRAFT 2023/24 Budget & Claim
April	26	1:30	TBD	Yes	Strategic Planning Upcoming Year 2022/23 Transit Needs: Willits
May	31	1:30	TBD	Yes	Budget Hearing 2022/23 Transit Needs: Point Arena
June	28	1:30	TBD	Yes	2022/23 Transit Needs: Fort Bragg Election of Officers FINAL 2023/24 Budget







Meeting Date: July 27, 2022

Agenda Item: D. 3

## AGENDA SUMMARY REPORT

**SUBJECT:**

Discussion and Possible Action Approving an Updated 22/23 Wage Table for Executive Level Salaries.

**SUMMARY:**

Last month's special board meeting June 21, 2022 MTA was prohibited from presenting the Wage Table for Executive level employees due to it being a "Special Meeting",  
Cal.Gov.Code § 54956 b.

*Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.*

Increases have been approved for all other staff represented and non-represented.

This wage table brings the Mobility Manager wages in parity with other management level staff.

**Staff Recommendation:** Approve 22/23 Wage Table for Executive Level Salaries.

**Action:** Approve 22/23 Wage Table for Executive Level Salaries effective July 1<sup>st</sup> 2022.

**ATTACHMENTS:**

22/23 Wage Table for Executive Level Salaries

For Board consideration on July 27, 2022

<b>NON REPRESENTED 22-23</b>		DRAFT 22-23		REFLECTS 5% INCREASE		
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>CFO</b>	38.57	40.50	42.54	44.66	46.88	50.87
<b>Mobility Manager</b>	38.57	40.50	42.54	44.66	46.88	50.87
<b>HR Director</b>	38.57	40.50	42.54	44.66	46.88	50.87
<b>HR Generalist</b>	33.82	35.06	36.34	37.67	39.05	40.48
<b>Mobility Manager</b>	<del>28.58</del>	<del>30.01</del>	<del>31.50</del>	<del>33.09</del>	<del>34.73</del>	<del>37.67</del>
<b>Maintenance Manager</b>	43.72	45.90	48.18	50.61	53.15	57.67
<b>Operations Manager</b>	42.44	44.56	46.79	49.13	51.60	55.99



Meeting Date: July 27, 2022

Agenda Item: D.2

## AGENDA SUMMARY REPORT

**SUBJECT:**

Discussion and Possible Adoption of Capital Budget amendment for Fiscal Year 2022-2023

**SUMMARY:**

Presented is the Capital Budget amending the approved FY 22/23 Capital Budget to reflect MCOG and MTA's capital reserves.

MCOG holds \$701,179.00 in Capital Reserve funds that MTA will be utilizing \$600,000.00 in fiscal year 23/24 for infrastructure projects related to our Electric Bus program. The remaining balance will be used in the 25/26 year to fund an electric bus purchase.

MTA's Capital reserve balance \$544,403.00 and will be used for Local Capital Expenses such as Operations, Vehicles, Maintenance, Administration Shelters/Benches.

**STAFF RECOMMENDATION:**

Review, approve and adopt Resolution 2022-21, FY 2022/23 amended Capital Budget.

