



**Board of Directors  
Regular Meeting Agenda**

**May 31, 2023**

**1:30 p.m.**

**Lunch: 11:30**

**Round Table Pizza 292 S State St, Ukiah  
Round Table Pizza 740 S Main St, Fort Bragg**

**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 April 26, 2023 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Preliminary Unaudited Financial Statements July – March 2023

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

1. Unmet Needs
2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2023-2024
3. Discussion and Possible Approval of Draft Capital Budget for Fiscal Year 2023-2024
4. CTSA Discussion

**E. DIRECTOR AND MANAGEMENT REPORTS**

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

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, April 26, 2023

1:30 p.m.

**MTA Directors in Attendance**

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

**MTA Directors Absent**

Jim Tarbell, Vice Chair  
Dan Gjerde

**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  
Bob Butler, Retired Annuitant  
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 1:30 pm
- B. PUBLIC COMMENT** None

## C. CONSENT CALENDAR

1. Approval of Minutes of March 29, 2023 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Preliminary Unaudited Financial Statements July – February 2023
4. Approval of CTAA and OTA Expo for the Executive Director
5. Approval of special event for Bureau of Land Management's event to Celebrate the Coast

**Upon Motion** by Director **Richard** seconded by Director **Albin- Smith** the Board accepted the Consent Calendar items C.1 through C.5 by roll call vote. **AYES:** Richard, Albin-Smith, Doyle and Chair Rodriguez **NOES:**0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Gjerde, and Sher

Director Sher joined the meeting at 1:36 pm

## D. ACTION & DISCUSSION

1. Unmet Needs-none
2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2023-2024

**Mark Harvey**, CFO mentioned that this item didn't need an approval at this time, it is the first draft and is just for review on all of the research that it was done.

3. Informational Audit Management Letter

After the informational audit letter, there were no questions from directors.

## E. DIRECTOR AND MANAGEMENT REPORTS

### 1. Matters from Management

**Dawn White**, Mobility Manager, reported that she successfully participated at the Earth Day Celebration on April 22, 2023, there wasn't a great turn out like the previous years, but it was a great event. White also reported that she's now working on reviewing the Title VI regulations and make sure that is in compliance, which it is in compliance and it needs to be updated every 3 years and it has been 3 years so White mention that she will be working in

reviews and updating the policy if there are any changes, and bringing it back to the board in the next months.

**Bret Byrd**, Maintenance Manager reported that they completed the work on the Fort Bragg yard fencing.

**Becky Oseguera HR Director** provided an update on current hires. She reported That 1 driver was hired in March and 3 in April, and now there are 3 trainees and still recruiting for Transit Vehicle Operator positions 1 for Ukiah, 3 in Fort Bragg, and 1 on the South Mendocino Coast. All positions are posted on the MTA website and she's hosting a hiring event on May 11, 2023 at the career point office in Ukiah from 1-4pm.

The board suggested HR director to get in contact with the previous transit vehicle operator that had a problem during covid and had to stop and maybe they can now come back. Director Richard asked if we are on where we need to be before the pandemic and HR Director Oseguera responded, no we are still recruiting 5 more Operators.

**Mark Harvey**, MTA CFO, reported that is continuing to work with Executive Director King and staff on operating capital budgets for 23-24.

**Luis Martinez**, Operations Manager reported over the weekend they completed almost Fringe Festival in Point Arena, and it was a great success according to supervisor Candy Lodge from the S. Coast.

Martinez also reported that recently they started to use the validators and receive contactless payments.

**Bob Butler, Retired Annuitant** reported that he is working with everybody in structure for Fort Bragg and Ukiah. The 3 electric buses are still scheduled to be built in the next couple months and possible be on the road by February 2024. The next electric Gillig bus is scheduled to be here by the end of May. The charging station is expected to take the same time as the one in Willits. Butler will be updating the board on the project and if there are changes, he will report it.

**Jacob King**, Executive Director reported that he went to the CALACT conference last week and the regulations that are coming up are extensive for all transit agencies. A year ago, the board approved GTFS-RT and now is one of the regulations for all transit agencies, so that means that MTA is a year ahead of compliance. King also reported that the Union negotiations begin next month (May) so staff and himself will be doing a lot of background research on what is going on with the industry and our sisters' agencies as far as wage scales and other transit.

King is also working on grants for Capital and Operating, we have on opportunity TIRCP in the fall. Short range study monthly online meeting will be on the 27<sup>th</sup> of April at 3:00pm. The board is welcome to participate, and the executive director can send the invite to attend.

## 2 Matters From MCOG

### **Loretta Ellard from MCOG,**

MCOG is doing a feasibility study to try to figure out the best location for the new MTA Transit Center here in town, MCOG is doing a survey to get feedback on various locations. She also mentioned that MCOG participated in a pop-up at the farmers markets handing information and taking surveys for different locations that are being look at and there's will be a screening of the locations. They had 50 surveys completed at the farmers market and if anyone is interested in taking the survey, is posted on the MCOG website: [Mendocino Council of Governments \(mendocinocog.org\)](https://mendocinocog.org)

MCOG continues with the mobility solutions for rural communities, for the inland part of the county. The consultant presented a solution that may not be popular for MTA but to have a second CTSA (Consolidated Transportation Services Agency) MTA is currently the CTSA for the county. The final report will be brought to the MCOG August meeting.

Chair Rodriguez recommended having this topic on the agenda and have full discussion on this at our May meeting.

## 3 Matters from Directors

**Dan Doyle,** asked MTA if they were going to provide bus shuttle for the 4 of July celebration that they do every year over in Point Arena. Executive director confirm that event is still on the special events calendar, so MTA will be providing bus transportation.

**Director Albin- Smith,** reported that they had Earth Day Celebration on April 22, 2023 on which she wasn't able to attend but according to city council it was very well attended.

**Director Richard,** reported some sad news, that previous long time chair Jim Mastin has Cancer and he is at UCSF, Mastin is very optimistic that some type of recovery will happened, Chair suggested to get a get well card so everyone is welcome to sign. Directors over on the coast agree to send an email to Sara Marquez, Assistant clerk of the board to write on the card for them.

