



**Board of Directors  
Regular Meeting Agenda**

**March 29, 2023**

**1:30 p.m.**

**Lunch: Patrona 11:30pm**

**MTA Board of Directors**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Bruce Richard  
Tess Albin-Smith  
Dan Doyle  
Dan Gjerde  
Susan Sher

**Fort Bragg**

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

*Teleconference with:*

**Ukiah**

Ukiah Valley Conference Center  
Zinfandel Room  
200 South School Street

*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](mailto: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-meetings/> 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 January 25, 2023 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Preliminary Unaudited Financial Statements July – January 2023

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

1. Unmet Needs
2. Presentation of Draft 2021-2022 Audit by CPA Recommendation for Approval of Preliminary Fiscal Year 2021-2022
3. Report on Grants and Projects informational only
4. Discussion and Possible Adoption approving Caltrans 5311f resolution 2023-01
5. Discussion and Possible Adoption approving Caltrans LCTOP resolution 2023-02
6. Discussion and Possible Adoption of Resolution 2023-03 Approving for Retired Annuitant
7. Discussion and Possible Approval, Cal-Act Spring Conference Approval for the Executive Director

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

1. Matters from Management
2. Matters From MCOG
3. Matters from Directors

## **F. CLOSED SESSION**

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

Report out of Closed Session

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 Sara Marquez at Mendocino Transit Authority by calling (707) 234-6456 or by email at [sara@mendocinotransit.org](mailto:sara@mendocinotransit.org) at least 72 hours prior to the meeting.*



**Board of Directors  
Regular Meeting Minutes**

Wednesday, January 25, 2023

1:30 p.m.

**MTA Directors in Attendance**

Saprina Rodriguez, Chair  
Tess Albin-Smith  
Bruce Richard  
Dan Doyle  
Dan Gjerde

**MTA Directors Absent**

Jim Tarbell, Vice Chair  
Josefina Dueñas

**Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bret Byrd, Maintenance Manager  
Luis Martinez, Operations Manager  
Becky Oseguera HR Director  
Sandra Stouvenot HR Assistant.  
Sara Marquez, Assistant Clerk of the Board

**Staff Absent**

*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.*

**AGENDA ITEMS**

- A. CALL TO ORDER** Chair Rodriguez called the meeting to order at 1:33 pm
- B. PUBLIC COMMENT**

A member of the public requested to have zoom- call options meetings available to the public if they can't attend in person.

Director Albin- Smith join the meeting at 1:44pm

### **C. CONSENT CALENDAR**

1. Approval of Minutes of October 26, 2022 Regular Board Meeting
2. Approval of Minutes of November 11, 2022 Special Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Preliminary Unaudited Financial Statements July – November 2022

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

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

1. Unmet Needs-None

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

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

**Dawn White**, Mobility Manager, reported that the Christmas trolley ran this year with a total of 1218 passengers. The Trolley ran from November 25 to December 24, 2022. Dawn thanked Katrina from The Greater Ukiah Business and Tourism Alliance for getting all the sponsors and Marianna from City of Ukiah for coordinating all the bus stops.

**Bret Byrd**, Maintenance Manager reported that they are very busy in the shop, he hired a mechanic and new bus cleaner. The two hires are a great addition to the team.

**Becky Oseguera**, HR Director reported that she has been very busy since she arrived at MTA. She mentioned that the bus cleaner, mechanic, and a temporary HR assistant were hired back in November 2022, also hired 3 drivers, 2 for Ukiah and 1 for Fort Bragg. And still recruiting for Financial Assistance, all positions are posted on our MTA website and indeed.

**Luis Martinez**, Operations Manager reported that in November and December had the NO FARE program and had a great turnout of passengers and is not going to be able to show if we were able to retain the passengers because it will take some time to reflect on the ridership report. Luis also mentioned that are in process to get more drivers to fully operate pre pandemic services.

**Jacob King**, Executive Director reported that there was a misunderstanding between MTA and Mendocino College, King had previously told the College that there wasn't going to be a FREE PROGRAM for students for the semester due to funds from LCTOP running out, but now everything has changed and worked out things with Mendocino College and now MTA will offer FREE RIDE Program for this semester, MTA will be reimbursed from the college.

King also reported that routes 95, 60 had to close service for 3 days during the storm due to trees falling off on the highways, people were in sheltering so we didn't get a lot of feedback on ridership, and we were in close contact with Point Arena fire chiefs with daily updates and advise us for the following day if it was safe for us to run, Caltrans was advising public to avoid travel. This is the first time in years that we had to shut down those routes due to storms.

The board requested executive director King to agendaize and give summary or updates on grants and projects that are going on MTA for new directors that are coming along.

## 1. **Matters From MCOG**

**Loretta Ellard from MCOG**, gave a update on the feasibility study and location analysis for MTA's new Ukiah Transit Center planning project that recently got underway. The purpose of this project is to evaluate potential locations (including opportunities for multi-modal improvements) for a new transit center in the greater Ukiah area. MCOG staff administered a competitive procurement process for this project, in which two proposals were received. A Consultant Selection Committee of MCOG & MTA staff reviewed the proposals and unanimously recommended the firm of LSC Transportation Consultants (with subconsultant – Design Workshop). The contract was executed in November, and a project kick-off meeting was held in early December, followed by an initial stakeholder meeting and site visits to potential locations.

