

## Board of Directors Regular Meeting Agenda

June 28, 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:

#### <u>Ukiah</u>

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 <a href="mailto:sara@mendocinotransit.org">sara@mendocinotransit.org</a> 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 <a href="https://mendocinotransit.org/board-meetings/">https://mendocinotransit.org/board-meetings/</a> 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 April 2023
- 4. Acceptance of Single Audit
- 5. Approval of Resolution No. 2023-04 for Title VI Policy
- 6. Acceptance of Board Meeting Schedule Fiscal Year 2023/24
- 7. Approval of Executive Director Conference Request North State Transit Symposium July 12-13, 2023 Eureka, Ca.
- 8. Approval of Fiscal Year 2023/24 Special Event Calendar.

#### D. ACTION & DISCUSSION

- 1. Unmet Needs
- 2. Discussion and Possible Adoption of Resolution No. 2023-05 Adopting the MTA Operations Budget and Wage Table for Fiscal Year 2023-2024.

- 3. Discussion and Possible Adoption of Resolution No. 2023-06 Adopting the MTA Capital Budget for Fiscal Year 2023-2024.
- 4. Approval Resolution No. 2023-07 of Mendocino Transit Authority's Zero Emission Bus Rollout Plan.
- CTSA Discussion

#### E. DIRECTOR AND MANAGEMENT REPORTS

- 1. Matters from Management
- Matters From MCOG
- 3. Matters from Director

#### F. CLOSED SESSION

Conference with Labor Negotiators Pursuant to Government Code §54957.6(a) Agency Designated Representatives: Executive Director Jacob King Employee Organization: Teamsters Union Local 665

Report out of Closed Session

Anticipated adjournment is 3:30 p.m.

#### <u>Americans with Disabilities Act (ADA) Compliance</u>

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 <a href="mailto:sara@mendocinotransit.org">sara@mendocinotransit.org</a> at least 72 hours prior to the meeting.

Agenda Item: #C.1



### **Board of Directors Regular Meeting Minutes**

Wednesday, May 31, 2023

1:30 p.m.

#### **MTA Directors in Attendance**

Saprina Rodriguez, Chair Jim Tarbell, Vice Chair Dan Doyle Dan Gjerde

#### **MTA Directors Absent**

Tess Albin-Smith Bruce Richard Susan Sher

#### **Staff in Attendance**

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

#### **Staff Absent**

Becky Oseguera HR Director Bob Butler, Retired Annuitant

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 1:38 pm
- B. PUBLIC COMMENT

None

Agenda Item: #C.1

#### 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

<u>Upon Motion</u> by Director **Tarbell** seconded by Director **Gjerde** the Board accepted the Consent Calendar items C.1 through C.3 by roll call vote. **AYES**: Tarbell, Gjerde, Doyle and Chair Rodriguez **NOES**:0 **ABSTAIN**: 0 **ABSENT**: Sher, Richard, and Albin-Smith.

#### D. ACTION & DISCUSSION

1. Unmet Needs-

Director Tarbell requested to have Dial A Ride service from Fort Bragg to Caspar. The Executive director mentions that services to the coast have been 100 % restored as pre pandemic. And, that there will be a bus shuttle once a day, in the future from Humboldt County to Mendocino -Lake County.

2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2023-2024

Mark Harvey, CFO, mentions that he has been working on the Operations Budget with staff which is going to be presented at the June Meeting. This item will be back on the next board meeting for approval.

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

After discussion there were no questions from directors or the public, this item will be on the next board meeting for approval.

#### 4. CTSA Discussion

As requested by the board to bring this item on the agenda (Consolidated Transportation Services Agency) Loretta Ellard from MCOG, gave information to the board about the mobility solutions study for rural communities, for the inland part of the county. Which includes Covelo, Laytonville, Brooktrails, Potter Valley and Hopland. Ellard informed the board that MCOG hired a consultant to do the study for mobility solutions to get mainly to Ukiah for medical appointments, the consultant has been involved for a year, MCOG asked them to make a interim presentation on the April meeting and the final presentations will be in August, consultants are making recommendations and one of the main recommendations is to consider MCOG creating a separate Consolidated Transportation Service Agency, currently MTA is designated as a CTSA for Mendocino County. The downside if they did create a separate CTSA is they could direct some funding that's currently going to MTA. In past MCOG meetings no one from the MCOG board has said not to consider these

Agenda Item: #C.1

recommendations, but Ellard advised these recommendations are not finalized. The Final community meeting will be via zoom on June 27, 2023 at 6pm.

Chair Rodriguez suggested the executive director to investigate potential reductions at MTA.

#### E. DIRECTOR AND MANAGEMENT REPORTS

#### 1. Matters from Management

**Dawn White**, Mobility Manager, reported that she will be working with Senior Center contracts this month. She doesn't expect any significant changes.

**Bret Byrd**, Maintenance Manager reported that they are in the process of working on the Willits office replacing new windows and siding and that is going very well. Bret mentions that he and Bob Butler will be attending Gillig on June 13<sup>th</sup> for the new electric 35" Gillig.

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

**Luis Martinez**, Operations Manager reported hiring still happening for Ukiah and as the moment there is one trainee still hiring for North Coast. He also announced that MTA will be participating on the 4 of July with a shuttle in Point Arena.

**Becky Oseguera HR Director** was absent at the meeting, but Executive Director King provided an update on current hires. And, that there will be an interview for finance assistant on June 2<sup>nd</sup> all open positions are posted on MTA's website or indeed.com.

**Jacob King**, Executive Director reported that he went to Oklahoma City to represent California and MTA's all electric bus project.

#### 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, and they are working with location analysis for the 5 or 6 locations, and it looks like one of the locations is falling out and that is the one at the Pear Tree Center/ JC Penney parking lot, there's still 5 locations that are being analyzed.

Agenda Item: #C.1

3 Matters from Directors
No matters from Director this month.

The meeting adjourned at 3:34 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 to participate in the meeting should contact Sara Marquez at Mendocino Transit Authority by calling (707) 234-6456 or by email at <a href="mailto:sara@mendocinotransit.org">sara@mendocinotransit.org</a> at least 72 hours prior to the meeting.



Agenda Item: #C.2

## MENDOCINO TRANSIT AUTHORITY PERFORMANCE SUMMARY FY 2022/23 3rd QTR

	Jan-23	Feb-23	Mar-23	3rd QTR 22-23	3rd QTR 21-22
ADULT	3864	3624	3019	10507	8186
SENIORS	2520	2413	3579	8512	6126
DISABLED	1796	1809	2086	5691	4348
PCA	121	115	126	362	211
COLLEGE	1109	1607	1903	4619	2439
FREE	102	97	105	304	68
CHILD	263	278	333	874	272
YOUTH PASSES	203	15	9	26	
MONTHLY PASSES	338	526	561	1425	1150
TRANSFERS	513	611	717	1841	1323
STAFF PASSES	0	011	0	0	
WHEELCHAIR	470	469	238	1177	927
BIKES	109	116	123	348	
TOTAL RIDERSHIP	10628	11095	12438	34161	24218
OPERATIONS					
TOTAL SERVICE DAYS (Mon-Fri)					
VEHICLE SERVICE HOURS	3276.88	3162.24	3765.65	10204.77	7896.20
PASSENGERS PER HOUR	3.24	3.51	3.30	3.35	
VEHICLE SERVICE MILES	51408	50595	61070	163073	
PASSENGER PER MILE	0.21	0.22	0.20	0.21	0.19
COSTS					
MONTHLY EXPENSES (Operating Costs)	\$481,632.56	\$514,460.13	\$529,389.06	\$1,525,481.75	\$1,235,567.10
COST PER PASSENGER	45.32	46.37	42.56	44.66	\$51.02
COST PER MILE	9.37	10.17	8.67	9.35	\$9.86
COST PER HOUR	146.98	162.69	140.58	149.49	\$156.48
REVENUE					
FIXED ROUTE/DAR FAREBOX REVENUE	\$33,753.80	\$55,362.40	\$36,194.39	\$125,310.59	\$118,617.41
ADVERTISING SALES	\$15,910.75	\$26,746.75	\$18,502.25	\$61,159.75	\$28,545.25
AG VAN LEASE	\$0.00	\$0.00	\$0.00	•	\$0.00
TOTAL FAREBOX RATIO	10.31%	15.96%	10.33%	12.22%	
OPERATING COST					
MCOG PERFORMANCE MEASURE					
DIAL-A-RIDE	1938	1799	2131	5868	3952
PASSENGERS PER HOUR /STANDARD 4.5	2.41	2.32	2.26	2.33	
FAREBOX RATIO /STANDARD 10%	11.67%	12.01%	12.02%	12%	
OPERATING COST PER HOUR /STANDARD \$91.70	\$90.00		\$84.36	\$91.27	
COST PER PASSENGER /STANDARD \$20.38	\$37.28	\$42.90	\$37.26	\$39.15	
SHORT DISTANCE BUS ROUTES*					
	5581	5809	6331	17721	
PASSENGERS PER HOUR /STANDARD 14	3.84 12.10%	4.42	3.96	4.07 15%	4.41
FAREBOX RATIO /STANDARD 10%		19.33%	12.08%		
OPERATING COST PER HOUR /STANDARD \$85.19 COST PER PASSENGER /STANDARD \$6.09	\$155.08	\$183.47	\$155.14	\$164.56 \$37.91	
	\$37.97	\$38.97	\$36.79	•	·
LONG DISTANCE BUS ROUTES**	3109	3487	3976	10572	
PASSENGERS PER HOUR /STANDARD 3.2	2.81	3.03	3.01	2.95	
FAREBOX RATIO /STANDARD 10%	7.90%	13.79%	7.84%	10%	
OPERATING COST PER HOUR /STANDARD \$92.18	\$178.29	\$183.00	\$164.07	\$175.12	
COST PER PASSENGER /STANDARD \$28.80	\$63.52	\$60.49	\$54.59	\$59.53	
* 1 WILLITS LOCAL, 5 BRAGG ABOUT, 7 JITNEY, 9 UKIAH LOCA		DINT ADENIA (CA)	NTA BOSA		
** 20 Willits/Ukiah, 60 COASTER, 65/66 CC RIDER, 75 GUALA	LA/UKIAH, 95 PC	JINI AKENA/SAI	VIA KUSA		

Meeting Date: June 28, 2023 Agenda Item: #C.2



#### **FY 22-23 RIDERSHIP PERFORMANCE BY ROUTE**

	T	ı	ı				1	ı	ı	ı	T			T		
	JULY	AUG	SEPT	ОСТ	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	359	0	5306	5310	(4)	0%
03 - Ukiah - DAR	1027	1148	1120	1166	1037	1035	1138	1065	1178	1095	1237	0	12246	10328	1,918	19%
04 - Fort Bragg - DAR	564	717	627	671	662	716	800	734	953	831	979	0	8254	6214	2,040	33%
05 - BraggAbout	445	429	493	419	722	805	620	560	806	835	989	0	7123	4717	2,406	51%
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	4798	0	52981	35254	17,727	50%
20 - Willits - Ukiah	1012	1552	1627	1724	1582	1572	1396	1525	1833	1433	1594	0	16850	13758	3,092	22%
60 - Coaster	250	322	437	467	698	742	573	648	583	422	691	0	5833	3128	2,705	86%
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	824	0	8152	4991	3,161	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	45	0	430	463	(33)	-7%
75 - M-F Gualala to Ukiah	346	602	656	660	420	410	283	425	545	483	506	0	5336	4380	956	22%
95 - Pt. Arena to Santa Rosa	366	371	320	363	294	360	208	229	289	319	359	0	3478	2161	1,317	61%
97 - Redwood Coast Regional	178	262	202	194	154	156	213	222	253	229	248	0	2311	1707	604	0%
Monthly Totals	8890	11649	11716	12220	12782	13005	10628	11095	12438	11248	12629	0	128300	92411	35,889	39%

Agenda Item: #C.2

FY 22-23 AVERAGE DAILY RIDERS BY ROUTE-Weekday												
	JULY	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
01 - Willits Local	22.24	23.43	22.86	24.24	32.14	31.09	19.64	20.80	17.17	14.75	15.61	0.00
05 - BraggAbout	21.19	18.65	22.41	19.95	32.82	36.59	28.18	28.00	35.04	41.75	43.00	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	198.13	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	69.30	0.00
60 - Coaster	11.90	14.00	19.86	22.24	31.73	33.73	26.05	32.40	25.35	21.10	30.04	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	31.91	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	22.00	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	12.57	0.00
Monthly Totals	311.76	386.57	423.55	456.43	462.95	473.95	367.45	426.45	419.87	424.80	422.57	0.00

FY 23 AVERAGE DAILY RIDERS BY ROUTE-Saturdays												
	JULY	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
09 - Ukiah Local	69.00	90.00	83.00	91.60	137.50	88.40	65.50	90.00	59.00	62.00	60.25	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	22.50	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	11.25	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	10.00	0.00
Monthly Totals	105.60	149.75	127.50	124.20	181.00	128.00	93.50	130.25	94.50	110.20	104.00	0.00

<u> </u>	FY 22-23 AVERAGE DAILY RIDERS BY ROUTE-Sundays											
	JULY	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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	7.50	0.00
Monthly Totals	7.80	8.00	8.25	9.60	5.00	7.75	3.80	6.00	4.75	9.20	7.50	0.00