**Susan Sher,** mentioned that at the last meeting she made a comment regarding the local bus #9 a gas bus that is very unhealthy for the environment going through her neighborhood. She was curious about how many people rode that bus and took a field trip with Ukiah Mayor Mari Rodin, southbound for like around 1 hr. to bus yard and then back to downtown she mentions that the bus driver was great and polite and knew all the passenger and schedules, but was upset to see that there was on average of 4 people on the big bus and the most passengers on board were 7.

Started Closed Session at 2:34pm.

**F. CLOSED SESSION**

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

**G. ANNOUNCEMENT OUT OF CLOSED SESSION**

Came back from Closed Session at 3:32pm

**Chair Rodriguez** reported from Closed session that Executive Director Jacob King received satisfactory evaluation with glowing comments from directors at his performance it was unanimous that directors found his performance to be quite good. Directors Voted 5-0 all in favor to received step increase King is currently on step D \$119,351.23 and will be moving to step E \$126,651.97

The meeting adjourned at 3:34 p.m.

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

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### 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	395	295	0	0	4947	4404	543	12%
03 - Ukiah - DAR	1027	1148	1120	1166	1037	1035	1138	1065	1178	1095	0	0	11009	8171	2,838	35%
04 - Fort Bragg - DAR	564	717	627	671	662	716	800	734	953	831	0	0	7275	5101	2,174	43%
05 - BraggAbout	445	429	493	419	722	805	620	560	806	835	0	0	6134	3832	2,302	60%
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	4877	4435	0	0	48183	27973	20,210	72%
20 - Willits - Ukiah	1012	1552	1627	1724	1582	1572	1396	1525	1833	1433	0	0	15256	11136	4,120	37%
60 - Coaster	250	322	437	467	698	742	573	648	583	422	0	0	5142	2428	2,714	112%
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	693	815	0	0	7328	3997	3,331	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	33	56	0	0	385	352	33	9%
75 - M-F Gualala to Ukiah	346	602	656	660	420	410	283	425	545	483	0	0	4830	3486	1,344	39%
95 - Pt. Arena to Santa Rosa	366	371	320	363	294	360	208	229	289	319	0	0	3119	1690	1,429	85%
97 - Redwood Coast Regional	178	262	202	194	154	156	213	222	253	229	0	0	2063	1325	738	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>12438</b>	<b>11248</b>	<b>0</b>	<b>0</b>	<b>115671</b>	<b>73895</b>	<b>41,776</b>	<b>57%</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	17.17	14.75	0.00	0.00
05 - BraggAbout	21.19	18.65	22.41	19.95	32.82	36.59	28.18	28.00	35.04	41.75	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	201.78	206.25	0.00	0.00
20 - Willits - Ukiah	48.19	67.48	73.95	82.10	71.91	71.45	63.45	76.25	79.70	71.65	0.00	0.00
60 - Coaster	11.90	14.00	19.86	22.24	31.73	33.73	26.05	32.40	25.35	21.10	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	26.35	32.70	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	23.70	24.15	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	10.78	12.45	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>419.87</b>	<b>424.80</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	59.00	62.00	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	21.75	32.20	0.00	0.00
74 - Saturday Gualala-Ukiah	10.40	17.00	9.50	7.60	7.75	3.20	3.25	10.00	8.25	11.20	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	5.50	4.80	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>94.50</b>	<b>110.20</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	4.75	9.20	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>4.75</b>	<b>9.20</b>	<b>0.00</b>	<b>0.00</b>

Ridership Pandemic Comparison Report

QUARTERLY REPORT

ROUTE	PRE PANDEMIC				MID PANDEMIC					CURRENT				
	FY 18-19				FY 20-21					FY 22-23				
	FEB	MAR	APR	TOTAL PAX	FEB	MAR	APR	TOTAL PAX	As % of Pre Pandemic	FEB	MAR	APR	TOTAL PAX	As % of Pre Pandemic
01 - Willits Local	814	887	838	2,539	281	382	474	1,137	45%	416	395	295	1,106	44%
03 - Ukiah - DAR	1,280	1,462	1,583	4,325	698	907	1,026	2,631	61%	1,065	1,178	1,095	3,338	77%
04 - Fort Bragg - DAR	1,138	1,269	1,379	3,786	433	648	616	1,697	45%	734	953	831	2,518	67%
05 - BraggAbout	1,493	1,429	1,320	4,242	391	452	489	1,332	31%	560	806	835	2,201	52%
09 - Ukiah Local	8,875	9,023	10,201	28,099	2,101	2,482	2,668	7,251	26%	4,611	4,877	4,435	13,923	50%
20 - Willits - Ukiah	2,589	2,799	2,748	8,136	530	766	796	2,092	26%	1,525	1,833	1,433	4,791	59%
60 - Coaster	836	934	964	2,734	194	213	219	626	23%	648	583	422	1,653	60%
64 - Ukiah to Fort Bragg	329	406	389	1,124	-	-	-	-	0%	-	-	-	-	0%
65 - CC Rider	783	932	953	2,668	217	273	372	862	32%	620	693	815	2,128	80%
74 - Saturday Gualala-Ukiah	91	97	95	283	23	31	36	90	32%	40	33	56	129	46%
75 - M-F Gualala to Ukiah	449	464	817	1,730	198	213	262	673	39%	425	545	483	1,453	84%
95 - Pt. Arena to Santa Rosa	303	374	387	1,064	97	119	130	346	33%	229	289	319	837	79%
97 - Redwood Coast Regional	213	252	265	730	-	-	-	-	0%	222	253	229	704	96%
Quarterly Total	19,193	20,328	21,939	61,460	5,163	6,486	7,088	18,737	30%	11,095	12,438	11,248	34,781	57%

