



**Board of Directors
Regular Meeting Agenda**

August 30, 2023

1:30 p.m.

Lunch: 11:30

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

MTA Board of Directors

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

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

Teleconference with:

Ukiah

Ukiah Valley Conference Center
Zinfandel Room
200 South School Street

The Chair will call for public comments during the Public Comment section of the agenda as well as during each agenda item discussion. Members of the public may also submit questions via email to sara@mendocinotransit.org and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted prior to the close of the comment period.

Please visit <https://mendocinotransit.org/board-meetings/> to view available agenda background documents

AGENDA ITEMS

A. CALL TO ORDER

B. PUBLIC COMMENT

MTA Board of Directors welcomes in-person 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 July 26, 2023 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July – June 2023
3. Acceptance of Service Performance Report

D. ACTION & DISCUSSION

1. Unmet Needs
2. Ukiah Transit Center Feasibility Study Presentation by LSC Transportation Consultants.
3. Discussion and Possible Adoption of Resolution 2023-11 Approving a Collective Bargaining Agreement with Teamsters Local #665 – Jacob King
4. Discussion and Possible Adoption of Resolution 2023-12 Approving Application for FY 23-24 State of Good Repair Funds, Funding the Ukiah Transit Center project.
5. Discussion and Possible Approval for MTA to host the 2024 North State Transit Symposium in Ukiah
6. Discussion and Possible Adoption of Resolution No. 2023-13 Approving 23/24 Capital Budget Amendment, Gillig 35' All Electric Bus and Charging Infrastructure

E. DIRECTOR AND MANAGEMENT REPORTS

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

Anticipated adjournment is 3:30 p.m

Americans with Disabilities Act (ADA) Compliance

Mendocino Transit Authority complies with AMERICANS WITH DISABILITIES ACT (ADA). Upon request, MTA will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats pursuant to Government Code Section 54953.2 and Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Anyone requiring reasonable accommodation in order to participate in the meeting should contact Sara Marquez at Mendocino Transit Authority by calling (707) 234-6456 or by email at sara@mendocinotransit.org at least 72 hours prior to the meeting.



**Board of Directors
Regular Meeting Minutes**

Wednesday, July 26, 2023

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Tess Albin-Smith
Susan Sher

Staff in Attendance

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

Staff Absent

Becky Oseguera HR Director

Pursuant to Governor Newsom's Executive Orders N-29-20 revised on June 11, 2021, and Executive Order N-08-21 revised on June 11, 2021, and pursuant to AB 361, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.

AGENDA ITEMS

- A. CALL TO ORDER** - Chair Rodriguez called the meeting to order at 1:30 pm
- B. PUBLIC COMMENT** - None

Director Tarbell joined the meeting at 1:33 p.m.

C. CONSENT CALENDAR

1. Approval of Minutes of June 28, 2023 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2022 – June 2023
3. Acceptance of Service Performance Report
4. Approval of Executive Director Conference Request –CalAct and CTA Fall Conferences

Note: replace the word MCOG to Mobility Solution on the past minutes- Item 5

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

D. ACTION & DISCUSSION

1. Unmet Needs- Requested service on the golden rule just south of Willits.
2. Discussion and Possible Adoption of Resolution No. 2023-08 Authorizing the Federal Funding under FTA Section 5310 with the California Department of Transportation.

Upon Motion by Director **Richard** seconded by Director **Gjerde** the Board approved Resolution No. 2023-08 Authorizing the Federal Funding under FTA Section 5310 with the California Department of Transportation by roll call vote. **AYES:** Tarbell, Richard, Doyle Gjerde, and Chair Rodriguez **NOES:**0 **ABSTAIN:** 0 **ABSENT:** Albin-Smith and Sher.

3. Discussion and Possible Adoption of Resolution No. 2023-09 Approving 23/24 Capital Budget Amendment, Electronic Fare Box Procurement

Upon Motion by Director **Gjerde** seconded by Director **Richard** the Board approved Resolution No. 2023-09 Approving 23/24 Capital Budget Amendment, Electronic Fare Box Procurement by roll call vote. **AYES:** Tarbell, Richard, Doyle Gjerde, and Chair Rodriguez **NOES:**0 **ABSTAIN:** 0 **ABSENT:** Albin-Smith and Sher.

4. Discussion and Possible Adoption of Resolution No. 2023-10 Approving Collective Bargaining Agreement with Teamsters Local 665 for the Term of July 1, 2023 to June 30, 2026.

This Item was removed to a later date due to legal.

5. Discussion of LTF Shortfall 22/23 and 23/24

CFO Mark Harvey explained that MCOG reported that MTA will have a LTF shortfall over the summer. Executive Director King and staff have been very busy preparing a request for reimbursements for CARES funding, and it appears the shortfall will impact MTA 22/23 along with 23/24 funding. Executive Director King will be submitting a 23/24 revised claim to MCOG 23/24 operating budget.

Executive Director King explained that at the June 5th MCOG board of Directors meeting, Directors were presented with MCOG's budget that showed a \$185,000 shortfall. King was notified on July 11, 2023, that the updated shortfall number was around \$600,000 and that MTA wasn't receiving June 2023's allocation, so King and staff met with MCOG and discussed the shortfall.

Chair Rodriguez mentioned that she was very worried about this shortfall but was happy to know that the staff moved so quickly that we were able to use the CARES funding. She is very concerned in the future that we plan well to anticipate what is coming at us. She wants to know who is doing the projections and how often they are doing the projections so that the agency will be better prepared and to make sure this doesn't happen again.

Director Gjerde suggested that King, Harvey, Janet Orth, and himself have a meeting with the County Auditor to find out where they are getting this information.

Executive Director King will research more information on this issue. Director Gjerde will assist in scheduling a meeting with MCOG and the County Auditor, and will bring back the information to the next board meeting.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Luis Martinez, Operations Manager reported that he will be participating in the Paratransit course at the University of the Pacific in August. He also reported that still recruiting drivers in Fort Bragg and Point Arena.

Dawn White, Mobility Manager, reported she will be working on the 5310 grant, also working on media for 65 CC rider and back to school service. We had an ad for July for CC rider, and we are planning on expanding that advertising. Mendocino College is going to have free rides for students for the whole semester. Will meet again in May 2024 to discuss how the program went and if they will need to continue it.

Mark Harvey, MTA CFO, reported that he will be working on revised MCOG funding and operations budget to match closing the financials for June and getting it submitted.

Bret Byrd, Maintenance Manager, reported that he and Bob Butter just came back from Livermore to check out the new fully electric 35" coach and did the final inspection last week and are waiting on delivery time.

Bob Butler, Retired Annuitant, reported that he is working on generators right now keeping the project moving forward for Fort Bragg and Ukiah.

Jacob King, Executive Director, reported he will be revising the TDA claim and reflecting the LTF capital and working on the 5310 grant.

King also informed everyone about the community workshop that is happening on July 27th at the Senior Center in Ukiah, from 4:30 -6:30pm. There will be information about what MTA does and looking for community input on what the community would like to see MTA do.

2 Matters From MCOG

James Sookne reported on the visibility study that has been going on for the transit center, he mentioned that the consultant just reported a summary of the public outreach as well as site analysis and it looks like is down to 3 sites, first one at Mason St., second at the old Savings bank on Perkins and the third is the lot North of Kohls.

On the mobility solution project for what Sookne understands, the recommendation is to apply for a 2nd CTSA or just change it. Is not the preferred recommendation but is possible solution. He will be working with NCO to do some Volunteer programs or a hybrid program.

3 Matters from Directors

Chair Rodriguez – mentioned that she would like the Executive Director to include mobility solutions on the agenda have a deeper discussion on how MTA is going to be able to fill the needs of Covelo, Hopland, Laytonville, Brooktrails and Potter Valley. She also reported that she received a letter from a Director wanting to know why the item that references our policies about the bus sizes is not on the agenda.

We didn't know how much time it was going to take today to discuss the item about the LTF shortfall and not only that, more importantly, the management team has been very busy trying to figure out how we were going to come up with the funding due to the shortfall. As a Chair, you sometimes have to decide priorities, because I did give Executive Director King directions on focusing balancing the budget due to the shortfall and the negotiations with union and daily operations. He has a lot of things on his plate, so that's why that item is not on this agenda, but it will be addressed in a future board meeting.

Rodriguez also mentioned the August 14th MCOG Board of Directors meeting and wanted to know if there were any Directors interested in attending the meeting, Director Richard is interested in attending.

Gjerde: Mentioned that the city of Ukiah and county is converting to Sonoma clean power, so he's excited to see MTA electric buses coming in. Also, Willits library is working on a grant to install solar panels and battery back up in the next couple years. They will be at the library Monday 1:30pm afternoon to finalize the project at the Willits library, so he just wanted to

share because its similar to what MTA is doing - all electric.

Tarbell: Wanted to know if Westport service and service to the coast was included in the mobility study.

Doyle, wanted to thank MTA for the 2 shuttle buses for the fireworks extravaganza in July in Point Arena, it worked out very well and had a lot of attendees.

The meeting was adjourned at 2:32 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 sara@mendocinotransit.org at least 72 hours prior to the meeting.

DRAFT



Meeting Date: August 30th, 2023

Agenda Item: # C.2

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2022 – June 2023

SUMMARY:

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

Revenue of \$7,646,874 is 110.4% of budgeted revenue of \$6,926,236 for the year, with 100% of year elapsed.

Expenses of \$6,281,114 are 91.5% of budgeted expenses of \$6,862,743 for the year, with 91.7% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2022 through June 2023.

ATTACHMENTS:

Statement of Net Position as of June 30th, 2023
Statement of Revenues and Expenses July 2022 – June 2023

Mendocino Transit Authority
Statement of Net Position
As of June 30th, 2023

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash 846,597

LCTOP Operating 167,356

Senior Operating 127,534

Payroll & Benefits Operating 352,258

Total 101.100 · Cash-Operating Total 1,493,746

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100 265,235

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 270,406

Total 101.900 · Cash 1,764,152

Total 102.000 · Accounts Receivable 781,886

Other Current Assets

Total 102.300 · Grants Receivable 1,590,309

Total 102.100 · Accounts Receivable Other 90,635

Total 103.990 - Inventory 36,036

Total 104.200 · Undeposited Funds 15,638

Total Other Current Assets 1,732,618

Total Current Assets 4,278,656

Fixed Assets

Total 111.900 · Fixed Assets 21,533,218

Total 111.910 · Accumulated Depreciation -13,816,350

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 8,316,514

Other Assets

Total 131.900 · Deferred Outflows of Resource 1,003,151

Total Other Assets 1,003,151

TOTAL ASSETS 13,598,320

Mendocino Transit Authority
Statement of Net Position
As of June 30th, 2023

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 408,339

Credit Cards

201.300 · Umpqua Credit Card 15,831.94

Total Credit Cards 15,831.94

Other Current Liabilities

202.100 - Deferred Grant Revenue 481,390

205.700 · Uncashed Checks 9,422

205.900 · Accruals Total

201.101 · Accrued Expenses 40,826.00

203.140 · Misc Deductions 1,984

205.200 · Accrued Payroll 58,934

205.500 · Accrued Vacation 176,533

205.600 · Accrued Sick Leave 93,309

Total 205.900 · Accruals Total 371,586

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 908,085

Total Current Liabilities 1,332,256

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 144,383

231.400 · Provision for Cafeteria Plan 16,759

Total 231.900 · Prov-Restricted Funds 189,660

235.300 · Deferred Inflows of Resource 1,245,310

235.910 · Pension Liabilities 1,002,290

Total Long Term Liabilities 2,437,260

Total Liabilities 3,769,515

Equity

Total 399.900 · Equity 9,510,262

Net Income 318,543

Total Equity 9,828,805

TOTAL LIABILITIES & EQUITY 13,598,320

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

Ordinary Income/Expense	TOTAL		
	Jul '22 - June '23	Budget	% of Budget
Income			
411.000 · OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	213,379	400,000	53.3%
401.111 Dial-A-Ride Farebox Revenue	41,809	60,000	69.7%
402.100 Redwood Coast Regional Center	64,043	65,000	98.5%
409.200 · Sonoma County Contract	180,000	181,000	99.4%
Total 411.000 · OPERATING REVENUE.	499,231	706,000	70.7%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	139,247	110,000	126.6%
407.100 · Maintenance Revenue	42,950	24,000	179.0%
407.400 · Investment(Interest) Income	12,479	7,500	166.4%
407.500 · Other - Fuel Rebates, Etc.	0	14,000	0.0%
409.100 · Local Transportation Fund (LTF)	3,928,086	3,428,087	114.6%
409.100 · Local Transportation Fund (LTF) Unmet Needs	0	300,000	0.0%
409.109 · LTF - Senior Centers - income	728,952	729,019	100.0%
510.100 · LTF - Senior Centers - expense	-635,068	-729,019	87.1%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 · State Transit Assistance (STA)	1,167,375	967,375	120.7%
422.000 · 5310 Operating Assistance	0	150,000	0.0%
413.101 · 5311 Operating Assistance	717,774	717,774	100.0%
413.110 · 5311(f) Operating Assistance	171,223	200,000	85.6%
413.113 · 5311 CARES Assistance	377,849	200,000	188.9%
413.113 · 5311(f) CARES Assistance	41,983	75,000	56.0%
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
Total 420.000 · REVENUES FROM OTHER SOURCES	7,147,642	6,220,236	114.9%
Total Income	7,646,874	6,926,236	110.4%
Expense			
Total 501.100 · WAGES	3,390,270	3,171,303	106.9%
Total 510.000 · BENEFITS	1,170,757	1,667,791	70.2%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	5,513	12,500	44.1%
521.250 · Towing	2,380	1,200	198.3%
521.500 · Property Maintenance Services	150	3,500	4.3%
521.700 · Contract IT Services	25,658	40,000	64.1%
503.202 · Legal Counsel	8,653	30,000	28.8%
508.100 · Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 · Marketing	15,140	12,000	126.2%
509.300 · Advertising, Legal Notices	32,620	40,000	81.5%
524.000 · Software Maintenance Fees	48,612	60,000	81.0%
524.200 · Drug & Alcohol Services	9,285	8,000	116.1%
525.000 · Facility Security System	1,972	2,500	78.9%
525.500 · Accident / Incident Payables	30,147	25,000	120.6%
503.200 · Professional & Technical Svcs	224,270	250,000	89.7%
Total 520.000 · SERVICE/USER FEES	404,400	487,100	83.0%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	451,339	650,000	69.4%
504.120 · Tires	55,617	45,000	123.6%
504.115 · Lubrication	30,811	32,000	96.3%
532.500 · Tools	5,707	1,875	304.4%
504.100 · Vehicle Maint & Repair Parts	60,169	62,500	96.3%

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

	TOTAL		
	Jul '22 - June '23	Budget	% of Budget
504.200 · Expensed Parts	3,469	3,125	111.0%
504.610 · Shop Supplies	10,731	25,000	42.9%
504.620 · Facilities,Maint & Repair Parts	27,247	43,750	62.3%
504.400 · Office Supplies	30,206	30,000	100.7%
509.200 · Printing (Schedules,brochures)	4,444	15,000	29.6%
536.700 · Computer Programs & Supplies	9,113	12,000	75.9%
537.000 · Safety & Emergency Supplies	1,638	7,000	23.4%
537.500 · Other Materials & Supplies	22,002	17,500	125.7%
Total 530.000 · MATERIALS & SUPPLIES	712,493	944,750	75.4%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	9,849	15,000	65.7%
541.250 · FB-Water,Sewer, Waste & Propane	5,088	8,000	63.6%
541.500 · Willits-Water, Sewer & Waste	948	3,000	31.6%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	25,757	15,500	166.2%
543.000 · TPX- Ukiah Phones / Internet	40,567	45,000	90.1%
543.250 · Comcast-Fort Bragg Phones/Inter	1,517	1,500	101.1%
544.000 · Verizon-Admin / OPS Cellular	36,837	30,000	122.8%
Total 540.000 · UTILITIES.	120,563	118,000	102.2%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	395,990	365,000	108.5%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	109	600	18.2%
572.000 · Vehicle Licensing & Reg Fees	280	1,700	16.5%
Total 570.000 · TAXES	390	2,300	16.9%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	15,223	16,000	95.1%
502.700 · Travel	31,997	50,000	64.0%
582.250 · Board Expenses	549	3,500	15.7%
583.000 · Safety Program	388	1,000	38.8%
509.800 · Training	8,106	6,000	135.1%
584.500 · CDL & DOT Physical Expenses	8,398	6,000	140.0%
509.100 - Other Miscellaneous	11,717	15,000	78.1%
Total 580.000 · MISCELLANEOUS	76,378	97,500	78.3%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	9,872	9,000	109.7%
Total 590.000 · LEASES & RENTALS	9,872	9,000	109.7%
Total Expense	6,281,114	6,862,743	91.5%
Net Ordinary Income Before Depreciation	1,365,759	570,553	
Depreciation Expense	1,047,216		
Net Ordinary Income After Depreciation	318,543		



FY 23-24 RIDERSHIP PERFORMANCE BY ROUTE

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023-24 YTD	2022-2023 YTD	# Change	% Change
01 - Willits Local	327	0	0	0	0	0	0	0	0	0	0	0	327	467	(140)	-30%
03 - Ukiah - DAR	1202	0	0	0	0	0	0	0	0	0	0	0	1202	1027	175	17%
04 - Fort Bragg - DAR	952	0	0	0	0	0	0	0	0	0	0	0	952	564	388	69%
05 - BraggAbout	700	0	0	0	0	0	0	0	0	0	0	0	700	445	255	57%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
09 - Ukiah Local	4610	0	0	0	0	0	0	0	0	0	0	0	4610	3555	1,055	30%
20 - Willits - Ukiah	1219	0	0	0	0	0	0	0	0	0	0	0	1219	1012	207	20%
60 - Coaster	448	0		0	0	0	0	0	0	0	0	0	448	250	198	79%
64 - Ukiah to Fort Bragg-Not Operating	0												0	0	0	#DIV/0!
65 - CC Rider	1076	0	0	0	0	0	0	0	0	0	0	0	1076	628	448	71%
65A - New Route 65-Not Operating	0												0	0	0	#DIV/0!
74 - Saturday Gualala-Ukiah	67	0	0	0	0	0	0	0	0	0	0	0	67	52	15	29%
75 - M-F Gualala to Ukiah	314	0	0	0	0	0	0	0	0	0	0	0	314	346	(32)	-9%
95 - Pt. Arena to Santa Rosa	327	0	0	0	0	0	0	0	0	0	0	0	327	366	(39)	-11%
97 - Redwood Coast Regional	221	0	0	0	0	0	0	0	0	0	0	0	221	178	43	24%
Special Events	1592	0	0	0	0	0	0	0	0	0	0	0	1592	0	1,592	#DIV/0!
Monthly Totals	13055	0	0	0	0	0	0	0	0	0	0	0	11463	8890	2,573	29%