Agenda Item: #C.2

#### Ridership Pandemic Comparison Report

#### QUARTERLY REPORT

		PRE PAI	NDEMIC				М	ID PANDEM	IC		CURRENT					
		FY 1	8-19					FY 20-21			FY 22-23					
ROUTE	MAR	APR	MAY	TOTAL PAX	MA	\R	APR	MAY	TOTAL PAX	As % of Pre Pandemic	MAR	APR	MAY	TOTAL PAX	As % of Pre Pandemic	
01 - Willits Local	887	838	974	2,699		382	474	396	1,252	46%	395	295	359	1,049	39%	
03 - Ukiah - DAR	1,462	1,583	2,181	5,226		907	1,026	950	2,883	55%	1,178	1,095	1,237	3,510	67%	
04 - Fort Bragg - DAR	1,269	1,385	1,203	3,857		648	616	677	1,941	50%	953	831	979	2,763	72%	
05 - BraggAbout	1,429	1,320	1,500	4,249		452	489	419	1,360	32%	806	835	989	2,630	62%	
09 - Ukiah Local	9,023	10,201	10,462	29,686	2	2,482	2,668	2,523	7,673	26%	4,877	4,435	4,798	14,110	48%	
20 - Willits - Ukiah	2,799	2,748	2,729	8,276		766	796	798	2,360	29%	1,833	1,433	1,594	4,860	59%	
60 - Coaster	934	964	1,152	3,050		213	219	262	694	23%	583	422	691	1,696	56%	
64 - Ukiah to Fort Bragg	406	389	357	1,152		-	-	-	-	0%	-	-	-	-	0%	
65 - CC Rider	932	953	902	2,787		273	372	435	1,080	39%	693	815	824	2,332	84%	
74 - Saturday Gualala-Ukiah	97	95	74	266		31	36	72	139	52%	33	56	45	134	50%	
75 - M-F Gualala to Ukiah	464	817	461	1,742		213	262	309	784	45%	545	483	506	1,534	88%	
95 - Pt. Arena to Santa Rosa	374	387	313	1,074		119	130	148	397	37%	289	319	359	967	90%	
97 - Redwood Coast Regional	252	265	274	791		-	-	-	-	0%	253	229	248	730	92%	
Quarterly Total	20,328	21,945	22,582	64,855	(	5,486	7,088	6,989	20,563	32%	12,438	11,248	12,629	36,315	56%	

Agenda Item: #C.2

#### **Ridership Pandemic Comparison Report**

#### **MONTHLY REPORT**

	PRE PANDEMIC FY 18-19	MID PANDEMIC FY 20-21		CURRENT FY 22-23	
ROUTE	MAY	MAY	As % of Pre Pandemic	MAY	As % of Pre Pandemic
01 - Willits Local	974	396	40.66%	359	36.86%
03 - Ukiah - DAR	2181	950	43.56%	1237	56.72%
04 - Fort Bragg - DAR	1203	677	56.28%	979	81.38%
05 - BraggAbout	1500	419	27.93%	989	65.93%
09 - Ukiah Local	10462	2523	24.12%	4798	45.86%
20 - Willits - Ukiah	2729	798	29.24%	1594	58.41%
60 - Coaster	1152	262	22.74%	691	59.98%
64 - Ukiah to Fort Bragg	357	0	0.00%	0	0.00%
65 - CC Rider	902	435	48.23%	824	91.35%
74 - Saturday Gualala-Ukiah	74	72	97.30%	45	60.81%
75 - M-F Gualala to Ukiah	461	309	67.03%	506	109.76%
95 - Pt. Arena to Santa Rosa	313	148	47.28%	359	114.70%
97 - Redwood Coast Regional	274	0	0.00%	248	90.51%
Total	22582	6989	30.95%	12629	55.93%



Agenda Item: # C.3

#### **AGENDA SUMMARY REPORT**

#### **SUBJECT:**

Preliminary Unaudited Financial Statements July 2022 – April 2023

#### **SUMMARY:**

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

Revenue of \$5,985,397 is 86.4% of budgeted revenue of \$6,926,236 for the year, with 83.3% of year elapsed.

Expenses of \$5.121,040 are 74.6% of budgeted expenses of \$6,862,743 for the year, with 83.3% of year elapsed.

#### **STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2022 through April 2023.

#### **ATTACHMENTS:**

Statement of Net Position as of April 30th, 2023 Statement of Revenues and Expenses July 2022 – April 2023 Unaudited **Preliminary Reports** 

#### **Mendocino Transit Authority Statement of Net Position**

As of April 30th, 2023

Meeting Date: June 28th, 2023

Agenda Item: # C.3

#### **ASSETS**

**Current Assets** 

**TOTAL ASSETS** 

Checking/Savings

Checking/Savings	
101.900 · Cash	
101.100 · Cash-Operating	
Operating Cash	966,363
LCTOP Operating	166,628
Senior Operating	171,640
Payroll & Benefits Operating	558,248
Total 101.100 · Cash-Operating Total	1,862,879
101.200 · Cash-Capital	
101.202 · Capital Wkg-MUNIS #4100	266,390
101.203 · Cap CALOES -MUNIS #4140	2,399
101.204 · Capital PTMISEA-MUNIS #4230	2,771
101.227 · Cap LCTOP-Umpqua #2776	0
Total 101.200 · Cash-Capital	271,560
Total 101.900 · Cash	2,134,439
Total 102.000 · Accounts Receivable	833,116
Other Current Assets	
Total 102.300 · Grants Receivable	879,620
Total 102.100 · Accounts Receivable Other	59,996
Total 103.990 - Inventory	36,036
Total 104.199 · Prepaid Expenses Total	150,193
Total 104.200 · Undeposited Funds	30,388
Total Other Current Assets	1,156,232
Total Current Assets	4,123,788
Fixed Assets	
Total 111.900 · Fixed Assets	21,482,646
Total 111.910 · Accumulated Depreciation	-13,573,958
Total 115.900 · Construction in Progress	554,495
Total 121.900 · Intangible Total	15,000
Total 121.910 · Accum Amortization Total	-15,000
Total 122.900 · Right to Use - Willits Lease Net	45,150
Total Fixed Assets	8,508,333
Other Assets	
Total 131.900 · Deferred Outflows of Resource	1,003,151
Total Other Assets	1,003,151

13,635,272

Unaudited **Preliminary Reports** 

#### **Mendocino Transit Authority Statement of Net Position** As of April 30th, 2023

Agenda Item: # C.3

Meeting Date: June 28th, 2023

#### **LIABILITIES & EQUITY**

			25

**TOTAL LIABILITIES & EQUITY** 

**Current Liabilities** 

Current Liabilities	
Accounts Payable	
Total Accounts Payable	622,133
Other Current Liabilities	
Deferred Grant Revenue	481,390
205.700 · Uncashed Checks	9,422
205.900 · Accruals Total	
205.200 · Accrued Payroll	131,459
205.500 · Accrued Vacation	167,176
205.600 · Accrued Sick Leave	90,458
Total 205.900 · Accruals Total	389,093
206.900 · Lease Liabilities	
206.000 · Lease Liability - Willits Lease	45,687.00
Total 206.900 · Lease Liabilities	45,687.00
Total Other Current Liabilities	925,592
Total Current Liabilities	1,547,725
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	14,422
Total 231.900 · Prov-Restricted Funds	189,000
235.300 · Deferred Inflows of Resource	1,245,310
235.910 · Pension Liabilities	1,063,546
Total Long Term Liabilities	2,497,856
Total Liabilities	4,045,581
Equity	
Total 399.900 · Equity	9,510,745
Net Income	78,946
Total Equity	9,589,691

13,635,272

## Mendocino Transit Authority Statement of Revenues, Expenses

July 2022 - April 2023

Meeting Date: June 28th, 2023

Agenda Item: # C.3

		TOTAL	
	Jul '22 - Apr '23	Budget	% of Budget
Ordinary Income/Expense			70 01 E 01 g 01
Income			
411.000 · OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	171,155	400,000	42.8%
401.111 Dial-A-Ride Farebox Revenue	30,944	60,000	51.6%
402.100 Redwood Coast Regional Center	58,786	65,000	90.4%
409.200 · Sonoma County Contract	150,000	181,000	82.9%
Total 411.000 · OPERATING REVENUE.	410,884	706,000	58.2%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	132,604	110,000	120.5%
407.100 · Maintenance Revenue	38,580	24,000	160.7%
407.400 · Investment(Interest) Income	13,624	7,500	181.7%
407.500 · Other - Fuel Rebates, Etc.	0	14,000	0.0%
409.100 · Local Transportation Fund (LTF)	3,273,405	3,428,087	95.5%
409.100 · Local Transportation Fund (LTF) Unmet Needs	0	300,000	0.0%
409.109 · LTF - Senior Centers - income	627,918	729,019	86.1%
510.100 · LTF - Senior Centers - expense	-537,365	-729,019	73.7%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 · State Transit Assistance (STA)	972,816	967,375	100.6%
409.113 · State, Prop. 1B, PTMISEA	170,538.63	0	n/a
413.400 · Fed Sec 5339 Capital Grant	281,479.74	0	n/a
417.000 · Gain on Sale of Capital Assets	2,773.00	0	n/a
422.000 · 5310 Operating Assistance	2,770.00	150,000	0.0%
413.101 · 5311 Operating Assistance	598,140	717,774	83.3%
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%
Total 420.000 · REVENUES FROM OTHER SOURCES	5,574,513	6,220,236	89.6%
Total Income			86.4%
	5,985,397	6,926,236	80.4%
Expense	2,785,262	2 171 202	07 00/
Total 501.100 · WAGES	, ,	3,171,303	87.8%
Total 510.000 · BENEFITS	946,488	1,667,791	56.8%
520.000 · SERVICE/USER FEES	2.024	10 500	22.6%
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	150	3,500	4.3%
521.700 · Contract IT Services	21,658	40,000	54.1%
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	23,586	40,000	59.0%
524.000 · Software Maintenance Fees	24,238	60,000	40.4%
524.200 · Drug & Alcohol Services	7,730	8,000	96.6%
525.000 · Facility Security System	1,538	2,500	61.5%
525.500 · Accident / Incident Payables	27,262	25,000	109.0%
503.200 · Professional & Technical Svcs	161,244	250,000	64.5%
Total 520.000 · SERVICE/USER FEES	291,537	487,100	59.9%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	369,178	650,000	56.8%
504.120 · Tires	44,427	45,000	98.7%
504.115 · Lubrication	21,062	32,000	65.8%
532.500 · Tools	607	1,875	32.4%
504.100 · Vehicle Maint & Repair Parts	47,793	62,500	76.5%

Preliminary Unaudited

**Net Ordinary** 

**Net Ordinary Income After Depreciation** 

## Mendocino Transit Authority Statement of Revenues, Expenses

July 2022 - April 2023

Meeting Date: June 28th, 2023

Agenda Item: # C.3

TOTAL

	Jul '22 - Apr '23	Budget	% of Budget
504.200 · Expensed Parts	3,333	3,125	106.6%
504.610 · Shop Supplies	2,393	25,000	9.6%
504.620 · Facilities, Maint & Repair Parts	23,998	43,750	54.9%
504.400 · Office Supplies	25,143	30,000	83.8%
509.200 · Printing (Schedules, brochures)	4,384	15,000	29.2%
536.700 · Computer Programs & Supplies	3,557	12,000	29.6%
537.000 · Safety & Emergency Supplies	513	7,000	7.3%
537.500 · Other Materials & Supplies	19,173	17,500	109.6%
Total 530.000 · MATERIALS & SUPPLIES	565,561	944,750	59.9%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	8,116	15,000	54.1%
541.250 · FB-Water, Sewer, Waste & Propane	4,388	8,000	54.8%
541.500 · Willits-Water, Sewer & Waste	746	3,000	24.9%
542.000 · PG&E-Ukiah, Fort Bragg, Willitts	21,581	15,500	139.2%
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	30,585	30,000	102.0%
Total 540.000 · UTILITIES.	92,343	118,000	78.3%
Total 560.000 · VEHICLE, CASUALTY & LIABILITY	339,536	365,000	93.0%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	109	600	18.2%
572.000 · Vehicle Licensing & Reg Fees	174	1,700	10.3%
Total 570.000 · TAXES	284	2,300	12.3%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	13,731	16,000	85.8%
502.700 · Travel	19,931	50,000	39.9%
582.250 · Board Expenses	284	3,500	8.1%
583.000 · Safety Program	41	1,000	4.1%
509.800 · Training	6,094	6,000	101.6%
584.500 · CDL & DOT Physical Expenses	7,018	6,000	117.0%
509.100 - Other Miscellaneous	44,582	15,000	297.2%
Total 580.000 · MISCELLANEOUS	91,681	97,500	94.0%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	8,347	9,000	92.7%
Total 590.000 · LEASES & RENTALS	8,347	9,000	92.7%
Total Expense	5,121,040	6,862,743	74.6%
linary Income Before Depreciation	864,358	570,553	151.5%
Depreciation Expense	785,412		

78,946



Agenda Item: #C.4

#### AGENDA SUMMARY REPORT

Discussion and Possible Acceptance of Draft Fiscal & Compliance Audit/Single Audit for Fiscal Year 2023-2024.

#### **SUMMARY:**

As required by the Transit Development Act (TDA) Statutes and California Code of Regulations, PUC 99245, each transportation planning agency, transit board and county transportation commission shall ensure that all claimants to who it directs the allocation of Local Transportation Funds (LTF) shall submit to them an annual certified fiscal audit conducted by an entity other than the claimant.

2 CFR Part 200 Subpart F. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

#### **STAFF RECOMMENDATION:**

Accept the Draft Fiscal Year 2023-2024 Annual Fiscal and Compliance Audits.

#### **ATTACHMENTS:**

Mendocino Transit Authority Single Audit Report June 30, 2022.



revision. \*\*Report/Letter date is TENTATIVE-TBD\*\*

## MENDOCINO TRANSIT AUTHORITY UKIAH, CALIFORNIA

SINGLE AUDIT REPORT JUNE 30, 2022

#### TABLE OF CONTENTS

	PAGE
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	1-2
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3-5
Schedule of Expenditures of Federal Awards	6
Notes to the Schedule of Expenditures of Federal Awards	7
Schedule of Findings and Questioned Costs	8
Status of Prior Year Findings and Recommendations	9

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Mendocino Transit Authority Ukiah, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the major fund, of Mendocino Transit Authority, which comprise the statement of net position as of June 30, 2022, and the related statement of activities for the year then ended, and the related notes to the financial statements, which collectively comprise Mendocino Transit Authority's basic financial statements, and have issued our report thereon dated March 28, 2023.

#### Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Mendocino Transit Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Mendocino Transit Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Mendocino Transit Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

#### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Mendocino Transit Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Board of Directors Mendocino Transit Authority - Page 2

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Mendocino Transit Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Mendocino Transit Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

O'Connor & Company

San Rafael, California March 28, 2023



INDEPENDENT AUDITORS' REPORT
ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE AND REPORT ON
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors Mendocino Transit Authority Ukiah, California

#### Report on Compliance for Each Major Federal Program

We have audited Mendocino Transit Authority's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Mendocino Transit Authority's major federal programs for the year ended June 30, 2022. Mendocino Transit Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

#### Opinion on Each Major Federal Program

In our opinion, Mendocino Transit Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

#### Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Mendocino Transit Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Mendocino Transit Authority's compliance with the compliance requirements referred to above.

#### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Mendocino Transit Authority's federal programs.

#### Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Mendocino Transit Authority's compliance based on our audit.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Mendocino Transit Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and
  perform audit procedures responsive to those risks. Such procedures include examining, on a test basis,
  evidence regarding Mendocino Transit Authority's compliance with the compliance requirements referred
  to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Mendocino Transit Authority's internal control over compliance relevant to the
  audit in order to design audit procedures that are appropriate in the circumstances and to test and report
  on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of
  expressing an opinion on the effectiveness of Mendocino Transit Authority's internal control over
  compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

#### Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the business-type activities and the major fund of the Mendocino Transit Authority as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Mendocino Transit Authority's basic financial statements. We issued our report thereon dated March 28, 2023, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

O'Connor & Company

San Rafael, California

XX/XX/XX (Except for our report on the Schedule of Expenditures of Federal Awards, for which the date is March 28, 2023)

### Mendocino Transit Authority SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2022

	Federal	Grantor/		
	Assistance	Pass-Through		
	Listing	<b>Entity Grant</b>		
Federal Financial Assistance	Number	Number	Exp	enditures
U.S. Department of Transportation: Pass-through Program From:				
California State Department of Transportation:				
Division of Rail and Mass Transportation				
* Operating Assistance-5311	20.509	2660-102-0890(2)	\$	552,134
* Operating Assistance-5311 (f)	20.509	2660-102-0890(2)		206,741
* Operating Assistance Cares Act Phase 2 - 5311	20.509	2660-102-0890(2)		16,846
Subtotal		,		775,721
Enhanced Mobility of Seniors - 5310 Transit Services Program Cluster	20.513	2660-102-0890(2)		36,458
Total U.S. Department of Transportation Pass through Programs				812,179
Total Expenditures of Federal Awards			\$	812,179

<sup>\*</sup> Major Program

## Mendocino Transit Authority NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS June 30, 2022

#### NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (SEFA) includes the federal grant activity of Mendocino Transit Authority under programs of the federal government for the year ended June 30, 2022. The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the SEFA presents only a selected portion of the operations of Mendocino Transit Authority, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of Mendocino Transit Authority.

#### NOTE 2 - BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. The accompanying SEFA is presented using the modified accrual basis of accounting for grants accounted for in the governmental fund types and the accrual basis of accounting for grants accounted for in the proprietary fund types, as described in the notes to the Mendocino Transit Authority's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursements.

#### NOTE 3 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the SEFA are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance.

#### NOTE 4 - FEDERAL ASSISTANCE LISTING NUMBERS (FALN)

The FALN number included in the accompanying SEFA was determined based on the program name, review of the award contract, and the Office of Management and Budget's Catalog of Federal Assistance Listings.

#### NOTE 5 - INDIRECT COSTS

Mendocino Transit Authority elected not to use the 10% de minimis cost rate as covered in the Uniform Guidance Part 200.414 Indirect (F&A) Costs.

#### NOTE 6 - RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

The amounts reported in the accompanying SEFA agree or can be reconciled with amounts reported in the related federal financial assistance reports.

#### NOTE 7 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

The amounts reported in the accompanying SEFA agree or can be reconciled with amounts reported in Mendocino Transit Authority's basic financial statements.

#### NOTE 8 - PASS-THROUGH ENTITIES' IDENTIFYING NUMBER

When federal awards are received from a pass-through entity, the SEFA shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, Mendocino Transit Authority determined that no identifying number is assigned for the program or Mendocino Transit Authority was unable to obtain an identifying number from the pass-through entity.

## Mendocino Transit Authority <u>SCHEDULE OF FINDINGS AND QUESTIONED COSTS</u> For the Year Ended June 30, 2022

#### Section I - Summary of Auditors' Results

- 1. Type of auditors' report issued: <u>Unmodified.</u>
- 2. Internal control over financial reporting:
  - A. Material weakness(es) identified? No
  - B. Significant deficiencies identified that were not considered to be material weakness(es)? None reported.
  - C. Noncompliance material to financial statements noted. No
- 3. Internal control over major programs:
  - A. Material weakness(es) identified? No
  - B. Significant deficiencies identified that were not considered to be material weakness(es)? None reported.
  - C. Type of auditors' report issued on compliance for major programs: Unmodified.
  - D. Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? No
- 4. Audited as Major Programs:

FALNFederal Program Name or ClusterAmount20.509Operating Assistance - 5311\$775,721

- 5. Dollar threshold used to distinguish between type A and type B programs: \$750,000.
- 6. Auditee qualified as a low-risk auditee. No

#### Section II - Financial Statement Findings

There were no financial statement findings.

#### Section III – Federal Award Findings and Questioned Costs

There were no federal award findings and questioned costs.

## Mendocino Transit Authority STATUS OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS For the Year Ended June 30, 2022

#### Recommendation

Status/Explanation

There were no prior year findings or recommendations.





Draft Title VI Policy dated July 1, 2023

Meeting Date: June 28, 2023

Agenda Item: #C.5

#### **AGENDA SUMMARY REPORT**

SUBJECT:
Approval of the Title VI Policy Resolution 2023-04
SUMMARY:
The U.S. Department of Transportation (Department or DOT) distributes substantial Federal financial assistance each year for thousands of programs and activities (programs) conducted by diverse entities, including but not limited to State and local governments. Federal law requires entities receiving this assistance to provide all communities with equal access to these programs. Specifically, Title VI of the Civil Rights Act of 1964 (Title VI), 42 U.S.C. § 2000d et seq., and DOT Title VI regulations at 49 CFR Part 21 are designed to ensure that no person in the United States, based on race, color, or national origin, is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program that DOT financially assists. Equal access helps to create opportunity and connect all persons and communities to transportation programs that are financially assisted by DOT regardless of race, color, or national origin.
MTA is required to update the Title VI Policy every three (3) years.
Caltrans has reviewed this policy and approved it to be submitted to The MTA Board of Directors for a resolution of approval.
Approve MTA's Title VI Policy dated July 1, 2023
<u>ATTACHMENTS</u>

Agenda Item: #C.5



# Mendocino Transit Authority Title VI Program

As approved and Adopted by the Board of Directors on June 26, 2014
Revised and Updated April 26, 2017
Revised and Updated July 29, 2020
Revised and Updated July 1, 2023

Prepared by: Mendocino Transit Authority

241 Plant Road Ukiah, CA 95482 Phone: 707-462-5765

Adopted: July 2023 Approved by Caltrans:

### Title VI Program

#### **Mendocino Transit Authority**

#### 2020 Board of Directors

Chair: Saprina Rodrigues, Willits City Council

Vice Chair: Jim Tarbell, Coast Community Representative

Tess Albin-Smith, Fort Bragg City Council

Dan Doyle, Point Arena City Council

Dan Gjerde, Mendocino County Board of Supervisors, County C

Bruce Richard, Inland Community Representative

Susan Sher, Ukiah City Council

Executive Director: Jacob King, Mendocino Transit Authority

#### **Mission Statement**

To provide safe, courteous, reliable, affordable and carbon-neutral transportation service.

#### **Table of Contents**

Introduction	4
Policy Statement	4
Title VI Complaint Procedures	
Record of Title VI investigations, complaints, or lawsuits	5
Mendocino Transit Authority Limited English Proficiency Outreach Plan	6
Notification of Mendocino Transit Authority Title VI obligations	6
Summary of Public Participation Efforts	7
Notice of Public Rights under the Title VI	8
Attachment A – Title VI Policy Statement	9
Attachment B – Discrimination Procedure for Handling Complaints	
Attachment C – Limited English Proficient (LEP) Plan	14
Attachment D - Fare and Service Change Public Notification	18
Attachment E - Membership of Non-Elected Committees and Councils	19
Attachment F - Subrecipient Assistance and Monitoring	20
Attachment G - Equity Analysis - Environmental Justice	21
Attachment H - System Performance Standards	22

#### Introduction

This program reflects the Mendocino Transit Authority's (MTA) commitment to ensuring that no person shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by MTA. All persons, regardless of their citizenship, are covered under this regulation. In addition, Mendocino Transit Authority prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

#### **Policy Statement**

A policy statement, assuring Mendocino Transit Authority's compliance with Title VI of the Civil Rights Act of 1964 can be found as **Attachment A.** 

The Mendocino Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, MTA prohibits discrimination on the basis of race, color, or national origin in its employment and business opportunities.

The Mendocino Transit Authority will not condone retaliation against an individual for their involvement in asserting their rights pursuant to Title VI or because they filed a complaint or participated in an investigation under the Title VI, and/or this regulation.

As a Federal Transit Administration (FTA) fund recipient, MTA will ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

Mendocino Transit Authority will ensure that the level and quality of its transportation service is provided without regard to race, color, or national origin.

Mendocino Transit Authority will promote the full and fair participation of all affected populations in the transportation decision-making process.

Mendocino Transit Authority will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within Mendocino Transit Authority's service area as provided herein.

Mendocino Transit Authority will ensure that Limited English Proficient (LEP) individuals have access to Mendocino Transit's programs, activities, and services.

The Mendocino Transit Authority's Title VI will be posted on the agency website, within the administrative offices, within vehicles, and at high demand stops throughout the system.

This Regulation shall be maintained in English and Spanish.

#### **Title VI Procedures for Handling Complaints**

The MTA has a standard process for investigating all complaints. Full procedures for filing a complaint and MTA's procedures for investigating complaints can be found as **Attachment B**.

The complaint may be filed in writing with Mendocino Transit Authority at the following address:

Mendocino Transit Authority Executive Director 241 Plant Road Ukiah, CA 95482

By Phone: 707-462-5765 By Facsimile: 707-462-1760

Email: admin@mendocinotransit.org

#### Record of Title VI investigations, complaints, or lawsuits

Over the reporting period, Mendocino Transit Authority had no Title VI complaints, investigations or lawsuits filed against it.

#### **Mendocino Transit Authority Limited English Proficiency Outreach Plan**

A full copy of MTA's outreach plan for individuals with limited English proficiency can be found in **Attachment C**. Key elements of the plan include:

- o Spanish speaking translators are available during normal business hours Monday through Friday.
- o Public Timetables are available in both English and Spanish.
- o Public Timetables and system information is available in Spanish on the MTA's website.
- o Transit surveys conducted by MTA are provided in Spanish as well as English.
- Latino outreach meetings/forums are conducted regularly within the Spanish speaking community in the County. Information is provided in Spanish and when needed, translators are on site to help with questions or concerns.

#### **Mendocino Transit Authority Safe Harbor Provision**

Mendocino Transit Authority will comply with the Safe Harbor Provision which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations.

Census Bureau Language Identification Cards are carried by all Transit Operators and utilized for identification of individuals needing translation of written documents in their language. In addition, the Identification Cards are available at all public meetings, Board of Directors Meeting and the MTA main Administration office at 241 Plant Road. Any cards received will be provided to Administration for follow-up contact.

#### Notification of Mendocino Transit Authority Title VI obligations

Mendocino Transit Authority publicizes its Title VI program by posting its commitment to providing services without regard to race, color, or national origin in all buses, MTA offices, on the website, and high demand stops throughout the system.

The postings include the following statements:

- Mendocino Transit Authority does not discriminate in the operation of its programs on the basis of race, color, or national origin.
- Please contact MTA's Executive Director with questions or comments about MTA's nondiscrimination policies, to get additional information, or to file a complaint.

Mendocino Transit Authority Executive Director 241 Plant Road Ukiah, CA 95482

By Phone: 707-462-5765 By Facsimile: 707-462-1760

Email: admin@mendocinotransit.org

#### **Summary of Public Participation Efforts**

Over the last reporting period, MTA conducted the following public outreach and involvement activities:

#### **Public Timetables:**

All public timetables always include Spanish sections and are available on the MTA website.

#### General Awareness and Phone Surveys:

We conduct on-board rider and general awareness surveys frequently. A County-wide Transit Ridership Survey was conducted in May 2023 to determine ridership demographics, usage habits, trip characteristics, and customer satisfaction. In addition, 2 community workshops and an on-line workshop are scheduled for FY 23/24 to garner information from the public regarding their perceptions of public transportation and the MTA, and to gather information that will be used to develop new services. These surveys are provided in both English and Spanish. Additionally, they are posted on MTA's website. As with all grant projects, MTA aggressively pursues participation from the Latino community. For further details, see the Implementation Plan on pages 15-16.

#### Bilingual Outreach:

MTA's bilingual receptionist provides Spanish-speaking guests with information on public transit services in Spanish. Bilingual assistance is utilized in outreach programs when needed and appropriate. Additionally, MTA conducts on-going advertising in Latino publications available in the County.

#### Phone Access:

Our phone system currently includes a Spanish option on the MTA's recorded greeting. A bilingual receptionist is available to answer phone inquiries for Spanish speaking customers during business hours. After business hours inquiries can be left on the bilingual voice mail and are responded to promptly the next business day.

#### Short Range Transit Development Plan (SRTDP):

MTA conducts a SRTDP every five years. The next plan is to be updated in FY 23/24. Latino agencies, and influential members of the Latino community are major stakeholders from which feed-back and input on MTA services have been solicited.

#### TITLE VI NON-DISCRIMINATION POLICY STATEMENT

#### **NOTICE**

Notifying the Public of Rights under the Title VI

Mendocino Transit Authority (MTA) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Mendocino Transit Authority.

For more information on Mendocino Transit Authority's civil rights program, and the procedures to file a complaint, contact (707)462-1422; website <a href="www.mendocinotransit.org">www.mendocinotransit.org</a>; or visit the administrative offices at 241 Plant Road, Ukiah, CA 95482.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington DC 20590.

If information is needed in another language, contact (707) 462-1422 for assistance. Si require information en otro idioma, llame a (707) 462-1422..

MENDOCINO TRANSIT AUTHORITY 707-462-1422

#### ATTACHMENT B

#### TITLE VI NON-DISCRIMINATION POLICY STATEMENT

July 1, 2023

Pursuant to Title VI of the Civil Rights Act of 1964:

It is the policy of the Mendocino Transit Authority that no person in the United States shall, on the grounds race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. All persons, regardless of their citizenship, are covered under this regulation. In addition, Mendocino Transit Authority prohibits discrimination on the basis of race, color, or national origin in its employment and business opportunities.