**ATTACHMENTS:**

FY 22/23 Capital Budget



## FY 22/23 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2022/23	2023/24	2024/25	2025/26	2026/27	5 Year Total
<b>FEDERAL</b>						
5310 Elderly and Disabled						
5311(f) Intercity						
5311 Cares	1,500,000	200,000				1,700,000
5339 Low-No Emission Bus/Infrastructure		2,624,655	4,000,000	4,000,000	3,482,500	14,107,155
<b>Projected Federal Fund Totals</b>	<b>1,500,000</b>	<b>2,824,655</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>3,482,500</b>	<b>15,807,155</b>
<b>STATE</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>5 Year Total</b>
State of Good Repair (SB1)	528,559	130,000	130,000	130,000	130,000	1,048,559
Transit & Intercity Rail Capital Program(TIRCP)				5,103,321		5,103,321
Cap & Trade (LCTOP)	227,000	150,000	150,000	150,000		677,000
VW Mitigation Funds	160,000					160,000
HVVP Electric Bus Vouchers	136,000		204,000	204,000	204,000	748,000
<b>Projected State Fund Totals</b>	<b>1,051,559</b>	<b>280,000</b>	<b>484,000</b>	<b>5,587,321</b>	<b>334,000</b>	<b>7,736,880</b>
<b>LOCAL</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>5 Year Total</b>
MTA Capital Reserve Fund		41,145	316,196	900	186,162	544,403
Local Transportation Fund LTF	200,000					200,000
MCOG Capital Reserve Fund		600,000		101,179		701,179
State Transit Assistance STA	200,000					200,000
<b>Projected Local Fund Totals</b>	<b>400,000</b>	<b>641,145</b>	<b>316,196</b>	<b>102,079</b>	<b>186,162</b>	<b>1,645,582</b>
<b>TOTAL REVENUE</b>	<b>2,951,559</b>	<b>3,745,800</b>	<b>4,800,196</b>	<b>9,689,400</b>	<b>4,002,662</b>	<b>25,189,617</b>
<b>Expense</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>5 Year Total</b>
<b>Vehicle Acquisition:</b>						
Staff Vehicles		40,000		80,000		120,000
Maintenance Vehicles	110,000				186,000	296,000
Cutaways - Paratransit				570,000	580,000	1,150,000
Cutaways - FR	900,000	310,000	315,000	960,000	650,000	3,135,000
Buses - Medium Duty			550,000	550,000	550,000	1,650,000
Buses - Heavy Duty		1,000,000	3,000,000	3,000,000	2,000,000	9,000,000
Senior Center Vehicles						
Trolley						
<b>Total Vehicle Acquisition</b>	<b>1,010,000</b>	<b>1,350,000</b>	<b>3,865,000</b>	<b>5,160,000</b>	<b>3,966,000</b>	<b>15,351,000</b>
<b>Equipment &amp; Minor Facilities</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>5 Year Total</b>
Operations	2,000	9,000	4,000	7,700	4,000	26,700
Vehicle	1,523,300	7,500	7,500	7,500	9,000	1,554,800
Maintenance	43,000	224,000	30,000	16,000	16,000	329,000
Administration	8,700	32,300	8,600	11,500	3,500	64,600
Shelters & Benches	36,200	23,000	4,000	2,700	4,000	69,900
<b>Total Equipment &amp; Minor Facilities</b>	<b>1,613,200</b>	<b>295,800</b>	<b>54,100</b>	<b>45,400</b>	<b>36,500</b>	<b>2,045,000</b>
<b>Major Facilities &amp; Planning</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>5 Year Total</b>
Short Range Transit Plan	200,000					200,000
Transit Center		1,500,000				1,500,000
Vehicle Charging Generators UK,FB and Willits		200,000				200,000
Facilities and solarization and modernization		400,000	677,096	4,280,000		5,357,096
<b>Total Major Facilities</b>	<b>200,000</b>	<b>2,100,000</b>	<b>677,096</b>	<b>4,280,000</b>	<b>0</b>	<b>7,257,096</b>
<b>Total Expense</b>	<b>2,823,200</b>	<b>3,745,800</b>	<b>4,596,196</b>	<b>9,485,400</b>	<b>4,002,500</b>	<b>24,653,096</b>
<b>GAIN/Loss</b>	<b>128,359</b>	<b>0</b>	<b>204,000</b>	<b>204,000</b>	<b>162</b>	<b>536,521</b>

# MTA Five -YearCapital Vehicle Replacement Plan

  = retire and sell  
  = buy

Staff - Vehicles									
Odometer	4 YEARS OR 100,000 MILES								
					2022/23	2023/24	2024/25	2025/26	2026/27
		Fund	#	Year	Make/Mod				
		STIP	201	11	ChevVolt plug-in-hybrid		REPLACE		
		STA	307	11	Toyota Prius hybrid			REPLACE	
		STA	308	11	Toyota Prius hybrid			REPLACE	
			309		GAS - ALL Wheel				
			310		Hybrid - All Wheel				
			311		electric		BUY		
			312		hybrid			BUY	
			313		electric			BUY	
			314		electric				
			315						
			316						

Maintenance - Facilities Vehicles									
					2022/23	2023/24	2024/25	2025/26	2026/27
		FUND		Van for Cleaing					
			96	7 Sprinter	MTC - F				
			97	7 Sprinter	MTC - U				
			94	22	buy				
			93	22	buy				
				Pickup Truck					MTC
			98	1 F450					buy
		CAPTIAL R.	95	14					