**Ridership Pandemic Comparison Report**

**MONTHLY REPORT**

ROUTE	PRE PANDEMIC FY	MID PANDEMIC FY		CURRENT FY	
	18-19	20-21	As % of Pre Pandemic	22-23	As % of Pre Pandemic
	APR	APR		APR	
01 - Willits Local	838	474	56.56%	295	35.20%
03 - Ukiah - DAR	1583	1026	64.81%	1095	69.17%
04 - Fort Bragg - DAR	1379	616	44.67%	831	60.26%
05 - BraggAbout	1320	489	37.05%	835	63.26%
09 - Ukiah Local	10201	2668	26.15%	4435	43.48%
20 - Willits - Ukiah	2748	796	28.97%	1433	52.15%
60 - Coaster	964	219	22.72%	422	43.78%
64 - Ukiah to Fort Bragg	389	0	0.00%	0	0.00%
65 - CC Rider	953	372	39.03%	815	85.52%
74 - Saturday Gualala-Ukiah	95	36	37.89%	56	58.95%
75 - M-F Gualala to Ukiah	817	262	32.07%	483	59.12%
95 - Pt. Arena to Santa Rosa	387	130	33.59%	319	82.43%
97 - Redwood Coast Regional	265	0	0.00%	229	86.42%
<b>Total</b>	<b>21939</b>	<b>7088</b>	<b>32.31%</b>	<b>11248</b>	<b>51.27%</b>



Meeting Date: May 31st, 2023

Agenda Item: # C.3

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July 2022 – March 2023

**SUMMARY:**

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

Revenue of \$4,994,161 is 72.1% of budgeted revenue of \$6,926,236 for the year, with 75.0% of year elapsed.

Expenses of \$4,642,956 are 67.7.% of budgeted expenses of \$6,862,743 for the year, with 75.0% of year elapsed.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2022 through March 2023.

**ATTACHMENTS:**

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

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

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 - Cash**

**101.100 - Cash-Operating**

Operating Cash	1,276,598
LCTOP Operating	166,628
Senior Operating	68,142
Payroll & Benefits Operating	337,562

**Total 101.100 - Cash-Operating Total** 1,848,930

**101.200 - Cash-Capital**

101.202 - Capital Wkg-MUNIS #4100	264,080
101.203 - Cap CALOES -MUNIS #4140	2,389
101.204 - Capital PTMISEA-MUNIS #4230	274,586
101.227 - Cap LCTOP-Umpqua #2776	64,722

**Total 101.200 - Cash-Capital** 605,778

**Total 101.900 - Cash** 2,454,708

**Total 102.000 - Accounts Receivable** 844,286

**Other Current Assets**

**Total 102.300 - Grants Receivable** 538,326

**Total 102.100 - Accounts Receivable Other** 44,996

**Total 103.990 - Inventory** 36,036

**Total 104.199 - Prepaid Expenses Total** 212,783

**Total 104.200 - Undeposited Funds** 6,387

**Total Other Current Assets** 838,528

**Total Current Assets** 4,137,522

**Fixed Assets**

**Total 111.900 - Fixed Assets** 21,362,849

**Total 111.910 - Accumulated Depreciation** -13,573,958

**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** 7,788,891

**Other Assets**

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

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

**TOTAL ASSETS** 12,929,563

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

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Total Accounts Payable 334,595

Total Credit Cards 3,394

**Other Current Liabilities**

Deferred Grant Revenue 651,929

205.700 - Uncashed Checks 9,422

**205.900 - Accruals Total**

205.200 - Accrued Payroll 116,072

205.500 - Accrued Vacation 156,845

205.600 - Accrued Sick Leave 88,899

Total 205.900 - Accruals Total 361,816

Total Other Current Liabilities 1,023,166

Total Current Liabilities 1,361,155

**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 146,060

231.400 - Provision for Cafeteria Plan 13,582

231.500 - Provision for Worker's Comp 0

Total 231.900 - Prov-Restricted Funds 188,160

235.300 - Deferred Inflows of Resource 1,245,310

235.910 - Pension Liabilities 1,063,546

Total Long Term Liabilities 2,497,016

Total Liabilities 3,858,171

**Equity**

Total 399.900 - Equity 9,505,598

Net Income -434,207

Total Equity 9,071,391

**TOTAL LIABILITIES & EQUITY 12,929,563**



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

Ordinary Income/Expense	TOTAL		
	Jul '22 - Mar '23	Budget	% of Budget
<b>Income</b>			
<b>411.000 - OPERATING REVENUE.</b>			
401.110 Fixed Route Farebox Revenue	123,613	400,000	30.9%
401.111 Dial-A-Ride Farebox Revenue	69,730	60,000	116.2%
402.100 Redwood Coast Regional Center	46,645	65,000	71.8%
409.200 - Sonoma County Contract	135,000	181,000	74.6%
<b>Total 411.000 - OPERATING REVENUE.</b>	<b>374,987</b>	<b>706,000</b>	<b>53.1%</b>
<b>420.000 - REVENUES FROM OTHER SOURCES</b>			
406.100 - Advertising Contract	132,604	110,000	120.5%
407.100 - Maintenance Revenue	28,530	24,000	118.9%
407.400 - Investment(Interest) Income	6,456	7,500	86.1%
407.500 - Other - Fuel Rebates, Etc.	2,808	14,000	20.1%
409.100 - Local Transportation Fund (LTF)	2,946,065	3,428,087	85.9%
409.100 - Local Transportation Fund (LTF) Unmet Needs	0	300,000	0.0%
409.109 - LTF - Senior Centers - income	577,365	729,019	79.2%
510.100 - LTF - Senior Centers - expense	-488,514	-729,019	67.0%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 - State Transit Assistance (STA)	875,534	967,375	90.5%
422.000 - 5310 Operating Assistance	0	150,000	0.0%
413.101 - 5311 Operating Assistance	538,326	717,774	75.0%
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>4,619,174</b>	<b>6,220,236</b>	<b>74.3%</b>
<b>Total Income</b>	<b>4,994,161</b>	<b>6,926,236</b>	<b>72.1%</b>
<b>Expense</b>			
<b>Total 501.100 - WAGES</b>	<b>2,513,692</b>	<b>3,171,303</b>	<b>79.3%</b>
<b>Total 510.000 - BENEFITS</b>	<b>849,165</b>	<b>1,667,791</b>	<b>50.9%</b>
<b>520.000 - SERVICE/USER FEES</b>			
521.000 - Vehicle Technical Services	2,821	12,500	22.6%
521.250 - Towing	1,300	1,200	108.3%
521.500 - Property Maintenance Services	75	3,500	2.1%
521.700 - Contract IT Services	19,658	40,000	49.1%
503.202 - Legal Counsel	8,113	30,000	27.0%
508.100 - Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 - Marketing	11,898	12,000	99.2%
509.300 - Advertising, Legal Notices	21,490	40,000	53.7%
524.000 - Software Maintenance Fees	23,188	60,000	38.6%
524.200 - Drug & Alcohol Services	6,990	8,000	87.4%
525.000 - Facility Security System	1,168	2,500	46.7%
525.500 - Accident / Incident Payables	27,262	25,000	109.0%
503.200 - Professional & Technical Svcs	97,255	250,000	38.9%
<b>Total 520.000 - SERVICE/USER FEES</b>	<b>221,218</b>	<b>487,100</b>	<b>45.4%</b>
<b>530.000 - MATERIALS &amp; SUPPLIES</b>			
504.110 - Fuel	361,299	650,000	55.6%
504.120 - Tires	43,684	45,000	97.1%
504.115 - Lubrication	8,909	32,000	27.8%
532.500 - Tools	500	1,875	26.7%
504.100 - Vehicle Maint & Repair Parts	39,066	62,500	62.5%
504.200 - Expensed Parts	2,986	3,125	95.6%
504.610 - Shop Supplies	2,318	25,000	9.3%
504.620 - Facilities,Maint & Repair Parts	22,228	43,750	50.8%