Ridership Pandemic Comparison Report

QUARTERLY REPORT

ROUTE	PRE PANDEMIC					MID PANDEMIC						CURRENT				
	FY 18-19					FY 20-21						FY 23-24				
	MAY	JUN	JULY	TOTAL PAX		MAY	JUN	JULY	TOTAL PAX	As % of Pre Pandemic		MAY	JUN	JULY	TOTAL PAX	As % of Pre Pandemic
01 - Willits Local	974	862	850	2,686	379	380	469	1,228	46%	359	388	327	1,074	40%		
03 - Ukiah - DAR	2,181	1,278	1,219	4,678	548	692	695	1,935	41%	1,237	998	1,202	3,437	73%		
04 - Fort Bragg - DAR	1,379	1,203	1,185	3,767	165	365	420	950	25%	979	810	952	2,741	73%		
05 - BraggAbout	1,500	1,193	1,269	3,962	318	668	657	1,643	41%	989	963	700	2,652	67%		
09 - Ukiah Local	10,462	9,256	9,199	28,917	2,397	2,839	2,760	7,996	28%	4,798	4,290	4,610	13,698	47%		
20 - Willits - Ukiah	2,729	2,125	2,263	7,117	626	858	800	2,284	32%	1,594	1,346	1,219	4,159	58%		
60 - Coaster	1,152	915	826	2,893	214	65	158	437	15%	691	584	448	1,723	60%		
64 - Ukiah to Fort Bragg	357	308	449	1,114	-	-	-	-	0%	-	-	-	-	0%		
65 - CC Rider	902	926	1,026	2,854	12	2	2	16	1%	824	903	1,076	2,803	98%		
74 - Saturday Gualala-Ukiah	74	87	101	262	-	33	20	53	20%	45	59	67	171	65%		
75 - M-F Gualala to Ukiah	461	381	669	1,511	173	288	306	767	51%	506	438	314	1,258	83%		
95 - Pt. Arena to Santa Rosa	313	214	659	1,186	-	-	-	-	0%	359	311	327	997	84%		
97 - Redwood Coast Regional	274	250	262	786	-	-	-	-	0%	248	244	221	713	91%		
Quarterly Total	22,758	18,998	19,977	61,733	4,832	6,190	6,287	17,309	28%	12,629	11,334	11,463	35,426	57%		

MONTHLY REPORT

ROUTE	PRE PANDEMIC	MID PANDEMIC FY 20-21		CURRENT FY 23-24	
	JULY	JULY	As % of Pre Pandemic	JULY	As % of Pre Pandemic
01 - Willits	850	469	55.18%	327	38.47%
03 - Ukiah	1219	695	57.01%	1202	98.61%
04 - Fort Bidwell	1185	420	35.44%	952	80.34%
05 - Bragg	1269	657	51.77%	700	55.16%
09 - Ukiah	9199	2760	30.00%	4610	50.11%
20 - Willits	2263	800	35.35%	1219	53.87%
60 - Coast	826	158	19.13%	448	54.24%
64 - Ukiah	449	0	0.00%	0	0.00%
65 - CC Ridge	1026	2	0.19%	1076	104.87%
74 - Saturday	101	20	19.80%	67	66.34%
75 - M-F G	669	306	45.74%	314	46.94%
95 - Pt. Arena	659	0	0.00%	327	49.62%
97 - Redwood	262	0	0.00%	221	84.35%
Total	19977	6287	31.47%	11463	57.38%



AGENDA SUMMARY REPORT

SUBJECT:

Ukiah Transit Center Feasibility Study Presentation by LSC Transportation Consultants.

SUMMARY:

Mendocino Council of Governments (MCOG) and Mendocino Transit Authority (MTA) are in the process of planning a new transit center for MTA services for Ukiah and beyond. This would provide a modern facility in a central location for passengers to transfer between MTA and intercity bus services. LSC is looking for direction and an agreement for the Transit Center site location.

For more information on the project please use the Project website link:

<https://www.mendocinocog.org/ukiah-transit-center-project-update>

STAFF RECOMMENDATION:

Board of Directors to make a motion to agree with the Transit Center site location.



Meeting Date: August 30, 2023

Agenda Item: # D.3

AGENDA SUMMARY REPORT

SUBJECT:

Adoption of Resolution 2023-11 Approving a Collective Bargaining Agreement with Teamsters Local #665

SUMMARY:

The Board met on June 28, 2023 and provided staff with direction related to the negotiation of the Collective Bargaining Agreement. Staff has negotiated the attached Collective Bargaining Agreement (CBA) with Teamsters Local #665. This agreement is for the term of July 1, 2023 through June 30, **2026**.

On July 21, 2023, MTA was informed that the membership had ratified the attached Collective Bargaining Agreement.

STAFF RECOMMENDATION:

1. Adopt Resolution No. 2023-11 Approving a Collective Bargaining Agreement with Teamsters Local #665

ATTACHMENTS:

Collective Bargaining Agreement dated July 1, 2023– Final Redline



RESOLUTION NO 2023-11

A RESOLUTION ADOPTING COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

MENDOCINO TRANSIT AUTHORITY AND TEAMSTERS LOCAL # 665

WHEREAS, Mendocino Transit Authority and Teamsters Local # 665 have negotiated a three-year collective bargaining agreement effective July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED

1. The Executive Director is authorized on behalf of Mendocino Transit Authority to enter into a Three-year collective bargaining agreement with Teamsters Local # 665 effective July 1, 2023, which will expire on June 30, 2026. A copy of the agreement has been marked Exhibit A and is attached and incorporated by reference herein.
2. This resolution is effective upon adoption.

PASSED AND ADOPTED by the Mendocino Transit Authority Board of Directors a regular meeting thereof this 30th day of August, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director



COLLECTIVE BARGAINING AGREEMENT

Mendocino Transit Authority
and
Teamsters Local # 665

Effective July 1, 201923

As Approved by MTA Board of Directors on ~~September 25, 2019~~DATE

Contents

PREAMBLE	8
PURPOSE.....	8
ARTICLE 1 - SCOPE OF AGREEMENT	8
ARTICLE 2 - NON-DISCRIMINATION.....	8
ARTICLE 3 - RECOGNITION.....	9
ARTICLE 4 - SAFETY	9
Section A - General	9
Section B - Safety Meetings.....	9
Section C - Safety Committee.....	10
Section D - Defects	10
Section E - Safety Savings Plan	10
ARTICLE 5 - EMPLOYEE DEFINITIONS.....	10
Section A - Positions	11
1. Probationary	11
2. Regular.....	11
3. Casual.....	11
4. Temporary	11
Section B - Change in Position.....	12
ARTICLE 6 - PERSONNEL FILES	12
Section A - Confidentiality	12
Section B - Employee Access	12
Section C - Right to Review Comments	13
ARTICLE 7 - MANAGER'S RIGHTS	13
ARTICLE 8 - UNION RIGHTS.....	13
Section A - Business Agents.....	13
Section B - Stewards	14
Section C - Communications.....	14

Section D - Picket Lines.....	15
ARTICLE 9 - UNION SECURITY	15
Section A - Membership.....	15
Section B - Orientation Process.....	16
Section C - Failure to make Payments.....	16
Section D - Records.....	16
Section E - Notifications	17
Section F - Indemnification.....	17
ARTICLE 10 - FULL PERFORMANCE	17
ARTICLE 11 - CLASSIFICATIONS AND WORK ASSIGNMENTS.....	17
Section A - TRANSIT OPERATORS	17
Section 1 - Definition	17
Section 2 - Labor/Management Shift Bid Committee	18
Section 3 - Sign-Ups.....	18
Section 4 - Shifts and Change in Schedule.....	19
Section 5 - Extraboard Operators.....	19
Section 6 - Changes in Schedules	19
Section 7 - Move Up	19
Section 8 - Charters and Special Services	20
Section B - DISPATCHERS.....	20
Section 1 - Definition	20
Section 2 - Work Assignments.....	20
Section C - RELIEF DISPATCHERS	21
Section 1 - Definition	21
Section 2 - Determination of Pay Rate	21
Section 3 - Work Assignments.....	21
Section 4 - Duties.....	22
ARTICLE 12 - WORKWEEK & OVERTIME	22
Section A- Application	22
Section B - Call-In Pay.....	22
Section C - Overtime.....	22

Section D - Split Shift Assignment	23
ARTICLE 13 - WAGE RATES	23
Section A - Wages.....	23
Section B – Longevity Pay.....	23
ARTICLE 14 - HEALTH AND WELFARE	24
Section A - Health Insurance, Premiums and Payment.....	24
Section B - Other Health Insurance Benefits.....	24
ARTICLE 15 - RETIREMENT.....	25
ARTICLE 16 - VACATION.....	25
ARTICLE 17 - HOLIDAYS	27
ARTICLE 18 - SICK LEAVE.....	29
ARTICLE 19 - LEAVE OF ABSENCE	30
Section A - Bereavement Leave.....	30
Section B - Jury Duty.....	31
Section C - Leaves of Absence – Unpaid- General Rules	31
Section D - Pregnancy and Childbirth Leave of Absence.....	32
Section E - Military Leave of Absence	32
Section F - Personal Leave of Absence	33
Section G - Medical Leave of Absence.....	33
Section H - Family Care Leave of Absence.....	34
Section I - Parental Leave of Absence	34
Section J - Rehabilitation Leave.....	35
Section K - Catastrophic Leave	35
Section 1 - Donation of Hours	35
Section 2 - Eligibility.....	36
Section 3 - Approval of Catastrophic Leave.....	36
Section 4 - Usage of Donated Hours.....	36
ARTICLE 20 - SENIORITY.....	37
Section A - Determination	37
Section B - Posting of Revision	37
Section C - Assignment Selection	37

Section D - Seniority within a Classification	37
Section E - Termination of Seniority.....	37
Section F – Seniority Accrual	38
Section G – Location	38
Section H - Transferability	38
ARTICLE 21 - LAYOFF AND RECALL.....	38
Section A - Layoffs	38
Section B – Recall.....	38
ARTICLE 22 - DISCIPLINE & DISCHARGE.....	39
Section A - General	39
Section B - Forms of Discipline	39
Section C - Appeal.....	40
ARTICLE 23 - TERMINATION	41
ARTICLE 24 - GRIEVANCE AND ARBITRATION.....	41
Section A - Grievance Policy	41
Section B - Definition.....	42
Section C - Procedure	42
Section D - General Terms.....	43
ARTICLE 25 - MISCELLANEOUS	44
Section A - Performance Review	44
Section B - Uniforms – Transit Vehicle Operators	44
Section C - Uniforms – Maintenance.....	45
Section D - Tool Insurance / Boot and Tool Allowance	45
ARTICLE 26 - PHYSICAL EXAMINATIONS.....	46
Section A - General	46
Section B - Appeal.....	46
Section C - Worker’s Compensation.....	46
ARTICLE 27 - FULL UNDERSTANDING, MODIFICATIONS & WAIVER.....	47
ARTICLE 28 - SEPARABILITY	47
ARTICLE 29 - CONTRACTING OUT	47
Section A - Maintenance	48

Section B - Existing Senior Center Contracts	48
Section C - New or Expanded Services	48
ARTICLE 30 - SUCCESSOR.....	48
ARTICLE 31 - TERM OF AGREEMENT	49

PREAMBLE

This Agreement by and between Mendocino Transit Authority, hereinafter referred to as the "MTA", and the Teamsters Union Local, 665 hereinafter referred to as the "Union", contains the Agreement of each concerning wages, hours, and other terms and conditions of employment for the term of this Agreement.

PURPOSE

The MTA and the Union recognize that it is in the best interest of both parties that all dealings between them continue to be characterized by mutual responsibility and respect. The MTA and the Union and their respective representatives at all levels will apply the terms of this contract fairly in accord with its intent and meaning.

Under this Agreement the parties have provided for the adjustment of grievances and the prevention of lockouts, strikes, interruption of work, work stoppages and/or other interferences with the work of the MTA during the life of this Agreement.

The Union agrees that it will cooperate with the MTA and lend its support to assure a full day's honest effort on the part of all of its members in return for a day's pay, that it will assist in combating absenteeism and any other practices which restrict production, and that it will work to promote and enhance the services provided by the MTA.

The MTA and the Union agree to meet upon mutual agreement to address any items of concern to all unit members that fall outside of the scope of this agreement. The purpose of such meetings shall be to maintain an open dialogue and to resolve issues that affect all employees in a timely manner.

ARTICLE 1 - SCOPE OF AGREEMENT

This Agreement covers all transit vehicle operators, dispatchers, mechanics, mechanic helpers and cleaners of the Mendocino Transit Authority.

ARTICLE 2 - NON-DISCRIMINATION

Provisions of this Agreement shall be equally applied to all employees in the bargaining unit without unlawful discrimination as to age, sex, race, color, creed, national origin, religion, sexual orientation, physical or mental disability, medical condition, or political affiliation, or military status. The parties agree that the prohibition against sexual discrimination includes sexual harassment. The MTA and the Union shall equally share the responsibility of the application of this provision.

MTA shall enhance career advancement for all employees by providing training programs and career ladders designed to facilitate the promotion of qualified employees.

ARTICLE 3 - RECOGNITION

The MTA recognizes the Union as the exclusive bargaining agent for hours, wages and other conditions of employment for all transit vehicle operators, dispatchers, mechanics, mechanic helpers & cleaners employed by the MTA in the operation of Mendocino Transit Authority. The Union agrees to notify the MTA, in writing, of the duly accredited representatives representing the Union immediately upon their election or appointment to such offices.

Newly hired employees are excluded from the terms and conditions of this Agreement during training or to a maximum of ninety (90) days, whichever is sooner. Upon completion of the training period, newly hired employees are subject to application of the thirty (30) days period outlined in Article 9 Section A.

ARTICLE 4 - SAFETY

Section A - General

It is hereby agreed that the MTA and the Union recognize the importance of adequate provisions for the protection of the health, life, and limbs of employees and will mutually make every reasonable effort to improve hazardous working conditions as they become apparent. The Union agrees that it will encourage its members to promptly report to the MTA conditions that might be dangerous to employees and to the public and to do all in their power to make the MTA property and equipment safe, sanitary and dependable.

The parties hereby acknowledge the MTA Injury & Illness Prevention Program (IIPP) as an integral part of the Safety Program.

Section B - Safety Meetings

Bargaining Unit employees are required to attend the quarterly safety meetings as a part of their job and shall be paid for the actual time spent at the meeting, with a minimum of one hour's pay per meeting.

Meetings shall be scheduled if possible, with not less than two weeks prior notice, to minimize the number of employees required to attend safety meetings on their regularly scheduled day off.

Section C - Safety Committee

A Safety Committee shall meet monthly, whenever possible, consisting of MTA representatives and Union representatives, insofar as practical, from each geographical location. The Committee shall be established to discuss and resolve safety issues concerning the operation of Mendocino Transit Authority.

The committee will be made up of equal numbers of bargaining unit and management members, whenever possible. The voting procedure is: the bargaining unit has one vote and management has one vote with the chairperson to have the tie-breaking vote. The chair will rotate between management and bargaining unit bi-annually. Union representatives shall be selected from the Bargaining Unit to represent each geographical location in addition to a maintenance employee. The committee shall recommend topics and issues to be added to the safety meeting agendas for discussion and/or presentation. The MTA agrees to pay the Union members of this committee for time spent in the performance of these duties. All members of the committee shall have had no preventable accidents during the previous twelve (12) month period. Committee members will serve for a twelve (12) month term.

Section D - Defects

Employees shall immediately, or at the end of their shift, report all defects of equipment on a suitable form furnished by the MTA. Employees not reporting defects shall be subject to disciplinary action by the MTA. The MTA shall not require any employee to take out equipment that has been reported by any other employee as being in an unsafe operating condition until it has been approved as being safe. The final determination as to whether the equipment is in safe operating condition will be made by the Manager of the Maintenance Department, or their designee.

Section E - Safety Savings Plan

The parties hereby agree to continue negotiations over a Safety Savings Plan during the term of this agreement.

ARTICLE 5 - EMPLOYEE DEFINITIONS

At the time employees are hired, each employee covered by this agreement shall be informed of their status (Probationary, Regular, Casual, or Temporary) in writing for the purpose of determining wages and eligibility for benefits as set forth in this agreement. Should employees be moved from one position to another, they shall be informed of their change in writing.

Section A - Positions

1. Probationary

For newly hired employees, the probationary period shall be eight (8) months. The probationary period may be extended, by mutual agreement, if insufficient hours were worked to evaluate performance. Probationary employees shall be evaluated in writing at least twice before leaving probationary status unless their probationary status is terminated prior to completion of the probationary period. If the employee is not evaluated during this probationary period, he/she shall automatically become a permanent employee upon completion of eight (8) months of continuous employment. A newly hired probationary employee who does not satisfactorily complete the probationary period shall be so informed in writing and shall be terminated, with no right of appeal.

Existing employees that have changed classification or have been hired in an additional classification shall be on probationary status for a period of three (3) months. An existing employee that does not satisfactorily complete the probationary period shall return to his/her former position with no loss of seniority ranking.

2. Regular

These are employees who have successfully completed the probationary period.

3. Casual

All casual employees are employees scheduled to work less than 20 hours per week.

4. Temporary

These are employees who have been appointed by the General Manager because of an emergency or for work that may be temporary in nature. Such status shall last no longer than (6) six months except that this time period may be extended for additional periods of not more than (3) three months. Temporary employees are ineligible for any non-salary benefits, except holidays.

Temporary employees who are retained longer than (6) six months, except that this time period may be extended for additional periods of not more than (3) three months, shall be deemed to have become regular employees and their period of temporary employment will be counted as their probationary period.