Dial-a-Ride - Paratransit Vans									
Odometer	Type II or Class A								
					2022/23	2023/24	2024/25	2025/26	2026/27
0	0	5 YEARS OR 150,000 MILES							
		Fund	#	Year	Make/Mod				
			620	11	Glaval gas			DAR	
			621	11	Glaval gas			DAR	
			622	11	Glaval gas				
			623	11	Glaval gas				DAR
			624	13	Glaval gas				DAR
			625	13	Glaval gas				
			626	13	Glaval gas				
			627	13	Glaval gas				
			628	13	Glaval gas				
		5310/STA	629	17	ele			BUY	
		5310/STA	630	18	ele			BUY	
		5310/STA	631	18					BUY
		5310/STA	632	18					BUY
		5310/STA	633	18					
		5310/STA	634	19					
		5310/STA	635	19					
		5310/STA	636	19					
		5310/STA	637	19					
		5310/STA	638	19					
		5310/STA	639	20					
			640	27					

Fixed Route - Cutaway										
Odometer		Type III or Class C								
		7 YEARS OR 150,000 MILES								
		Fund	#	Year	Make/Mod	2022/23	2023/24	2024/25	2025/26	2026/27
			723	11	Glaval gas			FR-CUT		
			727	11	Glaval gas		FR-CUT			
			728	11	Glaval VTM hybrid	FR-CUT				
			729	13	Glaval gas				FR-CUT	
			730	13	Glaval gas	FR-CUT				
			731	13	Glaval gas	FR-CUT				
			732	15	Glaval gas					
			733	16	Glaval gas				FR-CUT	
			734	16	Glaval gas				FR-CUT	
			735	16	Glaval gas					FR-CUT
			736	16	Glaval gas					FR-CUT
			737	18	Glaval gas					
			738	18	Glaval Gas					
			739	18	Glaval Gas					
			740		Champion					
			741		Champion					
			742		Diamond-Lightning					
		VW	743		Diamond-Lightning					
		VW	744		Diamond-Lightning	BUY				
		VW	745		Diamond-Lightning	BUY				
		HVIP	746		Diamond-Lightning	BUY				
		HVIP	747				BUY			
		STA	748					BUY		
		STA	749							
		STA	750						BUY	
		STA	751						BUY	
		STA	752						BUY	
		STA	753							BUY
		STA	754							BUY
		STA	755							
		STA	756							
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		STA	758							
		STA	759							
		STA	760							
		STA	761							
		STA	762							
		STA	763							
		STA	764							
		STA	765							
		STA	766							
						3	2	3	3	

## Fixed Route Fleet - Medium Duty Buses

Odometer		Type VII VIII or Class E				2022/23	2023/24	2024/25	2025/26	2026/27
		Fund	#	Year	Make/Mod					
0	0	Life: 10 years or 350,000 miles								
			806	12	IC Eaton Hybrid					
			807	12	IC Eaton Hybrid					
			808	15	Cummins Glavel			REPLACE		
			809	15	Cummins Glavel				REPLACE	
			810	15	Cummins Glavel					REPLACE
			811					BUY		
			812						BUY	
			813							BUY
			814							
			815							
			816							
			817							
			818							
			819							
			820							

2

## Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H				2022/23	2023/24	2024/25	2025/26	2026/27
		Fund	#	Year	Make/Mod					
		5339	906	99	40' Gillig		REPLACE			
			910	13	40' Gillig Clean Diesel Low Floor			REPLACE		
			911	13	40' Gillig Clean Diesel Low Floor			REPLACE		
			912	13	40' Gillig Clean Diesel Low Floor			REPLACE		
			913	13	40' Gillig Clean Diesel Low Floor				REPLACE	
			914	13	40' Gillig Clean Diesel Low Floor				REPLACE	
			915	13	40' Gillig Clean Diesel Low Floor				REPLACE	
			916	13	40' Gillig Clean Diesel Low Floor					REPLACE
			917	13	40' Gillig Clean Diesel Low Floor					REPLACE
		PTIMSEA 5339	918	23	35 Gillig All Electric Low Floor		BUY			
			919	24	35 Gillig All Electric Low Floor			BUY		
			920	24	35 Gillig All Electric Low Floor			BUY		
			921	24	35 Gillig All Electric Low Floor			BUY		
			922	24	35 Gillig All Electric Low Floor				BUY	
			923	24	35 Gillig All Electric Low Floor				BUY	
		MCOG RESERVE	924	24	35 Gillig All Electric Low Floor				BUY	
			925	24	35 Gillig All Electric Low Floor					BUY
			926	24	35 Gillig All Electric Low Floor					BUY