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

	TOTAL		
	Jul '22 - Mar '23	Budget	% of Budget
504.400 · Office Supplies	23,795	30,000	79.3%
509.200 · Printing (Schedules,brochures)	4,330	15,000	28.9%
536.700 · Computer Programs & Supplies	3,557	12,000	29.6%
537.000 · Safety & Emergency Supplies	338	7,000	4.8%
537.500 · Other Materials & Supplies	19,173	17,500	109.6%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>532,185</b>	<b>944,750</b>	<b>56.3%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	7,242	15,000	48.3%
541.250 · FB-Water,Sewer, Waste & Propane	3,814	8,000	47.7%
541.500 · Willits-Water, Sewer & Waste	707	3,000	23.6%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	20,096	15,500	129.7%
543.000 · TPX- Ukiah Phones / Internet	25,765	45,000	57.3%
543.250 · Comcast-Fort Bragg Phones/Inter	1,161	1,500	77.4%
544.000 · Verizon-Admin / OPS Cellular	26,779	30,000	89.3%
<b>Total 540.000 · UTILITIES.</b>	<b>85,564</b>	<b>118,000</b>	<b>72.5%</b>
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>358,120</b>	<b>365,000</b>	<b>98.1%</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	13,731	16,000	85.8%
502.700 · Travel	17,185	50,000	34.4%
582.250 · Board Expenses	284	3,500	8.1%
583.000 · Safety Program	41	1,000	4.1%
509.800 · Training	5,893	6,000	98.2%
584.500 · CDL & DOT Physical Expenses	6,208	6,000	103.5%
509.100 · Other Miscellaneous	34,816	15,000	232.1%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>78,157</b>	<b>97,500</b>	<b>80.2%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	4,575	9,000	50.8%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>4,575</b>	<b>9,000</b>	<b>50.8%</b>
<b>Total Expense</b>	<b>4,642,956</b>	<b>6,862,743</b>	<b>67.7%</b>
<b>Net Ordinary Income Before Depreciation</b>	<b>351,206</b>	<b>570,553</b>	<b>61.6%</b>
<b>Depreciation Expense</b>	<b>785,412</b>		
<b>Net Ordinary Income After Depreciation</b>	<b>-434,207</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



Meeting Date: May 31st, 2023

Agenda Item: D.2

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion of MTA 2023-2024 2nd Draft Operating Budget

### **SUMMARY:**

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2023-2024 estimate was approximately a decrease of 6.5% (approximately \$304,075) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have decreased.
- ✓ STA Revenues have increased and the funds available to MTA have increased from \$967,375 in FY2022-2023 to \$1,243,571 in FY2023-2024.
- ✓ Fare revenues have increased year-over-year as ridership continues to improve.
- ✓ Advertising Revenue is projected to increase.
- ✓ CARES funding has been secured to supplement any operating shortfalls.

The budget being presented today is a 2nd Draft. MTA will continue to adjust the FY 2023-2024 Operating Budget and requests that approval of the FY2023-2024 Budget be approved at the June 2023 meeting, in order to provide as accurate a budget as possible.

### **STAFF RECOMMENDATION:**

Direct staff to continue modification of MTA FY2023-2024 FINAL Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

### **ATTACHMENTS**

MTA 2023-2024 2nd Draft Operating Budget

**MENDOCINO TRANSIT AUTHORITY  
2023/24 BUDGET W/ LINE ITEM  
BREAKDOWN**

**DRAFT OPERATING BUDGET V 2.0**

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>OPERATING</b>					
<b>50010</b>	<b>LABOR</b>				
501.101	Operators Wages-Fixed Route-Ukiah	527,213	566,754	589,424	
501.101	Operators Wages - Fixed Route - Fort Bragg	273,814	294,350	306,124	
501.101	Operators Wages - South Coast	224,346	241,172	250,819	
501.101	Operators Wages - DAR - Inland	118,299	127,172	132,258	
501.101	Operators Wages - DAR - Fort Bragg	98,357	105,734	109,963	
501.104	Operations-Supervisors/Dispatch	514,760	553,367	575,501	
501.103	Maintenance & Facilities Salaries & Wages	475,299	510,946	531,384	
501.105	Administrative Salaries	339,483	375,302	390,314	
501.105	Administrative Staff	363,261	390,506	406,126	
501.109	Longevity / Bonuses		6,000	6,240	
	<b>TOTAL SALARIES</b>	<b>2,934,832</b>	<b>3,171,303</b>	<b>3,298,155</b>	

<b>51000</b>	<b>BENEFITS</b>				
511.000	FICA/Medicare	51,360	55,498	57,718	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	234,787	253,704	263,852	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	174,069	415,000	415,000	Per CalPERS Annual Valuation Reports
502.210	Medical Plan	660,000	540,000	659,248	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	27,500	60,000	18,601	Adjusted for new employees
502.230	Vision Plan	2,500	3,000	4,783	Adjusted for new employees
513.250	Life Insurance	7,500	7,500	11,325	Adjusted for new employees
502.420	457 MTA Match	77,000	90,000	90,000	MTA Matches 4.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	153,616	164,339	164,339	SDRMA 2022-2023 Invoice 23-24 Invoice available in July
514.500	Unemployment Insurance	56,000	56,000	56,000	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	7,000	16,000	20,000	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	3,000	3,250	3,500	Annual Invoice
516.600	Employee Relations	2,500	3,500	4,000	Employee Relations - All Staff
	<b>TOTAL BENEFITS</b>	<b>1,456,831</b>	<b>1,667,791</b>	<b>1,768,365</b>	