Section B - Change in Position

The following are the procedures for handling an employee request for a change in position:

Within certain job classifications there are a specified number of positions of each type (regular, casual). Requests for a change in position shall be submitted in writing to the General Manager. Employees in those classifications may not change position without approval and then only when it has been determined that there is an opening within that position in that locale. Frequent changes in position will not be permitted. In case of a competing request, the Supervisor, Operations Manager and General Manager will determine the change in position, with seniority, reliability, and performance all considered in their determination.

The number of positions available shall be reviewed occasionally and if additional positions can be added, management will notify the employees through a job posting notice.

When an employee requests a change of position and should that request be approved, such change in position will be effective at the beginning of the next sign up or when a position becomes available.

ARTICLE 6 - PERSONNEL FILES

Section A - Confidentiality

The MTA and the Union agree that personnel records are confidential and shall not be subject to public inspection, except as required by law, or as authorized in writing by the employee.

Section B - Employee Access

Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Such an inspection must be requested to the Personnel Department and will be scheduled at a mutually convenient time. All inspections must be conducted in the presence of a designated member of the Personnel Department. Employees shall be given access to the file within a reasonable period of time, but in no event more than ten (10) calendar days. Files are available for review during normal business hours (M-F, 8:00 A.M. to 5:00 P.M.). The employee may be accompanied by the union business agent and/or job steward. A copy of the employee's file will be provided upon request once (1) per year at no charge. Additional copies will be provided at the cost of \$.10 per page copied.

Section C - Right to Review Comments

No employee shall have any comment adverse to the employee's interest entered in the employee's permanent personnel records, or any other record used for any official personnel purposes by the MTA, without the employee having first received a copy or read and signed the document containing the adverse comment, except that such entry may be made if, after reading the document, the employee refuses to sign it. Should an employee refuse to sign, that fact shall be noted on the document and signed or initialed by the employee or a witness. All personnel records are and remain the property of the MTA. At the employee's request, the employee shall be provided one copy of any document placed in the employee's file, except as provided in Labor Code 1198.5. Refusal by an employee to sign a document shall not be grounds for disciplinary action.

ARTICLE 7 - MANAGERMENTS RIGHTS

Except to the extent expressly abridged by a specific provision of this agreement, the Union agrees that MTA has the right to unilaterally make decisions on all subjects that are outside the scope of collective bargaining and this agreement. Included as Management Rights although by no means a wholly inclusive list thereof, are the following: to determine and to modify levels of service to the public; to decide all machines, tools and equipment to be used; to improve efficiency; to hire, transfer and promote employees; to decide to lay off employees; to determine the qualifications of employees; to determine the starting and ending time of shifts; to establish the number of shifts; to determine the number of hours to be worked, including the determination or necessity for overtime work; to establish customer service and public relations policies; to determine the business hours and location of its offices and facilities; to establish or continue policies or procedures for the conduct of the business, and from time to time, change or abolish such policies or procedures. Failure of the MTA to exercise rights herein reserved to it or exercising them in a particular way shall not be deemed a waiver of said rights or of the MTA's right to exercise said rights in some other manner not in conflict with the terms of this agreement, whether or not such rights have been exercised by the MTA in the past.

The MTA's exercise of its management rights is not subject to challenge through the grievance procedure or in any other forum, except where otherwise in conflict with a specific term of this agreement.

ARTICLE 8 - UNION RIGHTS

Section A - Business Agents

Union business agents shall have access to the premises during work hours for the purpose of seeing that the provisions of the agreement are being adhered to, provided prior notification is given to management. Said visits shall not interfere with the normal conduct of work. Whenever a meeting with management representatives is necessary, the Union understands management may not be immediately available but will make themselves available as soon as practical.

Section B - Stewards

The MTA will recognize five (5) stewards, with at least one (1) coming from the maintenance department, and one (1) from each of the various yards. The Union shall designate the stewards and shall keep the MTA notified as to who the authorized stewards are.

The duties of steward shall be to: endeavor to resolve grievances in the ~~work-~~placeworkplace, report to the Union any and all grievances which may arise, and which cannot be adjusted on the job, monitor and maintain the Union bulletin board, and to otherwise facilitate communication among bargaining unit members. Any employee who receives a verbal or written warning shall be advised that the presence of a Union Steward may be requested.

Stewards shall be permitted to leave their work for the purpose of attending grievance and/or discipline meetings to the extent that it does not interfere with scheduled work. Such work shall not include investigation, nor shall stewards be compensated for such work outside of the regular scheduled shift.

Section C - Communications

The MTA agrees to provide space for a bulletin board for Union use in the ~~work-~~placeworkplace that shall be at a mutually agreeable place that will afford access by all employees. It is understood and agreed that the space provided on bulletin boards for Union use shall be only for the posting of formal notices of meetings, elections, names of representatives and officers of the Union and recreational and social events of the Union and other items of general Union business.

The Union or its duly authorized representative shall have the responsibility for the prompt removal of notices from the bulletin board after they have served their purpose or two weeks after their posting.

The MTA agrees that individual employees shall have access to the "mailbox" system for the purpose of forwarding personal written messages to individual co-workers, and that the Union shall be allowed to distribute written communications to bargaining unit members via the "mailbox" system. The parties agree that all communications via the "mailbox" system shall be characterized by the spirit of mutual responsibility and respect as stated in

the PURPOSE of this agreement. Such communications shall not contain derogatory or satirical comments regarding any employee, member of the management staff, or the MTA, nor shall it contain discussion of disciplinary actions taken in regard to any employee.

Section D - Picket Lines

Refusal of employees to cross a lawful primary picket line sanctioned by Teamsters Local 665 and Joint Council of Teamsters No. 7 shall not be cause for disciplinary action. Employees who fail to pass through a picket line at another facility that is not a part of the MTA's facility which is established by employees of another employer shall be in violation of this agreement and shall subject the employee to discipline.

ARTICLE 9 - UNION SECURITY

Section A - Membership

Deductions and Authorizations: Employees may exercise their right to join the Union. An employee may at any time execute a payroll deduction authorization form or forms as furnished by the Union.

The Union will be the custodian of records of such deduction authorization and will provide the MTA with a certification that it has and will maintain an authorization, signed by the individual from whose salary or wages the deduction or reduction is to be made. The union shall not be required to provide the MTA with a copy of the employee's authorization unless a dispute arises about the existence of the terms of the authorization. However, the Union will provide the MTA with a certification document for each employee with sufficient information to allow the MTA to identify the appropriate level of deductions, including the timing (monthly versus biweekly) deductions.

The MTA shall begin deductions in the amount prescribed by the Union in the first full payroll period after receipt of written certification of authorization from the Union. The MTA shall transmit such payments to the Union through electronic payment no later than thirty (30) days after the deduction from the employee's earnings occurs.

Deductions are to be revoked only pursuant to the terms of the employee's written authorization. The MTA shall direct employee requests to cancel or change deductions to the Union and shall rely on information provided by the Union regarding whether deductions for an employee were properly canceled or changed. However, the parties agree that the MTA shall automatically cease deductions for any employee who is no longer employed in a classification represented by the Union.

Section B - Orientation Process

- (1) ~~1.~~ 4.—A video presentation provided by the Union will be made available to new employees prior to their first day of work as part of the MTA’s onboarding process. New employees will be expected to review the video prior to their first day of work.
- (2) ~~2.~~ 2.—As part of each new employee’s in-person onboarding, the Union shall be permitted one-half (1/2) hour to meet with each employee or group of employees in person. The MTA representatives shall not be present for the Union’s orientation session. Employees will participate without loss of compensation.
- (3) ~~3.~~ 3.—The Union’s designee(s) including but not limited to the Union’s representative, officers, stewards and members shall conduct the sessions covered under this agreement. The MTA member who conduct the orientation session will do so without loss of compensation.
- (4) ~~4.~~ 4.—The MTA shall notify the Union at least ten (10) days prior to an onboarding meeting. However, if an onboarding meeting is scheduled less than ten (10) days in advance, the MTA will notify the Union the same business day it notifies the new employee of the onboarding meeting. The MTA will provide the Union with a list of new employees scheduled to attend the meeting at least forty-eight (48) hours in advance of an onboarding meeting.
- (5) ~~5.~~ 5.—In the event the Union is unable to send a representative to an onboarding meeting, the MTA will work with the Union to schedule a make-up session, either at the next onboarding meeting or at another mutually agreeable time. Wherever possible, the make-up session will occur within thirty (30) days of the original onboarding meeting.

Section C - Failure to make Payments

In the event an employee fails to make payments as required by this Article, the Union may give written notice of such fact to the MTA and the employee. In the event such notice is given, a representative of the Union, and the affected employee shall, within three (3) workdays of such notice (excluding Saturdays, Sundays and holidays), meet for the purpose of hearing the employee's position regarding non-payment, thoroughly explaining the circumstances to the employee and to work out a solution to any existing problems, satisfactory to the Union.

Section D - Records

The Union agrees to keep an adequate itemized record of its financial transactions. Within sixty (60) days after the end of its fiscal year, the Union will make available to the MTA an operating statement in the form and manner prescribed by Government Code Section

3502.5, covering all periods during which the substantive provisions set forth, above, are in effect.

Formatted: Ju

Section E - Notifications

Within ten (10) days of the end of each quarter and to the extent that such information is in the MTA's possession, the MTA shall provide the Union with electronic notification in malleable electronic format of the following information: name, job title, hire date, department, work division, work and personal phone numbers, home address, and work e-mail addresses of all bargaining unit members. When the MTA updates its payroll system, the parties will meet to update the fields in the monthly report.

Section F - Indemnification

Consistent with State law, the Union shall indemnify and hold harmless the MTA, its officers and employees, for (1) any claims made by an employee for deductions made in reliance on the Union's certifications regarding dues deduction authorization and (2) for any claims made by a member for deductions made in reliance on information provided by the Union regarding changes or cancellations t the deduction authorization.

ARTICLE 10 - FULL PERFORMANCE

Teamsters Local 665 and the employees agree not to engage in any job actions during the term of this contract, including, but not limited to, work stoppages, strikes, "sick-outs", or similar concerted activity against the MTA. Any employee who violates this Article will be subject to discipline up to and including discharge.

The MTA agrees that so long as this Agreement is in effect there shall not be lockouts. The curtailing of any operations for business reasons shall not be construed as a lockout.

ARTICLE 11 - CLASSIFICATIONS AND WORK ASSIGNMENTS

Formatted: F

Section A - TRANSIT OPERATORS

Formatted: F

Formatted: N

Section 1 - Definition

Formatted: Ju

Transit Operators are defined as individuals employed on a continuing basis to operate fixed-route, paratransit or general public dial-a-ride vehicles in revenue service. All current Transit Operators will be trained and prepared to secure the proper and required license.

Formatted: F

Section 2 - Labor/Management Shift Bid Committee

A Labor/Management Shift Bid Committee comprised of bargaining unit employees and management representatives will be formed to jointly produce transit operator shifts that: maximize straight shifts, minimize split shift intervals, assign all work to shifts, minimize scheduled overtime while maximizing the number of shifts with between 32-40 hours per week and maximizing the number of shifts with a one-half hour duty free lunch. Bargaining unit member of this Labor/Management Committee shall be compensated for time spent in meetings. The Operations Manager will chair the Committee as deemed appropriate. The committee will function by majority vote of the committee within reason. Management reserves the right to determine the number of operation hours.

The Committees shall be as follows:

Ukiah/Willits: Willits Shop Steward, Ukiah Shop Steward and 1 additional designee, Operations Manager and 1 Inland Supervisor

North Coast: Shop Steward and 1 additional designee, Operations Manager, NC Sup.

South Coast: Shop Steward and 1 additional designee, Operations Manager, SC Sup.

Section 3 - Sign-Ups

All shifts shall be posted for signup by seniority by each classification/locale at least four (4) times each calendar year. MTA may post a signup more frequently as changes in service require and additional posting may be held by mutual consent of MTA and the Union. Available shifts shall be posted for review at least six (6) days prior to the beginning of the selection process. For signup purposes each Transit Vehicle Operator will be assigned a signup time. Operators are required to report in person or call in at their appointed time. Operators will be allowed 15 minutes for the signup; if after that appointed time they have not reported in or called in, the sign-up will continue without such operator. Operators who are passed by will be allowed to sign up when they report to work after the person signing up. Operators will not be allowed to bump anyone who signed up ahead of them. This will apply to both driving and vacation sign-ups. If operators are out driving, dispatch will get the operator in as soon as possible and the operator will not lose their spot.

For informational purposes, a list of operators and their present shifts will be posted alongside each new signup.

Employees off for medical reasons may leave a list of shift choices with the Supervisor providing that within 30 days of the effective date of the sign-up the employee obtains a doctor's certified return to work on the effective date of sign-up. If none of these choices are available, it will be the employee's responsibility to contact the Supervisor or Operations Manager giving additional choices. If an employee does not return to work as indicated on their medical release, they will be assigned to the extraboard until the next sign-up. An employee failing to sign up will be assigned to the extraboard for the duration of the sign-up.

Section 4 - Shifts and Change in Schedule

- (1) All Transit Operators shall bid for work assignments (as developed by the Labor/Management shift Bid Committee) in seniority order by locale at least four (4) times per year.
- (2) Transit Operators wishing to avail themselves of work in addition to their bid shift piece, may sign-up for the “Willing to Work” list and the “Overtime Willing to Work” list at the beginning of each signup.
- (3) Transit Operators are not allowed to swap shifts or daily work assignments.

Section 5 - Extraboard Operators

- (1) All open driving shifts shall be assigned to the Extraboard for the duration of a signup.
- (2) Operators who bid Extraboard shifts will be assigned work on a daily basis as per the MTA Extraboard Work Rules.
- (3) In lieu of the 40 hour per pay period minimum pay guarantee, Extraboard Operators may be assigned to non-driving work; including but not limited to, distribution of bus schedules, bus cleaning or time checks. At such times, they will report, in uniform, ready for duty.
- (4) Extraboard operators are required to check for work assignments daily. Refusal to work assigned shifts may result in disciplinary action.

Section 6 - Changes in Schedules

- (1) Employees requesting a change of work schedule after all shifts are covered, shall submit their request in writing and shall be accommodated, if practical.
- (2) In the event of the permanent elimination of any shift or groups of shifts a move up will be held.
- (3) MTA may, with the employee’s consent, reduce an assigned employee’s existing shifts. If no employee has chosen to cover these shifts, employees may be assigned such shifts in reverse seniority order.

Section 7 - Move Up

Should a regularly scheduled work assignment become vacant between signups and should that vacancy be anticipated to be duration of thirty (30) calendar days or more, any Transit Operator may request a move up.

Formatted: F

The move up will be offered to each operator next in line from the vacant work assignment until the vacating employee returns or a new employee is hired or the next signup. If no Transit Operator chooses the vacant shift, it will be assigned in inverse order of seniority.

Section 8 - Charters and Special Services

Charters and Special Services work will be posted in advance.

Formatted: F

Such work will be offered by seniority. Any operator choosing to work the charter piece of work will surrender their bid piece of work to the Extraboard.

Section B - DISPATCHERS

Section 1 - Definition

“Dispatchers” shall mean all Employees in the Dispatcher classification.

Formatted: F

Section 2 - Work Assignments

A. All work assignments will be picked by seniority unless otherwise covered by this AGREEMENT. All work assignments will be created by the EMPLOYER and will be bid a minimum of four times a year, or as mutually agreed by the EMPLOYER and the UNION, to match the bidding cycle of all other classifications. Dispatchers wishing to avail themselves to the absentee bid must contact the Shop Steward and specify their choices. The Shop Steward will attempt to accommodate the Dispatcher’s request, but at no time will the Shop Steward guarantee the assignment, nor will the Dispatcher be allowed to grieve the selection for this specific task.

Formatted: F

B. All Open Dispatch shifts (remaining open shifts following the bidding process) will be assigned as per Dispatch work rules, as follows:

- 1) All vacant Dispatch work will be offered to Dispatchers under a revolving system, regardless of RDO. (Regular Day Off)
- 2) At each new bid, Dispatchers will be placed on a rotation list in order of seniority.
- 3) For each assignment accepted or refused, the Dispatcher’s name will move to the bottom of the list.
- 4) If a piece of work is still vacant, the work will be offered to Relief Dispatchers.

5) If after Rule 1 has been followed and a piece of work is still vacant, the shift will be split and offered to the next Dispatcher by hour assignment of greatest to least.

6) If a piece of work is still vacant at this point, the work may be split and offered to Relief Dispatchers.

7) If after rules 1 – 6 have been followed and a piece of work is still vacant, the work will be assigned to Dispatchers in inverse order of seniority. If a piece of work is still vacant the work will be assigned to an available Relief Dispatcher. The Relief Dispatcher will not be penalized monetarily for being assigned a Dispatch shift over their regular Driver shift.

8) In an emergency, defined as any time situation where the on-duty Dispatcher has less than two (2) hours to respond to that situation, work may be assigned to any available dispatcher.

C. It is recognized that as part of their responsibilities, Dispatchers will be required to report Transit Operators for failure to comply with published rules and policies.

D. Dispatchers will be afforded thirty (30) minutes of unpaid lunch per shift and breaks as required by California labor code.

E. Dispatchers with driving experience who are still qualified to drive will be allowed to pick up extra hours driving when they and shifts are available that are consistent with MTA's operational needs. When driving, Dispatchers will be compensated at their same corresponding step for Drivers.

Section C - RELIEF DISPATCHERS

Section 1 - Definition

“Relief Dispatchers” shall mean all Employees qualified and selected to perform the dispatch function whose primary classification of employment within the Agency is not Dispatcher.

Section 2 - Determination of Pay Rate

Relief Dispatchers will earn a pay rate equal to the Dispatch base pay rate multiplied by their current regular classification pay step percentage.

Section 3 - Work Assignments

Open dispatch work will be assigned as per dispatch work rules

Section 4 - Duties

- A. It is recognized that as part of their responsibilities, Relief Dispatchers will be required to report Transit Operators for failure to comply with published rules and policies.
- B. Relief Dispatchers will be afforded thirty (30) minutes of unpaid paid lunch per shift.