The anticipated project schedule is as follows:

December 2022: Kick-off meeting, Potential Site Location Tour, Stakeholder Workshop – completed

February 2023: Tech Memo 1: Program and Potential Site Analysis

April 2023: Online Survey, Planning Charrette, and Stakeholder Interviews

July 2023: Tech Memo 2: Scoring Criteria and Site Selection

September 2023: Draft Final Report

November 2023: Final Report

MTA will utilize the recommendations in the feasibility study to pursue next steps of property acquisition, environmental process, design, and construction of the new facility and multimodal improvements. This study is funded in the current year's Overall Work Program (Work Element 3).

Ellard, also gave an update on the grant-funded "Mobility Solutions for Rural Communities of Inland Mendocino County – Feasibility Study" project.

This consultant-led project is a study of the remote rural communities of Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley, to research potential mobility solutions and alternatives to traditional transit service for these hard-to-serve areas.

As previously reported, community workshops and stakeholder meetings were held in these five communities last August, followed by a successful five-community survey which received a total of 339 responses.

The consultant team (AMMA Transit Planning, Inc.) has completed analysis of the survey results and developed a range of potential mobility solutions that are currently being reviewed by the project team (Consultant, MCOG, MTA and Caltrans). Next steps include a meeting of the TAG in February, followed by another round of community meetings (virtual) to review potential mobility solutions for each community.

The consultant team continues to work with MCOG, MTA and Caltrans to identify appropriate funding sources to implement the identified mobility solutions, which is an ongoing challenge.

The timeline for this study runs through this summer, with presentation of the final plan anticipated to occur at the August 2023 MCOG Board meeting. We will be coordinating with the MTA to invite MTA Board members to this presentation, possibly as a joint meeting.

## 2. Matters from Directors

**Director Richard**, mention that he's delighted to hear all the planning stuff, with the being said he would like to recommend MTA to have a marketing ad hoc discussion on how it can help the organization, director Richard and director Gjerde are willing to participate in the ad hoc. Executive Director King will reach out to other people and set up the dates.

**Director Albin- Smith**, suggested to having a better speaker sounds system in the Fort Bragg facility for the meeting.

## F. CLOSED SESSION

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

## G. ANNOUNCEMENT OUT OF CLOSED SESSION

Chair Rodriguez announced no action was taken in closed session.

The meeting adjourned at 2:45 p.m.

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

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Date: March 29, 2023

Item #C.2



### FY 22-23 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2022-23 YTD	2021-2022 YTD	# Change	% Change
01 - Willits Local	467	539	503	509	707	684	432	416	0	0	0	0	4257	3897	360	9%
03 - Ukiah - DAR	1027	1148	1120	1166	1037	1035	1138	1065	0	0	0	0	8736	7189	1,547	22%
04 - Fort Bragg - DAR	564	717	627	671	662	716	800	734	0	0	0	0	5491	4507	984	22%
05 - BraggAbout	445	429	493	419	722	805	620	560	0	0	0	0	4493	3319	1,174	35%
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	3555	4960	5051	5261	5541	5576	4316	4611	0	0	0	0	38871	24327	14,544	60%
20 - Willits - Ukiah	1012	1552	1627	1724	1582	1572	1396	1525	0	0	0	0	11990	9546	2,444	26%
60 - Coaster	250	322	437	467	698	742	573	648	0	0	0	0	4137	2078	2,059	99%
64 - Ukiah to Fort Bragg-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
65 - CC Rider	628	679	642	748	934	933	636	620	0	0	0	0	5820	3524	2,296	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	52	68	38	38	31	16	13	40	0	0	0	0	296	324	(28)	-9%
75 - M-F Gualala to Ukiah	346	602	656	660	420	410	283	425	0	0	0	0	3802	3039	763	25%
95 - Pt. Arena to Santa Rosa	366	371	320	363	294	360	208	229	0	0	0	0	2511	1513	998	66%
97 - Redwood Coast Regional	178	262	202	194	154	156	213	222	0	0	0	0	1581	1124	457	0%
<b>Monthly Totals</b>	<b>8890</b>	<b>11649</b>	<b>11716</b>	<b>12220</b>	<b>12782</b>	<b>13005</b>	<b>10628</b>	<b>11095</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91985</b>	<b>64387</b>	<b>27,598</b>	<b>43%</b>



## 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	396	5,464	1380%
03 - Ukiah - DAR	1068	971	976	961	890	1013	663	647	982	1138	1019	1016	11344	950	10,394	1094%
04 - Fort Bragg - DAR	580	572	574	574	548	593	502	564	594	542	571	545	6759	677	6,082	898%
05 - BraggAbout	498	484	461	390	409	378	308	391	513	399	486	436	5153	419	4,734	1130%
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	2523	36,702	1455%
20 - Willits - Ukiah	966	1085	1336	1382	1189	1089	1149	1350	1590	1292	1330	1172	14930	798	14,132	1771%
60 - Coaster	235	251	293	295	266	256	248	234	350	342	358	282	3410	262	3,148	1202%
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	72	426	592%
75 - M-F Gualala to Ukiah	259	411	522	448	374	406	328	291	447	471	423	427	4807	309	4,498	1456%
95 - Pt. Arena to Santa Rosa	200	183	192	179	204	192	172	191	177	211	260	292	2453	148	2,305	1557%
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>6554</b>	<b>95,288</b>	<b>1454%</b>