**MENDOCINO TRANSIT AUTHORITY  
2023/24 BUDGET W/ LINE ITEM  
BREAKDOWN**

**DRAFT OPERATING BUDGET V 2.0**

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>52000</b>	<b>SERVICE/USER FEES</b>				
521.000	Vehicle Technical Services	10,000	12,500	10,000	Outsourcing
521.250	Towing	7,500	1,200	2,400	
521.500	Property Maintenance Services	2,750	3,500	3,500	
521.700	Contract IT Services	30,000	40,000	32,000	Engage IT
503.202	Legal Counsel	25,000	30,000	30,000	MTA Legal
508.100	Purchased Transportation	2,400	2,400	2,400	Willits ADA
523.000	Marketing	8,000	12,000	12,000	Contracted
509.300	Advertising, Legal Notices	18,000	40,000	48,000	Radio & Newspaper Advertising
524.000	Computer & Software Maintenance Fees	45,000	60,000	45,000	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	6,000	8,000	8,500	
525.000	Facility Security System	1,500	2,500	2,500	Deep Valley Security
525.500	Accident / Incident Payables	15,000	25,000	25,000	
503.200	Professional & Technical Services	134,380	250,000	250,000	MUNIS,PayChex, GASB68, Accounting, TrackIT, Remix. Indeed, AON
503.100	Outside Labor				
	<b>TOTAL SERVICES / USER FEES</b>	<b>305,530</b>	<b>487,100</b>	<b>471,300</b>	

53000	MATERIALS & SUPPLIES CONSUMED				
504.110	Fuel	400,000	650,000	500,000	Consulted with Fuel Vendors to arrive at budgeted amount
504.120	Tires	35,000	45,000	50,000	
504.115	Lubrication	25,000	32,000	27,000	
532.500	Tools	1,500	1,875	3,500	
504.100	Vehicle Maintenance & Repair Parts	50,000	62,500	62,500	
504.200	Expense Parts	2,500	3,125	3,125	
504.610	Shop Supplies	20,000	25,000	10,000	Consumables
504.620	Facilities Maintenance & Janitorial	35,000	43,750	45,000	Aramark, Home Depot, Friedmans
504.400	Office Supplies	25,000	30,000	35,000	Xerox
536.700	Computer Programs & Supplies	4,500	15,000	0	Moved to Compter Software
509.200	Printing	7,000	12,000	12,000	Schedules, brochures
537.000	Safety & Emergency Supplies	1,500	7,000	5,000	Includes PPE
537.500	Other Materials & Supplies	14,000	17,500	20,000	
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>621,000</b>	<b>944,750</b>	<b>773,125</b>	

54000	UTILITES				
541.000	MTA Base	15,000	15,000	12,500	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	6,000	8,000	7,000	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	3,000	3,000	3,000	Water, Sewer & Solid Waste
542.000	Pacific Gas & Electric	7,600	15,500	22,500	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	42,000	45,000	45,000	Ukiah Phones/Internet
543.250	Comcast	1,100	1,500	1,500	Fort Bragg Phones/Internet
544.000	Verizon	12,000	30,000	30,000	Admin/OPS Cellular
	<b>TOTAL UTILITIES</b>	<b>86,700</b>	<b>118,000</b>	<b>121,500</b>	

**MENDOCINO TRANSIT AUTHORITY  
2023/24 BUDGET W/ LINE ITEM  
BREAKDOWN**

**DRAFT OPERATING BUDGET V 2.0**

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>56000</b>	<b>VEHICLE, CASUALTY &amp; LIABILITY COSTS</b>				
506.100	Insurance	360,000	365,000	375,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	<b>TOTAL CASUALTY &amp; LIABILITY COSTS</b>	<b>360,000</b>	<b>365,000</b>	<b>375,000</b>	

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>57000</b>	<b>TAXES</b>				
571.000	Taxes - State Board of Equalization	600	600	600	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	1,700	1,700	1,700	Hazardous Materials Permit
	<b>TOTAL TAXES</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>58000</b>	<b>MISCELLANEOUS</b>				
504.510	Dues & Subscriptions	16,000	16,000	16,000	Newspapers,CTA,CALACT,CSDA,AFTA
502.700	Travel	30,000	50,000	50,000	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	500	3,500	5,000	Meeting Expenses
583.000	Safety Program	1,000	1,000	2,000	Awards-Banquets-Employee Incentives
509.800	Training	4,500	6,000	20,000	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	3,500	6,000	7,000	Drug Free USA
509.100	Other Miscellaneous		15,000	15,000	Food
	<b>TOTAL MISCELLANEOUS</b>	<b>55,500</b>	<b>97,500</b>	<b>115,000</b>	

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>59000</b>	<b>LEASES &amp; RENTALS</b>				
591.000	Leases and Rentals	2,400	9,000	9,000	City of Willits, RCFP, South Coast
	<b>TOTAL LEASES &amp; RENTALS</b>	<b>2,400</b>	<b>9,000</b>	<b>9,000</b>	

	<b>TOTAL OPERATING EXPENDITURES</b>	<b>5,825,093</b>	<b>6,862,743</b>	<b>6,933,745</b>	
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**71,002 INCREASE OVER 2022-2023**



<b>MENDOCINO TRANSIT AUTHORITY</b> <b>2023/24 BUDGET W/ LINE ITEM</b> <b>BREAKDOWN</b>	<b>DRAFT OPERATING BUDGET V 2.0</b>
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ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>OPERATING REVENUE</b>					
<b>OPERATING REVENUE</b>					
<b>ACCOUNT</b>	<b>OPERATING REVENUE</b>				
<b>41000</b>	<b>REVENUES FROM OPERATING</b>				
401.110	Fixed Route Farebox Revenue	400,000	400,000	225,000	
401.111	Dial-A-Ride Farebox Revenue	60,000	60,000	70,000	
402.100	Redwood Coast Regional Center	65,000	65,000	65,000	
409.200	Sonoma County Contract	177,200	181,000	181,000	New 2023-2024 Contract
<b>TOTAL OPERATING REVENUES</b>		<b>702,200</b>	<b>706,000</b>	<b>541,000</b>	