ARTICLE 12 - WORKWEEK & OVERTIME

Section A- Application

The provisions of this Article are intended only to provide a basis for determining the number of hours of work for which an employee shall be entitled to be paid at overtime rates and shall not be construed as a guarantee to any employee of any specified number of hours of work, either per day or per week.

The normal work week commences at 12:01 A.M. Sunday and continues until 12:00 midnight the following Saturday.

Pay periods for employees covered by this Agreement shall be of fourteen (14) days each.

Upon request, a representative of the MTA will explain an employee's pay stub to an employee.

Section B - Call-In Pay

Employees who are called into work shall be paid a minimum of two (2) hours call-in pay.

Section C - Overtime

Time and one-half (1 ½) shall be paid for:

- All hours in excess of forty (40) hours per week.

Hours paid for sick leave and vacation but not worked shall be counted as hours worked for the purpose of computing overtime.

Section D - Split Shift Assignment

If an employee has been assigned a split shift and the time off between shifts is 2 (two) hours or greater, the employee will be paid an additional \$1.00 per hour for each hour worked for the additional shift/s.

ARTICLE 13 - WAGE RATES

Section A - Wages

The wage rates and job classifications for all employees shall be as set forth in Appendix "A" attached hereto, and by reference herein, is made a part hereof.

Effective Date	July 1, 2023 19	July 1, 2020 4	July 1, 2021 5
Percentage increase	3.0 5 %	3.0%	3.0%

MTA will further provide an additional \$2.00 per hour for each hour worked to all employees while the Incentive Pay is effective. Should the Incentive Pay terminate during the term of this agreement, MTA will provide an additional 3.0% increase effective the first full pay period following the termination of the Incentive Pay. The increases will not exceed a cumulative 12% over the term of this three year agreement. ~~60 days prior to July 1, 2022 MTA agrees to reopen Wage Rate – Section A only, for negotiation.~~

Section B – Longevity Pay

(1) All Employees shall receive an hour longevity bonus as follows:

- Beginning of the 10th year, \$.25/hour
- Beginning of the 15th year, \$.25/hour
- Beginning of the 20th year, \$.50/hour
- Beginning of the 25th year, \$.50/hour
- Beginning of the 30th year, \$.50/hour

(2) The anniversary date for all Employees for determining longevity pay shall be the Employees’ first date of employment in a regular position. Longevity pay is based upon service from the date of employment, less any layoff or a leave of absence of thirty (30) or more consecutive calendar days.

- (3) Suspension from employment and re-employment more than thirty (30) days later shall establish the anniversary date based upon the date of re-employment except in the event of layoff as outlined in this AGREEMENT.

ARTICLE 14 - HEALTH AND WELFARE

This article expresses the understanding of the parties concerning health insurance coverage during the term of this Agreement. The parties also agree that they shall meet and confer and provide for a less costly health insurance program for employees covered by this Agreement should the cost of the current plan, described below, increase and exceed what MTA considers a reasonable amount during the term of this Agreement.

Section A - Health Insurance, Premiums and Payment

The MTA will provide throughout the term of this Agreement, and will pay 95% of the composite rate, for employees only, for a Platinum Full PPO OffEX Medical Plan, dental, vision and life insurance. Employees will pay 5% of the composite rate for the duration of this Agreement, which is adjusted on an annual basis based on published premium rates. Employees have the option to purchase medical coverage for their dependents at the age-based rate. If during the term of this Agreement, MTA finds a competitive plan offering the same or similar benefits or a more advantageous medical plan, MTA will notice the union and substitute that plan for the Platinum Full PPO OffEX plan.

The MTA will maintain the current level of benefits for the term of this agreement.

All employees hired prior to November 1, 2016 shall be eligible for full Health Insurance benefits and will continued to be guaranteed to employees who work or sign up for thirty-two (32) or more hours. Whenever an employee's schedule is reduced to less than thirty-two hours by the MTA, although they have worked or requested thirty-two (32) or more hours, they shall be guaranteed the full benefits package. Employees who voluntarily sign up for less than thirty-two (32) hours and employees who work more than twenty (20) hours are subject to pro-rata payments as provided in MTA Personnel Policies.

Section B - Other Health Insurance Benefits

The current benefit of providing cash-in-lieu of health insurance for qualified employees will be maintained as provided in MTA Personnel Policies. The current benefit of providing \$600 per year per qualified employee to cover the higher "out-of-pocket" medical costs will be maintained as provided in MTA Personnel Policies.

Air Ambulance Services (REACH) shall be provided by the MTA during the term of this agreement.

An optional supplemental Disability/Cancer Life Insurance Plan through AFLAC will be available and paid for by the employee.

Eligibility for all Health Insurance benefits, and pro-rata payments for part-time employees, will be maintained as provided in MTA Personnel Policies.

ARTICLE 15 - RETIREMENT

As provided in MTA Personnel Policies, the MTA will maintain the existing 2% at 60 CalPERS retirement program on behalf of all qualified employees and will continue to make required employer payments. Employees will continue to make required employee payments on a pre-taxed payroll deduction basis, throughout the term of this Agreement.

MTA will match an employee's contribution up to a maximum of 4.5% to the 457 Deferred Compensation Program offered by CalPERS. MTA's contribution to the 457 Deferred Compensation Program shall be increased by 1% up to 5.5% for the term of this three-year agreement and will revert to 4.5% upon the expiration of this agreement.

ARTICLE 16 - VACATION

The purpose of vacation is to allow employees time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.

- (1) All employees covered by this agreement shall be eligible to take vacation according to the following schedule:
 - a) All employees, after six months of continuous employment, shall be entitled to a vacation based upon the accrual rate of one hour for every 26.00 paid hours (10 days per year).
 - b) All employees, after four years of continuous employment, shall be entitled to a vacation based upon an accrual rate of one hour for every 17.33 paid hours (15 days per year).
 - c) All employees, after seven years of continuous employment, shall be entitled to vacation based upon an accrual of one hour for every 13.00 paid hours (20 days per year).
- (2) Vacation accrual begins on the date of hire.

- (3) Transit Vehicle Operators and Dispatchers shall sign-up for vacation in order of Seniority at the same time as the shifts sign up. Vacation time off will be granted in daily or weekly increments. Vacation time off requests outside the sign-up period may be granted provided the request is made at least seven (7) days in advance. MTA will make every effort to accommodate employees' request made less than seven (7) days in advance. Vacation schedules must be approved in advance by the immediate supervisor. Supervisors must respond to a vacation request no later than two (2) working days from the receipt of a request.
- (4) Requests to hold advanced vacation slots may be permitted. Employees planning a major trip and needing to make reservations in advance must check with the Transportation Supervisor about the availability of such time off prior to booking the vacation. Such time off may be reserved by providing a copy of the reservations and/or other verification of the major trip.
- (5) Employees cannot accrue more than 240 hours of vacation and may be required to take accrued vacation.
- (6) Employees may receive pay in lieu of vacation time off (cash out) up to two weeks (80 hours) of vacation per fiscal year, provided MTA is notified two weeks in advance.
 - (a) Employees must elect the number of vacation hours they will sell back during a calendar year, up to the maximum of eighty (80) hours, by December 1 of the prior year. If an employee does not submit an irrevocable election form to Payroll on or before December 1, the employee will not be eligible to sell back any vacation hours during the next calendar year.
 - (b) The election to sell back vacation hours in any year is irrevocable. This means that employees must sell back the elected number of accrued vacation hours during that year. If the accrued vacation hours are not sold back within the designated calendar year the employee will be deemed to have received the value of the vacation hours elected in that calendar year and will be taxed by the IRS accordingly.
 - (c) Employees can elect to sell back only vacation hours accrued during any given year, and any vacation hours accrued and carried over prior to that year are not eligible for sell back during that year.
 - (d) Any vacation hours accrued during that year will not be available for use until the employee's accrued vacation hours in that year equal the number of hours the employee has elected to sell back. Those vacation hours accrued in the given

Formatted: Ju
numbering

Formatted: Ju

year over the number of hours the employee elected to sell back in the given year will be available for use by the employee. This means that hours elected for sell back may only be used for sell back purposes and cannot be used for vacation purposes.

~~(a)~~(e) Employees may use any vacation hours accrued and carried over prior to the given year, subject to the normal rules of requesting use of vacation.

~~(b)~~(f) As an exception to the irrevocable election requirement set forth in paragraph (a), an employee may cash out vacation in the event of an unforeseen financial emergency where (1) the employee can demonstrate that the employee has a real and immediate unforeseen emergency caused by an event beyond the employees' control, (2) that would result in serious financial hardship to the employee, and (3) the amount of the cash payment is limited to the amount needed to meet the emergency. MTA will exercise its discretion to determine whether a financial emergency exist and the extent of the employee's financial need based on evidence submitted by the employee.

~~(767)~~ Vacation time may not be used or paid in lieu of time off unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or paid in lieu of time off.

~~(788)~~ Upon termination of employment from MTA, for any reason, the employee will be paid any accrued Vacation Leave in their final paycheck.

~~(99)~~ Any approved vacation cancelled by the company will be paid-out, at the employee's choice, regardless of any cash out cap.

ARTICLE 17 - HOLIDAYS

(1) Pursuant to the provisions of Appendix B of the MTA Policy, employees shall receive pay for the following recognized holidays:

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day After Thanksgiving – Saturday and Sunday Service Schedule
Christmas

(2) Saturday Service Schedule shall consist of 6 drivers and 1 dispatcher as follows:
Inland: Three (3) Fixed Route, one (1) Dial-A-Ride, one (1) Dispatcher;

Formatted: Ju
between parag
numbering

Formatted: Ju

North Coast: one (1) Dial-A-Ride, one (1) Fixed Route;
 Sunday service schedule shall consist of one (1) Route 65 and one (1) Route 95.

- (3) Holiday pay is employees' regular rate of pay for normally scheduled hours. Employees normally scheduled to work on the recognized holidays may have these days off and shall receive holiday pay. An employee who works on a holiday shall be paid Holiday pay plus regular wages for working the Holiday. If an employee works a shift for a minimum of two weeks, which they are not signed up for, they will be eligible to receive holiday pay as specified above.
- (4) The MTA may schedule a double holiday if a holiday falls on a Saturday or Sunday and is observed on Friday or Monday. An employee can only be paid holiday pay for one day of the double holiday even if he/she is scheduled to work on both days. If an employee is scheduled to work on both days, he/she will be paid holiday pay for the actual day of the holiday, not the day in which it is observed.

Example: Independence Day falls on Sunday and is observed on Monday. An employee scheduled to work on both Sunday and Monday will be paid holiday pay for their scheduled hours on Sunday only in addition to regular wages for hours worked. An employee scheduled to work on only one of the two days, either Sunday or Monday, will be paid holiday pay for the hours scheduled on that day in addition to regular wages for any hours worked.

Example: July 4 Sunday
 July 5 Monday Observed)

	Scheduled Hours		Holiday
	Sunday	Monday	Pay
a)	8	0	8
b)	0	8	8
c)	8	8	8 (Sunday)
d)	3	8	3 (Sunday)

- (5) Floating Holiday: In addition to the recognized holidays above, employees shall receive pay for one floating holiday. Floating holidays may be taken concurrent with an employee's vacation. All employees are entitled to one day off each fiscal year at their regular rate of pay for their regularly scheduled shift. If not used during the fiscal year the floating holiday will be lost unless an employee's holiday is scheduled, and they are forced to work. Employees who are required to work on a scheduled floating holiday shall receive holiday pay for such work. Employees shall be eligible to use their floating holiday after six months of employment. The floating holiday must be approved in advance by their immediate supervisor.
- (6) Employees who are not scheduled to work on any day that is observed as a holiday shall receive holiday pay. Holiday pay shall be computed at their normal rate of

pay multiplied by one-fifth of the number of hours per week they are regularly scheduled to work.

- (7) In order to qualify for holiday pay, employees must be in paid status, including sick or vacation leave, on their regularly scheduled work day immediately prior to and after the observed holiday.

ARTICLE 18 - SICK LEAVE

- (1) The purpose of sick leave is to provide short term and long term pay for the times when illnesses make it difficult to work, or when it is in the interest of fellow employees or the public safety not to work or when it is necessary to have doctor's appointments. Sick leave accumulation also provides for paid leave if a serious long-term illness or accident should occur.

- (2) Employees shall be eligible to use accrued sick leave after three months of employment.

- (3) Employees shall accrue sick leave, from the date of hire, at the rate of one hour for each twenty hours worked (13 days per year). There shall be no limit on accrual of unused sick leave.

- (4) Any accrued Sick Leave (in excess of 96 hours) may be converted to vacation leave at one-fourth (1/4) of the accrued hours and added to employee's accrued vacation leave or, at the option of the employee, paid in cash at one-fourth (1/4) of the accrued hours. Two weeks' notice is required for converted vacation leave paid in cash.

- (5) If an employee fails to give two week's termination notice, unused sick leave shall not be compensated.

- (6) Employees are eligible to use up to one-half of their annual sick leave to attend to the illness of a child, parent or spouse.

- (7) Abuse of the sick leave benefit is grounds for disciplinary action. Employees suspected of abusing the sick leave benefit may be required to provide a doctor's certification to substantiate illness. Sick leave shall be paid from the first day of absence unless a doctor's certificate is requested but not provided or disciplinary action is taken.

- (8) Upon termination of employment from the MTA an employee may be eligible to receive 25% of Accrued Sick Leave in their final paycheck, subject to the notice provisions of subsection (5) above.

- (9) Once per calendar year, an employee will be allowed to cash out up to ten (10) hours in accrued sick time so long as the employee's sick bank does not drop below 120 hours.

(a) Employees must elect the number of sick leave hours they will sell back during a calendar year, up to the maximum of ten (10) hours, by December 1 of the prior year. If an employee does not submit an irrevocable election form to Payroll on or before December 1, the employee will not be eligible to sell back any vacation hours during the next calendar year.

(b) The election to sell back sick leave hours in any year is irrevocable. This means that employees must sell back the elected number of accrued sick leave hours during that year. If the accrued sick leave hours are not sold back within the designated calendar year the employee will be deemed to have received the value of the sick leave hours elected in that calendar year and will be taxed by the IRS accordingly.

(c) Employees can elect to sell back only sick leave hours accrued during any given year, and any sick leave hours accrued and carried over prior to that year are not eligible for sell back during that year.

(d) Any sick leave hours accrued during that year will not be available for use until the employee's accrued sick leave hours in that year equal the number of hours the employee has elected to sell back. Those sick leave hours accrued in the given year over the number of hours the employee elected to sell back in the given year will be available for use by the employee. This means that hours elected for sell back may only be used for sell back purposes and cannot be used for sick leave purposes.

(a)(e) Employees may use any sick leave hours accrued and carried over prior to the given year, subject to the normal rules of requesting use of sick leave.

~~(b)~~(f) As an exception to the irrevocable election requirement set forth in paragraph (a), an employee may cash out vacation in the event of an unforeseen financial emergency where (1) the employee can demonstrate that the employee has a real and immediate unforeseen emergency caused by an event beyond the employees' control, (2) that would result in serious financial hardship to the employee, and (3) the amount of the cash payment is limited to the amount needed to meet the emergency. MTA will exercise its discretion to determine whether a financial emergency exist and the extent of the employee's financial need based on evidence submitted by the employee.

ARTICLE 19 - LEAVE OF ABSENCE

Section A - Bereavement Leave

- (1) In the event of a death of a traditional or non-traditional family member an employee shall be entitled to a maximum Bereavement Leave of ~~three (3)~~ five (5) days with pay ~~(or five (5) days in the event of an out-of-state travel of more than 1,000 miles)~~. The compensable day or days must fall within the employee's regular scheduled work week. Bereavement leaves shall be paid upon receipt of satisfactory proof provided by the employee, such proof including, if so required, a notarized statement that such death of a family member occurred. Employees must notify their immediate supervisor prior to the start of their work shift if Bereavement Leave is needed.
- (2) Bereavement leave may be deducted from either employee's sick leave or vacation leave at the employee's request.

Section B - Jury Duty

If an employee is summoned for jury duty, the employee will receive, for a maximum of two weeks, his/her regular hourly rate-of-pay for each day of Jury Duty, providing the Jury Duty occurs on a regularly scheduled work day. Jury Duty fees paid to employee by the Court cannot be waived by the employee and shall be reimbursed to MTA.

Section C - Leaves of Absence – Unpaid- General Rules

- (1) The MTA will comply with the provisions of the federal Family and Medical Leave Act ("FMLA"). Appendix H of the MTA policy outlines the FMLA's requirements, including the rights and obligations of employees, notification requirements, and the MTA's obligations.
- (2) Employees generally are eligible for leaves of absence if they have completed at least one year of service, or as specified by law. The granting and duration of each leave of absence will be determined by the MTA in conjunction with applicable federal and state law.
- (3) When possible, requests for a leave of absence or any extension of a leave should be submitted in writing to the General Manager thirty days prior to commencement of the leave period, or as far in advance as practicable. All employees on approved leave are expected to report any change of status in their need for a leave or their intention to return to work to the supervisor or Transportation Manager.
- (4) If group insurance/core benefits are paid, as noted below, they are paid on a pro rata basis as specified in section 7.7. of the MTA policies. The method for determination of hours worked will be to average the hours worked prior to commencement of the Leave for six pay periods or another period as deemed representative.

- (5) Employees who are on approved leave may not perform work for any other employer during that leave unless authorized in advance by the General Manager.
- (6) Employees on leave status remain employees of the MTA and are subject to the same standards of conduct and grounds for disciplinary action as other off duty employees.
- (7) Employees returning from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, as required by law. If the same job or one of equivalent status and pay is not available as a result of a reduction in the work force, the employee will be treated in the same manner as though he/she were not on leave at the time of reduction in work force.
- (8) Upon returning to work MTA will return the employee to their work schedule prior to the Leave, unless a sign-up has taken place, provided two weeks notification of the return has been given. Employees returning to work having missed a sign-up will be considered substitute/on-call until the next sign-up.
- (9) Violation of the terms of granted leave will be grounds for disciplinary action. Employees not immediately reporting for work at the conclusion of their leave will be considered to have voluntarily resigned without notice.