As a Federal Transit Administration (FTA) fund recipient, Mendocino Transit Authority will ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

Mendocino Transit Authority will ensure that the level and quality of its transportation service is provided without regard to race, color, or national origin.

Mendocino Transit Authority will ensure that Limited English Proficient (LEP) individuals have access to Mendocino Transit Authority's programs, activities, and services.

To request additional information on Mendocino Transit's non-discrimination obligations or to file a Title VI complaint, please submit your request or complaint in writing to:

#### **Mendocino Transit Authority**

Attn: Executive Director 241 Plant Road Ukiah, CA 95482

Complaint forms can also be obtained at www.mendocinotransit.org

#### Federal Transit Administration (FTA) Title VI complaints may be filed directly to:

Federal Transit Administration Office of Civil Rights Title VI Program Coordinator East Building, 5<sup>th</sup> Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590

#### **Discrimination Procedure for Handling Complaints**

- 1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with Mendocino Transit Authority. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Human Resources Manager for review and action.
- 2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a) The date of alleged act of discrimination; or
  - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, Mendocino Transit Authority may extend the time for filing or waive the time limit in the interest of justice, as long Mendocino Transit Authority specifies in writing the reason for so doing.

- 3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of Mendocino Transit, the person shall be told to put this in writing, or given help by referring to the appropriate agency for assistance. The complaint shall then be handled according to Mendocino Transit's investigative procedures.
- 4. Within 10 working days of receipt of the written complaint, the Human Resources Manager will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as STATEDOT and USDOT.
- 5. Mendocino Transit Authority will advise STATEDOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to STATEDOT and/or USDOT:
  - a) Name, address, and phone number of the complainant.
  - b) Name(s) and address(es) of alleged discriminating employee or official(s).
  - c) Basis of complaint (i.e., race, color, national origin or sex)
  - d) Date of alleged discriminatory act(s).
  - e) Date of complaint received by the recipient.
  - f) A statement of the complaint.
  - g) Other agencies (state, local or Federal) where the complaint has been filed (if known).
  - h) An explanation of the actions Mendocino Transit Authority has taken or proposed to resolve the issue in the complaint.

- 6. Within 60 calendar days of the receipt of the complaint, the Human Resources Manager will conduct an investigation of the allegation. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can administratively close the case. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- 7. Based on the information obtained, the Human Resources Manager will render a recommendation for action in a report of findings to the Executive Director.
- 8. Within 90 calendar days of receipt of the complaint, the Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The complainant will be issued one of two letters: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there is not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. The notification will advise the complainant of his/her appeal rights with STATEDOT, or USDOT, if they are dissatisfied with the final decision rendered by Mendocino Transit. The Human Resources Manager will also provide STATEDOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.
- 9. A person may also file a complaint directly with the Federal Transit Administration or the State Department of Transportation at the following addresses:

Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590

California Department of Transportation
Civil Rights, Equal Employment Opportunity Program
Discrimination Complaint Investigation Unit
1823 14th Street, MS-79
Sacramento, CA 95811

# Mendocino Transit Authority TITLE VI DISCRIMINATION COMPLAINT FORM 241 Plant Road, Ukiah, CA 95482

Complainant's Name:	
Street Address:	
City/State/Zip:	
Phone:	E-Mail Address:
Date of Violation:	Time of Violation:
Date of Complaint:	Place of Violation:
Bus Number:	Bus Route:
Discrimination because of:	☐ Color ☐ National Origin
Please provide the name(s) of the Mendocin discriminated against you, including their jo	no Transit Authority employees who allegedly ob titles (if known).
Identify what Mendocino Transit service, prothe Civil Rights Act of 1964.	rogram, or activity did not comply with Title VI of
Identify individuals by name, address, and pathe violation.	phone number that has information relating to
	ed, how you feel you were discriminated against, other individuals were treated differently from
	×
Signature of Complainant.	Data

#### **Mendocino Transit Authority**

#### (de Transporte del Condado Mendocino) FORMULARIO DE QUEJA POR DISCRIMINACIÓN CONFORME AL TÍTULO VI

#### 241 Plant Road, Ukiah, CA 95482

Nombre del que presenta la queja:	
Dirección (calle):	
Ciudad/Estado/Código postal:	
Teléfono: Correo electrónico:	
Fecha del incidente:	
Fecha de la queja:	Lugar del incidente:
Número del bus:	
Causa de la discriminación: 🗆 Raza	☐ Color ☐ Origen nacional
Sírvase suministrar el/los nombre(s) de lo supuestamente le discriminaron, inclusivo	
Título VI del Acta de Derechos Civiles de 1	vidad de Mendocino Transit no cumplió con el 1964. úmeros de teléfono de los individuos que poseen
información relacionada con el incidente.	
	e ocurrió, cómo usted siente que le discriminaron y ya cómo otras personas fueron tratadas de manera
Firma del que presenta la queja:	Fecha:

#### **Attachment C**

#### MENDOCINO TRANSIT AUTHORITY LIMITED ENGLISH PROFICIENT (LEP) PLAN July, 2020

Mendocino Transit Authority is required to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of our programs and activities of individuals who are Limited English Proficient (LEP). Mendocino Transit Authority consulted the USDOT's LEP Guidance and performed a four factor analysis of our contact with the public to determine the appropriate mix of LEP services to offer.

#### **Four Factor Analysis:**

#### 1) The number or proportion of LEP persons in the service area

Mendocino Transit Authority provides important transit services to the public through its fixed route, paratransit, Senior Center subsidy, vanpool, and rideshare programs. Mendocino Transit Authority is a Joint Powers Authority and is the only public transportation provider in the county and provides a link between the rural areas and the four incorporated cities which offers shopping, healthcare and other services the public accesses frequently.

Data was gathered from the U.S. Census Bureau, Data USA and Healthy Mendocino to identify information on persons who do speak languages other than English at home, and who speak it less than well or not at all, and would be classified as limited English proficient or "LEP". 77.94% of Mendocino counties population speak only English, while 19.22% speak Spanish.

A review of the census data on the numbers of limited English proficient or LEP persons revealed that in Mendocino County, CA the highest percentage of total population 5 years and over that spoke a language other than English at home and who speak it less than very well were Spanish speakers. According to the Healthy Mendocino there are 24,733 Latinos living in the County, or 27.04% of the total population of 91,603 residents.

#### 2) The frequency with which LEP individuals come into contact with the service.

We serve LEP persons daily via our fixed route, paratransit, Senior Center subsidy, vanpool and rideshare programs. The most frequent contact between LEP persons is with bus drivers and administrative staff. The Bilingual Receptionist in our administrative offices speaks Spanish and translates in person or over the phone a total of approximately times a day. We have an average of 3 calls a day that require translations when Spanish speaking employees are unavailable and had no calls for languages other than Spanish. Voice mail is available and staff responds the next business day to any and all messages left there. Dispatch staff only indicate taking between 2-3 calls per day. Based on this information, Mendocino Transit will continue to incorporate bilingual staff as much as practicable and ensure that language assistance information is posted in high volume areas, such as; buses, Bus shelters, website and administrative offices.

## 3) The nature and importance of programs, activities or services provided by Mendocino Transit to the LEP population.

The largest geographic concentration of LEP individuals in the Mendocino Transit service area is Spanish. Three (3) concentrated areas have been identified as having significant percentages of the population identified as Hispanic, they are: Ukiah (35.7%), Fort Bragg (34.3%), and Willits (21%). Services provided by Mendocino Transit that are most likely to encounter LEP individuals are the fixed route system which serves the general public and the demand-response (Dial-A-Ride) system which serves primarily senior and disabled persons.

It is also likely that Mendocino Transit will encounter LEP individuals at the MTA office, where passes are sold, and community outreach events are displayed related to transit events.

## 4) The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons

Mendocino Transit Authority currently provides some information in Spanish such as surveys, bus routes and fares, public service announcements and information on the buses. Mendocino Transit Authority has five (10%) of experienced staff members who are fluent in both Spanish and English.

#### **Implementation Plan:**

Based on the four factor analysis, Mendocino Transit Authority recognizes the need to continue providing language services in the region. A review of Mendocino Transit Authority relevant programs, activities and services that are being offered or will continue to be offered by the Mendocino Transit Authority as of July 2023 include:

- > Spanish speaking translators are available during normal business hours.
- Public Timetables are available in both English and Spanish.
- Route and schedule information available in Spanish on the Mendocino Transit Authority website.
- Transit surveys conducted by Mendocino Transit Authority available in Spanish.
- Latino outreach meetings/forums are regularly conducted in the County to inform the Latino community of the services offered by MTA. Information provided by bilingual staff on site to answer any questions or address concerns.
- Have Census Bureau Language Identification Flashcards available at Mendocino Transit Authority's meetings to assist in identifying language assistance needs for future meetings.
- Have Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give Mendocino Transit Authority management for follow-up.
- Vehicle operators, dispatchers, and other front line staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.
- Placement of statements in notices and publications that interpreter services are available for these meetings, with seven (7) day advance notice.
- Post the Mendocino Transit Authority Title VI Program and LEP Plan on the agency website, www.mendocinotransit.org and at the administrative offices.
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will utilize a professional interpreter service.

Mendocino Transit Authority's outreach and marketing initiatives has yielded a list of community organizations that serve populations with limited English proficiency. The following list of

community organizations, school systems, and religious organizations will be contacted to assist in gathering information and see what services are most frequently sought by the LEP population:

Ukiah Vecinos en Accion
Ukiah Unified School District
Mendocino College
Nuestra Alianza
Migrant Education
Safe Passage Family Resource Centers

Mendocino Transit Authority will contact the community organizations that serve LEP persons, as well as LEP persons themselves, and perform a four factor analysis every three years to identify what, if any, additional information or activities might better improve MTA's services to assure non-discriminatory service to LEP persons. Mendocino Transit Authority will then evaluate the projected financial and personnel needed to provide the requested services and assess which of these can be provided cost-effectively.

#### **Staff Training:**

The following training will be provided to Mendocino Transit Authority staff:

- ➤ Information on the Mendocino Transit Authority's Title VI Procedures and LEP responsibilities.
- ➤ Description of language assistance services offered to the public.
- ➤ Use of Language Identification Flashcards (used to identify language preference)
- ➤ Documentation of language assistance requests.
- > Use of professional interpreter services (over the phone interpretation provider)
- ➤ How to handle a potential Title VI/LEP complaint

#### **Outreach Techniques:**

In order to ensure that LEP individuals are aware of Mendocino Transit Authority's language assistance measures, MTA provides the following:

- ➤ Local schedules include Spanish translation
- > Spanish language contact information, phone and email, is posted on Mendocino Transit Authority's website home page
- ➤ Bilingual staff are present during regular business hours for in-person or phone customer service at the administrative office.

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed and posted in an alternative language based on the known LEP population. These notices will be posted in the following locations:

- Mendocino Transit Authority Administrative offices
- ➤ Mendocino Transit Bus Shelters
- Mendocino Transit Authority buses
- Mendocino Transit Authority website (www.mendocinotransit.org)

Such notices may also be posted or announced with local stakeholders, community centers, and effected route major transfer points. Interpreters will be available as needed.

#### Monitoring and updating the LEP Plan:

Mendocino Transit Authority will update the LEP plan as required by US DOT. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI submission, or when it is clear that higher concentrations of LEP individuals are present in the Mendocino Transit Authority service area. Updates will include the following:

- ➤ The number of documented LEP person contacts encountered annually
- ➤ How the needs of LEP persons have been addressed
- ➤ Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- > Determine whether Mendocino Transit Authority's financial resources are sufficient to fund language assistance resources needed
- > Determine whether Mendocino Transit Authority has fully complied with the goals of this LEP Plan
- ➤ Determine whether complaints have been received concerning Mendocino Transit Authority's failure to meet the needs of LEP individuals

#### Dissemination of the Mendocino Transit Authority LEP Plan:

A link to the Mendocino Transit Authority LEP Plan and the Title VI Program is posted on the Mendocino Transit Authority website at <a href="https://www.mendocinotransit.org">www.mendocinotransit.org</a>.

Any person or agency with internet access will be able to access and download the plan from the Mendocino Transit Authority's website. Alternatively, any person or agency may request a copy of the plan via telephone, mail or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which Mendocino Transit Authority will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to:

Mendocino Transit Authority Executive Director 241 Plant Road Ukiah, CA 95482

Phone: 707-462-5765 Toll Free: 800-696-4682 Fax: 707-462-1760

Email: admin@mendocinotransit.org

#### **Attachment D**

# Mendocino Transit Authority Fare and Service Change Public Notification

Mendocino Transit Authority (MTA) shall maintain an open and participative process including the consideration of public comment before a fare increase or major service reduction. Public input is solicited while proposals are under consideration. Customers are notified before the implementation of any major service changes or fare increases.

It is the intent of Mendocino Transit to comply with the Federal Public Comment on Service Change and Fare Change policy cited in the Federal Transit Administration Section C.9030.1C.

For the purpose of the FTA C.9030.1C comment requirement, Mendocino Transit Authority's definition of a service change is as follows:

**Service Change**. A change in the service area equal to more than 25% total system square mile service area.

**Fare Change**. A change of any amount compared to existing fare.

In order to insure maximum opportunity for community input and involvement in the decision-making process, Mendocino Transit Authority adheres to the following:

- 1. Provide a thirty (30) day advance notice of a public hearing to consider the proposal in appropriate local and/regional publications as appropriate.
- 2. Provide customer information regarding the fare change and/or service reduction proposal and process for public comment on board service vehicles.
- 3. Conduct at least one (1) formal public hearing to solicit public input and consider recommendations to the proposed service changes. The hearing includes a staff presentation of proposed service changes and the opportunity for testimony from any interested individual in attendance. Minutes of the hearing are recorded.
- 4. Following the conclusion of the Public Hearing, the Mendocino Transit Authority Board of Directors will consider both the staff recommendations and the public comment, and make the final decision regarding the service change by a simple majority vote. The effective date of any service change shall be at least sixty (60) days after the date noticing the public hearing.

#### **Attachment E**

# Mendocino Transit Authority Table Depicting the Membership of Non-Elected Committees and Councils

The Mendocino Transit Authority does not have any non-elected committees and councils at this time.



#### **Attachment F**

# Mendocino Transit Authority Subrecipient Assistance and Monitoring

The Mendocino Transit Authority does not pass any FTA funding to subrecipients at this time.