**FY 22-23 AVERAGE DAILY RIDERS BY ROUTE-Weekday**

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
01 - Willits Local	22.24	23.43	22.86	24.24	32.14	31.09	19.64	20.80	0.00	0.00	0.00	0.00
05 - BraggAbout	21.19	18.65	22.41	19.95	32.82	36.59	28.18	28.00	0.00	0.00	0.00	0.00
07 - Jitney	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 - Ukiah Local	152.81	200.00	214.50	228.71	226.86	233.36	184.27	212.55	0.00	0.00	0.00	0.00
20 - Willits - Ukiah	48.19	67.48	73.95	82.10	71.91	71.45	63.45	76.25	0.00	0.00	0.00	0.00
60 - Coaster	11.90	14.00	19.86	22.24	31.73	33.73	26.05	32.40	0.00	0.00	0.00	0.00
65 - Fort Bragg to Santa Rosa	25.76	26.00	29.18	35.62	37.59	35.91	25.36	26.10	0.00	0.00	0.00	0.00
75 - M-F Gualala to Ukiah	16.38	26.17	29.82	31.43	19.09	18.64	12.86	21.25	0.00	0.00	0.00	0.00
95 - Pt. Arena to Santa Rosa	13.29	10.83	10.95	12.14	10.82	13.18	7.64	9.10	0.00	0.00	0.00	0.00
<b>Monthly Totals</b>	<b>311.76</b>	<b>386.57</b>	<b>423.55</b>	<b>456.43</b>	<b>462.95</b>	<b>473.95</b>	<b>367.45</b>	<b>426.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FY 22-23 AVERAGE DAILY RIDERS BY ROUTE-Saturdays**



	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
09 - Ukiah Local	69.00	90.00	83.00	91.60	137.50	88.40	65.50	90.00	0.00	0.00	0.00	0.00
65 - Fort Bragg to Santa Rosa	16.60	20.25	23.50	25.00	26.75	28.60	19.50	24.50	0.00	0.00	0.00	0.00
74 - Saturday Gualala-Ukiah	10.40	17.00	9.50	7.60	7.75	3.20	3.25	10.00	0.00	0.00	0.00	0.00
95 - Pt. Arena to Santa Rosa	9.60	22.50	11.50	0.00	9.00	7.80	5.25	5.75	0.00	0.00	0.00	0.00
<b>Monthly Totals</b>	<b>105.60</b>	<b>149.75</b>	<b>127.50</b>	<b>124.20</b>	<b>181.00</b>	<b>128.00</b>	<b>93.50</b>	<b>130.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**FY 22-23 AVERAGE DAILY RIDERS BY ROUTE-Sundays**

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
95 - Pt. Arena to Santa Rosa	7.80	8.00	8.25	9.60	5.00	7.75	3.80	6.00	0.00	0.00	0.00	0.00
<b>Monthly Totals</b>	<b>7.80</b>	<b>8.00</b>	<b>8.25</b>	<b>9.60</b>	<b>5.00</b>	<b>7.75</b>	<b>3.80</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Ridership Pandemic Comparison Report**

**MONTHLY REPORT**

ROUTE	PRE PANDEMIC 2018	MID PANDEMIC 2021		CURRENT 2022	
	FEB	FEB	As % of Pre Pandemic	FEB	As % of Pre Pandemic
01 - Willits Local	814	281	34.52%	416	51.11%
03 - Ukiah - DAR	1280	698	54.53%	1065	83.20%
04 - Fort Bragg - DAR	1269	433	34.12%	734	57.84%
05 - BraggAbout	1493	391	26.19%	560	37.51%
09 - Ukiah Local	8875	2101	23.67%	4611	51.95%
20 - Willits - Ukiah	2589	530	20.47%	1525	58.90%
60 - Coaster	836	194	23.21%	648	77.51%
64 - Ukiah to Fort Bragg	329	0	0.00%	0	0.00%
65 - CC Rider	783	217	27.71%	620	79.18%
74 - Saturday Gualala-Ukiah	91	23	25.27%	40	43.96%
75 - M-F Gualala to Ukiah	449	198	44.10%	425	94.65%
95 - Pt. Arena to Santa Rosa	303	97	32.01%	229	75.58%
97 - Redwood Coast Regional	213	0	0.00%	222	104.23%
Quarterly Total	19324	5163	26.72%	11095	57.42%

Ridership Pandemic Comparison Report

QUARTERLY REPORT

ROUTE	PRE PANDEMIC				MID PANDEMIC					CURRENT				
	2018				2021					2022				
	DEC	JAN	FEB	TOTAL PAX	DEC	JAN	FEB	TOTAL PAX	As % of Pre Pandemic	DEC	JAN	FEB	TOTAL PAX	As % of Pre Pandemic
01 - Willits Local	805	940	814	2,559	324	262	281	867	34%	684	432	416	1,532	60%
03 - Ukiah - DAR	1,170	1,404	1,280	3,854	481	633	698	1,812	47%	1,035	1,138	1,065	3,238	84%
04 - Fort Bragg - DAR	1,241	1,209	1,269	3,719	399	483	433	1,315	35%	716	800	734	2,250	61%
05 - BraggAbout	1,476	1,309	1,493	4,278	444	414	391	1,249	29%	805	620	560	1,985	46%
09 - Ukiah Local	8,600	9,533	8,875	27,008	2,306	1,902	2,101	6,309	23%	5,576	4,316	4,611	14,503	54%
20 - Willits - Ukiah	2,081	2,696	2,589	7,366	609	490	530	1,629	22%	1,572	1,396	1,525	4,493	61%
60 - Coaster	869	974	836	2,679	251	224	194	669	25%	742	573	648	1,963	73%
64 - Ukiah to Fort Bragg	387	309	329	1,025	-	-	-	-	0%	-	-	-	-	0%
65 - CC Rider	913	806	783	2,502	228	216	217	661	26%	933	636	620	2,189	87%
74 - Saturday Gualala-Ukiah	81	46	91	218	18	30	23	71	33%	16	13	40	69	32%
75 - M-F Gualala to Ukiah	571	634	449	1,654	193	139	198	530	32%	410	283	425	1,118	68%
95 - Pt. Arena to Santa Rosa	452	358	303	1,113	97	74	97	268	24%	360	208	229	797	72%
97 - Redwood Coast Regional	244	262	213	719	-	-	-	-	0%	156	213	222	591	82%
Quarterly Total	18,890	20,480	19,324	58,694	5,350	4,867	5,163	15,380	26%	13,005	10,628	11,095	34,728	59%