<b>MTA Five-Year Capital Plan</b>					
<b>Vehicle Replacement Plan - Estimated Costs</b>					
<b>Schedule of Purchases</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Staff - Hybrid AW					
Staff - Electric		1		2	
Staff - Mtc Van	2				
Staff - Mtc Truck					1
Senior Center Mini-Van					
Senior Center Bus					
Dial-A-Ride Bus				2	2
Cutaway Buses	3	1	1	3	2
Medium Duty Bus			1	1	1
Heavy Duty Bus		1	3	3	2
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>11</b>	<b>8</b>

<b>Unit Cost (\$000)*</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Staff - Hybrid AW					
Staff - Electric		40,000		40,000	
Staff - Mtc Van	55,000				
Staff - Mtc Truck (crew)					186,000
Senior Center Mini-Van					
Senior Center Bus					
Dial-A-Ride Bus				285,000	290,000
All Electric Cutaway Bus	300,000	310,000	315,000	320,000	325,000
Medium Duty Diesel			550,000	550,000	550,000
Heavy Duty Bus		1,000,000	1,000,000	1,000,000	1,000,000
Medium Duty Hybrid					
Medium Duty Electric					

<b>TOTAL ANNUAL COST</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Staff - Hybrid AW					
Staff - Electric		40,000		80,000	
Staff - Mtc Van	110,000				
Staff - Mtc Truck (crew)					186,000
Senior Center Mini-Van					
Senior Center Cutaway					
Dial-A-Ride Bus				570,000	580,000
Cutaway Bus	900,000	310,000	315,000	960,000	650,000
Medium Duty Diesel			550,000	550,000	550,000
Heavy Duty Bus		1,000,000	3,000,000	3,000,000	2,000,000
Medium Duty Hybrid					
Medium Duty Electric					
<b>Total Annual Costs</b>	<b>1,010,000</b>	<b>1,350,000</b>	<b>3,865,000</b>	<b>5,160,000</b>	<b>3,966,000</b>

# FY 22-23 FIVE-YEAR CAPITAL PLAN

## Equipment Purchase Detail

Category						Five-Year
Project	2022/23	2023/24	2024/25	2025/26	2026/27	Total
<b>Operations</b>						
Miscellaneous	2,000	2,000	2,000	2,000	2,000	10,000
Office Furniture		2,000		2,000		4,000
Computers: Receptionist						0
Computers: Training Supervisor		1,500				1,500
Computers: Dispatch Supervisor		1,500				1,500
Computers: South Coast Supervisor				1,700		1,700
Computers: Fort Bragg Supervisor						0
Training Equipment		2,000	2,000	2,000	2,000	8,000
<b>Transportation Totals</b>	<b>2,000</b>	<b>9,000</b>	<b>4,000</b>	<b>7,700</b>	<b>4,000</b>	<b>26,700</b>

						Five-Year
Vehicles	2022/23	2023/24	2024/25	2025/26	2026/27	Total
Miscellaneous	2,300	2,500	2,500	2,500	3,000	12,800
Cutaway Transmissions and Engines	5,000	5,000	5,000	5,000	6,000	26,000
Trailer	16,000					16,000
Electronic Fare Box	1,500,000					1,500,000
Parking lot sweeper	50,000					50,000
<b>Vehicles Total</b>	<b>1,573,300</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>9,000</b>	<b>1,604,800</b>