#### **Attachment G**

#### Mendocino Transit Authority Equity Analysis - Environmental Justice

MTA has had no facility contruction.

#### **Attachment H**

# **Mendocino Transit Authority System Performance Standards**

Mendocino Transit Authority currently reports the following Transit Development Act (TDA) mandated Key Performance Measures:

Passenger Fares
Operating Expenses
Farebox Recovery Ratio (FBR)
Operating Cost/Passenger
Operating Cost/Revenue Hour
Operating Cost/Revenue Mile
Passenger Trips/Revenue Hour
Road Calls
Average Fare Per Passenger
Employees/Full-Time Equivalent (FTE)

#### Vehicle Load Standards by Mode

There are 43 vehicles in the total fleet. The 22 ft cut-aways are used in demand response (Dial-A-Ride). The 40 ft Heavy Duty transit buses are used in high demand local fixed route services. The 25' Cut-aways and the 32' Medium Duty transit buses are primarily used in the long distance intercity routes. All vehicles are wheelchair accessible in compliance with the Americans with Disabilities Act of 1990 as well as equipped with bike racks which hold two bikes each.

		Maximum F	um Passenger Capacities		
Vehicle Type	Seated	Standing	Total	Maximum Load Factor	
22' Cut-away	9	0	9	1.0	
25' Cut-away	20	0	20	1.0	
32' Transit Bus (Medium Duty)	30	10	40	1.3	
40' Transit Bus (Heavy Duty)	38	10	48	1.3	

#### **Vehicle Headway Standards**

#### Ukiah Valley Bus Service

**Route 9 – Local**, within Ukiah, approximately every 30 minutes between 6:30 am to 6:00 pm on weekdays, and every 60 minutes between 7:45 am to 5:00 pm on Saturdays

**Route 9 – Local Evening Service** is a flex route within Ukiah, approximately every hour between 6:00 pm to 11:00 pm weekdays. This route will deviate up to three-fourths of a mile to pick up or drop of passengers on request.

<u>Route 7 – the Jitney</u>, within Ukiah, is a direct route connecting North and South Ukiah, offers two trips a day on weekdays

#### **Inland Bus Service**

**Route 20 – Inland**, offers 6 trips per day between Willits and Ukiah, Monday through Friday which connects Willits and Mendocino Community College with timed transfers to Route 9 Ukiah Local from 7:00 am to 6:30 pm

#### Willits Local Service

**Route 1 – Willits Local**, runs approximately every hour between 7:00 am to 6:00 pm on weekdays. Note: Route 20 can also be used for local routes within Willits.

#### North Mendocino Bus Service

**Route 5 – Bragg About**, has hourly service within Fort Bragg on the weekdays from 8:00 am to 6:00 pm.

**Route 60 – the Coaster**, serves Fort Bragg south to Navarro River Junction, Monday through Friday. Within Fort Bragg, Route 60 operates on the same route as Route 5. At the Navarro River Junction, it connects with Route 75 for trips to the South Coast or Ukiah.

**Route 65 – CC Rider**, runs two round trips six (6) days per week from Mendocino/Fort Bragg to Willits, Ukiah and Santa Rosa, and one (1) round trip from Mendocino/Fort Bragg to Willits, Ukiah and Santa Rosa on Sundays.

#### South Mendocino Bus Service

**Route 75 – Gualala/Ukiah,** connects the South Coast with Ukiah, Monday through Saturday with one round trip each day. It serves the South Coast communities from Navarro River Junction to Gualala, and inland communities of Navarro, Philo, and Boonville. It connects with Route 60 at the Navarro River Junction Monday through Friday.

<u>Route 95 – Point Arena/Santa Rosa</u>, offers one round trip seven (7) days a week and connects the South Coast with Santa Rosa. It serves the coastal communities from Point Arena south to Bodega Bay.

Most inland riders are very transit dependent, in which nearly half of the riders are students. MTA does not have peak and off-peak hours.

#### **On-Time Performance Standard:**

On –time performance is manually tracked in the field by supervisors. Drivers are expected to call into dispatch when running late. On-time arrival for fixed route is defined by the bus arriving at the stop either on schedule or within 5 minutes after the schedule. Early bus arrivals typically approach the time point 1 to 2 minutes ahead, and are held at the bus stop until departure at the scheduled time, which are then counted as on-time.

MTA continues to see an increase in wheelchair-bound passengers, which has made it challenging to maintain schedules. A consistent systemwide trend is the percentage of observed trips meeting schedule adherence at about 80 percent. The following table reflects data derived from FY20/21-22/23

	FY 2020/21	FY 2021/22	FY2022/23	% Change FY19/20
Total Checks	339	461	675	31%
Over 10 min late	8	7	21	29%
5 to 9 min late	49	81	96	43
On time	279	365	552	37%
Early	3	8	6	83%

79.1%

#### **On-Time Performance**

#### Service Availability Standards:

82.3%

On time

It is Mendocino Transit Authority's goal to provide affordable, reliable, efficient and user-friendly transit service that effectively meets the local mobility needs of those residents, or visitors to, the MTA service area who have limited mobility options. Where practical, also serve the needs of those who choose mobility for some or all of their local travel needs for environmental or lifestyle reasons.

81.7%

2%

The local route system is designed such that 90 percent of the population cluster areas are within three-fourths (3/4) mile of a fixed route or within the service area of a deviated fixed route or general public Dial-A-Ride service.

#### **Vehicle Assignment:**

All vehicles within the Mendocino Transit Authority fleet are lift equipped, have bicycle racks and heat/air conditioning. Vehicles are assigned based on operating characteristics of the routes. High demand local routes typically operate 30-40 foot transit buses to accommodate the demand. Medium Duty and smaller more maneuverable cut-away type vehicles are used for intercity and long distance travel.

#### **Transit Amenities:**

Installation of transit amenities are based on passenger boarding's along the route. Our heaviest concentration of amenities is where the ridership is the greatest, which is primarily the local or inland routes. Shelters are installed where passenger boarding's are the heaviest, and regular or wing benches are installed at stops with fewer passenger boarding's.



## **ATTENTION:**

#### Notifying the Public of Rights under the Title VI

Mendocino Transit Authority (MTA) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Mendocino Transit Authority.

For more information on Mendocino Transit Authority's civil rights program, and the procedures to file a complaint:

Call: (707)462-5765

Website: www.mendocinotransit.org

or

**Visit the Administrative Offices** 

at

241 Plant Road, Ukiah, CA 95482

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the:

Office of Civil Rights

Attention: Title VI Program Coordinator

East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE

Washington DC 20590

# **ATENCIÓN:**

## Aviso al público de los derechos bajo el título VI

Mendocino Transit Authority (MTA) opera sus programas y servicios sin importar la raza, color u origen según el título VI de la ley de derechos civiles. Cualquier persona que crea que han sido ofendidos por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja ante Mendocino Transit Authority.

Para más información sobre el programa derechos civiles de Mendocino Transit Authority y los procedimientos para presentar una queja:

Llame a: (707)462-5765

Sitio de internet: www.mendocinotransit.org

0

Vaya a la oficina ubicada en

241 Plant Road, Ukiah, CA 95482

Un demandante puede presentar una queja directamente con el Federal Transit Administration para poner una queja con la oficina de derechos civiles:

Office of Civil Rights

**Attention: Title VI Program Coordinator** 

East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE

**Washington DC 20590** 



Agenda Item: #C.5

#### **MENDOCINO TRANSIT AUTHORITY**

#### **RESOLUTION # 2023-04**

# RESOLUTION OF THE MENDOCINO TRANSIT AUTHORITY BOARD OF DIRECTORS UPDATING THE MENDOCINO TRANSIT AUTHORITY TITLE VI NONDISCRIMATION POLICY

**WHEREAS,** a condition of Federal financial assistance is that a recipient must comply with Title V of the Civil Rights Act of 1964 and the provisions of the appliable Code of Federal Regulations and Executive Orders related there to; and

WHEREAS, Title VI of the Civil Rights Act of 1964, applicable Code of Federal Regulations, and Executive Orders related thereto provide that no person in the United States shall, on the grounds of race, color or national origin be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which a recipient receives Federal financial assistance; and

**WHEREAS**, Mendocino Transit Authority has been, currently is and will continue to be a future recipient of Federal financial assistance.

**NOW THEREFORE, BE IT RESOLVED** that Mendocino Transit Authority Board of Directors approves the 2023 Mendocino Transit Authority Title VI plan and shall be consistent with and in compliance with the requirements said plan.

#### ADOPTED THIS 28<sup>TH</sup> DAY OF JUNE 2023

AYES: NOES: 0 ABSENT: 0 ABSTAIN: 0

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of June 2023

SAPRINA RODRIGUEZ, CHAIRPERSON OF THE BOARD.

Agenda Item #



Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December

Subject to Change

				Video	
Date		Time	Location	Conference	Major Agenda Items
2023					
					2023/24 Final Budget Consideration
					2023/24 Strategic Planning
July	26	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs:Willits
August	30	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Point Arena
September	27	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Fort Bragg
_					
October	25	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Ukiah
	•	4.00			
December	6	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Willits
2024					
2027					Executive Director Evaluation
January	31	1:30	Ukiah & Fort Bragg	Yes	2022/23 Transit Needs: Point Arena
January	<u> </u>	1.00	Okiali & Port Bragg	165	Executive Director Contract
					Compliance (Bylaws Review/Board
					Certificates/FPPC Form 700)
					Initial 2024/25 Budget Discussion
February	28	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Fort Bragg
					DRAFT 2024/25 Budget & Claim
March	27	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Ukiah
					Strategic Planning Upcoming Year
April	24	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Willits
					Budget Hearing 2024/25
May	29	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Point Arena
					FINAL 2024/25 Budget
					Election of Officers
June	26	1:30	Ukiah & Fort Bragg	Yes	2023/24 Transit Needs: Fort Bragg
			•		



Agenda Item: #C.7

#### **MEMO**

SUBJECT:
Approve Executive Director Conference Request – North State Transit Symposium July 12-13, 2023 Eureka, Ca.
SUMMARY:
A 2 day event to discuss Zero Emission Fleet & Infrastructure on day 1 and Attracting Ridership on day 2. Hosted by Humboldt Transit.
Approve MTA's Executive Director to attend the 2023 North State Symposium, July 12-13, 2023 in Eureka, CA.

# North State Transit Symposium

July 12 & 13, 2023

Sequoia Conference Center Eureka, CA

# PROSPECTUS

Hosted By:



Sponsored By:



# North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center Eureka, CA

## Symposium Schedule

Wednesday, July 12, 2023 Zero Emission Fleet & Infrastructure

Hotel Pick Up	9:00 AM *	9:15 AM #	* Comfort Inn # Bear River Casino
Opening	10:00 AM	10:15 AM	Opening
Session 1	10:15 AM	11:15 AM	Starting the Process: CARB Regulations and Understanding LCFS Credits; Regional Coordination Strategies
Session 2	11:15 PM	12:00 PM	Leveraging Consultants for Grant Writing Support
Lunch	12:00 PM	1:00 PM	Catered Lunch By Luis Mexican Restaurant
Vendors Tour	1:00 PM	2:00 PM	Vendor's Hall and Exhibits
Session 3	2:00 PM	2:45 PM	Understanding Your Electric Infrastructure Needs
Session 4	2:45 PM	3:30 PM	Exploring Hydrogen Fuel Choices
Presentations	3:30 PM		Vendor Presentations
Bus Depart	5:00 PM		Bus departs Sequoia Conference Center to Bear River Casino
<b>Evening Event</b>	5:30 PM	8:30 PM	Dinner and Casino Night: Bear River Casino
Bus Pick Up	8:30 PM	9:00 PM	Bear River Casino to Eureka and Fortuna

# Thursday, July 13, 2023 Staffing Shortages and Attracting Ridership

If Ne	eded	Pre-arrange with HTA on July 12th
7:30 AM	8:30 AM	Continental Breakfast
8:30 AM	9:15 AM	Addressing the Public Transit Workforce Shortage
9:15 AM	10:00 AM	Simplifying Fares
10:00 AM	10:15 AM	
10:15 AM	11:00 AM	Using Technology to Attract Ridership.
11:00 AM	11:30 AM	Innovative Marketing Strategies
11:30 AM	12:30 PM	Catered Lunch by C & C Market
12:30 PM	1:30 PM	Vendor's Hall and Exhibits
1:30 PM	2:15 PM	Riding the Bus Doesn't Need to be Difficult
2:15 PM	3:00 PM	TDA's Future
	7:30 AM 8:30 AM 9:15 AM 10:00 AM 10:15 AM 11:00 AM 11:30 AM 12:30 PM 1:30 PM	8:30 AM 9:15 AM 9:15 AM 10:00 AM 10:00 AM 10:15 AM 10:15 AM 11:00 AM 11:00 AM 11:30 AM 11:30 AM 12:30 PM 12:30 PM 1:30 PM 1:30 PM 2:15 PM



Humboldt County

Where the forest

meets the ocean!