RIDERSHIP-FIXED ROUTE/DAR	Oct-22	Nov-22	Dec-22	2nd QTR 22-23	2nd QTR 21-22
ADULT	4096	6976	6846	17918	8058
SENIORS	3024	2864	3003	8891	6719
DISABLED	1708	1499	1898	5105	4769
PCA	116	75	79	270	216
COLLEGE	1657	612	332	2601	1690
FREE	146	49	189	384	49
CHILD	285	300	247	832	296
YOUTH PASSES	0	0	0	0	0
MONTHLY PASSES	475	45	16	536	1299
TRANSFERS	713	362	395	1470	1355
STAFF PASSES	0	0	0	0	105
WHEELCHAIR	605	451	346	1402	1431
BIKES	132	188	161	481	382
TOTAL RIDERSHIP	12220	12782	13005	38007	24556
<b>OPERATIONS</b>					
TOTAL SERVICE DAYS (Mon-Fri)					
VEHICLE SERVICE HOURS	3453.95	3289.65	3466.88	10210.48	8182.49
PASSENGERS PER HOUR	3.54	3.89	3.75	3.72	3.00
VEHICLE SERVICE MILES	56334	52592	55726	164652	137563
PASSENGER PER MILE	0.22	0.24	0.23	0.23	0.18
<b>COSTS</b>					
MONTHLY EXPENSES (Operating Costs)	\$458,353.90	\$537,780.29	\$477,357.84	\$1,473,492.03	\$1,302,641.76
COST PER PASSENGER	37.51	42.07	36.71	38.77	53.05
COST PER MILE	8.14	10.23	8.57	8.95	9.47
COST PER HOUR	132.70	163.48	137.69	144.31	159.20
<b>REVENUE</b>					
FIXED ROUTE/DAR FAREBOX REVENUE	\$29,693.05	\$28,643.40	\$64,150.60	\$122,487.05	\$109,587.59
ADVERTISING SALES	\$12,135.75	\$6,889.75	\$26,164.61	\$45,190.11	\$38,812.78
AG VAN LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$6,984.00
TOTAL FAREBOX RATIO	9%	7%	19%	12%	12%
<b>OPERATING COST</b>					
<b>MCOG PERFORMANCE MEASURE</b>					
<b>DIAL-A-RIDE</b>	1837	1699	1751	5287	4579
PASSENGERS PER HOUR /STANDARD 4.5	2.17	2.20	2.13	2.17	2.03
FAREBOX RATIO /STANDARD 10%	11%	8%	13%	11%	11%
OPERATING COST PER HOUR /STANDARD \$91.70	\$81.04	\$104.47	\$87.28	\$90.93	\$86.47
COST PER PASSENGER /STANDARD \$20.38	\$37.43	\$47.48	\$40.89	\$41.93	\$42.60
<b>SHORT DISTANCE BUS ROUTES*</b>	6383	7124	7221	20728	12339
PASSENGERS PER HOUR /STANDARD 14	4.33	4.90	4.69	4.64	3.96
FAREBOX RATIO /STANDARD 10%	11%	7.94%	23%	14%	14%
OPERATING COST PER HOUR /STANDARD \$85.19	\$145.61	\$172.96	\$144.56	\$154.38	\$199.79
COST PER PASSENGER /STANDARD \$6.09	\$31.60	\$33.21	\$29.09	\$31.30	\$46.72
<b>LONG DISTANCE BUS ROUTES**</b>	4000	3959	4033	11992	7638
PASSENGERS PER HOUR /STANDARD 3.2	3.28	3.44	3.38	3.37	2.50
FAREBOX RATIO /STANDARD 10%	7%	5%	16%	9%	9%
OPERATING COST PER HOUR /STANDARD \$92.18	\$153.97	\$191.83	\$163.98	\$169.93	\$174.22
COST PER PASSENGER /STANDARD \$28.80	\$46.98	\$55.69	\$48.53	\$50.40	\$70.32
* 1 WILLITS LOCAL, 5 BRAGG ABOUT, 7 JITNEY, 9 UKIAH LOCAL, RCRC					
** 20 Willits/Ukiah, 60 COASTER, 65/66 CC RIDER, 75 GUALALA/UKIAH, 95 POINT ARENA/SANTA ROSA					



Meeting Date: March 29<sup>th</sup>, 2023

Agenda Item: # C.3

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July 2022 – January 2023

**SUMMARY:**

Preliminary Unaudited Financial Reports for the Months of July 2022 through January 2023 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$3,897,475 is 56.3% of budgeted revenue of \$6,926,236 for the year, with 58.3% of year elapsed.