						Five-Year
Maintenance	2022/23	2023/24	2024/25	2025/26	2026/27	Total
Miscellaneous	15,000			3,000	16,000	34,000
Ukiah Yard Reseal	6,000			8,000		14,000
Willits Yard Reseal			5,000			5,000
Ft. Bragg Yard Reseal	2,500			5,000		7,500
Wood seal north wall of shop						0
Break Room Roof			25,000			25,000
Old Ukiah Shop - Remodel		135,000				135,000
Multi Refrigerant Recycle Machine	15,000					15,000
Willits Office Rehab	20,000					20,000
Alignment Equipment						0
Emmissions Smoke Tester						0
Wash Bay Pumps and Motors		7,000				7,000
Replace Diagnostics Laptop		2,500				2,500
Solar panel cleaner	10,000					10,000
Amperage voltage tester industrial	5,000					5,000
<b>Maintenance Totals</b>	<b>73,500</b>	<b>144,500</b>	<b>30,000</b>	<b>16,000</b>	<b>16,000</b>	<b>280,000</b>

# FY 22-23 FIVE-YEAR CAPITAL PLAN

## Equipment Purchase Detail

Category

						Five-Year
Project	2022/23	2023/24	2024/25	2025/26	2026/27	Total
<b>Office - Administration</b>						
Miscellaneous	4,000	3,000	3,000	3,500	3,500	17,000
Heavy Duty Paper Shredder			2,100			2,100
Coin Sorter						0
Wiring Upgrade		20,000				20,000
Managed IT Network/Care	3,000					3,000
Furniture		1,000	1,000	2,000		4,000
Telephone+Cell, replace + headsets						0
Video Conference Ukiah and UVConfCtr	1,700	4,000				5,700
Computer - Receptionist				1,500		1,500
Computer - HR				1,500		1,500
Computer - Accounting Specialist		1,800		1,500		3,300
Computer - Finance Manager				1,500		1,500
Computer - ED						0
HR - Copier, Recording Equipment		2,500	2,500			5,000
<b>Administration Totals</b>	<b>8,700</b>	<b>32,300</b>	<b>8,600</b>	<b>11,500</b>	<b>3,500</b>	<b>64,600</b>

						Five-Year
Shelters and Benches	2022/23	2023/24	2024/25	2025/26	2026/27	Total
Shelters	15,000	1,500	2,500	1,500	2,500	23,000
Benches (materials)	1,200	1,500	1,500	1,200	1,500	6,900
Bus Stops & Signs		20,000				20,000
Library Bus Stop Modernization	20,000					20,000
<b>Shelters and Benches Totals</b>	<b>36,200</b>	<b>23,000</b>	<b>4,000</b>	<b>2,700</b>	<b>4,000</b>	<b>69,900</b>

## Facility Solarization and Modernization - By Project

Cap #	FY	Project	\$ COST	REVENUE SOURCE							TOTAL
				Federal		State		Local			
				Grant	Amount	1B Modern	1B Security	STA	Cap & Trade	Reserve	
MCOG	25/26	electric bus Purchase	101,179							101,179	101,179
MCOG	23/24	Ukiah Solar canopy/Bus Charging Infrastructure	400,000							400,000	400,000
MCOG	23/24	Vehicle Charging Generators UK,FB and Willits	200,000							200,000	200,000
89	23/24	440 Transformer	100,000	5339	100,000						100,000
89	24/25	Finish Design Admin/Ops?Build	677,096		541,677	-	-	33,855		101,564	677,096
89	26/27	Construct Admin/Ops	4,280,000	5339	3,724,000			320,000	96,000	140,000	4,280,000
Total Design & Construction			5,657,096		4,365,677		-	353,855	96,000	841,564	5,657,096

## MTA TRANSIT CENTER PROJECT

				REVENUE SOURCE								
				Federal		State		Local				
Cap #	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	STA - SGR	Cap & Trade	Reserve	TOTAL	
		Transit Center Location/Design										
100	22/23	Study	MCOG									
100	24/25	Purchase Property		1,500,000	5339	1,200,000				300,000	1,500,000	
100	25/26	Construct Transit Center										
subtotal				1,500,000		1,200,000		0		300,000	1,500,000	





**MENDOCINO TRANSIT AUTHORITY**  
**RESOLUTION 2022-22**  
**ADOPTION OF FISCAL YEAR 2022-2023**  
**CAPITAL BUDGET**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the MTA Board of Directors hereby Adopts the Amended Fiscal Year 2022-2023 Capital Budget presented to the Board on July 27, 2022, as may be revised at the meeting.