Section D - Pregnancy and Childbirth Leave of Absence

- (1) Pregnant employees are eligible for a leave of up to 16 weeks. While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. Accrued sick and vacation time shall be used during the leave in that order. The employee has the option of retaining up to forty (40) hours of vacation.
- (2) Female employees are eligible for up to 12 weeks of FMLA leave (See Appendix H of the MTA policy for a summary of the applicable requirements of the FMLA) for care of the newborn child. While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. Accrued vacation time shall be used during the leave. The employee has the option of retaining up to forty (40) hours of vacation.

Section E - Military Leave of Absence

- (1) Employees who are active members in the military reserves or in the National Guard may be granted one unpaid leave of up to thirty days per year for time actually spent in the annual training. Employees must present a copy of their written orders for such duty when applying for military leave.

- (2) While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, seniority will continue to accrue, and accrued vacation may be used.
- (3) Any employee entering military service of the United States Government will be protected by the Uniformed Service Employment and Re-employment Rights Act (USERRA) of 1994, as amended. Such employee shall retain and accumulate seniority while on military leave of absence.

Section F - Personal Leave of Absence

- (1) Employees having compelling personal cause may request Personal Leave (leave without pay), for a nonrenewable maximum of six months. The written request must include the reason for, and duration of the leave needed. It must be delivered to the person's immediate supervisor, if possible, at least thirty days prior to the commencement of the leave. The request will be evaluated by the immediate supervisor in terms of the impact on the operation and ultimately approved or denied by the General Manager. In most cases, leave requests will not be granted to try other jobs or if a new employee will have to be hired to replace the employee on leave.
- (2) Seniority remains unbroken but does not accrue further during such leave. All employee benefits are suspended until the employee returns to work. However, if an employee is eligible for group insurance/core benefits, they may continue them throughout the term of their leave at their own expense. Accrued vacation time shall be used during the leave. The employee has the option of retaining up to forty (40) hours of vacation.
- (3) Personal leave may be canceled at any time for emergencies by the General Manager. If cancelled, the employee must be notified, by certified mail at their last known address with a copy to the local union that such leave has been cancelled and they have seventy-two (72) hours in which to respond.

Section G - Medical Leave of Absence

- (1) Employees who are unable to work because of a serious health condition or disability, and who receive disability benefits from Worker's Compensation or State Disability Insurance, shall be eligible for unpaid Medical Leave. If the employee does not receive disability benefits or Workers Compensation, he/she may be eligible for up to 12 weeks of FMLA leave.

- (2) While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. Accrued sick time and vacation time shall be used during the leave. The employee has the option of retaining up to forty (40) hours of vacation.
- (3) Medical Leave is effective on the date that disability benefits begin. It is the responsibility of such employees to provide MTA with satisfactory proof of receipt of disability benefits.
- (4) Once disability benefits begin, the employee's scheduled hours may be suspended and reassigned.
- (5) It is the responsibility of the employee to provide MTA with a doctor's certification of their inability to return to work. A doctor's certification of the employee's ability to return to work may be required.
- (6) If the disability is determined to be permanent, such that the employee will not be able to return to work, the employee may be terminated. If the employee remains disabled after one year, the employee may be terminated. Decisions regarding termination shall comply with all applicable federal and state laws and regulations.
- (7) If a particular Medical Leave falls under the provisions of the FMLA, the time of the Medical Leave will be counted as FMLA leave.

Section H - Family Care Leave of Absence

- (1) Employees may be granted family care leave of absence for up to 12 weeks for the purpose of caring for a child, domestic partner, or parent who has a serious health condition. The MTA requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis, by the family member's health care provider.
- (2). Employees on Family Care Leave of Absence in excess of seven (7) days shall apply for paid Family Leave through State Disability Insurance.
- (3) While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. Accrued vacation and sick time shall be used during the leave in conjunction with State Disability.
- (4) See Appendix H of the MTA Personnel Policies for a summary of the applicable requirements of the FMLA.

Section I - Parental Leave of Absence

- (1) Employees, when not disabled by pregnancy or childbirth may be granted an unpaid parental leave of absence for up to 12 weeks to care for a child upon birth or upon placement for adoption or foster care.
- (2) While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. Accrued vacation time shall be used during the leave.
- (3) See Appendix H of the MTA Personnel Policies for a summary of the applicable requirements of the FMLA.

Section J - Rehabilitation Leave

- (1) Employees who test positive in any drug or alcohol test, for the first time, are eligible for rehabilitation leave for up to 6 months upon the completion of a re-entry contract as specified in section 8.10. of the MTA Personnel Policies.
- (2) While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. Accrued sick and vacation time shall be used during the leave.
- (3) It is the responsibility of the employee to pay for all costs of rehabilitation not covered by insurance.
- (4) If the employee violates any of the terms of the re-entry contract the employee will be discharged.

Section K - Catastrophic Leave

Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury and is designed to help employees who have exhausted all of their available leave.

Section 1 - Donation of Hours

Leave Bank Program: Under the Leave Bank Program, employees may make a contribution of vacation or sick leave to MTA's Leave Bank. The contribution may be made to the General Bank, or to a specific recipient. To make a donation, an employee must submit a request to the Finance and Personnel Manager that the specified number of hours of his/her accrued sick or vacation leave be transferred to the leave bank or to an individual. Employees donating vacation or sick leave must donate in increments of whole hours. Employees must leave a balance of not less than ninety-six (96) hours of sick and forty (40) hours of vacation time after donating to the leave bank. Donation of hours are limited to 50% of the employee's sick or vacation accrual for the current year. If donated hours exceed 1040 to an individual recipient, the excess hours will be transferred to the Leave Bank Program for distribution to other employees in need. Catastrophic leave hours may not be used unless sufficient hours have been accrued in the Leave Bank Program.

Donated hours under the Leave Bank Program are irrevocable. Participation is strictly voluntary.

Section 2 - Eligibility

All permanent employees who have successfully completed twelve months in a paid status, shall be eligible for such leave due to their own serious illness or injury.

To be eligible to use the Catastrophic Leave, all of the employee's accrued sick leave, vacation leave, and compensatory time must be exhausted before qualifying for the catastrophic leave.

Section 3 - Approval of Catastrophic Leave

An employee wishing to receive leave under this program shall apply for State Disability Insurance and must submit a written application to the General Manager describing the reasons why the leave is needed. Certification from their physician may be required to provide justification.

Leave may be approved initially up to a maximum of two hundred and forty (240) donated hours. If the catastrophic illness or injury continues, increments of 240 donated hours may be approved by the General Manager as necessary, not to exceed a total of 1040 hours.

The Finance and Personnel Manager shall account for the donation and disbursement of catastrophic leave hours.

Section 4 - Usage of Donated Hours

An employee who receives and uses donated leave continues to be paid at his or her pay rate as if in work status. While on leave, MTA will continue to pay for group insurance/core benefits the same as before the leave, and seniority will continue to accrue. When the medical emergency ends, any unused transferred hours in excess of forty (40) are restored to the leave bank for future needs.

While an employee is on Catastrophic Leave using donated hours, the employee shall not accrue any vacation or sick leave. The employee will not be eligible to sell (cash out) any donated vacation or sick leave hours.

An employee shall use Catastrophic Leave to augment State Disability Benefits not to exceed their regularly scheduled hours.

Transferred leave under this program is not a tax deduction for the donor, but its dollar value is taxable to the recipient when it is used.

ARTICLE 20 - SENIORITY

Section A - Determination

An Employee's date of hire will determine the Employee's agency seniority. If two or more individuals begin work on the same day, their individual seniority shall be determined by lot on the first day of hire. Seniority ranking (highest first) is used to determine the order of sign-ups for work schedules and for vacations. Reverse seniority is used for layoffs, i.e. person with the least seniority will be laid off first.

If a locale (yard) is closed or in the event of a position in any locale (yard), affected employees may opt to utilize their agency seniority to fill a vacancy in any other locale (yard), notwithstanding Section 8 of this article.

Section B - Posting of Revisions

The Employer shall post a copy of the seniority list as soon as possible upon revision due to personnel changes.

Section C - Assignment Selection

Inland Transit Vehicle Operator
Willits Transit Vehicle Operator
South Coast Transit Vehicle Operator
North Coast Transit Vehicle Operator
Ukiah Dispatcher
Ukiah Relief Dispatcher
Lead Mechanic
Mechanic
Mechanics Helper
Shelter Maintenance Cleaner
Cleaner

Section D - Seniority within a Classification

Seniority within a classification shall be determined by the date of hire, transfer or promotion into that classification, notwithstanding section 8 of this article.

Section E - Termination of Seniority

Seniority shall be broken, and seniority lost for the following reasons:

- a. The employee fails to comply with the recall procedures outlined in Article 21 of this agreement and/or does not return from a recall within seven (7) days. The seven (7) days may be extended by mutual written agreement between the MTA and the Union.
- b. The employee is absent due to layoff or disability for a period of one (1) year or a period of time equal to his length of service at the beginning of the layoff or disability, if less than one (1) year.
- c. The employee is absent two consecutive (2) work days without notification to the MTA.
- d. An employee does not complete the entry probationary period.
- e. The employee voluntarily resigns
- f. The employee is terminated.

Section F – Seniority Accrual

Employees accrue seniority when they are on paid leave or unpaid leave except for personal leave of absence. Seniority is frozen during personal leave and/or layoff.

Section G – Location

Employees temporarily assigned to another locale shall continue to accrue seniority in their locale in accordance with their sign up.

Section H - Transferability

Seniority is not transferable from one locale to another; except in cases of service reduction for Ukiah or Willits. In such cases, seniority may be transferred to either locale.

ARTICLE 21 - LAYOFF AND RECALL

Section A - Layoffs

Layoffs are reduction in forces due to lack of work resulting in reduction in the number of employees required to provide MTA services. When layoffs are required for any given classification, probationary employees with the lowest performance evaluation shall be laid off first. After that, employees shall be laid off in reverse seniority order, i.e. the person with the least seniority shall be laid off first. A laid off employee may exercise his seniority to displace the least senior employee in an equal or lower paid classification in which they have previously served a successful probationary period.

Section B – Recall

Recall shall be in reverse order of layoff. Laid off employees shall be offered reinstatement if/when rehiring begins, without going through the hiring/screening process, if such rehiring begins within (6) six months of the individual's layoff. Recall from layoff shall be in writing, via certified return receipt mail. Employees must respond to the recall notice within ten (10) days from the date of mailing of the recall notice or they forfeit their right to recall.

Whenever a layoff of any employee exceeds (6) months and additional employees are needed during the next twelve (12) month period; employees who remain on layoff shall be offered, in previous seniority order, the right to re-apply for employment.

Laid off employees who are re-employed will retain vacation accrual rate, seniority, pay step as prior to lay-off and are eligible for group insurance/core benefits as governed by the terms of each benefit plan. Employees who are rehired will serve a three (3) month probationary period. Employees who are not re-employed or terminated during the three (3) month probationary period have the right to file a grievance.

Individuals who are laid off have the responsibility to provide the MTA with a current address in order to be eligible for recall. Failure to provide an address which would allow for written communication to be received from MTA in a timely fashion shall waive the individual's recall and seniority rights.

ARTICLE 22 - DISCIPLINE & DISCHARGE

Section A - General

In the interest of safety, economy of operation and for the protection of persons and property, the Union recognizes the rights of the MTA to discipline, suspend, or discharge employees for just cause. The MTA agrees to observe a policy of progressive corrective discipline, and that the objective of such policy shall be to correct instances of improper conduct. To that end, any disciplinary action taken shall be effective for no longer than eighteen (18) months. Employees who are continual offenders and/or have multiple warnings will be judged by total performance. Periods of absence, in excess of four weeks, shall not be considered part of the rolling eighteen (18) month period.

Employees who are continual offenders and/or have multiple warnings will be judged by total performance. Periods of absence, in excess of four weeks, shall not be considered part of the rolling eighteen-month period.

Section B - Forms of Discipline

While the MTA regards most cases of improper conduct as correctable, it is understood that there are offenses of such serious nature as to provide cause for immediate discharge without notice. The steps for discipline may include one or more of the following:

- (1) Verbal Warning- Documented in writing, placed in personnel file and copy given to the employee.
- (2) Written Warning- Written warning to employee with date and details of infraction.
- (3) Suspension from Duty

As an alternative to an unpaid suspension, employees have the option of taking a reduction in accrued vacation in lieu of suspension. The disciplinary action will still stand as a suspension, but the employee will not be forced to take unpaid time off.

- (4) Dismissal/Discharge from Service

Disciplinary actions when final shall be documented in writing and given to the employee with a copy placed in the employee's personnel file and a copy sent to the Local Union, except verbal warnings.

A formal warning must be issued within ten (10) working days of an infraction, and/or knowledge thereof; except in the case of an accident, in which case the warning will come not more than five (5) working days after the joint Safety Committee makes a decision.

The following, but not limited to, may be cause for immediate dismissal without formal warning: dishonesty, being under the influence of alcohol, drugs or narcotics while on MTA property or operating equipment; unauthorized use of any cellular device while driving; recklessness or carelessness resulting in an accident while on duty; failure to report an accident by radio or nearest telephone immediately from the scene when physically able, or failure to make a written report upon completion of shift; threatening or intimidating MTA employees or passengers; insubordination; falsifying time or revenue records, accident reports or original applications.

Employees who receive a citation for a major driving violation in any vehicle may be suspended from all driving duties until convicted or the citation is dismissed. Conviction of a major violation will result in disciplinary actions, up to, and including, termination.

An employee whose license is expired or suspended, or whose medical certificate is invalid, shall be suspended until the employee obtains a valid license or certificate, unless the suspension is for a "major" violation, in which case, employment may be terminated.

Section C - Appeal

~~(1)~~ 1. Before suspension or discharge for an accumulation of infractions, the Employee shall have received at least one (1) written warning notice and shall be entitled to a Skelly hearing with their supervisor(s) and Union representatives.

(1)

~~(2)~~ 2. Employees who contend they have been discharged or suspended without "just cause" within the meaning of this Article may have their case reviewed through the Grievance Procedures of this Agreement. Whenever a verbal or written warning notice is protested in a timely manner, such protest shall not be entitled to processing under the grievance procedure unless the discipline proceeds to suspension and/or discharge.

ARTICLE 23 - TERMINATION

An individual's employment at MTA may be terminated by the employee (through resignation) or by MTA (through layoff or as result of disciplinary action).

Termination by the Employee: Employees are requested to give written notice of their intent to resign. Failure to give at least two weeks written notice will result in forfeiture of pay for 25 % of accrued sick leave (see Article 18 (8)) and ineligibility for re-employment.

Termination by MTA: When an employee is terminated through layoff, management at its discretion shall give two weeks' notice or two weeks' pay in lieu of notice. When an employee is terminated for reasons other than layoff, notice will be given only as appropriate.

ARTICLE 24 - GRIEVANCE AND ARBITRATION

Section A - Grievance Policy

MTA employees shall have an opportunity to present their work-related complaints and appeal management decisions related to this Agreement through a dispute resolution or grievance procedure.

The MTA agrees to meet with and deal with the duly accredited representative of the Union on all questions arising between the MTA and Union regarding the interpretation of this Agreement, including disciplinary action and discharge.

Information concerning an employee grievance is to be held in strict confidence. Individuals who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background or factual information.

Section B - Definition

A grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of this Agreement, including disciplinary action and discharge, or a work-related matter by management, supervisors, or other employees. Examples of matters which may be causes of grievances under this policy include; but are not limited to:

- a) A belief that MTA policies, practices, rules, regulations, or procedures have been applied in an inconsistent manner;
- b) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
- c) Alleged unlawful discrimination because of race, color, sex, age, religion, national origin, marital status, disability, sexual orientation, ancestry or medical condition; and
- d) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary or seniority.

Employees must file grievances in a timely fashion as outlined in the following procedure:

Section C - Procedure

~~1.~~(1) Grievances shall first be brought to the attention of the immediate supervisor in writing. A grievance may be presented to any supervisor if the grievance pertains to an employee's immediate supervisor. This notification shall be made within ten (10) working days of the occurrence or knowledge of the event; except in cases of suspension and discharge, notification shall be made within five (5) days of the event. The employee and supervisor will meet within ten (10) days of the notice to discuss the grievance and make every effort to resolve the issue at this step.

~~2.~~(2) Should the matter not be satisfactorily resolved at step one, it shall then be referred, in writing, stating the specific clause of the Labor Agreement or MTA policy being violated, within ten (10) working days of the step one decision by the individual affected or through his accredited union representative, to his immediate supervisor. The immediate supervisor shall respond, in writing, within ten (10) days.

~~3.~~(3) If the employee is not satisfied with the response at step two, they may appeal the decision, in writing, to the General Manager or designee, within ten (10) days of the receipt of the written response from the immediate supervisor. Within ten (10) days of the receipt of the appeal the General Manager or designee shall meet with

Formatted: Ju
Level: 1 + Num
Alignment: Left

Formatted: Ju
Level: 1 + Num
Alignment: Left

Formatted: Ju
Level: 1 + Num
Alignment: Left

the employee to discuss the grievance. The General Manager shall give a decision, in writing, within ten (10) days of the meeting.

~~4.~~(4) (a) In the event Step 3 fails to settle the grievance, either party may, within ten (10) days of the Step 3 grievance meeting decision, request to refer the matter to a Board of Adjustment. A Board of Adjustment will be scheduled only by mutual agreement. If a Board of Adjustment is scheduled, it shall be composed of four (4) members: two (2) representing the Union and two (2) representing the Employer. Neither the MTA's nor the Union's appointees shall be employees of MTA nor the Local Union. A majority decision by the Board of Adjustment shall be binding on all parties. The Board of Adjustment shall not be empowered to amend, modify or change the terms of this Agreement. If the Board is unable to reach a majority agreement, the parties will have the right to proceed to the next step, non-binding mediation or Arbitration. The Board shall meet on a mutually agreeable date, not to exceed fifteen (15) days from the Step 3 grievance meeting decision.

~~(b)~~ (b) Either party may, within ten (10) days of the Step 3 grievance meeting decision, refer the matter to non-binding mediation for a recommendation prior to proceeding to Arbitration.