<b>42000</b>	<b>REVENUES FROM OTHER SOURCES</b>				
409.100	Local Transportation Fund (LTF)	3,434,291	3,428,087	3,671,782	23-24 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs		300,000	50,000	Unmet Needs
409.110	State Transit Assistance	455,221	967,375	1,293,571	23-24 MCOG claim
422.000	5310 Operating Assistance		150,000	150,000	
413.101	5311 Operating Assistance	552,134	717,774	717,774	
413.110	5311(f) Operating Assistance	300,000	200,000	300,000	
411.100	LCTOP Cap and Trade	90,000		0	
409.112	Cal-OES			0	
406.100	Advertising Contract	100,000	110,000	125,000	Helen Foraker
426.000	Ag Van Leases	45,000		0	MCF4
n/a	Senior Center Payments	-637,676	-729,019	-681,249	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements	637,676	729,019	681,249	Payments from MCOG to reimburse MTA
109.109	Senior Center Administration	26,500	26,500	26,500	Annual Fee from MCOG
407.100	Maint Fuel Revenue (prior incl labor,parts)	23,000	24,000	0	Fuel Only
407.400	Investment Income	7,500	7,500	7,500	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	4,000	14,000	14,000	
450.000	CARES-5311	550,000	200,000	200,000	
	CARES-5311(F)	100,000	75,000	75,000	
<b>TOTAL REVENUES FROM OTHER SOURCES</b>		<b>5,687,646</b>	<b>6,220,236</b>	<b>6,631,127</b>	

<b>TOTAL OPERATING REVENUE</b>	<b>6,389,846</b>	<b>6,926,236</b>	<b>7,172,127</b>	
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<b>564,753</b>	<b>63,493</b>	<b>238,382</b>	<b>REVENUE OVER EXPENSES</b>
<b>-1,081,197</b>	<b>-1,120,000</b>	<b>-1,120,000</b>	<i>Estimated Depreciation</i>
<b>-516,444</b>	<b>-1,056,507</b>	<b>-881,618</b>	<i>Net after Depreciation</i>



**Meeting Date: May 31st, 2023**

**Agenda Item: #D.3**

**SUBJECT:**

Discussion and Possible Approval Draft Capital Budget for Fiscal Year 2023-2024

**SUMMARY:**

Presented is the Draft Capital Budget for upcoming FY 23/24.

The largest expenditure in the MTA Capital Budget is potentially for the fleet to be outfitted with Electronic Fare-Boxes these will be funded by the 5311 CARES funding. The other major expenditures are for the replacement of one coach and three cutaway buses with battery electric. 5339 Federal Funds, PTIMSEA, LCTOP, Capital Funds, HVIP, VW Mitigation Funds and the MTA Capital Reserve.

Local Capital Expenses: Operations, Vehicles, Maintenance, Administration Shelters/Benches are place holders for unexpected capital expenses. We are concerned with the aging Gillig Fleet that major component failure is likely and must be accounted for.

MTA will be utilizing all but \$200,000 of its State Transit Assistance Funds for Operating in 23/24. The Capital Expenditures used with STA funds will fund equipment purchases in 23/24 with the exception of the purchase of the Electronic Fare-Boxes.

**STAFF RECOMMENDATION:**

Direct staff to continue modification of MTA FY2023/24 1st Draft Capital Budget as more information becomes available for final adoption and approval at the June Board Meeting.

**ATTACHMENTS:**

FY 23/24 Draft Capital Budget



# MTA Five -YearCapital Vehicle Replacement Plan

REPLACE = retire and sell  
BUY = buy

Odometer		4 YEARS OR 100,000 MILES						
	Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27
	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								
	FUND	Van for Cleaing			2023/24	2024/25	2025/26	2026/27
		96	7	Sprinter				
		97	7	Sprinter				
		94	22					
		93	22					
				Pickup Truck				
	STA	98	1	Ford F350				MTC
	CAPTIAL R.	95	14					buy

Odometer		Type II or Class A						
		5 YEARS OR 150,000 MILES						
	Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27
0		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	2023/24	2024/25	2025/26	2026/27
		719	9		FR-CUT			
		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			FR-CUT	
		733	16	Glaval gas			FR-CUT	
		734	16	Glaval gas				
		735	16	Glaval gas				FR-CUT
		736	16	Glaval gas				
		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		Endera	BUY			
	VW	745		Endera	BUY			
	HVIP	746		Endera	BUY			
	HVIP	747						
	STA	748				BUY		
	STA	749					BUY	
	STA	750					BUY	
	STA	751					BUY	
	STA	752					BUY	
	STA	753						BUY
	STA	754						BUY
	STA	755						
	STA	756						
	STA	757						
	STA	758						
	STA	759						
	STA	760						
	STA	761						
	STA	762						
	STA	763						
	STA	764						
	STA	765						
	STA	766						

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### Fixed Route Fleet - Medium Duty Buses

Odometer		Type VII VIII or Class E				2023/24	2024/25	2025/26	2026/27
0	0	Life: 10 years or 350,000 miles							
Fund	#	Year	Make/Mod		2023/24	2024/25	2025/26	2026/27	
	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								

### Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H				2023/24	2024/25	2025/26	2026/27
		LIFE: 12 YEARS OR 500,000 MILES							
Fund	#	Year	Make/Mod		2023/24	2024/25	2025/26	2026/27	
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	

# MTA Five-Year Capital Plan

## Vehicle Replacement Plan - Estimated Costs

Schedule of Purchases	2023/24	2024/25	2025/26	2026/27
Staff - Hybrid AW	1		2	
Staff - Electric				
Staff - Mtc Van				
Staff - Mtc Truck				1
Senior Center Mini-Van				
Senior Center Bus				
Dial-A-Ride Bus			2	2
Cutaway Buses	3	1	4	2
Medium Duty Bus		1	1	1
Heavy Duty Bus	1	3	3	2
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>12</b>	<b>8</b>