Adoption of this Resolution was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on July 27, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Saprina Rodriguez, Chair

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Jacob King, Executive Director



Meeting Date: July 27<sup>th</sup>, 2022

Agenda Item: D. 4

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Operating Reserve Policy Review.  
Discussion and Possible Revision of MTA Operating Reserve Policy

### **SUMMARY:**

Our Research of California transit agencies show that they generally set Operating Reserves at 20-30% of annual operating expenses, with the majority set at 25%.

Our auditors recommend 25% of annual operating expenses, and per our last three audits that would require:

<u>Fiscal Year</u>	<u>Operating Expenses</u>	<u>25% Reserve</u>
2018-2019	\$6,971,989	\$1,742,997
2019-2020	\$6,726,939	\$1,681,735
2019-2021	\$6,094,696	\$1,523,674

Taking an average annual operating expense reserve of \$1,650,000, this would require accumulating:

<u>Time Period</u>	<u>Annual Amount</u>	<u>Monthly Amount</u>
3 years	\$550,000	\$45,833
5 years	\$330,000	\$27,500
7 years	\$235,714	\$19,643
10 years	\$165,000	\$13,750

Our current Operating Reserve balance is \$120,000.

Our current Capital Reserve balance at MCOG is \$701,179.

MTA holds a Capital Reserve balance of \$544,403, *which includes reimbursement of VW mitigation funds.*

### **STAFF RECOMMENDATION:**

Review and direct staff

### **ATTACHMENTS**

MTA MEMO Agenda Item #9

MTA Resolution 2016-15

MTA Reserve Fund Policy Dated June 30<sup>th</sup>, 2016

**To:** MTA Board of Directors  
**From:** Carla A. Meyer, General Manager  
**Date:** June 30, 2016  
**Subject:** MTA Reserve Policy



At the May Board of Directors meeting, discussion of establishing an MTA Reserve Policy was discussed.

As a result, staff contacted CalACT (California Association for Coordinated Transportation) for similar transit systems Reserve Policies. Based on the summation of those policies and MTA's internal procedures and best practices, the draft MTA Reserve Policy is presented.

In the four (4) policies reviewed, (Amador, El Dorado, Sonoma and Lake) the Operating Reserve set aside was consistent at 25% in Amador and El Dorado. Lake County advised that an operating reserve of 25% would be what they would like to maintain. Sonoma reported that while no formal policy amount has been mandated by the Directors, at the current time the operating reserve is at approximately 30% of their of the annual operating budget.

MTA has a long-used outstanding Five-Year Capital Plan. Annually the plan is reviewed and updated based on actual and projected needs and revenue sources. For continuity and practical capital funding, the Capital Fund Policy balance is based on this plan. It provides a "fluid" funding balance established on actual and projected needs.

**Recommendation:** Review, approve and adopt Resolution 2016-15, MTA Reserve Fund Policy.

**MENDOCINO TRANSIT AUTHORITY  
RESOLUTION 2016-15  
MTA RESERVE FUND POLICY**

**WHEREAS:**

1. MTA policies require the call for adoption of annual balanced budgets; and
2. It is prudent fiscal management for public agencies to reserve funds which can be used in the event of financial emergencies;

**NOW, THEREFORE, BE IT RESOLVED** that the MTA Board of Directors hereby:

1. Reviewed and approved the MTA Reserve Fund Policy; and
2. Direct staff to implement said policy, effective this date.

**ADOPTION of this RESOLUTION** was MOVED by Director     and SECONDED by Director     at a regular meeting of the MTA Board of Directors on June 30, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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James W. Mastin, Chairman

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Carla A. Meyer, General Manager





## **RESERVE FUNDS POLICY**

## Summary

This Reserve Policy establishes guidelines for reserve funds for Mendocino Transit Authority (MTA), including the target balance, anticipated uses and approvals for the use of reserve funds.

## Introduction

The reserve fund policies and practices of MTA are based on prudent financial management. The primary goal of the Reserve Policy is to establish guidelines for reserve funds MTA, including the target balances, applicable funding sources, anticipated uses and approvals for the use of reserve funds.

## Objective

Establishing reserve funds (or preparing for the “rainy day”) provides a means for dealing with emergency or high-priority situations which could not otherwise be funded in the near term.