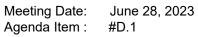


Agenda Item: #C.8



## **2023-24 SPECIAL EVENTS SCHEDULE**

- 1. Point Arena Almost Fringe Festival April
- 2. Ft. Bragg Blue Economy Event May
- 3. Willits Frontier Days July
- 4. Pt. Arena Independence Day Celebration -July
- 5. Fort Bragg Salmon BBQ July
- 6. Winesong Fort Bragg September
- 7. Mendocino Area Parks Association Fort Bragg September
- 8. Ukiah Christmas Trolley November-December





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
2/8/2021 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
6/21/2022	Willits	Public Member	Saturday services between Ukiah and Willits round trip, and Saturday service in Willits for t he Route #1.
9/28/2022	Brooktrails	Public Member	Brooktrails connection for commuters AM/PM
5/31/2023	Fort Bargg/Caspar	Director Tarbell	Dial A Ride Service between Fort Bragg & Caspar
6/21/2023	Anderson Valley	Public Member	Same day service to and from the coast

June 28 2023

Meeting Date: Agenda Item : #D.1

	2021-20	22 UNMET NE	EDS 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.
3/25/2021	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



Agenda Item: #D.2

#### **AGENDA SUMMARY REPORT**

#### SUBJECT:

Discussion and Possible Adoption of Resolution 2023-05 Adopting the MTA Operating Budget for Fiscal Year 2023-2024

#### **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.

#### **STAFF RECOMMENDATION:**

Direct staff to review, approve and adopt Resolution 2023-05 FY 2023/24 Operating Budget

#### **ATTACHMENTS**

MTA 2023-2024 Operating Budget Public Transit Service Descriptions

Agenda Item: #D.2

	3/24 BUDGET W/ LINE ITEM				OPERATING BUDGET	
	BREAKDOWN OPERATING BODGET					
		FY 2021-2022 FINAL	FY 2022-2023 APPROVED	FY 2023-2024 DRAFT		
ACCOUNT	TITLE	BUDGET	BUDGET	BUDGET	ADDITIONAL INFORMATION	
OPERATING						
50010	LABOR					
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		
	TOTAL SALARIES	2,934,832	3,171,303	3,298,155		
51000	BENEFITS					
<b>51000</b> 511.000	BENEFITS FICA/Medicare	51,360	55,498	57,718	1.75% of Gross Wages	
		51,360 234,787	55,498 253,704	,	1.75% of Gross Wages Est. 8.0% of Gross Wages	
511.000	FICA/Medicare		,	263,852	9	
511.000 502.410	FICA/Medicare Pension Plan (CalPERS)	234,787	253,704	263,852 221,777	Est. 8.0% of Gross Wages	
511.000 502.410 502.450	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability	234,787 174,069	253,704 415,000	263,852 221,777 755,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports	
511.000 502.410 502.450 502.210	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan	234,787 174,069 660,000	253,704 415,000 540,000	263,852 221,777 755,000 28,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu	
511.000 502.410 502.450 502.210 502.220	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan Dental Plan-FSA - COBRA Admin	234,787 174,069 660,000 27,500	253,704 415,000 540,000 60,000	263,852 221,777 755,000 28,000 5,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu Adjusted for new employees	
511.000 502.410 502.450 502.210 502.220 502.230	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan Dental Plan-FSA - COBRA Admin Vision Plan	234,787 174,069 660,000 27,500 2,500	253,704 415,000 540,000 60,000 3,000	263,852 221,777 755,000 28,000 5,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu Adjusted for new employees Adjusted for new employees	
511.000 502.410 502.450 502.210 502.220 502.230 513.250	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan Dental Plan-FSA - COBRA Admin Vision Plan Life Insurance	234,787 174,069 660,000 27,500 2,500 7,500	253,704 415,000 540,000 60,000 3,000 7,500	263,852 221,777 755,000 28,000 5,000 11,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu Adjusted for new employees Adjusted for new employees Adjusted for new employees	
511.000 502.410 502.450 502.210 502.220 502.230 513.250 502.420	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan Dental Plan-FSA - COBRA Admin Vision Plan Life Insurance 457 MTA Match	234,787 174,069 660,000 27,500 2,500 7,500 77,000	253,704 415,000 540,000 60,000 3,000 7,500 90,000	263,852 221,777 755,000 28,000 5,000 11,000 115,000 171,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu Adjusted for new employees Adjusted for new employees Adjusted for new employees MTA Match Employee Contribution	
511.000 502.410 502.450 502.210 502.220 502.230 513.250 502.420 502.300	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan Dental Plan- FSA - COBRA Admin Vision Plan Life Insurance 457 MTA Match Worker's Compensation Insurance	234,787 174,069 660,000 27,500 2,500 7,500 77,000 153,616	253,704 415,000 540,000 60,000 3,000 7,500 90,000 164,339	263,852 221,777 755,000 28,000 5,000 11,000 115,000 171,000 56,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu Adjusted for new employees Adjusted for new employees Adjusted for new employees MTA Match Employee Contribution SDRMA 2022-2023 Invoice 23-24 Invoice available in July (Projected)	
511.000 502.410 502.450 502.210 502.220 502.230 513.250 502.420 502.300 514.500	FICA/Medicare Pension Plan (CalPERS) CalPERS Unfunded Liability Medical Plan Dental Plan-FSA - COBRA Admin Vision Plan Life Insurance 457 MTA Match Worker's Compensation Insurance Unemployment Insurance	234,787 174,069 660,000 27,500 2,500 7,500 77,000 153,616 56,000	253,704 415,000 540,000 60,000 3,000 7,500 90,000 164,339 56,000	263,852 221,777 755,000 28,000 5,000 11,000 115,000 171,000 56,000 20,000	Est. 8.0% of Gross Wages Per CalPERS Annual Valuation Reports Blue Shield & Cash In Lieu Adjusted for new employees Adjusted for new employees Adjusted for new employees MTA Match Employee Contribution SDRMA 2022-2023 Invoice 23-24 Invoice available in July (Projected) Estimate - MTA is self insured	

1,667,791

1,711,847

1,456,831

TOTAL BENEFITS

Agenda Item: #D.2

	3/24 BUDGET W/ LINE ITEM BREAKDOWN			OPERATING BUDGET		
ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION	
52000	SERVICE/USER FEES					
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		Willits ADA	
523.000	Marketing	8,000	12,000	,	Contracted	
509.300	Advertising, Legal Notices	18,000	40,000		Radio & Newspaper Advertising	
524.000	Computer & Software Maintenance Fees	45,000	60,000		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		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	
	TOTAL SERVICES / USER FEES	305,530	487,100	471,300		
53000	MATERIALS & SUPPLIES CONSUMED				<u> </u>	
504.110	Fuel	400,000	650,000	650,000	Consulted with Fuel Vendors to arrive at budgeted amount	
504.120	Tires	35,000	45,000	52,000		
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 Computer Software	
509.200	Printing	7,000	12,000	15,000	Schedules, brochures	
537.000	Safety & Emergency Supplies	1,500	7,000	5,000	Includes PPE	
537.500	Other Materials & Supplies	14,000	17,500	25,000		
	TOTAL MATERIALS & SUPPLIES	621,000	944,750	933,125		
54000	UTILITES					
	UTILITES MTA Base	15,000	15,000	12,500	Water, Sewer & Solid Waste	
541.000		15,000 6,000	15,000 8,000		Water, Sewer & Solid Waste Water, Sewer & Solid Waste, Propane	
541.000 541.250	MTA Base		,	7,000	·	
541.000 541.250 541.500	MTA Base Fort Bragg Base	6,000	8,000	7,000 3,000	Water, Sewer & Solid Waste, Propane	
541.000 541.250 541.500 542.000	MTA Base Fort Bragg Base Willits Base	6,000 3,000	8,000 3,000	7,000 3,000 27,500	Water, Sewer & Solid Waste, Propane Water, Sewer & Solid Waste	
54000 541.000 541.250 541.500 542.000 543.000 543.250	MTA Base Fort Bragg Base Willits Base Pacific Gas &Electric	6,000 3,000 7,600	8,000 3,000 15,500	7,000 3,000 27,500 50,000	Water, Sewer & Solid Waste, Propane Water, Sewer & Solid Waste Ukiah, Fort Bragg, Willits	

118,000

136,750

86,700

TOTAL UTILITIES

	DOCINO TRANSIT AUTHORITY 3/24 BUDGET W/ LINE ITEM				
202	BREAKDOWN				OPERATING BUDGET
ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
506.100	Insurance	360,000	365,000	375,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	TOTAL CASUALTY & LIABILITY COSTS	360,000	365,000	375,000	
ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
57000	TAXES				
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
	TOTAL TAXES	2,300	2,300	2,300	
58000	MISCELLANEOUS				
	Dues & Subscriptions	16,000	16,000		Newspapers,CTA,CALACT,CSDA,AFTA
502.700	Travel	30,000	50,000		Fly to Inspect Buses, Trainings, Conferences
	Board Expenses	500	3,500	,	Meeting Expenses - Room rentals, etc.
583.000	Safety Program	1,000	1,000		Awards-Banquets-Employee Incentives
509.800	Training	4,500	6,000	,	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	3,500	6,000		Drug Free USA
509.100	Other Miscellaneous		15,000	15,000	
	TOTAL MISCELLANEOUS	55,500	97,500	116,500	
50000	LEASES & DENTALS	1			
59000	LEASES & RENTALS	2.400	0.000	44.000	en facility perposition is
591.000	Leases and Rentals	2,400	9,000	11,000	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	2,400	9,000	11,000	
	TOTAL OPERATING EXPENDITURES	5,825,093	6,862,743	7,055,977	

Agenda Item: #D.2

Agenda Item: #D.2

#### **OPERATING BUDGET**

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
	OPERATING REVENUE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
ACCOUNT	OPERATING REVENUE				
41000	REVENUES FROM OPERATING				
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
	TOTAL OPERATING REVENUES	702,200	706,000	541,000	

MENDOCINO TRANSIT AUTHORITY

2023/24 BUDGET W/ LINE ITEM

**BREAKDOWN** 

42000	REVENUES FROM OTHER SOURCES				
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	23-24 LCTOP used for Capital
406.100	Advertising Contract	100,000	110,000	125,000	Helen Foraker
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	30,500	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	
	TOTAL REVENUES FROM OTHER SOURCES	5,642,646	6,220,236	6,661,627	
	TOTAL OPERATING REVENUE	6,344,846	6,926,236	7,202,627	

519,753	63,493	146,650	REVENUE OVER EXPENSES
-1,081,197	-1,120,000	-1,120,000	Estimated Depreciation
-561,444	-1,056,507	-973,350	Net after Depreciation

Revision on MCOG claim?

Agenda Item: #D.2

Mendocino Transit Authority

June 28, 2023

#### **Public Transit Service Descriptions**

for fiscal year 2023/2024

#### Flex/Deviated Routes

	ONE-WAY TRIPS PER DAY			
Route #	Weekdays	Saturdays	Sundays	
1 Willits Local	20	none	none	

#### Dial-a-Rides

	OPEN HOURS		
# Number of Vehicles	Weekdays	Saturdays	Sundays
3 Ukiah*	7 am to 6 pm	10 am to 5 pm	closed
2 Fort Bragg	7 am to 6 pm	10 am to 5 pm	closed

<sup>\* 3</sup>rd Ukiah Dial-a-Ride by Demand

#### Inland & Local Bus Routes

	ONE-WAY TRIPS PER DAY		
Route #	Weekdays	Saturdays	Sundays
5 BraggAbout	12	none	closed
7 Ukiah Jitney	4*	none	closed
9 Ukiah Local	28**	17	closed
20/21 Willits - Redwood Valley - Ukiah	12	none	closed

<sup>\* 3</sup> other trip provided by Route 20

#### **Coast Bus Routes**

	ONE-WAY TRIPS PER DAY			
Route #	Weekdays	Saturdays	Sundays	
60 Fort Bragg - Navarro River	4*	none	none	
65 Mendocino - Willits - Santa Rosa	4	2	2	
75/74 Gualala - Ukiah	2	2	none	
95 Point Arena -Santa Rosa	2	2	2	

<sup>\*</sup> Includes 2 weekday trips between Fort Bragg and Mendocino

<sup>\*\* 2</sup> additional trips provided by Route 20

Agenda Item: #D.2



# MENDOCINO TRANSIT AUTHORITY RESOLUTION 2023-05 ADOPTION OF FISCAL YEAR 2023-2024 OPERATING BUDGET

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2023-2024 Operating Budget presented to the Board on June 28, 2023, as may be revised at the meeting.

Adoption of this Resolution was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ at a special meeting of the MTA Board of Directors on June 28, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jacob King, Executive Director

Saprina Rodriguez, Chair



Agenda Item: #D.3

#### **AGENDA SUMMARY REPORT**

_		_		_	-	_	
				_	C.	Т	
J	u	$\mathbf{\nu}$	J	_	v		

Discussion and Possible Approval of the MTA Capital Budget for Fiscal Year 2023-2024 Resolution 2023-06

#### **SUMMARY**:

Presented is the 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 \$150,000 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 review, approve and adopt Resolution 2023-06, FY 2023/24 Capital Budget

#### **ATTACHMENTS:**

FY 23/24 Capital Budget

Agenda Item: #D.3

# FY 23/24 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year Total
FEDERAL						
5310 Elderly and Disabled						
5311(f) Intercity						(
5339 Low-No Emission Bus/Infrastructure	1,124,655			4,000,000		5,124,655
Projected Federal Fund Totals	1,124,655	0	0	4,000,000	0	5,124,655
STATE	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year Total
State of Good Repair (SB1)	528,559	130,000	130,000	130,000	130,000	1,048,559
Transit & Intercity Rail Capital Program (TIRCP)		6,650,951	7,124,821	6,255,100	319,838	20,350,710
Cap & Trade (LCTOP)	237,085	150,000	150,000	150,000	150,000	837,085
VW Mitigation Funds	160,000					160,000
HVVP Electric Bus Vouchers	136,000		204,000	204,000	204,000	748,000
Projected State Fund Totals	1,061,644	6,930,951	7,608,821	6,739,100	803,838	23,144,354
LOCAL	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year Total
MTA Capital Reserve Fund		41,145		900	186,162	228,207
Local Transportation Fund LTF						(
MCOG Capital Reserve Fund	600,000		101,179			701,179
State Transit Assistance STA	150,000	70,600	87,200	61,000	61,000	429,800
Projected Local Fund Totals	750,000	111,745	188,379	61,900	247,162	1,359,186
TOTAL REVENUE	2,936,299	7,042,696	7,797,200	10,801,000	1,051,000	29,628,195
Expense	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year Total
Vehicle Acquisition:	2020/24	2024/20	2020/20	2020/21	2021/20	o rour rour
Staff Vehicles	40,000		80,000			120,000
Maintenance Vehicles	40,000		80,000	100,000		100,000
			300,000	300,000	300,000	900,000
Cutaways - Paratransit Cutaways - FR	1,035,000	345,000	1,380,000	690,000	690,000	4,140,000
-	1,035,000				090,000	
Buses - Medium Duty	4 000 000	550,000	550,000	550,000		1,650,000
Buses - Heavy Duty	1,000,000	3,900,000	3,900,000	2,600,000		11,400,000
Senior Center Vehicles						
Trolley  Total Vehicle Acquistion	2,075,000	4,795,000	6,210,000	4,240,000	990,000	18,310,000
Total Vollidio Adquiction	2,010,000	4,700,000	0,210,000	4,240,000	000,000	10,010,000
Equipment & Minor Facilities	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year Total
Operations	8,500	4,000	7,700	4,000	2,000	26,200
Vehicle	12,500	12,500	12,500	13,000	13,000	63,500
Maintenance	49,500	25,000	28,000	15,000	20,000	137,500
Administration	32,800	11,600	21,500	11,500	8,500	85,900
Shelters & Benches	36,500	17,500	17,500	17,500	17,500	106,500
Total Equipment & Minor Facilities	139,800	70,600	87,200	61,000	61,000	419,600
Major Facilities & Planning	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year Total
Short Range Transit Plan						C
Transit Center		1,500,000	1,500,000			3,000,000
Vehicle Charging Generators UK, FB and Willits	200,000					200,000
Facilities and solarization and modernization	521,499	677,096		6,500,000		7,698,595
Total Major Facilities	721,499	2,177,096	1,500,000	6,500,000	0	10,898,595
Total Evenes	2 020 000	7.040.000	7 707 000	40 904 000	1.054.000	20 000 404
Total Expense	2,936,299	7,042,696	7,797,200	10,801,000	1,051,000	29,628,195
GAIN/Loss	0	0	0	0	0	0