Unit Cost (\$000)*	2023/24	2024/25	2025/26	2026/27
Staff - Hybrid AW				
Staff - Electric	40,000		40,000	
Staff - Mtc Van				
Staff - Mtc Truck (crew)				100,000
Senior Center Mini-Van				
Senior Center Bus				
Dial-A-Ride Bus			150,000	150,000
All Electric Cutaway Bus	345,000	345,000	345,000	345,000
Medium Duty Diesel		550,000	550,000	550,000
Heavy Duty Bus	1,000,000	1,300,000	1,300,000	1,300,000
Medium Duty Hybrid				
Medium Duty Electric				

TOTAL ANNUAL COST	2023/24	2024/25	2025/26	2026/27
Staff - Hybrid AW				
Staff - Electric	40,000		80,000	
Staff - Mtc Van				
Staff - Mtc Truck (crew)				100,000
Senior Center Mini-Van				
Senior Center Cutaway				
Dial-A-Ride Bus			300,000	300,000
Cutaway Bus	1,035,000	345,000	1,380,000	690,000
Medium Duty Diesel		550,000	550,000	550,000
Heavy Duty Bus	1,000,000	3,900,000	3,900,000	2,600,000
Medium Duty Hybrid				
Medium Duty Electric				
<b>Total Annual Costs</b>	<b>2,075,000</b>	<b>4,795,000</b>	<b>6,210,000</b>	<b>4,240,000</b>

# FY 23-24 FIVE-YEAR CAPITAL PLAN

## Equipment Purchase Detail

Category						Five-Year
Project	2023/24	2024/25	2025/26	2026/27	2027/28	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	2,500					2,500
Computers: Dispatch Supervisor						0
Computers: South Coast Supervisor			1,700			1,700
Computers: Fort Bragg Supervisor						0
Training Equipment	2,000	2,000	2,000	2,000	0	8,000
<b>Transportation Totals</b>	<b>8,500</b>	<b>4,000</b>	<b>7,700</b>	<b>4,000</b>	<b>2,000</b>	<b>26,200</b>

Vehicles						Five-Year
	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Miscellaneous	2,500	2,500	2,500	3,000	3,000	13,500
Cutaway Transmissions and Engines	10,000	10,000	10,000	10,000	10,000	50,000
Electronic Fare Box						0
<b>Vehicles Total</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>13,000</b>	<b>13,000</b>	<b>63,500</b>

Maintenance						Five-Year
	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Miscellaneous	15,000	15,000	15,000	15,000	15,000	75,000
Ukiah Yard Reseal			8,000			8,000
Willits Yard Reseal		5,000			5,000	10,000
Ft. Bragg Yard Reseal			5,000			5,000
Wood seal north wall of shop		5,000				5,000
Break Room Roof	25,000					25,000
Old Ukiah Shop - Remodel						0
Multi Refrigerant Recycle Machine						0
Willits Office Rehab						0
Alignment Equipment	50,000					50,000
Emmissions Smoke Tester						0
Wash Bay Pumps and Motors	7,000					7,000
Replace Diagnostics Laptop	2,500					2,500
Solar panel cleaner						0
Amperage voltage tester industrial						0
<b>Maintenance Totals</b>	<b>99,500</b>	<b>25,000</b>	<b>28,000</b>	<b>15,000</b>	<b>20,000</b>	<b>187,500</b>



# FY 23-24 FIVE-YEAR CAPITAL PLAN

## Equipment Purchase Detail

Category						Five-Year
Project	2023/24	2024/25	2025/26	2026/27	2027/28	Total
<b>Office - Administration</b>						
Miscellaneous	3,000	3,000	3,500	3,500	3,500	16,500
Heavy Duty Paper Shredder		2,100				2,100
Coin Sorter	1,500					1,500
Wiring Upgrade	20,000					20,000
Managed IT Network/Care		3,000		3,000		6,000
Furniture	1,000	1,000	2,000		2,000	6,000
Telephone+Cell, replace + headsets			10,000			10,000
Video Conference Ukiah and UVConfCtr				5,000		5,000
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	3,000				3,000	6,000
HR - Copier, Recording Equipment	2,500	2,500				5,000
<b>Administration Totals</b>	<b>32,800</b>	<b>11,600</b>	<b>21,500</b>	<b>11,500</b>	<b>8,500</b>	<b>85,900</b>

Category						Five-Year
Project	2023/24	2024/25	2025/26	2026/27	2027/28	Total
<b>Shelters and Benches</b>						
Shelters	15,000	15,000	15,000	15,000	15,000	75,000
Benches (materials)	1,500	1,500	1,500	1,500	1,500	7,500
Bus Stops & Signs	20,000	1,000	1,000	1,000	1,000	24,000
<b>Shelters and Benches Totals</b>	<b>36,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>106,500</b>

### Facility Solarization and Modernization - By Project

Cap #	FY	Project	\$ COST	REVENUE SOURCE								TOTAL
				Federal		State		Local				
				Grant	Amount	1B Modern	1B Security	SGR	TIRCP	MCOG	Reserve	
MCOG	25/26	electric bus Purchase	105,462								105,462	105,462
MCOG	22/23	Ukiah Solar canopy/Bus Charging Infrastructure	400,000								400,000	400,000
MCOG	22/23	Vehicle Charging Generators UK,FB and Willits	200,000								200,000	200,000
89	24/25	Finish Design Admin/Ops Build	677,096						677,096		677,096	677,096
89	26/27	Construct Admin/Ops	6,500,000						6,500,000		6,500,000	6,500,000
Total Design & Construction			<b>7,882,558</b>						<b>7,177,096</b>	<b>705,462</b>	<b>7,882,558</b>	

### MTA TRANSIT CENTER PROJECT

Cap #	FY	Project	\$ COST	REVENUE SOURCE								TOTAL
				Federal		State		Local				
				Grant	Amount	1B Modern	1B Security	SGR	TIRCP	Reserve		
100	22/23	Transit Center Location/Design Study	MCOG									
100	24/25	Purchase Property	1,500,000						1,500,000		1,500,000	1,500,000
100	25/26	Construct Transit Center	1,500,000						1,500,000		1,500,000	1,500,000
subtotal			<b>3,000,000</b>						<b>3,000,000</b>		<b>3,000,000</b>	



Meeting Date: May 31, 2023

Agenda Item: D.4

## AGENDA SUMMARY REPORT

CTSA Discussion

### **SUMMARY:**

MCOG's study of transportation needs and solutions for Brooktrails, Covelo, Hopland, Laytonville and Potter Valley consider the institutional arrangements by which individual services or multiple services could be administered, managed and operated.

