



**Board of Directors
Regular Meeting Agenda**

January 31, 2024

1:30 p.m.

No Lunch

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 allowed to be heard. To expedite matters and avoid repetition, whenever any group of people 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 December 6, 2023 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July – November 2023
3. Acceptance of Service Performance Report
4. Approval, CalACT Spring Conference, approve attendance for the Executive Director

D. ACTION & DISCUSSION

1. Unmet Needs
2. Special Events Calendar
3. Procurement of Diesel Engine Bus

E. DIRECTOR AND MANAGEMENT REPORTS

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

F. CLOSED SESSION

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

G. ANNOUNCEMENT OUT OF CLOSED SESSION

Anticipated adjournment is 3:30 p.m.

Americans with Disabilities Act (ADA) Compliance

Mendocino Transit Authority complies with the 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 under 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 before the meeting.



**Board of Directors
Regular Meeting Minutes**

Wednesday December 6, 2023

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Jim Tarbell, Vice Chair
Dan Gjerde
Dan Doyle

Staff in Attendance

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

Staff Absent

Becky Oseguera HR Director

Under 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 under 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 1:35 pm

- B. PUBLIC COMMENT** – None

C CONSENT CALENDAR

1. Approval of Minutes of October 25, 2023 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July – September 2023
3. Acceptance of Service Performance Report

Upon Motion by Director **Albin-Smith** seconded by Director **Richard**, the Board accepted the Consent Calendar C1– C3 with notations on minutes Director Sher recused herself and spoke as a member of the public. Roll call vote: **AYES:** Richard, Albin-Smith, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** **ABSENT:** Tarbell, Gjerde, and Doyle.

D. ACTION & DISCUSSION

1. Unmet Needs-None
2. Virtual Presentation- Ukiah Transit Center Feasibility Study Presentation by LSC and Design

Due to technical difficulties, the Virtual Presentation- Ukiah Transit Center Feasibility Study Presentation couldn't be presented. The presentation will be presented in January's meeting.

Sage Sangiacomo – City of Ukiah Manager and Shannon Riley -Deputy City Manager and the team from the City of Ukiah, presented a new possible location for the Ukiah Transit Center.

Loretta Ellard from MCOG mentioned that they reached out to the consultants to ask about how much additional budget to investigate another site and they offered to review this particular site, within the budget.

2 members of the public spoke on behalf of the new site, they like the option to be able to walk and bike downtown to connect with shopping centers and such. 1 member of the public stated that she's hoping that the new Transit Center in Ukiah will not be the same as the Petaluma Center.

All directors agreed on adding this new site to the Feasibility Study and gave directions to staff and MCOG to go forward.

3. Redwood Valley Bus Stop Project
This item was removed due to technical issues.

E. DIRECTOR AND MANAGEMENT REPORTS

a. Matters from Management

Dawn White, Mobility Manager reported that The Holiday Trolley started service on the 24 of November, the day after Thanksgiving. The Trolley runs 4 days a week, with a total of 312 passengers so far.

Bret Byrd, Maintenance Manager reported that they attended an all-electrical 3-day class the past week and everyone was very happy to take the class they learned a lot.

Bob Butler, Retired Annuitant reported he is working on the canopy for charging for Ukiah and Fort Bragg yard. The switch gear that has been ordered will be arriving in July.

Jacob King, Executive Director reported that the virtual Tri-Annual audit went well with no findings. King mentioned that he will be working with Mr. Harvey on the budget revision in January and some of the shortfalls on how is going to affect our budget.

Mark Harvey, CFO reported that he is working on revising the budgets for the January Board Meeting and working on getting the audit together for the auditors.

Luis Martinez, Operations Manager reported that he completed the Paratransit certificate program through the University of Pacific.

b. Matters From MCOG

Loretta Ellard reported that the consultants are coming in person to the board meeting in January to give a final report on the Ukiah Transit Center Feasibility Study.

c. Matters from Director

No matters from directors this month.