Expenses of \$3,633,103 are 52.9% of budgeted expenses of \$6,862,743 for the year, with 58.3% of year elapsed.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2022 through January 2023.

**ATTACHMENTS:**

Statement of Net Position as of January 31st, 2023  
Statement of Revenues and Expenses July 2022 – January 2023

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of January 31st, 2023

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 - Cash**

**101.100 - Cash-Operating**

Operating Cash	719,256
LCTOP Operating	165,675
Senior Operating	168,193
Payroll & Benefits Operating	131,058

**Total 101.100 - Cash-Operating Total** 1,184,182

**101.200 - Cash-Capital**

101.202 - Capital Wkg-MUNIS #4100	262,570
101.203 - Cap CALOES -MUNIS #4140	2,375
101.204 - Capital PTMISEA-MUNIS #4230	273,016
101.227 - Cap LCTOP-Umpqua #2776	64,722

**Total 101.200 - Cash-Capital** 602,684

**Total 101.900 - Cash** 1,786,865

**Total 102.000 - Accounts Receivable** 851,534

**Other Current Assets**

**Total 102.300 - Grants Receivable** 1,177,573

**Total 102.100 - Accounts Receivable Other** 59,996

**Total 103.990 - Inventory** 36,036

**Total 104.199 - Prepaid Expenses Total** 260,846

**Total 104.200 - Undeposited Funds** 31,374

**Total Other Current Assets** 1,565,825

**Total Current Assets** 4,204,224

**Fixed Assets**

**Total 111.900 - Fixed Assets** 21,329,018

**Total 111.910 - Accumulated Depreciation** -13,399,422

**Total 115.900 - Construction in Progress** 0

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

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

**Total Fixed Assets** 7,929,596

**Other Assets**

**Total 131.900 - Deferred Outflows of Resource** 1,003,151

**Total Other Assets** 1,003,151

**TOTAL ASSETS** 13,136,971



**Mendocino Transit Authority**  
**Statement of Net Position**  
As of January 31st, 2023

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Total Accounts Payable 444,404