~~5.~~(c) In the interest of expediting the grievance process, the MTA or the Union may elect to proceed to Arbitration within ten (10) days of the decision of the Board of Adjustment or non-binding mediation. The Arbitrator shall be appointed by mutual consent of the MTA and the Union or from a panel of arbitrators selected from the Federal or State Mediation and Conciliation Service. Selection of the arbitrator shall be made within ten (10) days following receipt of said list from the FMCS. The cost of the arbitrator and court reporter shall be borne by the losing party. Each party shall be responsible for the cost of presenting their case to arbitration. The finding of the arbitrator shall be final and binding on both parties hereto. The arbitrator cannot alter, add to, or take away from, or in any way disregard the terms of this Agreement.

Section D - General Terms

Grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and right of appeal no longer exists.

For the purpose of this Article, a day shall mean weekday, Monday through Friday. Time limits specified in each step of the procedure shall be strictly observed and may only be extended by mutual agreement of the parties in writing. Failure of either party to observe a time limit shall terminate the grievance process and result in an automatic decision in

favor of the timely party. Any step of the grievance procedure may be waived in writing by mutual agreement of the parties.

The employee, if desired, may have the job steward and/or union representative present at any step of the grievance procedure, provided such representatives are available.

Establish a hiring committee which includes a bargaining unit employee selected by the Union.

ARTICLE 25 - MISCELLANEOUS

Section A - Performance Review

Job performance is reviewed periodically and at least annually for permanent employees and at least twice during the probationary period for probationary employees or as required by management to insure the safety, consistency and quality of service to the public; for transit vehicle operators, dispatchers, mechanics, mechanic helpers and cleaners. This will consist of a road test as well as other factors. Appraisals are rated on knowledge of job, safety, dependability, quantity and/or quality of work, passenger relations and adaptability as well as other factors.

All evaluations shall be in writing, shall be discussed with the employee and signed by the employee, and a copy shall be given to the employee. Additionally, all employees shall be provided an opportunity to comment on that evaluation with such comments attached to or incorporated within such evaluation. The evaluation and employee comments thereon shall become part of the employee's permanent record. Probationary and permanent employees may be evaluated periodically at the discretion of their supervisor. All evaluations shall be forwarded to the Personnel Department for filing.

Section B - Uniforms – Transit Vehicle Operators

The MTA agrees to provide transit vehicle operators with an initial issue of uniforms upon their successful completion of the training period, this shall include:

- Five shirts, any combination of short and/or long sleeve; cotton available upon request.
- One (1) jacket with liner
- One rain jacket
- One sweater
- One vest (or two of either sweaters or vests)
- MTA will also provide optional clothing such as:
 - Up to three (3) pants, shorts, or skirts (any combination)

- Driver Bag supplied by MTA and/or Teamsters 665 Duffel

After the initial purchase of uniforms, uniform items shall be replaced at no charge to the employee, upon the presentation to the Transportation Superintendent of the worn-out item. Should the uniform become damaged or excessively worn or stained due to acts or conditions not associated with work (such as spills or tears) the employee will be responsible for replacing the damaged uniform part.

Uniforms must be clean and neat. Uniforms may be worn to and from work and while participating in any other activities. Uniforms will be worn in a respectful manner at all times. Wearing of uniforms in other activities or to other establishments may subject the employee to disciplinary action.

Dark denim between navy blue and black is appropriate uniform for Transit Operators wearing pants, trousers or skirts as long as all other aspects of the denim clothing are consistent with all other aspects of the MTA's uniform policy.

Badges, pins and/or patches are to be worn at the prescribed place on the uniform. Employees shall be permitted to wear an official Teamsters Local 624-665 union button or patch on their uniforms.

Shoes that have adequate arch support are permitted. Sandals are permitted if they have a heel strap and straps no less than ¾ inch that secure the shoe to the foot.

Socks must be white or a solid color matching the clothing being worn.

Employees on duty who are out of uniform or in unclean or otherwise unpresentable uniforms will be subject to disciplinary action.

Section C - Uniforms – Maintenance

All mechanics, mechanic helpers and cleaners shall be supplied with a clothing allowance in the amount of twenty-five (\$25) dollars per pay period by the MTA. Cleaning of said clothing shall be the responsibility of the mechanics, mechanic helpers and cleaners.

Clothing damaged through carelessness are to be replaced at the employee's expense. Mechanics and mechanic helpers shall be allowed to take uniforms home with them, if desired. Mechanics and mechanic helpers must be in uniform, ready to work, when reporting to work to begin their shift. Should a mechanic or mechanic helper lose or damage any uniform items at home, he will be responsible for the cost of replacement or repair.

Section D - Tool Insurance / Boot and Tool Allowance

Formatted: F
Bold, Font color

Formatted: F
Bold, Font color

Formatted: F
Bold, Font color

Formatted: F
Bold, Not Italic,

Formatted: F

The MTA agrees to provide, the mechanics and mechanic helpers with tool insurance against complete loss by fire, vandalism and documented theft at replacement value. Coverage does not include breakage, gradual deterioration, unexplained loss or mysterious disappearance.

Employees must have a current and complete tool inventory on file with the Maintenance Manager. Thefts must be reported immediately by the employee. Claim forms must be accompanied by a police report and a copy of the employee's tool inventory.

An annual tool allowance in the amount of ~~\$5~~1200 and annual boot allowance in the amount of \$100 per year shall be provided to each mechanic. An annual tool allowance in the amount of \$250 and annual boot allowance in the amount of \$100 per year shall be provided to each mechanic helper. An annual boot allowance of \$100 shall be provided to the cleaner~~s~~.

Such amount shall be used exclusively for the purchase of tools and shoes to be used in the performance of required maintenance duties. Such allowance cannot be carried over from year to year. The MTA shall provide a list of minimum required tools by classification. The allowance shall be paid on a bi-weekly basis.

ARTICLE 26 - PHYSICAL EXAMINATIONS

Section A - General

Physical, mental or other examinations required by State or Federal law shall be promptly complied with by all employees. The MTA may, at its own expense, require physical examinations of an employee to determine the physical fitness of said employee for continued employment. Such examinations shall be given by licensed medical professionals of the MTA's choice. The right to require physical examinations shall be exercised neither arbitrarily nor capriciously.

Section B - Appeal

The employee may, if he believes an injustice has been done, be re-examined by the employee's licensed medical physician. The MTA shall not be responsible for costs of re-examination. If the two physicians disagree, they shall mutually agree upon a third board certified physician whose decision shall be final and binding. The expense of the third physician shall be equally divided between the MTA and the Union.

Section C - Worker's Compensation

Rules of Worker's Compensation shall apply in cases of occupational injuries and illness.

ARTICLE 27 - FULL UNDERSTANDING, MODIFICATIONS & WAIVER

This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein. Any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

The terms and conditions set forth in this agreement represent the full and complete understanding between MTA and the Union. The parties agree that during the negotiations which culminated in this agreement, each party enjoyed the opportunity to make demands and proposals or counter-proposals with respect to any matter, even though some matters were proposed and later withdrawn, and that the understandings and agreements arrived at after the exercise of that right and opportunity are executed in this agreement.

Except as specifically provided herein, it is agreed and understood that the Union voluntarily and unqualifiedly waives its rights to and releases the MTA from any obligation to meet and confer on any subject or matter contained herein. The Union acknowledges that the MTA has fulfilled its obligations to bargain in good faith on the matters contained herein for the term of this Agreement.

No Agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by the parties hereto.

The waiver of any breach, term, or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 28 - SEPARABILITY

If any provision or part thereof of this Agreement is in conflict with any applicable federal or state law or regulation, such provision shall be deemed to be in effect only to the extent permitted by such law or regulation. In the event that any provision of this Agreement is thus rendered inoperative, the remaining provisions shall nevertheless remain in full force and effect.

ARTICLE 29 - CONTRACTING OUT

For the purpose of preserving work for the employees covered by this Agreement, the MTA will not contract with outside businesses or agencies to perform work presently done by bargaining unit employees except as detailed below. The MTA may not, however, contract work, of any job classification covered by this agreement in an attempt to circumvent any

provisions of this agreement. MTA will comply with federal labor protection requirements and specific directives of the Department of Labor.

Section A - Maintenance

MTA may contract with outside businesses or agencies when sufficient skills or equipment are not available or when the urgency and volume of work exceeds MTA's capabilities.

Section B - Existing Senior Center Contracts

MTA may continue to contract with private non-profit Senior Centers to provide specialized services primarily for Senior and Disabled riders, provided bargaining unit employees performing such work are not placed on layoff status.

Section C - New or Expanded Services

When a new service is proposed that would not meet adopted performance standards (e.g. lifeline service in extremely rural areas of Mendocino County), MTA may contract with an outside business or agency if such a contract would meet those standards, provided bargaining unit employees performing such work are not placed on layoff status.

When a new service is proposed that would provide added capacity on a temporary, seasonal or occasional basis, MTA may contract with an outside business or agency to operate that service, provided bargaining unit employees performing such work are not placed on layoff status.

When expansion of service is proposed that is different from the type presently provided, MTA agrees to meet and confer with the Union to determine the best approach to implement the service.

When the MTA determines that it is in the best interest of MTA to contract for portions of the existing service, the MTA agrees to meet and confer with the Union.

When expansion of service is proposed that is of the kind, nature or type presently provided, MTA will expand the workforce of bargaining unit employees as needed.

ARTICLE 30 - SUCCESSOR

The provisions of this Agreement shall be binding upon the MTA and its successors and the assigns and all the terms and obligations herein contained shall not be affected or changed in any respect by the consolidation, merger, sale, transfer or assignment of the MTA or any or all of its property, or affected or changed in any respect by any changes in legal status, ownership or management of the MTA.

ARTICLE 31 - TERM OF AGREEMENT

This Agreement shall become effective on the first day of July 20~~19~~²³, and shall remain in full force and effect until midnight of the 30th day of June 20~~23~~³⁶. It shall automatically renew itself from year to year thereafter, unless either party notifies the other by giving written notice ninety (90) days in advance of the expiration date, by certified mail, of a desire to modify, amend or terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and representatives as of the date and year written below.

FOR THE MTA

FOR THE UNION

General Manager Date

North Bay Director Date

Chair, Board of Directors Date

Business Agent Date

Fiscal 2023-2024 Represented Wage & Classification Tables

	Step A	Step B	Step C	Step D	Step E
Mechanic	31.05	34.23	35.94	37.74	39.61
Lead Mechanic	34.15	37.66	39.54	41.50	43.60
Mechanic's Helper	23.98	26.45	27.77	29.17	30.62
Shelter Cleaner/Fueler	20.64	22.75	23.91	25.09	26.34
Cleaner	17.96	20.87	22.33	23.79	25.27
	Step A	Step B	Step C	Step D	Step E
Dispatcher	23.23	26.96	28.20	29.53	30.91
Bilingual Dispatcher	26.07	28.58	29.93	31.32	32.82
	Step A	Step B	Step C	Step D	Step E
Transit Vehicle Operator	23.19	23.93	25.13	26.39	27.72
Transit Vehicle Operator - Trainee	19.00 Per hour until solo				



Meeting Date: August 30, 2023
Agenda Item: D.4

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution No. 2023-12 Authorizing Application to State of Good Repair for FY 23-24, State of Good Repair.

SUMMARY:

The State of Good Repair (SGR) program is a transit capital funding program created by the Road Repair and Accountability Act of 2017, also known as Senate Bill (SB) 1. This funding source is derived from a fee on vehicle registrations. SGR is a capital program, and cannot be used for operations or project development as a stand-alone project. Eligible uses of SGR funds include:

- Transit capital projects to maintain, repair or modernize a transit operator's existing transit fleet or facilities,
- Design, acquisition, and construction of new vehicles or facilities that improve existing transit services, and
- Services that complement local efforts for repair and improvement of local transportation infrastructure.

The deadline for submission of the FY 2023/24 SGR Project List is September 1, 2023. The estimated SGR funds available for this fiscal year to MTA total \$154,379 as identified in an August 2023 estimate from the State Controller. These funds are allocated quarterly. Up to four years of funding can be accrued for a project. Once the project is started, four years are allowed for expenditure. This year, with MCOG's planning project underway to locate a transit center site, MTA proposes to use FY 2023/24 SGR funds for the Ukiah Transit Center project.

Approval of this request would allow MTA staff to work with MCOG on applying for the project description and programing the 23-24 SGR funds needed to complete the project as outlined above.

STAFF RECOMMENDATION:

Action: Adopt Resolution No. 2023-12 Authorizing the Executive Director to Apply for State of Good Repair funding for FY 23-24 State of Good Repair Grant

ATTACHMENTS:

Resolution No. 2023-12



Project Location

City Ukiah ***County** Mendocino County

*** Project Description**
Development and construction of a multi-modal transit center in the City of Ukiah, Mendocino County collaborating transportation services for Mendocino Transit, Lake Transit, Humboldt, Greyhound, Amtrak, and

Legislative Districts

***State Senate** 2 ***State Assembly** 2 ***US Congressional** 2

Project Schedule

*** Est Project Start** 07/01/2023 *** Est Completion Date** 07/01/2027

SGR Funding

FY	Original Est Allocation		Actual Allocation		Expenditures as of Sept 30th		Balance	
	99313	99314	99313	99314	99313	99314	99313	99314
17/18	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00
18/19	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00
19/20	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00
20/21	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00
21/22	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00
22/23	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00
23/24	\$143,819.00	\$10,560.00	\$	\$	\$	\$	\$0.00	\$0.00
Future Years	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00

Other Funding Allocation Amounts

Fund Type	Fund Source	Estimated Allocation Amount
		\$

CALSMART ONLINE SUBMISSION FORM

Development and construction of a multi-modal transit center in the City of Ukiah, Mendocino County collaborating transportation services for Mendocino Transit, Lake Transit, Humboldt, Greyhound, Amtrak, and Walk-Bike Mendocino.

**MENDOCINO TRANSIT AUTHORITY
RESOLUTION #2023-12**

**APPROVING THE PROJECT LIST FOR FY 2023-24
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Mendocino Council of Governments (MCOG); and

WHEREAS, these funds will be used for projects on the attached list; and

WHEREAS, in order to qualify for these funds, the MTA is required to submit a proposed project list to the MCOG on an annual basis; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mendocino Transit Authority hereby approves the SB1 State of Good Repair Project List for FY 2023-24; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director of MTA is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 30th day of August 2023 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Saprina Rodriguez, Chair



AGENDA SUMMARY REPORT

SUBJECT:

2024 North State Symposium

SUMMARY:

Mendocino Transit Authority to host the 2024 North State Transit Symposium. Lake Transit and Humboldt Transit have previously hosted the North State Transit Symposiums. The Symposium brings together transit agencies, regulators and zero emission bus manufactures to discuss methods towards meeting state Zero Emission goals. Sessions and exhibitors will also highlight ways that other transit agencies are building passenger ridership, transitioning to zero emission buses, mobile ticketing, and hands-free payment processing.

Attachment:

Humboldt Transits' Prospectus

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	8:30 AM		Shuttle Bus leaves Bear River Casino for Eureka
Doors Open	9:00 AM		Registration, Coffee and Pastries
Open Welcome	9:45 AM	10:15 AM	Welcome by Natalie Arroyo (HTA) & Chad Edison (CalSTA)
Session 1	10:15 AM	11:00 AM	Starting the Process: CARB Regulations and Understanding LCFS Credits; Regional Coordination Strategies
Session 2	11:00 AM	11:45 AM	Leveraging Consultants for Grant Writing Support
Lunch	11:45 AM	12:45 PM	Catered Lunch By Luis Mexican Restaurant
Vendors Tour	12:45 PM	1:45 PM	Vendor's Hall and Exhibits
Session 3	1:45 PM	2:30 PM	Understanding Your Electric Infrastructure Needs
Session 4	2:30 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
Evening Event	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

Thursday, July 13, 2023

Staffing Shortages and Attracting Ridership

Hotel Pick Up		If Needed	Pre-arrange with HTA on July 12th
Breakfast	7:30 AM	8:30 AM	Continental Breakfast
Session 5	8:30 AM	9:15 AM	Addressing Staff Shortages
Session 6	9:15 AM	10:00 AM	Simplifying Fares
Break	10:00 AM	10:15 AM	
Session 7	10:15 AM	11:00 AM	Using Technology to Attract Ridership.
Lunch	11:30 AM	12:30 PM	Catered Lunch by CC Catering
Vendors Tour	12:30 PM	1:30 PM	Vendor's Hall and Exhibits
Session 8	1:30 PM	2:15 PM	Regional Coordination Strategies
Session 9	2:15 PM	3:00 PM	TDA's Future



Humboldt County

*Where the forest
meets the ocean!*



North State Transit Symposium

July 12-13, 2023

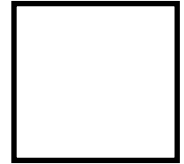


Sequoia Conference Center
Eureka, CA

Guest Information

Registration Fee \$100

To register, please visit our website at
www.HTA.Org/Symposium.



The Symposium will be held at the Sequoia Conference Center
located at 901 Myrtle Avenue, Eureka, CA 95501 .

HTA will also be holding an Evening Event with dinner, games and fun, at
Bear River Casino on July 12, 2023 from 5:30 to 8:30.

Cost is \$50.00 per person. Deadline to reserve is 6/26/2023.

Reservations can be made at any time, online, through our Registration link.

Accommodations

Bear River Casino and Resort, \$199 per night + tax. 11 Bears Paw Way, Loleta.
Attendees must call 707-733-9644 and give code RIDE 101 to make reservations.
Prices good until 6/26/2023.

Comfort Inn Redwood Country, \$199 per night + tax. 1583 Riverwalk Drive, Fortuna.
Attendees must call 707-273-4195 and give code RIDE 101 to make reservations.
Prices good until 6/26/2023.

Travel

HTA will provide bus transportation from the hotels to Sequoia Conference Center
and return to hotels on July 12, and as needed on July 13.

If you are flying in for the Symposium and need transportation assistance from the Arcata Airport,
please call us at 707-443-0826 ext. 119 or email Finance@hta.org
before July 7, 2023 to make arrangements.