The meeting was adjourned at 3:05 p.m.

Americans with Disabilities Act (ADA) Compliance

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AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2023 – November 2023

SUMMARY:

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

Revenue of \$3,451,950 is 47.9% of budgeted revenue of \$7,202,627 for the year, with 41.7% of year elapsed.

Expenses of \$2,790,194 are 39.5% of budgeted expenses of \$7,055,977 for the year, with 41.7% of year elapsed.

As of the date these preliminary financial statements were prepared, Mendocino County had not yet closed FY2022-2023 on their MUNIS accounting system which has an impact on our QuickBooks data. There may be additional adjustments.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2023 through November 2023.

ATTACHMENTS:

Statement of Net Position as of November 30th, 2023
Statement of Revenues and Expenses July 2023 – November 2023.

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

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash 3,936,510

LCTOP Operating 167,356

Senior Operating 265,243

Payroll & Benefits Operating 250,621

Total 101.100 · Cash-Operating Total 4,619,730

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100 6,518

101.203 · Cap CALOES -MUNIS #4140 2,399

101.204 · Capital PTMISEA-MUNIS #4230 2,771

Total 101.200 · Cash-Capital 11,689

Total 101.900 · Cash 4,631,418

Total 102.000 · Accounts Receivable 849,831

Other Current Assets

Total 102.300 · Grants Receivable 1,355,230

Total 102.100 · Accounts Receivable Other 75,000

Total 103.990 - Inventory 33,478

104.199 · Prepaid Expenses Total

104.101 · Prepaid Expenses 11,570

104.102 · Prepaid Insurance 86,257

104.103 · Prepaid Workers Comp 69,325

Total 104.199 · Prepaid Expenses Total 167,151

Total 104.200 · Undeposited Funds 1,213

Total Other Current Assets 1,632,073

Total Current Assets 7,113,322

Fixed Assets

Total 111.900 · Fixed Assets 22,770,984

Total 111.910 · Accumulated Depreciation -14,057,712

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 8,758,422

Other Assets

Total 131.900 · Deferred Outflows of Resource 1,410,508

Total Other Assets 1,410,508

TOTAL ASSETS 17,282,252

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

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 140,262

Credit Cards

201.300 · Umpqua Credit Card -3,503

Total Credit Cards -3,503

Other Current Liabilities

202.100 - Deferred Grant Revenue 1,313,102

203.160 · CalPERS Loan Repayments

205.700 · Uncashed Checks 9,422

205.900 · Accruals Total

205.200 · Accrued Payroll 55,742

205.500 · Accrued Vacation 185,707

205.600 · Accrued Sick Leave 102,460

Total 205.900 · Accruals Total 343,909

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 1,712,121

Total Current Liabilities 1,848,879

Long Term Liabilities

231.900 · Prov-Restricted Funds

231.100 · Provision for Liability 18,415

231.200 · Provision for Vehicle Damage 8,605

231.300 · Provision for Unemployment 150,116

231.400 · Provision for Cafeteria Plan 18,875

Total 231.900 · Prov-Restricted Funds 196,011

235.300 · Deferred Inflows of Resource 244,062

235.910 · Pension Liabilities 3,105,691

Total Long Term Liabilities 3,545,764

Total Liabilities 5,394,643

Equity

Total 399.900 · Equity 11,702,981

Net Income 184,628

Total Equity 11,887,609

TOTAL LIABILITIES & EQUITY 17,282,252

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2023 - November 2023

Ordinary Income/Expense	TOTAL		
	Jul '23-Nov '23	Budget	% of Budget
Income			
411.000 · OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	118,784	225,000	52.8%
401.111 Dial-A-Ride Farebox Revenue	25,183	70,000	36.0%
402.100 Redwood Coast Regional Center	28,634	65,000	44.1%
409.200 · Sonoma County Contract	75,000	181,000	41.4%
Total 411.000 · OPERATING REVENUE.	247,601	541,000	45.8%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	39,383	125,000	31.5%