Total Credit Cards 0

**Other Current Liabilities**

Deferred Grant Revenue 651,929

CalPERS Loan Repayments 0

205.700 - Uncashed Checks 9,422

**205.900 - Accruals Total**

205.200 - Accrued Payroll 96,632

205.500 - Accrued Vacation 154,271

205.600 - Accrued Sick Leave 81,346

**Total 205.900 - Accruals Total** 332,249

**Total Other Current Liabilities** 993,600

**Total Current Liabilities** 1,438,004

**Long Term Liabilities**

**231.900 - Prov-Restricted Funds**

231.100 - Provision for Liability 18,415

231.200 - Provision for Vehicle Damage 10,103

231.300 - Provision for Unemployment 140,600

231.400 - Provision for Cafeteria Plan 15,704

231.500 - Provision for Worker's Comp 0

**Total 231.900 - Prov-Restricted Funds** 184,822

235.300 - Deferred Inflows of Resource 1,245,310

235.910 - Pension Liabilities 1,104,383

**Total Long Term Liabilities** 2,534,515

**Total Liabilities** 3,972,518

**Equity**

Total 399.900 - Equity 9,510,957

Net Income -346,503

**Total Equity** 9,164,454

**TOTAL LIABILITIES & EQUITY** 13,136,971

**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
July 2022- January 2023

Ordinary Income/Expense	TOTAL		
	Jul '22 - Jan '23	Budget	% of Budget
<b>Income</b>			
<b>411.000 - OPERATING REVENUE.</b>			
401.110 Fixed Route Farebox Revenue	92,640	400,000	23.2%
401.111 Dial-A-Ride Farebox Revenue	54,834	60,000	91.4%
402.100 Redwood Coast Regional Center	35,963	65,000	55.3%
409.200 - Sonoma County Contract	105,000	181,000	58.0%
<b>Total 411.000 - OPERATING REVENUE.</b>	<b>288,437</b>	<b>706,000</b>	<b>40.9%</b>
<b>420.000 - REVENUES FROM OTHER SOURCES</b>			
406.100 - Advertising Contract	101,766	110,000	92.5%
407.100 - Maintenance Revenue	27,973	24,000	116.6%
407.400 - Investment(Interest) Income	25	7,500	0.3%
407.500 - Other - Fuel Rebates, Etc.	2,774	14,000	19.8%
409.100 - Local Transportation Fund (LTF)	2,291,384	3,428,087	66.8%
409.100 - Local Transportation Fund (LTF) Unmet Needs	0	300,000	0.0%
409.109 - LTF - Senior Centers - income	476,259	729,019	65.3%
510.100 - LTF - Senior Centers - expense	-390,811	-729,019	53.6%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 - State Transit Assistance (STA)	680,971	967,375	70.4%
422.000 - 5310 Operating Assistance	0	150,000	0.0%
413.101 - 5311 Operating Assistance	418,698	717,774	58.3%
413.110 - 5311(f) Operating Assistance	0	200,000	0.0%
413.113 - 5311 CARES Assistance	0	200,000	0.0%
413.113 - 5311(f) CARES Assistance	0	75,000	0.0%
<b>Total 420.000 - REVENUES FROM OTHER SOURCES</b>	<b>3,609,039</b>	<b>6,220,236</b>	<b>58.0%</b>
<b>Total Income</b>	<b>3,897,475</b>	<b>6,926,236</b>	<b>56.3%</b>
<b>Expense</b>			
<b>Total 501.100 - WAGES</b>	<b>1,965,557</b>	<b>3,171,303</b>	<b>62.0%</b>
<b>Total 510.000 - BENEFITS</b>	<b>693,480</b>	<b>1,667,791</b>	<b>41.6%</b>
<b>520.000 - SERVICE/USER FEES</b>			
521.000 - Vehicle Technical Services	2,821	12,500	22.6%
521.250 - Towing	950	1,200	79.2%
521.500 - Property Maintenance Services	465	3,500	13.3%
521.700 - Contract IT Services	21,371	40,000	53.4%
503.202 - Legal Counsel	6,239	30,000	20.8%
508.100 - Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 - Marketing	10,234	12,000	85.3%
509.300 - Advertising, Legal Notices	30,463	40,000	76.2%
524.000 - Software Maintenance Fees	40,108	60,000	66.8%
524.200 - Drug & Alcohol Services	6,580	8,000	82.2%
525.000 - Facility Security System	854	2,500	34.2%
525.500 - Accident / Incident Payables	25,056	25,000	100.2%
503.200 - Professional & Technical Svcs	40,580	250,000	16.2%
<b>Total 520.000 - SERVICE/USER FEES</b>	<b>185,720</b>	<b>487,100</b>	<b>38.1%</b>
<b>530.000 - MATERIALS &amp; SUPPLIES</b>			
504.110 - Fuel	278,199	650,000	42.8%
504.120 - Tires	29,519	45,000	65.6%
504.115 - Lubrication	4,609	32,000	14.4%
532.500 - Tools	283	1,875	15.1%
504.100 - Vehicle Maint & Repair Parts	23,807	62,500	38.1%
504.200 - Expensed Parts	1,064	3,125	34.1%
504.610 - Shop Supplies	1,878	25,000	7.5%
504.620 - Facilities,Maint & Repair Parts	15,678	43,750	35.8%

**Mendocino Transit Authority**  
**Statement of Revenues, Expenses**  
July 2022- January 2023

	TOTAL		
	Jul '22 - Jan '23	Budget	% of Budget
504.400 · Office Supplies	19,169	30,000	63.9%
509.200 · Printing (Schedules,brochures)	3,963	15,000	26.4%
536.700 · Computer Programs & Supplies	3,450	12,000	28.8%
537.000 · Safety & Emergency Supplies	0	7,000	0.0%
537.500 · Other Materials & Supplies	10,023	17,500	57.3%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>391,643</b>	<b>944,750</b>	<b>41.5%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	5,381	15,000	35.9%
541.250 · FB-Water,Sewer, Waste & Propane	2,679	8,000	33.5%
541.500 · Willits-Water, Sewer & Waste	2,079	3,000	69.3%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	14,037	15,500	90.6%
543.000 · TPX- Ukiah Phones / Internet	18,357	45,000	40.8%
543.250 · Comcast-Fort Bragg Phones/Inter	924	1,500	61.6%
544.000 · Verizon-Admin / OPS Cellular	19,359	30,000	64.5%
<b>Total 540.000 · UTILITIES.</b>	<b>62,816</b>	<b>118,000</b>	<b>53.2%</b>
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>292,560</b>	<b>365,000</b>	<b>80.2%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	109	600	18.2%
572.000 · Vehicle Licensing & Reg Fees	170	1,700	10.0%
<b>Total 570.000 · TAXES</b>	<b>280</b>	<b>2,300</b>	<b>12.2%</b>
<b>580.000 · MISCELLANEOUS</b>			
504.510 · Dues & Subscriptions	9,971	16,000	62.3%
502.700 · Travel	14,716	50,000	29.4%
582.250 · Board Expenses	284	3,500	8.1%
583.000 · Safety Program	0	1,000	0.0%
509.800 · Training	4,941	6,000	82.3%
584.500 · CDL & DOT Physical Expenses	4,510	6,000	75.2%
509.100 · Other Miscellaneous	5,100	15,000	34.0%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>39,522</b>	<b>97,500</b>	<b>40.5%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	1,525	9,000	16.9%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>1,525</b>	<b>9,000</b>	<b>16.9%</b>
<b>Total Expense</b>	<b>3,633,103</b>	<b>6,862,743</b>	<b>52.9%</b>
<b>Net Ordinary Income Before Depreciation</b>	<b>264,373</b>	<b>570,553</b>	<b>46.3%</b>
<b>Depreciation Expense</b>	<b>610,876</b>		
<b>Net Ordinary Income After Depreciation</b>	<b>-346,503</b>		



**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
02/14/2022	Willits	Steven Wright William Kappelman	Bus Stop at Waugh Lane at Talmage Ave. Both Northbound and Southbound #9 Local

D.2

Pending audit

We apologize for the inconvenience, and we will post it as soon as it's available.



Meeting Date: March 29, 2023

Agenda Item: D.3

## AGENDA SUMMARY REPORT

Informational about Grants and current Projects. No action required.

**SUMMARY:**

As directed by the MTA Board of Directors January 2023 board meeting a summary of the Grants and current Projects list.