MTA Objectives for reserve funding are:

- a) To provide adequate funds to support legitimate operating expenditures;
- b) To enable Mendocino Transit Authority to sustain operations and capital projects through delays in the receipt of committed funds and to accept reimbursable contracts and grants without jeopardizing ongoing operations;
- c) To promote public confidence in the long-term sustainability of Mendocino Transit Authority by preventing chronic cash flow crises; and
- d) To create an internal line of credit to manage cash flow and maintain financial flexibility.

## Establishing a Reserve Fund

All reserve funds shall be established by the Board. Reserve accounts shall be established upon the adoption of a resolution that must specify;

- a) Purpose of the reserve and eligible use(s);
- b) Establishment of eligible uses of funding;
- c) Source/type of the funding;
- d) Minimum funding level, if applicable.

## Management of Reserves

Unless otherwise stated, all reserves shall be incorporated into the fiscal year-end financial analysis, staff prepares and presents to MTA Board. All reporting of reserve accounts will satisfy the objective of being self-explanatory and easy to understand.



### Applicable Funding Sources

Such funds are identified as follows:

- a) State Transit Assistance (STA)
- b) Local Transportation Funds (LTF)
- c) Miscellaneous income;
- d) Rental Income
- e) Income received from the sell of assets or other miscellaneous items (capital reserve)

### Anticipated Uses of Reserve Funds

A reserve fund is intended to be used for one-time non-recurring purposes, unless otherwise approved by the MTA Board. A reserve fund is intended to be used only under unusual financial circumstances. Below are some examples of potential uses for a reserve fund:

- a) Spikes in the cost of fuel or other materials;
- b) Opportunities to advance urgent, high-priority needs;
- c) Unforeseen withdrawal or cutback in a revenue source;
- d) Augment and/or balance the annual budget.

However, none of these circumstances shall be deemed to obligate the Board to approve use of a reserve fund.

### Approval for Use of Reserve Fund

Each proposed use of a reserve fund will be subject to Board approval through the budgetary cycle when the final Budget is adopted.

## **OPERATING RESERVE FUND POLICY**

### Purpose

The purpose of the Operating Reserve Fund is to establish and maintain a fund that will provide sufficient financial resources to assure timely payment of the operating expenses of MTA as authorized and defined by the Board.

### Calculating the Reserve Amount

The recommended amount required for the Operating Reserve Fund is calculated by agency management staff based on actual expenditure history, planned service reductions/expansions plus adjustments for extraordinary expenditures (e.g. one-time expenditures). The targeted minimum amount to be maintained in the reserve fund shall



be a “targeted” minimum account balance of twenty-five percent (25%) of the annually budgeted operating expenditures.

#### Frequency of Calculation

Annually, after FY closeout and completion of the independent audit, the amount **to** fund the Operating Reserve Fund will be reevaluated by management staff to determine the calculated amount of funds that should be made available to fund the Operating Reserve Fund.

#### Board Review

Based on this analysis, management staff shall make a recommendation to the Board for review and formal Board approval.

#### Other Reserve Funds

The initial priority of the Reserve Policy is to build up the Operating Reserve Fund over time to the targeted balance of a targeted minimum account balance of 25% of the annually budgeted operating expenditures. Additional Reserve Funds in the longer term for Capital Replacement and/or specialized larger scale projects requiring funding match are addressed as follows:

### **CAPITAL PROGRAM RESERVE FUND POLICY**

#### Purpose

A Capital Replacement Program Reserve Fund will be developed to build up funds in anticipation of future capital replacement expenditures.

#### Objective

The intent is to build up a reserve of funds before potential capital expenditures would be incurred in or after the current fiscal year, which would fund the expenditures either in full or as the local match. The MTA Board would authorize the use of the money in the Capital Reserve Fund during the budgetary process.

#### Calculating the Reserve Amount

The recommended amount required for the Capital Reserve Fund is calculated by agency management staff based on actual expenditure needs; i.e. capital equipment, vehicle replacement match and adjustments for extraordinary expenditures (e.g. one-time expenditures) The capital reserve fund balance shall be calculated as outlined in the MTA Five-Year Capital Plan, based on actual and projected expenditures and revenue sources.