407.100 · Maintenance Revenue	18,100	30,500	59.3%
407.400 · Investment(Interest) Income	15	7,500	0.2%
407.500 · Other - Fuel Rebates, Etc.	715	14,000	5.1%
408.100 · Local-Capital Reserve	110,835	0	0.0%
409.100 · Local Transportation Fund (LTF)	1,360,065	3,721,782	36.5%
409.109 · LTF - Senior Centers - income	296,127	681,249	43.5%
510.100 · LTF - Senior Centers - expense	-296,127	-681,249	43.5%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 · State Transit Assistance (STA)	601,485	1,293,571	46.5%
422.000 · 5310 Operating Assistance	0	150,000	0.0%
413.101 · 5311 Operating Assistance	305,055	717,774	42.5%
413.110 · 5311(f) Operating Assistance	0	300,000	0.0%
413.113 · 5311 CARES Assistance	0	200,000	0.0%
413.113 · 5311(f) CARES Assistance	0	75,000	0.0%
413.400 · Fed Sec 5339 Capital Grant	768,695	0	0.0%
Total 420.000 · REVENUES FROM OTHER SOURCES	3,204,349	6,661,627	48.1%
Total Income	3,451,950	7,202,627	47.9%
Expense			
Total 501.100 · WAGES	1,593,747	3,298,155	48.3%
Total 510.000 · BENEFITS	564,589	1,711,847	33.0%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	1,293	10,000	12.9%
521.250 · Towing	1,200	2,400	50.0%
521.500 · Property Maintenance Services	98	3,500	2.8%
521.700 · Contract IT Services	10,000	32,000	31.3%
503.202 · Legal Counsel	1,403	30,000	4.7%
508.100 · Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 · Marketing	4,098	12,000	34.2%
509.300 · Advertising, Legal Notices	8,685	48,000	18.1%
524.000 · Software Maintenance Fees	8,739	45,000	19.4%
524.200 · Drug & Alcohol Services	1,392	8,500	16.4%
525.000 · Facility Security System	804	2,500	32.2%
525.500 · Accident / Incident Payables	-16,469	25,000	-65.9%
503.200 · Professional & Technical Svcs	75,786	250,000	30.3%
Total 520.000 · SERVICE/USER FEES	97,027	471,300	20.6%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	233,516	650,000	35.9%
504.120 · Tires	12,581	52,000	24.2%
504.115 · Lubrication	4,600	27,000	17.0%
532.500 · Tools	431	3,500	12.3%
504.100 · Vehicle Maint & Repair Parts	36,006	62,500	57.6%
504.200 · Expensed Parts	284	3,125	9.1%
504.610 · Shop Supplies	1,116	10,000	11.2%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2023 - November 2023

	TOTAL		
	Jul '23-Nov '23	Budget	% of Budget
504.620 · Facilities,Maint & Repair Parts	12,459	45,000	27.7%
504.400 · Office Supplies	7,709	35,000	22.0%
509.200 · Printing (Schedules,brochures)	3,004	15,000	20.0%
537.000 · Safety & Emergency Supplies	795	5,000	15.9%
537.500 · Other Materials & Supplies	5,687	25,000	22.7%
Total 530.000 · MATERIALS & SUPPLIES	318,188	933,125	34.1%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	4,669	12,500	37.3%
541.250 · FB-Water,Sewer, Waste & Propane	2,227	7,000	31.8%
541.500 · Willits-Water, Sewer & Waste	483	3,000	16.1%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	6,872	27,500	25.0%
543.000 · TPX- Ukiah Phones / Internet	19,076	50,000	38.2%
543.250 · Comcast-Fort Bragg Phones/Inter	593	1,750	33.9%
544.000 · Verizon-Admin / OPS Cellular	15,506	35,000	44.3%
Total 540.000 · UTILITIES.	49,425	136,750	36.1%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	136,293	375,000	36.3%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	257	600	42.8%
572.000 · Vehicle Licensing & Reg Fees	0	1,700	0.0%
Total 570.000 · TAXES	257	2,300	11.2%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	2,875	16,000	18.0%
502.700 · Travel	11,698	50,000	23.4%
582.250 · Board Expenses	513	6,500	7.9%
583.000 · Safety Program	138	2,000	6.9%
509.800 · Training	7,917	20,000	39.6%
584.500 · CDL & DOT Physical Expenses	3,537	7,000	50.5%
509.100 · Other Miscellaneous	1,516	15,000	10.1%
Total 580.000 · MISCELLANEOUS	28,194	116,500	24.2%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	2,474	11,000	22.5%
Total 590.000 · LEASES & RENTALS	2,474	11,000	22.5%
Total Expense	2,790,194	7,055,977	39.5%
Net Ordinary Income Before Depreciation	661,756	146,650	
Depreciation Expense	477,128		
Net Ordinary Income After Depreciation	184,628		