North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Area Information and Maps

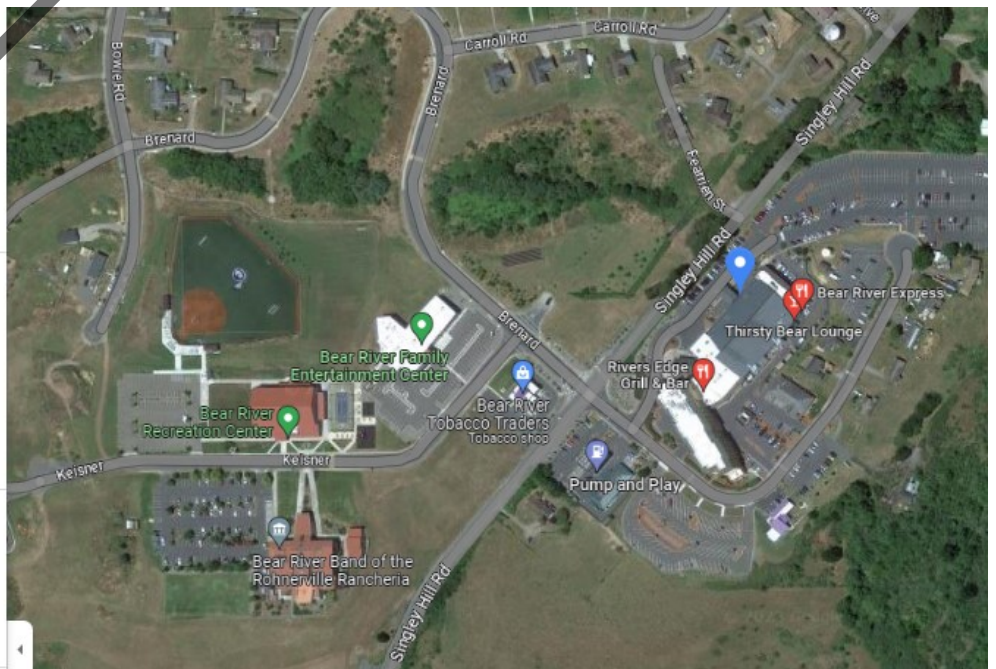


Travel between the Sequoia Conference Center and hotels is approximately 15 - 20 minutes along the beautiful Hwy 101 corridor. We hope you enjoy the scenery!

- ★ Sequoia Conference Center
901 Myrtle Ave, Eureka
- ★ Bear River Casino and Resort
11 Bear Paws Way, Loleta
- ★ Comfort Inn Redwood Country
1583 Riverwalk Drive, Fortuna

Restaurants near Bear River Casino / Loleta Area

Rivers Edge Grill & Bar 4.1 ★★★★★ (323) New American · 11 Bear Paws Way Open · Closes 2PM · Reopens 5PM Menu highlight: bear river RESERVE A TABLE ORDER ONLINE	
Bear River Express 4.4 ★★★★★ (5) Restaurant · 11 Bear Paws Way Open · Closes 3AM Dine-in · Takeout · Delivery ORDER ONLINE	
Thirsty Bear Lounge 4.4 ★★★★★ (23) Restaurant · 11 Bear Paws Way Open · Closes 2AM Dine-in · Takeout · No delivery	



North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Restaurants near Riverwalk Drive, Fortuna Area

Pepper's
4.3 ★★★★★ (624) · \$
Traditional American · 719 S Fortuna Blvd
Open · Closes 9PM
Dine-in · Curbside pickup · No-contact delivery

[RESERVE A TABLE](#) [ORDER ONLINE](#)

Smokin' Barrels, Burgers & BBQ
4.1 ★★★★★ (262)
American · 1095 S Fortuna Blvd Ste. E
Opens soon · 11AM
Dine-in · Takeout · No delivery

[RESERVE A TABLE](#)

Hot Brew Bistro
4.5 ★★★★★ (468) · \$\$
Breakfast · 904 S Fortuna Blvd
Open · Closes 3PM
Dine-in · Curbside pickup · No delivery

[RESERVE A TABLE](#)

Bella Italia
3.8 ★★★★★ (94) · \$\$
Restaurant · 1875 Riverwalk Dr
Relaxed restaurant for Italian dining
Opens soon · 11AM
Dine-in · Takeout · Delivery

[ORDER ONLINE](#) [CHECK WAIT TIME](#)

Locha's Mexican Restaurant
4.3 ★★★★★ (95)
Mexican · 751 S Fortuna Blvd
Open · Closes 9PM
Dine-in · Takeout · Delivery

[RESERVE A TABLE](#) [ORDER ONLINE](#)

El Paisano Mexican Taqueria
4.4 ★★★★★ (135)
Mexican · 1095 S Fortuna Blvd
Opens soon · 11AM
Dine-in · Takeout

Papa Murphy's | Take 'N' Bake Pizza
4.0 ★★★★★ (118) · \$
Pizza · 709 S Fortuna Blvd
Chain for custom cook-at-home pizzas
Opens soon · 11AM
Curbside pickup · Delivery

[ORDER ONLINE](#)

Burger King
3.4 ★★★★★ (604) · \$
Restaurant · 925 S Fortuna Blvd
Fast-food chain for grilled burgers
Open · Closes 1AM
Dine-in · Drive-through · Delivery

[ORDER ONLINE](#)

McDonald's
3.2 ★★★★★ (708) · \$
Fast Food · 761 S Fortuna Blvd
Iconic fast-food burger & fries chain
Open · Closes 11PM
Dine-in · Drive-through · Delivery

[ORDER ONLINE](#)



Round Table Pizza
3.7 ★★★★★ (283) · \$\$
Pizza · 759 S Fortuna Blvd
Chain eatery with build-your-own pizzas
Opens soon · 11AM
Dine-in · Takeout · No-contact delivery

Eel River Brewing Company
4.2 ★★★★★ (1,395) · \$\$
Brewpub · 1777 Alamar Way
Lively brewpub with organic craft beer
Opens soon · 11AM
Dine-in · Takeout · No delivery

[CHECK WAIT TIME](#)

Mountain Mike's Pizza
4.4 ★★★★★ (13) · \$\$
Pizza · 1095 S Fortuna Blvd Suite 48
Family-friendly pizzeria chain
Open · Closes 10PM
Dine-in · Takeout · Delivery

[ORDER ONLINE](#)



North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Vendor Information

[Vendor and Exhibit Fee's - \\$500.00](#)

Fees include registration for one person.

Additional staff will need to register and pay the \$100 Symposium registration fee.

Vendors will have one 8' table space within the Conference Center and/or exhibit space outdoors for larger exhibits.

Indoor exhibit space is limited to 16 -18 spaces

Outdoor exhibit space will vary depending on size requirements.

Please indicate needs in your registration or call HTA at 707-443-0826 ext. 102.

For an additional \$200, vendors can "Take the Stage" during the Symposium and have 10 minutes to talk about their products/services. Time slots are limited, so the sooner you register, the better your chances at a timeslot.

Why not take your vendor participation to the next level and sponsor one of our events or purchase advertising!

Please see the next page for Sponsorship and Advertising opportunities!

North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Vendor Sponsorship and Advertising

Highlight your business by sponsoring one of our events or displaying digital ads on our conference center video displays throughout the symposium.

All \$1500 or more Vendor Sponsors will be given 10 minutes to "Take The Stage" and promote their products or services.

Premier Sponsorship - \$5000

Company Logo presented on Prospectus Cover, "Swag" items printed and distributed throughout venues, Video Advertising throughout venue.

Name Badge - \$500

Exclusive customized lanyards, includes 1 Conference Registration

Lunch Wednesday - \$1750

includes 2 Conference Registrations and Independent Signage

Lunch Thursday - \$1750

includes 2 Conference Registrations and Independent Signage

Continental Breakfast - \$1500

includes 2 Conference Registrations and Independent Signage

Evening Event - Gold Level Sponsorship- \$5,000

includes 3 Conference Registrations, Exclusive Signage

Evening Event - Silver Level Sponsorship- \$2500

includes 2 Conference Registrations, Independent Signage

Evening Event - Bronze Level Sponsorship- \$1000

includes 1 Conference Registration, Shared Signage

"Take The Stage" Advertising - \$200

Vendors will be given 10 minutes on the stage to promote their products/services

Video Advertising - Large Multi Display- and Small Display - \$300 -

ads will rotate throughout the event

Video Advertising - Small Video Monitors - \$100

ads will rotate throughout the event

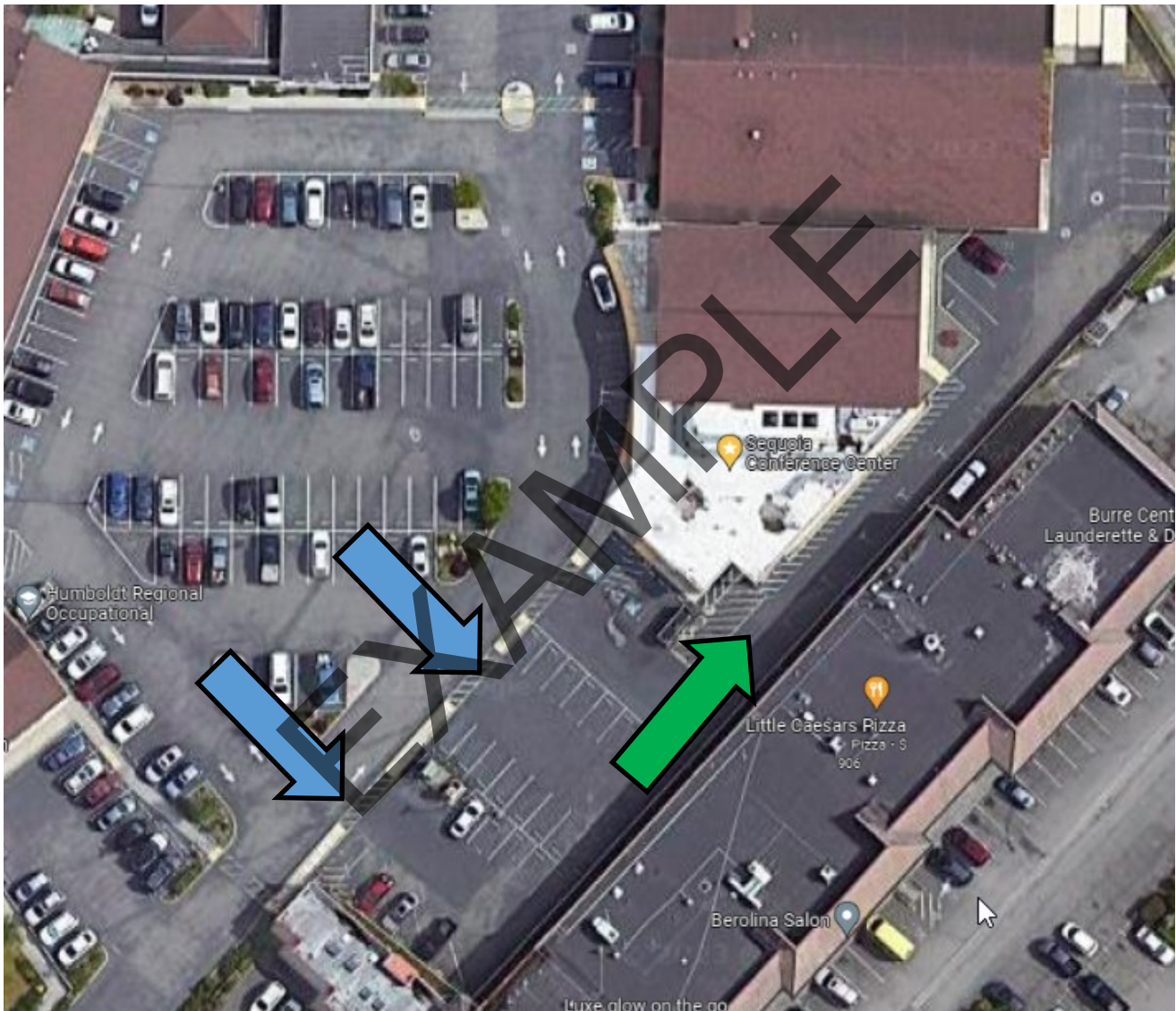
North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Sequoia Conference Center Bus Exhibit Map



Sequoia Conference Center has 4 parking areas (blue arrows) large enough to accommodate four 40' foot buses or a mix of 40' buses and smaller cutaways. There are additional parking spots (green arrow) along the back of the building that can accommodate trailers and smaller vehicles/displays. All other parking areas are for attendee parking.

North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Guest Information

[Registration Fee \\$100](#)

To register, please visit our website at
www.HTA.Org/Symposium or scan the QR code.



The Symposium will be held at the Sequoia Conference Center
located at 901 Myrtle Avenue, Eureka, CA 95501 .

HTA will also be holding an Evening Event with dinner, games and fun, at
Bear River Casino on July 12, 2023 from 5:30 to 8:30.

Cost is \$50.00 per person. Deadline to reserve is 6/26/2023.

Reservations can be made at any time, online, through our Registration link.

[Accommodations](#)

Bear River Casino and Resort, \$199 per night + tax. 11 Bears Paw Way, Loleta.
Attendees must call 707-733-9644 and give code RIDE 101 to make reservations.
Prices good until 6/26/2023.

Comfort Inn Redwood Country, \$199 per night + tax. 1583 Riverwalk Drive, Fortuna.
Attendees must call 707-273-4195 and give code RIDE 101 to make reservations.
Prices good until 6/26/2023.

[Travel](#)

HTA will provide bus transportation from the hotels to Sequoia Conference Center
and return to hotels on July 12, and as needed on July 13.

If you are flying in for the Symposium and need transportation assistance from the Arcata Airport,
please call us at 707-443-0826 ext. 119 or email Finance@hta.org
before July 7, 2023 to make arrangements.

North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Area Information and Maps

Travel between the Sequoia Conference Center and hotels is approximately 15 - 20 minutes along the beautiful Hwy 101 corridor. We hope you enjoy the scenery!



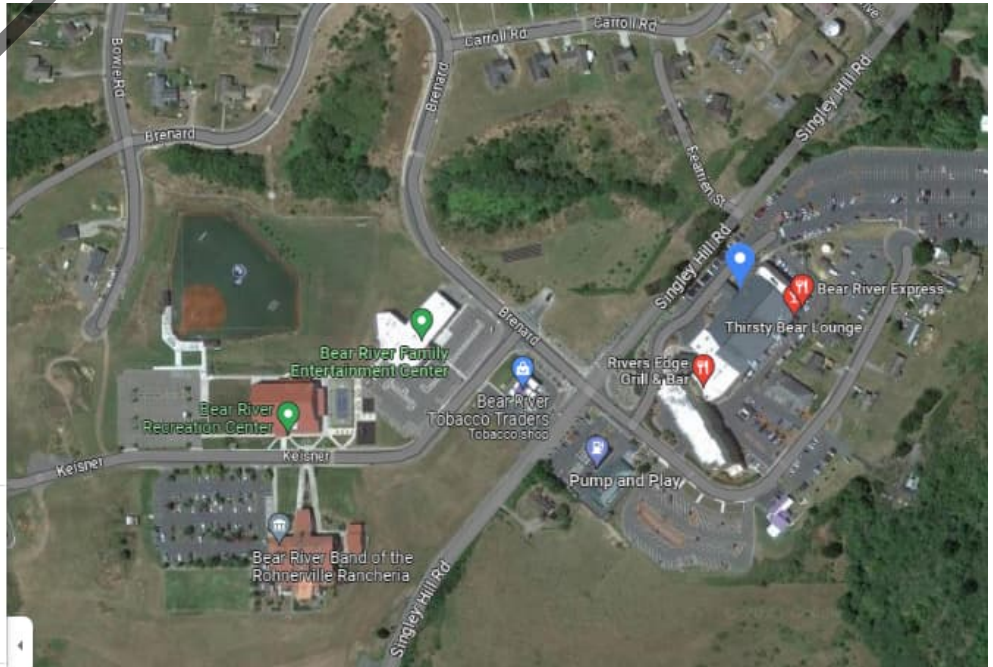
- ★ Sequoia Conference Center
901 Myrtle Ave, Eureka
- ★ Bear River Casino and Resort
11 Bear Paws Way, Loleta
- ★ Comfort Inn Redwood Country
1583 Riverwalk Drive, Fortuna

Restaurants near Bear River Casino / Loleta Area

Rivers Edge Grill & Bar
4.1 ★★★★★ (323)
New American · 11 Bear Paws Way
Open · Closes 2PM · Reopens 5PM
Menu highlight: bear river
[RESERVE A TABLE](#) [ORDER ONLINE](#)

Bear River Express
4.4 ★★★★★ (5)
Restaurant · 11 Bear Paws Way
Open · Closes 3 AM
Dine-in · Takeout · Delivery
[ORDER ONLINE](#)

Thirsty Bear Lounge
4.4 ★★★★★ (23)
Restaurant · 11 Bear Paws Way
Open · Closes 2 AM
Dine-in · Takeout · No delivery



North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Restaurants near Riverwalk Drive, Fortuna Area

Pepper's
4.3 ★★★★★ (624) · \$
Traditional American · 719 S Fortuna Blvd
Open · Closes 9PM
Dine-in · Curbside pickup · No-contact delivery
[RESERVE A TABLE](#) [ORDER ONLINE](#)

Smokin' Barrels, Burgers & BBQ
4.1 ★★★★★ (262)
American · 1095 S Fortuna Blvd Ste. E
Opens soon · 11AM
Dine-in · Takeout · No delivery
[RESERVE A TABLE](#)

Hot Brew Bistro
4.5 ★★★★★ (468) · \$\$
Breakfast · 904 S Fortuna Blvd
Open · Closes 3PM
Dine-in · Curbside pickup · No delivery
[RESERVE A TABLE](#)

Bella Italia
3.8 ★★★★★ (94) · \$\$
Restaurant · 1875 Riverwalk Dr
Relaxed restaurant for Italian dining
Opens soon · 11AM
Dine-in · Takeout · Delivery
[ORDER ONLINE](#) [CHECK WAIT TIME](#)