Agenda Item: #D.3

# MTA Five -YearCapital Vehicle Replacement Plan = retire and sell = buy



Odometer	4 YEARS OR 100,	000 MIL	ES						
Odometer		l #	# Year Make/Mod		2023/24	2024/25	2025/26	2026/27	2027/2028
	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							

Maintenand	ce - Facilit	ies '	Vel	nicles					
					2023/24	2024/25	2025/26	2026/27	2027/2028
	FUND	Van fo	r Clea	ing					
		96	7	Sprinter					
		97	7	Sprinter					
		94	22						
		93	22						
		Pickup	Truc	k					
	STA	98	1	Ford F350				MTC	MTC
	CAPTIAL R.	95	14					buy	buy

Dial-a-Rid	e - Paratra	ansi	t V	ans					
Odometer	Type II or Class A								
0	0 5 YEARS OR 150,	000 MII	ES						
	Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27	2027/2028
		620	11	Glaval gas			DAR		
		621	11	Glaval gas			DAR		
		622	11	Glaval gas					
		623	11	Glaval gas				DAR	DAR
		624	13	Glaval gas				DAR	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	BUY
	5310/STA	632	18					BUY	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						

Agenda Item: #D.3

Fixed Rou	ute - Cuta	way							
Odometer	Type III or Class	С							
	7 YEARS OR 1	50,000 M	ILES						
	Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27	2027/2028
		719	9		FR-CUT				
		723	11	Glaval gas		FR-CUT			
		727	11	Glaval gas	FR-CUT				
		728		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					FR-CUT
		735	16	Glaval gas				FR-CUT	
		736	16	Glaval gas					FR-CUT
		737	18	Glaval gas					
		738		Glaval Gas					
		739		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	BUY
	STA	754						BUY	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							
	<u>'</u>				3	2	3	3	3

Agenda Item: #D.3

## Fixed Route Fleet - Medium Duty Buses

Odometer	Type VII VIII or C	lass E						
0	0 Life: 10 years or 350	,000 mile	es .					
	Fund	# Yea	Make/Mod	2023/24	2024/25	2025/26	2026/27	2027/2028
		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 LIFE: 12 YEARS		),000 MIL	ES					
	Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27	2027/2028
	5339	906	99 40'	Gillig	REPLACE				
		910	13 40'			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 Flo	BUY				
		919	24 35	Gillig All Electric Low Flo	oor	BUY			
		920	24 35	Gillig All Electric Low Flo	oor	BUY			
		921	24 35	Gillig All Electric Low Flo	oor	BUY			
		922	24 35	Gillig All Electric Low Flo	oor		BUY		
		923	24 35	Gillig All Electric Low Flo	oor		BUY		
	MCOG RESERVE	924	24 35	Gillig All Electric Low Flo	oor		BUY		
		925	24 35	Gillig All Electric Low Flo	oor			BUY	
		926	24 35	Gillig All Electric Low Flo	oor			BUY	

Agenda Item: #D.3

# MTA Five-Year Capital Plan Vehicle Replacement Plan - Estimated Costs

Schedule of Purchases	2023/24	2024/25	2025/26	2026/27	2027/28
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	2
Cutaway Buses	3	1	4	2	2
Medium Duty Bus		1	1	1	
Heavy Duty Bus	1	3	3	2	
TOTAL	5	5	12	8	4

Unit Cost (\$000)*	2023/24	2024/25	2025/26	2026/27	2027/28
Staff - Hybrid AW					
Staff - Electric	40,000		40,000		
Staff - Mtc Van					
Staff - Mtc Truck (crew)				100,000	0
Senior Center Mini-Van					
Senior Center Bus					
Dial-A-Ride Bus			150,000	150,000	150,000
All Electric Cutaway Bus	345,000	345,000	345,000	345,000	345,000
Medium Duty Diesel		550,000	550,000	550,000	0
Heavy Duty Bus	1,000,000	1,300,000	1,300,000	1,300,000	0
Medium Duty Hybrid			·	·	
Medium Duty Electric					

TOTAL ANNUAL COST	2023/24	2024/25	2025/26	2026/27	2027/28
Staff - Hybrid AW					
Staff - Electric	40,000		80,000		
Staff - Mtc Van					
Staff - Mtc Truck (crew)				100,000	0
Senior Center Mini-Van					
Senior Center Cutaway					
Dial-A-Ride Bus			300,000	300,000	300,000
Cutaway Bus	1,035,000	345,000	1,380,000	690,000	690,000
Medium Duty Diesel		550,000	550,000	550,000	0
Heavy Duty Bus	1,000,000	3,900,000	3,900,000	2,600,000	0
Medium Duty Hybrid					
Medium Duty Electric					
Total Annual Costs	2,075,000	4,795,000	6,210,000	4,240,000	990,000

Agenda Item: #D.3

# **Equipment Purchase Detail**

Categ	jory						Five-Year
Pro	oject	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Operat	tions						
Mis	cellaneous	2,000	2,000	2,000	2,000	2,000	10,000
Offi	ce Furniture	2,000		2,000			4,000
Con	nputers: Receptionist						0
Con	nputers: Training Supervisor	2,500					2,500
Con	mputers: Dispatch Supervisor						0
Con	nputers: South Coast Supervisor			1,700			1,700
Con	mputers: Fort Bragg Supervisor						0
Trai	ining Equipment	2,000	2,000	2,000	2,000	0	8,000
Transp	oortation Totals	8,500	4,000	7,700	4,000	2,000	26,200

				Five-Year			
Vehicles		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
Ve	hicles Total	12,500	12,500	12,500	13,000	13,000	63,500

						Five-Year
Maintenance	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
Maintenance Totals	99,500	25,000	28,000	15,000	20,000	187,500

### **FY 23-24 FIVE-YEAR CAPITAL PLAN**

Meeting Date: June 28, 2023

#D.3

Agenda Item:

# **Equipment Purchase Detail**

Category						Five-Year
Project	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Office - Administration						
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
Administration Totals	32,800	11,600	21,500	11,500	8,500	85,900

				Five-Year				
Shelters and Benches			2023/24	2024/25	2025/26	2026/27	2027/28	Total
	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
Shelters and Benches Totals			36,500	17,500	17,500	17,500	17,500	106,500

# Facility Solarization and Modernization - By Project Agenda Item: #D.3

					REVENUE SOURCE							
					deral	St	State		Local			
Cap #	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	SGR	TIRCP	MCOG	Reserve	TOTAL
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
89	26/27	Construct Admin/Ops	6,500,000						6,500,000			6,500,000
Total D	esign 8	& Construction	7,882,558						7,177,096	705,462		7,882,558

#### MTA TRANSIT CENTER PROJECT

							REVENUE	SOURC	E			
				Fe	deral	St	ate		Lo	ocal		
Cap#	FY	Project	\$ COST	Grant	Amount	1B Modern	1B Security	SGR	TIRCP		Reserve	TOTAL
		Transit Center										
		Location/Design										
100	22/23	Study	MCOG									
100	24/25	Purchase Property	1,500,000						1,500,000			1,500,000
100	25/26	Construct Transit Center	1,500,000						1,500,000			1,500,000
subtota	i		3,000,000						3,000,000			3,000,000
			1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,									

Agenda Item: D.



# MENDOCINO TRANSIT AUTHORITY RESOLUTION 2023-06 ADOPTION OF FISCAL YEAR 2023-2024 CAPITAL BUDGET

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby
Adopts the Final Fiscal Year 2023-2024 Capital Budget presented to the Board on June
28, 2023, as may be revised at the meeting.

Adoption of this Resolution was moved by Director \_\_\_\_\_\_ and seconded by Director
\_\_\_\_\_\_ at a regular meeting of the MTA Board of Directors on June 28, 2023, by the
following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jacob King, Executive Director

Saprina Rodriguez, Chair





Agenda Item: #D.4

#### **AGENDA SUMMARY REPORT**

Approval of Resolution 2023-07, Zero-Emission Bus Rollout Plan

#### **SUMMARY**:

The Innovative Clean Transit (ICT) regulation (Cal. Code Regs. Tit. 13 § 2023.1(d)) requires each transit agency to submit a complete Zero-Emission Bus Rollout Plan (Rollout Plan), approved by its governing body, showing how it plans to achieve a full transition to zero-emission buses (ZEBs). This plan has been reviewed and approved by the California Air Resource Board for acceptance pending a signed resolution from MTA's Board of Directors.

Agenda Item: #D.4

# **Zero-Emission Bus Rollout Plan**



# Prepared For:



Prepared By: Jacob King



#### September 2022

#### Section A. Transit Agency Information

Mendocino Transit Authority

241 Plant Rd. Ukiah Ca 95482

Air District: Mendocino County AQMD

Total Number of Buses in Annual Maximum Service: 29

Contact Information:
Jacob King
Executive Director
707-234-6444
jacob@mendocinotransit.org

Joint Group: Mendocino Transit Authority is not part of a Joint Group.

#### Section B. Rollout Plan General Information

The Mendocino Transit Authority has a goal to fully transition to zero-emission buses ahead of the 2040 deadline to begin purchasing only zero-emission technologies with few exceptions due to the extended range of certain routes. The agency plans to fully transition to 100% battery-electric buses (BEB) between 2023 and 2035. This transition will not entail early retirement of any vehicles.

#### Section C. Technology Portfolio

Types of zero-emission bus technologies to be deployed through 2040

The Mendocino Transit Authority will be purchasing a total of eight BEB coaches to replace eight existing diesel coaches. The agency's capital plan focuses on replacing its existing coaches between 2023 and 2035. The agency will also be acquiring eight ChargePoint Express chargers (62.5 kWh) to charge the coaches overnight and during midday layovers. We will also be purchasing ten Chargepoint 6000 (22 kwh) to charge the fleet of cutaway buses.

#### Section D. Current Bus Fleet Composition and Future Purchase

**Existing Bus Fleet** 

The Mendocino Transit Authority operates nine fixed route services: The local 9 route serves the city of Ukiah from 6am until 6pm weekdays and 7am until 5pm Saturdays. Major stops for the local 9 route include the airport business park, Pear Tree Center, Downtown Ukiah and the Mendocino College. The Route 7 Jitney travels the length of Ukiah on State St and operates four times daily during weekdays. Route 20 serves the city of Willits, Redwood Valley and the city of Ukiah from 6am until 6:30 pm. These three routes use 9 40 foot clean diesel coaches.

The route 65 intercity bus is a service to and from the city of Fort Bragg and the city of Santa Rosa with stops in the city's of Mendocino, Willits, Ukiah and Hopland with connections to Greyhound, Amtrak, Golden Gate Transit, Sonoma County Transit, Santa Rosa City bus and SMART Train. The route runs 6:00am to 6:30pm Monday through Saturday twice daily and 6am to 6:30 once on Sundays. This route uses three freightliner 30 foot diesel cutaway buses.

The 5 route serves the city of Fort Bragg from 7am until 6pm weekdays. The route 60 serves the North Coast of Mendocino on Highway 1 to and from the city of Fort Bragg and serves the city's of Mendocino, Little River, Albion and Navarro River Junction the route runs from 7am until 6 pm. Route 1 serves the city of Willits from 7am until 6 pm. Route 75 serves the South Coast of Mendocino County from the city of Point Arena to the city of Ukiah and back. The route operates from 7:30am until 7:30pm. Route 95 also serves the South Coast of Mendocino County from the city of Point Arena to the city of Santa Rosa and back serving the city's of Fort Ross, Jenner, Bodega Bay, Sebastopol and Santa Rosa. The route operates from 8:00am until 7:00pm. These routes use 26' Ford gas cutaway buses.

The Mendocino Transit Authority currently has a total of seventeen(17) cutaways two of which are full electric. The model years for the seventeen cutaways range from 2011 to 2022 as seen in **Table 1: Individual Bus Information of Current Cutaway Bus Fleet**.

Table 1: Individual Bus Information of Current Cutaway Bus Fleet

Number of Buses	Engine Model Year	Bus Model Year	Fuel type	Bus Type
2	2 2011		Gasoline	Cutaway
3	2013	2013	Gasoline	Cutaway
1	2015	2015	Gasoline	Cutaway
4	2016	2016	Gasoline	Cutaway
3	2018	2018	Gasoline	Cutaway
2	2019	2019	Gasoline	Cutaway
2	2022	2022	EV	Cutaway

The Mendocino Transit Authority currently has a total of nine coaches and one trolley (Trolley not included in ICT Plan) as seen in Table 2: Individual Bus Information of Current Coach Bus Fleet.

Table 2: Individual Bus Information of Current Coach Bus Fleet

Number of Buses	Engine Model Year	Bus Model Year	Fuel Type	Bus Type
8	2013	2013	Diesel	Coach
1	1999	1999	Diesel	Coach
1	2007	2007	Gas	Trolley

Currently Endera Model B3 cutaway buses are being considered as BEB replacements for existing cutaway buses as seen in **Table 2: Future Bus Purchases**. Endera cutaway's are approximately 26 feet long with a seating capacity of 18. The Endera Model B3 cutaway bus has a battery capacity of 150 kWh and an advertised battery consumption rate of 1.6 kWh/mi. It has a 150-mile range per manufacturer claims and is estimated to cost \$245,000.00 (after a state HVIP Program voucher) as shown in **Table 3: Range and Estimated Costs of Future ZEB Purchases**. The Mendocino Transit Authority will not be converting any conventional buses to zero-emission buses as shown in **Table 4: Schedule of Converting Buses to Zero-Emission Buses**.