### **ATTACHMENTS:**

Challenges of Implementing Rural Mobility Solutions AMMA Draft, 5/1/2023

## Challenges of Implementing Rural Mobility Solutions

Implementation of the very modest, lifeline level, mobility recommendations identified by *MCOG's Rural Mobility Solutions Study* presents three challenges.

- First, no single strategy will be sufficient. Research clearly demonstrates that the need for transportation cuts across demographic segments, not just older adults and persons with disabilities, but working age adults, young families, college students and youth. There is a need to implement a mix of low-cost transportation services to address diverse mobility needs within the rural communities.
- Second, finding sustainable funding, particularly for general public services, is not easy. There are limited funding options beyond those already being used by MTA. Using grant funding alone for pilot projects is unreliable. It has the potential to build expectations and then not be sustainable. These are long-term unmet needs which will need to be addressed over time.
- And finally, leadership will be critical for the successful implementation, promotion and management of the recommended programs. Who will take responsibility for this significant ongoing effort, both within the five communities of focus in the Inland Rural Mobility study and elsewhere in rural Mendocino County?

The challenges of sustainable funding can be addressed if MCOG is willing to earmark annually a small portion of Mendocino County's LTF as seed money for Rural Transit Mobility. Five percent (5%) of LTF would represent \$250,000. It is highly likely that Mendocino County can secure and sustain \$200,000 in additional funding from the Caltrans-administered FTA 5310 program for transportation services for seniors and persons with disabilities, a fund source for which it is anticipated there will continue to be no local match. In combination, this could provide an annual budget of up to \$450,000 for rural mobility.

**Up to \$250,000 LTF + \$200,000 5310 = \$450,000 annual base funding for rural mobility**

This base funding can then be utilized, under one of three scenarios, to implement rural mobility services to meet both general public needs and those of seniors and persons with disabilities. Following are three potential structures that address the challenges of leadership and ability to implement multiple services, to varying extents.

### Three Options for Structuring a Response to Rural Transit Needs in Mendocino County

#### 1. MCOG would establish a Rural CTSA outside of MTA.

An established community organization (such as the Family Resource Center Network) would be designated as a Rural CTSA for Mendocino County and allocated a small portion of the LTF for use in implementing rural mobility services. The Rural CTSA would offer leadership on the issue of rural mobility countywide and the LTF allocation would provide a sustainable funding base, which would be the focal point for pursuing additional funding, including FTA 5310.

The responsibilities of this CTSA would be to:

- Foster partnerships in rural communities, to engage local resources and organizations in support of mobility solutions.
- Pursue relevant funding opportunities (5310 and others), with the support of MCOG.
- Implement the variety of mobility solutions recommended by the MCOG study.
- Actively market and promote utilization of those services by local residents.

Over time, the CTSA would also be responsible for monitoring and evaluating the services, potentially to recommend new or different mobility options based on community feedback and ridership. As additional funding opportunities arise, such as CARB funding for zero emission transportation, they would be in a position to submit grants to expand on the base funding.

A rural CTSA focused entirely on the mobility needs of rural communities would be in a unique position to provide on-going leadership around this issue. As a non-profit, it would also benefit from a lower cost structure and fewer costly requirements, allowing the allocated funding to go further.

## **2. The CTSA within MTA would utilize the earmarked LTF funds to contract with individual community organizations to operate rural mobility services.**

MTA is currently designated as a CTSA and would use that designation to earmark a portion of its LTF funding for mobility services in rural communities outside the MTA served area.

These funds would then be awarded to one or more community organizations with the ability to implement specific rural mobility services, in the same way that MTA currently contracts with the senior centers to operate service for seniors and persons with disabilities.

- MTA's mobility manager would be responsible for leadership and oversight of the program.
- MTA, with the assistance of MCOG, would be responsible for pursuing additional funding sources (including FTA 5310 and potentially others such as CARB, etc.) to supplement the LTF allocation.
- Community organizations would be asked to propose multi-year budgets and scopes of work for the implementation of services similar to those proposed in the MCOG Rural Study.
- The contracted community organizations would be responsible for operating, marketing and reporting on services provided (including both vehicle-based services and others such as the mileage reimbursement programs and community ride boards) for defined time frames. At the end of the time frame, the contract would be reviewed for potential renewal.

This option would build on MTA's existing organizational infrastructure, but, through contracting to community organizations, would benefit from their lower cost structures.

## **3. MTA would directly operate rural mobility services.**

Under this structure, MTA would take full responsibility for mobility service to rural communities. It would earmark a portion of LTF and pursue 5310 funding for use in implementing rural mobility

solution. With this designated funding, MTA would reallocate its service offerings to provide lifeline service to the rural communities outside its current fixed route footprint,

To the extent that funding allows, MTA's would:

- Operate and market weekly service to connect communities like Covelo, Laytonville and Potter Valley with Ukiah.
- Secure 5310 funding for and implementing a countywide volunteer driver mileage reimbursement program for seniors and persons with disabilities.
- Implement other recommended mobility solutions, such as general public service in Brooktrails and a rideshare incentive program for Mendocino College students.
- Pursue additional funding sources that become available to expand rural mobility options.

While this option would take advantage of MTA's existing infrastructure, it would also be limited by its higher cost of service delivery, in comparison to community non-profit organizations. The available resources would likely result in fewer rural services.

**Under all three scenarios:**

- MTA would consider, through its SRTP process, offering expanded public transit service to Hopland and Brooktrails.
- MCOG would support either MTA or the Rural CTSA in preparation of grant applications to such fund sources as Caltrans-administered FTA Section 5310 funds for seniors and persons with disabilities; California Air Resource Board-administered Clean Mobility Options grants to support rural transportation electrification projects; and other state or federal discretionary grant programs aligned with meeting rural mobility needs.
- MCOG would receive regular reporting on each of the rural mobility projects implemented. Such reporting, no less frequently than quarterly, would enable MCOG staff to report to the MCOG board on an annual basis, comparing program-specific operating goals with operating experience, reporting on the funding mix secured, and offering general observations as to how these modest, lifeline level mobility projects are being utilized and meeting needs.