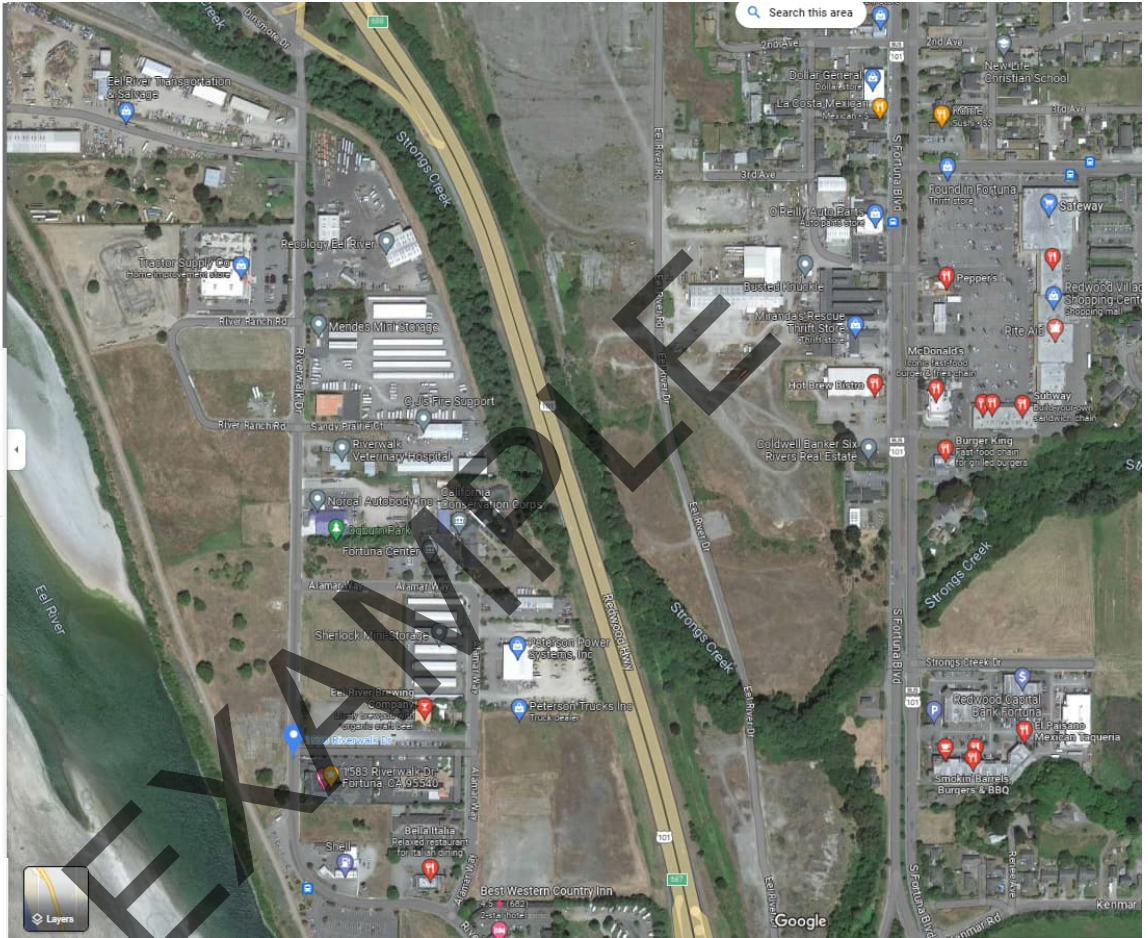
Locha's Mexican Restaurant
4.3 ★★★★★ (95)
Mexican · 751 S Fortuna Blvd
Open · Closes 9PM
Dine-in · Takeout · Delivery
[RESERVE A TABLE](#) [ORDER ONLINE](#)

El Paisano Mexican Taqueria
4.4 ★★★★★ (135)
Mexican · 1095 S Fortuna Blvd
Opens soon · 11AM
Dine-in · Takeout

Papa Murphy's | Take 'N' Bake Pizza
4.0 ★★★★★ (118) · \$
Pizza · 709 S Fortuna Blvd
Chain for custom cook-at-home pizzas
Opens soon · 11AM
Curbside pickup · Delivery
[ORDER ONLINE](#)

Burger King
3.4 ★★★★★ (604) · \$
Restaurant · 925 S Fortuna Blvd
Fast-food chain for grilled burgers
Open · Closes 1AM
Dine-in · Drive-through · Delivery
[ORDER ONLINE](#)

McDonald's
3.2 ★★★★★ (708) · \$
Fast Food · 761 S Fortuna Blvd
Iconic fast-food burger & fries chain
Open · Closes 11PM
Dine-in · Drive-through · Delivery
[ORDER ONLINE](#)



Round Table Pizza
3.7 ★★★★★ (283) · \$\$
Pizza · 759 S Fortuna Blvd
Chain eatery with build-your-own pizzas
Opens soon · 11AM
Dine-in · Takeout · No-contact delivery

Eel River Brewing Company
4.2 ★★★★★ (1,395) · \$\$
Brewpub · 1777 Alamar Way
Lively brewpub with organic craft beer
Opens soon · 11AM
Dine-in · Takeout · No delivery
[CHECK WAIT TIME](#)

Mountain Mike's Pizza
4.4 ★★★★★ (13) · \$\$
Pizza · 1095 S Fortuna Blvd Suite 48
Family-friendly pizzeria chain
Open · Closes 10PM
Dine-in · Takeout · Delivery
[ORDER ONLINE](#)



North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Vendor Information

[Vendor and Exhibit Fee's - \\$500.00](#)

Fees include registration for one person.

Additional staff will need to register and pay the \$100 Symposium registration fee.

Vendors will have one 8' table space within the Conference Center and/or exhibit space outdoors for larger exhibits.

Indoor exhibit space is limited to 16 -18 spaces

Outdoor exhibit space will vary depending on size requirements.

Please indicate needs in your registration or call HTA at 707-443-0826 ext. 102.

For an additional \$200, vendors can "Take the Stage" during the Symposium and have 10 minutes to talk about their products/services. Time slots are limited, so the sooner you register, the better your chances at a timeslot.

Why not take your vendor participation to the next level and sponsor one of our events or purchase advertising!

Please see the next page for Sponsorship and Advertising opportunities!

North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Vendor Sponsorship and Advertising

Highlight your business by sponsoring one of our events or displaying digital ads on our conference center video displays throughout the symposium.

All \$1500 or more Vendor Sponsors will be given 10 minutes to "Take The Stage" and promote their products or services.

Premier Sponsorship - \$5000

Company Logo presented on Prospectus Cover, "Swag" items printed and distributed throughout venues, Video Advertising throughout venue.

Name Badge - \$500

Exclusive customized lanyards, includes 1 Conference Registration

Lunch Wednesday - \$1750

includes 2 Conference Registrations and Independent Signage

Lunch Thursday - \$1750

includes 2 Conference Registrations and Independent Signage

Continental Breakfast - \$1500

includes 2 Conference Registrations and Independent Signage

Evening Event - Gold Level Sponsorship- \$5,000

includes 3 Conference Registrations, Exclusive Signage

Evening Event - Silver Level Sponsorship- \$2500

includes 2 Conference Registrations, Independent Signage

Evening Event - Bronze Level Sponsorship- \$1000

includes 1 Conference Registration, Shared Signage

"Take The Stage" Advertising - \$200

Vendors will be given 10 minutes on the stage to promote their products/services

Video Advertising - Large Multi Display- and Small Display - \$300 -

ads will rotate throughout the event

Video Advertising - Small Video Monitors - \$100

ads will rotate throughout the event

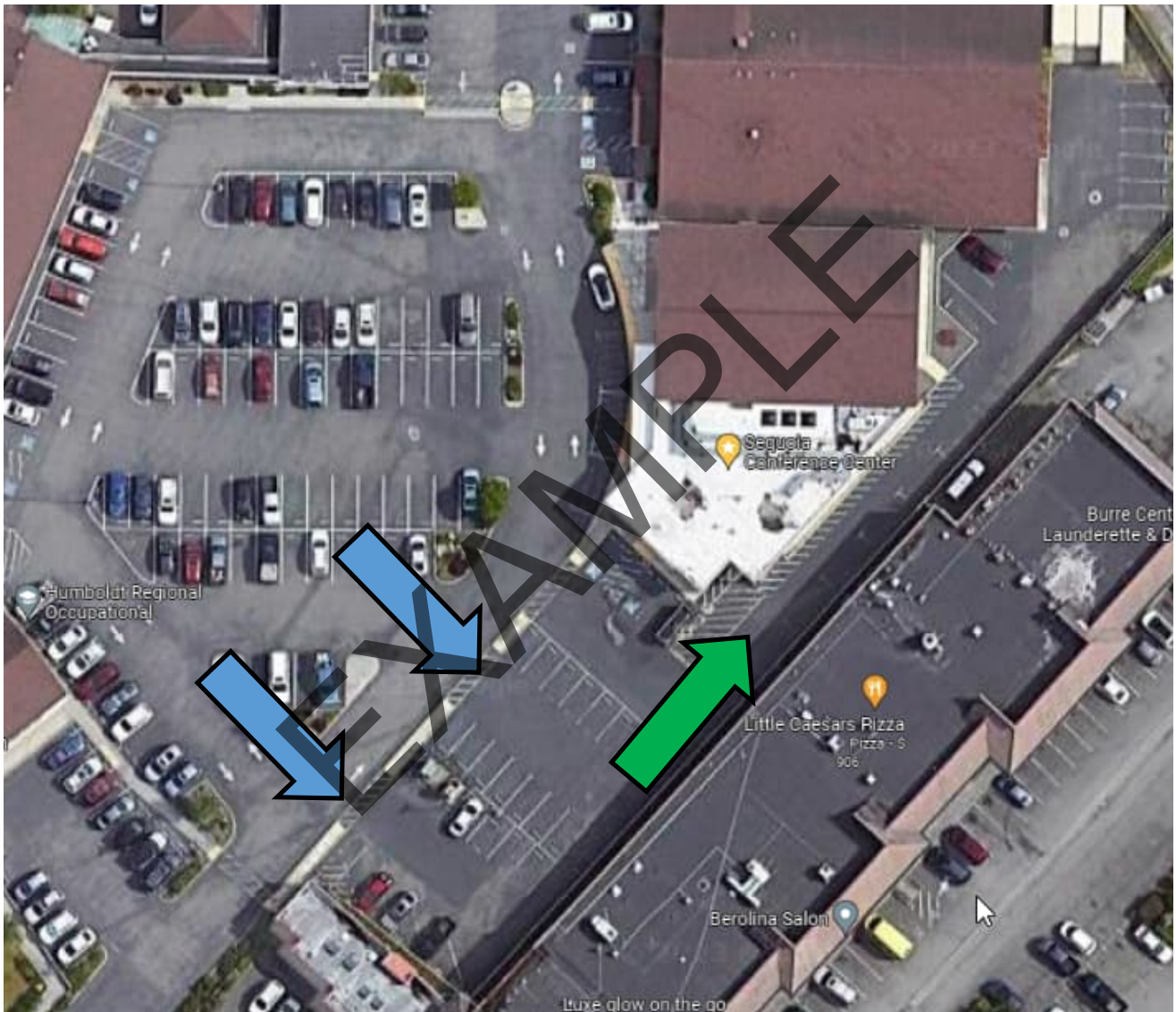
North State Transit Symposium

July 12-13, 2023



Sequoia Conference Center
Eureka, CA

Sequoia Conference Center Bus Exhibit Map



Sequoia Conference Center has 4 parking areas (blue arrows) large enough to accommodate four 40' foot buses or a mix of 40' buses and smaller cutaways. There are additional parking spots (green arrow) along the back of the building that can accommodate trailers and smaller vehicles/displays. All other parking areas are for attendee parking.



Meeting Date: August 30, 2023

Agenda Item: D.6

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of the MTA Capital Budget ° for Fiscal Year 2023-2024
Resolution 2023-13

SUMMARY:

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

The ° expenditure in the MTA Capital Budget is for the ° 35' All Electric Gillig Bus and accompanying Charging infrastructure and installation these funds will be funded by the MCOG Capital Reserve and FTA 5339.

ou° 77k-#\ U U -V) ° u@V °

Direct staff to review, approve and adopt Resolution 2023-13, FY 2023/24 Capital Budget

ATTACHMENTS:

FY 23/24 Capital Budget °

MTA Five -YearCapital Vehicle Replacement Plan

■ = retire and sell
■ = buy

Staff - Vehicles					2023/24	2024/25	2025/26	2026/27	2027/2028
Odometer	4 YEARS OR 100,000 MILES								
	Fund	#	Year	Make/Mod					
	STIP	201	11	ChevVolt plug-in-hybrid	REPLACE				
	STA	307	11	Toyota Prius hybrid			REPLACE		
	STA	308	11	Toyota Prius hybrid			REPLACE		
		309		GAS - ALL Wheel					
		310		Hybrid - All Wheel					
		311		electric	BUY				
		312		hybrid			BUY		
		313		electric			BUY		
		314		electric					
		315							
		316							

Maintenance - Facilities Vehicles					2023/24	2024/25	2025/26	2026/27	2027/2028
FUND	Van for Cleaning								
		#	Year	Make/Mod					
		96	7	Sprinter					
		97	7	Sprinter					
		94	22						
		93	22						
	Pickup Truck								
	STA	98	1	Ford F350				MTC	MTC
	CAPTIAL R.	95	14					buy	buy

Dial-a-Ride - Paratransit Vans					2023/24	2024/25	2025/26	2026/27	2027/2028
Odometer	Type II or Class A								
	5 YEARS OR 150,000 MILES								
	Fund	#	Year	Make/Mod					
		620	11	Glaval gas			DAR		
		621	11	Glaval gas			DAR		
		622	11	Glaval gas					
		623	11	Glaval gas				DAR	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						

Fixed Route - Cutaway					2023/24	2024/25	2025/26	2026/27	2027/2028
Odometer	Type III or Class C								
	7 YEARS OR 150,000 MILES								
	Fund	#	Year	Make/Mod					
		719	9		FR-CUT				
		723	11	Glaval gas		FR-CUT			
		727	11	Glaval gas	FR-CUT				
		728	11	Glaval VTM hybrid				FR-CUT	
		729	13	Glaval gas			FR-CUT		
		730	13	Glaval gas			FR-CUT		

			731	13	Glaval gas	FR-CUT				
			732	15	Glaval gas			FR-CUT		
			733	16	Glaval gas			FR-CUT		
			734	16	Glaval gas					FR-CUT
			735	16	Glaval gas				FR-CUT	
			736	16	Glaval gas					FR-CUT
			737	18	Glaval gas					
			738	18	Glaval Gas					
			739	18	Glaval Gas					
			740		Champion					
			741		Champion					
			742		Diamond-Lightning					
		VW	743		Diamond-Lightning					
		VW	744		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							
						3	2	3	3	3

Fixed Route Fleet - Medium Duty Buses

Odometer	Type VII VIII or Class E		Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27	2027/2028
0	0	Life: 10 years or 350,000 miles									
				808	15	Cummins Glavel		REPLACE			
				809	15	Cummins Glavel			REPLACE		
				810	15	Cummins Glavel				REPLACE	
				811				BUY			
				812					BUY		
				813						BUY	
				814							
				815							
				816							
				817							
				818							
				819							
				820							

Fixed Route Fleet - Heavy Duty Buses

Hubometer	Urban Bus Class H		Fund	#	Year	Make/Mod	2023/24	2024/25	2025/26	2026/27	2027/2028
		LIFE: 12 YEARS OR 500,000 MILES									
			5339	906	99	40' Gillig	REPLACE				
				910	13	40' Gillig Clean Diesel Low Floor		REPLACE			
				911	13	40' Gillig Clean Diesel Low Floor		REPLACE			
				912	13	40' Gillig Clean Diesel Low Floor		REPLACE			
				913	13	40' Gillig Clean Diesel Low Floor			REPLACE		
				914	13	40' Gillig Clean Diesel Low Floor			REPLACE		
				915	13	40' Gillig Clean Diesel Low Floor			REPLACE		
				916	13	40' Gillig Clean Diesel Low Floor				REPLACE	
				917	13	40' Gillig Clean Diesel Low Floor				REPLACE	
				918	23	35 Gillig All Electric Low Floor	BUY				
				919	24	35 Gillig All Electric Low Floor		BUY			
			MCOG RESERVE & 5339	920	24	35 Gillig All Electric Low Floor		BUY			
				921	24	35 Gillig All Electric Low Floor		BUY			
				922	24	35 Gillig All Electric Low Floor			BUY		

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

FY 23-24 FIVE-YEAR CAPITAL PLAN

Equipment Purchase Detail

Category						Five-Year Total
Project	2023/24	2024/25	2025/26	2026/27	2027/28	
Operations						
Miscellaneous	2,000	2,000	2,000	2,000	2,000	10,000
Office Furniture	2,000		2,000			4,000
Computers: Receptionist						0
Computers: Training Supervisor	2,500					2,500
Computers: Dispatch Supervisor						0
Computers: South Coast Supervisor			1,700			1,700
Computers: Fort Bragg Supervisor						0
Training Equipment	2,000	2,000	2,000	2,000	0	8,000
Transportation Totals	8,500	4,000	7,700	4,000	2,000	26,200

Category						Five-Year Total
Project	2023/24	2024/25	2025/26	2026/27	2027/28	
Vehicles						
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	1,800,000					1,800,000
Vehicles Total	1,812,500	12,500	12,500	13,000	13,000	1,863,500

Category						Five-Year Total
Project	2023/24	2024/25	2025/26	2026/27	2027/28	
Maintenance						
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

Equipment Purchase Detail

Category						Five-Year Total
Project	2023/24	2024/25	2025/26	2026/27	2027/28	
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 Total
Shelters and Benches	2023/24	2024/25	2025/26	2026/27	2027/28	
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

Cap #	FY	Project	\$ COST	REVENUE SOURCE								TOTAL	
				Federal		State		Local					
				Grant	Amount	1B Modern	1B Security	SGR	TIRCP	MCOG	Reserve		
5339	23/24	ZEB Gillig electric bus Purchase & Infrastructure	1,124,655		1,124,655								1,124,655
MCOG	23/24	ZEB Gillig electric bus Purchase & Infrastructure	705,462								705,462		705,462
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 Design & Construction			9,007,213		1,124,655				7,177,096		705,462		9,007,213

MTA TRANSIT CENTER PROJECT

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



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2023-13
ADOPTION OF FISCAL YEAR 2023-2024
CAPITAL BUDGET AMENDED

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 Amended presented to the Board on August 30, 2023, as may be revised at the meeting.

Adoption of Resolution 2023-13 was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on August 30, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director