Gillig BEB are being considered for the replacement of the coaches.

Table 2: Future Bus Purchases (by Delivery Date)

Timeline	Total Number of Buses to Purchase	Number of ZEB Purchases	Percentage of Annual ZEB Purchase	ZEB Bus Type	ZEB Fuel Type	Charging Technology	Number of Conventional Bus Purchase	Percentage of Annual Conventional Bus	Type(s) of Conventional Buses	Fuel Type(s) of Conventional
2022/23	4	4	100%	Cutaway	EV	Plug-in Garage Charging	N/A	N/A	N/A	N/A
2023/24	3	3	100%	Cutaway, Coach	EV	Plug-in Garage Charging	N/A	N/A	N/A	N/A
2024/25	6	6	100%	Cutaway, Coach	EV	Plug-in Garage Charging	N/A	N/A	N/A	N/A
2025/26	8	8	100%	Cutaway, Coach	EV	Plug-in Garage Charging	N/A	N/A	N/A	N/A
2026/27	6	6	100%	Cutaway, Coach	EV	Plug-in Garage Charging	N/A	N/A	N/A	N/A

Table 3: Range and Estimated Costs of Future ZEB Purchases (by Vehicle type)

Timeline	Number of ZEBS	Bus Type(s)	Advertised BEB Range (Miles)	Estimated Cost of Each Bus
2023	1	Cutaway	150	\$245,000
2023	1	Coach	220	\$1,300,000
2025	1	Cutaway	170	\$300,000
2025	1	Coach	250	\$1,400,000

Table 4a: Schedule of Converting Conventional Buses to Zero-Emission Buses

Timeline	Number of Buses	Bus Type	Removed Propulsion System	New Propulsion System
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

#### **Performance Analysis**

To determine whether the available battery size for the Endera Model B3 would be sufficient to operate Mendocino Transit's existing service, we estimated the vehicle's range using its advertised battery consumption rate per mile as well as a battery consumption rate per mile was estimated to reflect real world conditions. The table below, **Table 5: Estimated Battery Consumption Rates**, summarizes expected battery consumption rates for a new vehicle without battery degradation compared to an older one with degradation. The battery consumption rates in this analysis were informed by operational data for other similar battery-electric models in relation to their advertised performance. Performance data specific to the Endera Model B3 was not available.

**Table 5: Estimated Battery Consumption Rates** 

	Estimated Range in Miles (advertised battery consumption 1.6 kWh/mi)	Estimated Range in Miles (adjusted battery consumption 1.79 kWh/mi)		
Reduce capacity: 20% for usability	130 mi	116 mi		
Reduce capacity: 20% for usability and 18% for degradation	107 mi	95 mi		

#### Section E. Facilities and Infrastructure Modifications

The Mendocino Transit Authority currently has three transit facilities which house the agency's 18 cutaways and eight coaches. The current plan for installation of the plug-in chargers (Figure 1, 2 and 3) shows where chargers would be installed in bus storage spaces. These charges can be used over both overnight and midday layover charging. Planned facility are detailed in Table 7: Facilities Information and Construction Timeline.

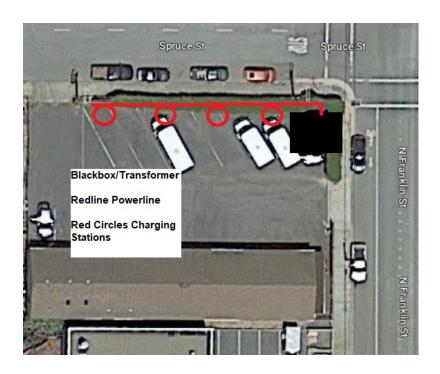
Figure 1: Current Plan for Installation of Charing Equipment Ukiah



Figure 2: Current Plan for Installation of Charing Equipment Willits



Figure 3: Current Plan for Installation of Charging Equipment Fort Bragg



**Table 7: Facilities Information and Construction Timeline** 

Facility Name	Address	Main Funcion	Types of Infrastructure	Service Capacity	Needs Upgrades (Y/N)	Estimated Construction Timeline	Electric Utility Company
MendocinoTransit Authority Ukiah Location	241 Plant Road Ukiah, CA 95482	Storage and charging for both cutaway's and coaches	8 plug-in depot chargers will be installed	8 coaches and 18 cutaway's before and after installation of charging stations	YES	2024	PG&E
MendocinoTransit Authority Willits Location	380 E. Commercial St.Willits, CA 95490	Storage and charging for both cutaway's and coaches	1 plug-in depot chargers will be installed	1 coach and 2 cutaway's before and after installation of charging stations	YES	2024	PG&E
MendocinoTransit Authority Fort Bragg Location	190 E. Spruce St. Fort Bragg, CA 95437	Storage and charging for both cutaway's and coaches	4 plug-in depot chargers will be installed	1 coach and 3 cutaway's before and after installation of charging stations	YES	2024	PG&E

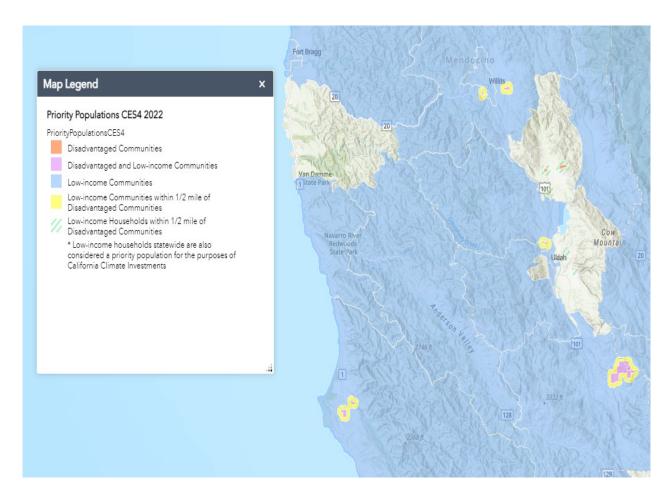
Bus operations and maintenance is currently performed in-house at our Ukiah facillity. It is anticipated that this will continue to be the case following transition to BEBs.

#### Section F. Service in Disadvantaged Communities

According to the California Office of Environmental Health Hazard Assessment (OEHHA), disadvantaged communities are defined as the top 25% in terms of scoring in the CalEnviroScreen. CalEnviroScreen is a tool that identifies communities that are most vulnerable to pollution by using environmental, health, and socioeconomic data to produce a score for every census tract within the state of California.

According to the Priority Populations CES4 2022, there are no disadvantaged communities within the county of Mendocino, as shown in **Figure 2: County of Mendocino Disadvantaged Communities Map**.

Figure 2: Mendocino County Disadvantaged Communities Map



#### Section G. Workforce Training

The Mendocino Transit Authority plans to take advantage of training from the bus manufacturers and station suppliers, including maintenance and operations training, station operations, first responder training, and other trainings that the technology providers may offer. OEM training provides critical information on operations and maintenance aspects specific to the equipment model procured. Additionally, many procurement contracts include train-the-trainer courses through which small numbers of agency staff are trained and subsequently train agency colleagues. This method provides a cost-efficient opportunity to provide widespread agency training on new equipment and technologies.

#### Section H. Potential Funding Sources

#### **Existing Funding**

#### **PG&E Fleet Program**

EV Fleet Program offers dedicated electrical infrastructure design and construction services, significant cost offsets and additional EV charger rebates for eligible equipment

#### California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)

The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) supports deployment of zero-emission and near-zero-emission technologies by facilitating point-of-purchase price reductions. The program is administered by CALSTART behalf of California Air Resources Board (CARB).

#### Low Carbon Fuel Standard (LCFS)

The LCFS program is administered by CARB to help mitigate greenhouse gas emissions. The program focuses on reducing GHG emissions and other toxic air pollutants by improving vehicle technology and supports reducing fuel consumptions while promoting transportation mobility options.

#### **LCTOP**

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 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. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

#### FTA 5339 (State)

Provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. In addition to the formula allocation, the Grants for Buses and Bus Facilities program.

#### **VW Environmental Mitigation Trust**

The purpose of the VW Environmental Mitigation Trust is to fully mitigate the excess NOX emissions caused by VW's actions. In California, that amounts to 10,000 tons of NOX that must be reduced. Implementing California's Beneficiary Mitigation Plan will fully mitigate the excess NOX and additionally commits to long-term air quality and climate goals by investing in zero-emission technologies. Funding for projects identified in the Plan began in fall 2019 and is ongoing.

#### **Other Potential Funding Sources**

#### Low or No Emission (Low-No) Grant Program

The Low or No Emission competitive Federal Transit Authority (FTA) grant program supports funding to state and local governments for the purchase or lease of zero-emission and low-emission transit buses.

#### California Energy Commission Clean Transportation Program

Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program, this program invests up to \$100 million annually in projects that support adoption of cleaner transportation powered by alternative and renewable fuels. Funding areas include electric vehicles and charging infrastructure, including for public transit buses.

#### Transit and Intercity Rail Capital Program (TIRCP)

The Transit and Intercity Rail Capital Program (TIRCP) was created to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to help fund capital improvements to modernize California's intercity rail, bus, ferry, and rail transit systems.

**Table 9** details the costs associated with MTA's Fleet Replacement Plan.

**Table 9: MTA's Transit Fleet Replacement** 

Project Expenditures	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	Total
ZEB Transit Bus	1,100,000	1,310,000	3,865,000	4,510,000	\$1,196,384	3,200,000	\$15,181,384

#### Hydrogen Fuel Cell

Mendocino Transit Authority is exploring Hydrogen Fuel Cell technology for Vehicles and Fueling infrastructure. At the time of this plan some of the distances of routes exceed BEB OEM Range and Hydrogen Fuel Cell technology might be a practical application. Further research is needed on the evolving technology.



MTA's 2022 Diamond Lightning eMotors BEB

#### Section I. Start-Up and Scale-Up Challenges

#### **Resiliency Considerations**

Electric buses require charging infrastructure to recharge their batteries. During a PSPS or wildfire charging infrastructure may be unavailable or unreliable. Therefore, it is important to have backup charging infrastructure or alternative power sources available, such as generators or solar battery backup storage.

#### **Cost Considerations**

Battery electric buses (BEBs) offer numerous advantages over traditional diesel-powered buses, including reduced emissions, lower operating costs, and quieter operation. However, there are also several cost considerations associated with BEBs that need to be taken into account:

Upfront Costs: The upfront cost of BEBs is generally higher than that of diesel-powered buses. This is due in part to the cost of the battery technology, which can account for a significant portion of the total cost of the bus. Charging Infrastructure: BEBs require charging infrastructure, which can be expensive to install and maintain. The cost of charging infrastructure will depend on the type of charging system used, the number of charging stations required, and the power requirements of the buses. Battery Replacement: BEBs have a limited lifespan for their batteries, typically around 5-10 years. The cost of battery replacement can be significant and will depend on the size and type of battery used. Maintenance Costs: BEBs have fewer moving parts than diesel-powered buses, which can result in lower maintenance costs over the lifetime of the bus. However, the cost of maintenance for BEBs may be higher in the short term, particularly for specialized equipment such as the battery management system. Training and recruitment of technicians is also an added cost. Operating Costs: BEBs have lower operating costs than diesel-powered buses, primarily due to the lower cost of electricity compared to diesel fuel. However, the operating costs of BEBs may be affected by factors such as battery degradation and the cost of electricity.

#### Technological Maturity and Uncertainty

Electric buses are a relatively new technology compared to traditional gas or diesel-powered buses, and as with any emerging technology, there is a level of technological maturity and uncertainty associated with their adoption.

# Appendix A Resolution Approving Zero Emission Bus Rollout Plan

#### RESOLUTION NO. 2023-07

MENDOCINO TRANSIT AUTHORITY

Meeting Date: June 28, 2023

Agenda Item: #D.4

# RESOLUTION OF THE BOARD OF DIRECTORS OF THE Mendocino Transit Authority APPROVING THE ZERO-EMISSION BUS ROLLOUT PLAN

WHEREAS, California Code of Regulations Title 13, Division 3, Chapter 1, Article 4.3, Part 2023.1(d) Zero Emissions Bus Rollout Plan Requirements requires that a transit agency Zero-Emission Bus Rollout Plan must be approved by its governing Board; and

WHEREAS, Zero-Emission Bus Rollout Plan sets forth the MTA's plan which meets the following requirements:

- A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engine buses;
- Identification of the types of zero-emission bus technologies MTA is planning to deploy;
- A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options;
- A schedule for conversion of conventional internal combustion engine buses to zero-emission technologies;
- A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses;
- Explanation of how MTA plans to deploy zero-emission buses in Disadvantaged Communities;
- A training plan and schedule for zero-emission bus operators and maintenance and repair staff; and
- Identification of potential funding sources.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mendocino Transit Authority hereby approves the Mendocino Transit Authority's Zero-Emission Bus Rollout Plan as set forth in full.

BE IT FURTHER RESOLVED that insofar as the provisions of any Ordinance, Resolution, document, or previous action of the Board and/or the Executive Director, prior to the date of this Resolution, are inconsistent with the provisions of this Resolution or any policy adopted by this Resolution, this Resolution and the Board Policies adopted herein shall control.

Resolution and the Board Policies adopted herein shall control.
PASSED, APPROVED AND ADOPTED by Director and seconded by Director at the regular meeting of the Board of Directors of the Mendocino Transit Authority this 28th day of June 2023 by the following roll call vote:
AYES: NOES: ABSENT: ABSTAIN:
BOARD CHAIR Signature

#### **CERTIFICATION**

I, Sara Marques, duly appointed and qualified, Clerk of the Board of the Mendocino Transit Authority, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of the Mendocino Transit Authority adopted at a legally convened meeting of the Board of Directors of the Mendocino Transit Authority held on the June 28, 2023.



Agenda Item: #D.5

### **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. Discussion of the impacts to the agency if there was a loss of LTF Funds, potential operational reductions at MTA.
ATTACHMENTS: Challenges of Implementing Rural Mobility Solutions AMMA Draft, 5/1/2023

Agenda Item: #D.5

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.

Agenda Item: #D.5

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

Agenda Item: #D.5

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.