<u>Grants</u>	<u>Funding</u>	<u>Projects</u>
STA	\$200,000.00	Capital Expenses
PTSIMEA	\$273,015.60	Electric Bus Purchase & Charging
State of Good Repair (SB1)	\$537,203.00	Electric Bus Purchase & Charging
American Rescue Plan	\$700,650.00	COVID Related Expenses- Electronic Fare Boxes
CARES Phase 2	\$900,000.00	COVID Related Expenses- Electronic Fare Boxes
CARES F Phase 1	\$144,998.00	COVID Related Expenses- Electronic Fare Boxes
CARES F Phase 2	\$295,042.00	COVID Related Expenses- Electronic Fare Boxes
CRRSAA	\$1,459,704.00	COVID Related Expenses- Electronic Fare Boxes
5310 - Mobility Management	\$300,000.00	Wages, Advertising & Marketing ADA/Senior
5311	\$717,000.00	Operating Expenses
5311 (f)	\$300,000.00	Operating Expenses Route 65 - Intercity Route
LCTOP FY 19/20	\$53,678.10	Electric Bus Purchase & Charging
LCTOP FY 20/21 Capital	\$90,475.00	Electric Bus Purchase & Charging
LCTOP FY 21/22 Capital	\$227,237.00	Electric Bus Purchase & Charging
LCTOP FY 22/23 Capital	\$237,085.00	Electric Bus Purchase & Charging
Caltrans 5339	\$1,124,655.00	Electric Bus Purchase & Charging



Meeting Date: March 29, 2023

Agenda Item: D.4

## AGENDA SUMMARY REPORT

### SUBJECT:

Adoption of Resolution 2023-01 Authorizing the Federal Funding under FTA section 5311(f) (49 U.S.C. section 5311) with California Department of Transportation

### SUMMARY:

The Federal Transit Administration (FTA) Section 5311 formula funding program is authorized by 49 United States Code (U.S.C) Section 5311. The 5311 program provides supplemental funding for public transit service in non-urbanized areas which have populations of fewer than 50,000 residents, as quantified by the United States Census Bureau

The FTA apportions formula funds to each state on an annual basis. The California Department of Transportation, Division of Rail and Mass Transportation (DRMT) is the designated grantee for California. The DRMT Rural Transit and Intercity Bus Branch manages the 5311 and 5311(f) programs.

- **15% Intercity Bus Program** -- This funding share is apportioned to the Rural Intercity Bus Program (known as FTA 5311(f)).

This Grant funds Mendocino Transit's Route 65 intercity between Mendocino and Sonoma Counties.

### STAFF RECOMMENDATION:

Adopt Resolution 2023-01 Authorizing the Federal Funding under FTA section 5311(f) (49 U.S.C. section 5311) with California Department of Transportation.

### ATTACHMENTS:

Resolution 2023-01



**Authorizing Resolution for FTA Funds  
State of California  
Division of Rail and Mass Transportation**

**RESOLUTION NO. 2023-01**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *MENDOCINO TRANSIT AUTHORITY* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *MENDOCINO AND SONOMA*; and

**WHEREAS**, the *MENDOCINO TRANSIT AUTHORITY* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the *MENDOCINO TRANSIT AUTHORITY Board of Directors* does hereby Authorize the *EXECUTIVE DIRECTOR*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That *the EXECUTIVE DIRECTOR* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *the EXECUTIVE DIRECTOR* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *the EXECUTIVE DIRECTOR* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the *MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS* of the *MENDOCINO COUNTY*, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:

NOES:

ABSENT:

*(Please Print)*

Name: Saprina Rodriguez

Title: Chair, MTA Board of Directors

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



March 29, 2023

Agenda Item: #D.5

## AGENDA SUMMARY REPORT

### SUBJECT:

Resolution # 2023-02 Authorization for the Execution of the Certificates and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project: Capital Purchase of All-Electric Transit Buses.

### SUMMARY:

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

LCTOP funding of \$237,085 will be used towards the purchase of all-electric cutaway transit buses.

Grant allocation requests will be as follows:

Capital:	All-electric Bus	\$237,085
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### STAFF RECOMMENDATION:

Adopt Resolution 2023-02 Authorizing the Executive Director to Execute the Certificates and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project: Capital Purchase of an All-Electric Transit Bus

### ATTACHMENTS:

Resolution # 2023-02



SERVING MENDOCINO COUNTY SINCE 1976

**RESOLUTION #2023-02**

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT(S):  
**CAPITAL PURCHASE OF ALL-ELECTRIC TRANSIT BUSES**

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

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

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

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

**WHEREAS**, MENDOCINO TRANSIT AUTHORITY wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director, Jacob King

**WHEREAS**, MENDOCINO TRANSIT AUTHORITY wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the MENDOCINO TRANSIT AUTHORITY that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of MENDOCINO TRANSIT AUTHORITY that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2022-23 LCTOP funds:

List project(s), including the following information: *Capital Purchase of an all-electric transit bus.*

Project Name: *Capital purchase of an all-electric transit bus.*

Amount of LCTOP funds requested: *\$237,085*

Short description of project: *This purchase will provide MTA all-electric transit buses. Benefit to a Priority Populations: This program reduces greenhouse gas emissions for Mendocino County through a reduction in single use vehicle operation and replacement of a currently used fossil-fuel based transit bus.*

Contributing Sponsors (if applicable): *Mendocino Council of Governments*

ADOPTION of this RESOLUTION was Moved by Director \_\_\_\_\_ and Seconded by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on March 29, 2023 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE: BY: \_\_\_\_\_  
Saprina Rodriguez, Chairman of the Board of Directors



Meeting Date: March 29, 2023

Agenda Item: D.6

## AGENDA SUMMARY REPORT

**Subject:** Retired Annuitant

### **SUMMARY:**

Mendocino Transit Authority (MTA) has assessed our needs for the upcoming electric bus project in the remaining position of the 2022-2023 and 2023 - 2024 fiscal years. MTA and especially the Maintenance department continue to need extra assistance on this special project, on an as-needed basis.

The projects listed are:

- PG&E Project
- ENDERA
- Gillig
- Charge Point
- Contractor TBD

Based on the need and the expertise needed, staff identified using a retired annuitant in the role to assist bringing these projects to completion.

In the absence of an emergency in which the employment is required to prevent stoppage of public business, the retired annuitant must have “specialized skills” that are needed for the employment. Government Code section 21224 in the PERL states:

- (a) A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system upon appointment by the appointing power of a state agency or public agency employer either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration. These appointments shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule divided by 173.333 to equal an hourly rate. A retired person appointed pursuant to this section shall not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate. A retired annuitant appointed pursuant to this section shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

### **ATTACHMENTS:**

**RESOLUTION #2023-03**



## **MENDOCINO TRANSIT AUTHORITY**

### **RESOLUTION #2023-03**

#### **Adopt Resolution Authorizing The hiring of a CalPERS Retired Annuitant in Accordance with Government Code Sections 7522.56 and 21224.**

**WHEREAS**, in compliance with Government (Gov) Code section 7522.56 of the Public Employees' Retirement Law, MTA must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his/her retirement date; and

**WHEREAS**, Robert "Bob" Butler retired from MTA in the position of Maintenance Manager, effective December 2, 2022, and

**WHEREAS**, Gov. Code sections 7522.56 and 21224 allow CalPERS retired annuitants to work for a CalPERS employer as an "extra help" appointment to perform work of limited duration, such as elimination of a backlog, special project work, or to perform work exceeding regular staff work; and

**WHEREAS**, Gov. Code sections 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is May 31, 2023, without a certification resolution; and

**WHEREAS**, Gov. Code sections 7522.56 provides an exception to the 180-day wait period when the employer certifies the nature of the employment, that the appointment is necessary to fill a critically needed position sooner than 180 days, with the appointment approved by the governing body as an action item in a public meeting; and

**WHEREAS**, MTA certify that Mr. Butler has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, MTA certify that Mr. Butler has not received any unemployment insurance in the past twelve months; and

**WHEREAS**, Mr. Bret Byrd will continue in his role as Maintenance Manager for MTA; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, MTA shall comply with all CalPERS' requirements and regulations related to retired annuitant appointments including limiting employment to 960 hours per fiscal year for all CalPERS employers; the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; ensuring that the retiree has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and



**WHEREAS**, the maximum base hourly salary for this position is \$57.67 monthly equivalent is (monthly salary), and the minimum base salary for this position is (monthly salary) and the hourly equivalent is (\$57.67); and retired annuitant hourly rate paid to Mr. Butler will be (\$57.67); and

**WHEREAS**, Mr. Butler will be limited to 960 hours of work in a fiscal year and will not be eligible to receive any other benefit or compensation in lieu of benefit in addition to the hourly rate above; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Robert “Bob” Butler and MTA has been reviewed by this body and is attached herein; and

**WHEREAS**, MTA hereby appoints Mr. Robert “Bob” Butler as an extra help retired annuitant to perform the duties of the Specialist for the Electric Bus Project with MTA to transition of going electric such as overseeing MTA's zero emission buses and infrastructure and providing assistance to the public, other city departments and outside agencies under Gov. Code section 21224, effective April 3, 2023; and

NOW, THEREFORE BE IT RESOLVED that MTA hereby certifies the nature of and authorizes the appointment of Mr. Butler as a Retired Annuitant for MTA under Gov. Code section 21224 and as described herein and detailed in the attached appointment document and that this appointment is necessary to provide extra-help for MTA effective March 29, 2023, meeting the exception to CalPERS 180-day waiting period.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of MTA hereby certifies the nature of and authorizes the appointment of Mr. Butler as a Retired Annuitant for MTA under Gov. Code section 21224 and as described herein and detailed in the attached appointment document and that this appointment is necessary to provide extra-help for MTA effective March 29, 2023 meeting the exception to CalPERS 180-day waiting period.

PASSED AND ADOPTED by the Board of Directors of MTA at a regular meeting on the 29<sup>th</sup> day of March 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF:

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SAPRINA RODRIGUEZ, CHAIRPERSON OF THE BOARD.



Meeting Date: March 29, 2023

Agenda Item: D.7

## MEMO

**SUBJECT:**

Approval of Executive Director Conference Request – CALACT Spring Conference & Expo April 17 - 20, 2023

**SUMMARY:**

The California Association for Coordinated Transportation (CALACT) is conducting its Annual Spring Conference & Expo in Truckee CA on April 17 - 20. The 2023 Annual Spring Conference & Expo will offer dedicated time to learn about ZEB plans, discuss driver shortages & retention, and facilitate conversations and workshops around the transit industry's most pressing issues. Executive Director King has attended the CALACT conferences 6 times over the last 5 years. The cost of the conference (all days) and lodging is approximately \$1,200.00.

Staff Recommendation:

Approve MTA's Executive Director to attend the 2023 CALACT Spring Conference & Expo Truckee, CA April 17 - 20, 2023.