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	519	638	527	501	396	473	0	0	0	0	0	0	3054	3409	(355)	-10%
03 - Ukiah - DAR	1202	1395	1155	915	1038	1164	0	0	0	0	0	0	6869	6533	336	5%
04 - Fort Bragg - DAR	952	1019	875	915	885	876	0	0	0	0	0	0	5522	3957	1,565	40%
05 - BraggAbout	700	972	692	670	762	599	0	0	0	0	0	0	4395	3313	1,082	33%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
08 - Ukiah Evening-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
09 - Ukiah Local	4610	5859	5939	6822	5818	5411	0	0	0	0	0	0	34459	29944	4,515	15%
20 - Willits - Ukiah	1219	1785	2062	1530	1229	839	0	0	0	0	0	0	8664	9069	(405)	-4%
60 - Coaster	448	538	634	739	626	532	0	0	0	0	0	0	3517	2916	601	21%
64 - Ukiah to Fort Bragg-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
65 - CC Rider	1076	1350	1154	1216	1082	1336	0	0	0	0	0	0	7214	4564	2,650	58%
65A - New Route 65-Not Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
74 - Saturday Gualala-Ukiah	67	66	41	37	38	37	0	0	0	0	0	0	286	243	43	18%
75 - M-F Gualala to Ukiah	314	483	547	631	465	425	0	0	0	0	0	0	2865	3094	(229)	-7%
95 - Pt. Arena to Santa Rosa	327	324	342	309	252	268	0	0	0	0	0	0	1822	2074	(252)	-12%
97 - Redwood Coast Regional	221	265	223	229	231	223	0	0	0	0	0	0	1392	1146	246	21%
Special Events	1592	0	0	0	155	1344	0	0	0	0	0	0	3091	0	3,091	0%
Monthly Totals	13247	14694	14191	14514	12977	13527	0	0	0	0	0	0	83150	70262	12,888	18%

**FY 23-24 AVERAGE DAILY RIDERS BY ROUTE-Weekday**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
01 - Willits Local	24.71	27.74	25.10	22.77	34.64	22.52	0.00	0.00	0.00	0.00	0.00	0.00
05 - BraggAbout	33.33	42.26	32.95	30.45	34.64	28.52	0.00	0.00	0.00	0.00	0.00	0.00
07 - Jitney	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 - Ukiah Local	196.81	238.61	261.05	291.68	243.68	232.81	0.00	0.00	0.00	0.00	0.00	0.00
20 - Willits - Ukiah	58.05	77.61	98.19	69.55	55.86	39.95	0.00	0.00	0.00	0.00	0.00	0.00
60 - Coaster	21.33	23.39	30.19	33.59	28.45	25.33	0.00	0.00	0.00	0.00	0.00	0.00
65 - Fort Bragg to Santa Rosa	48.19	56.91	51.95	52.18	47.64	60.38	0.00	0.00	0.00	0.00	0.00	0.00
75 - M-F Gualala to Ukiah	14.95	21.00	26.05	28.68	21.14	20.24	0.00	0.00	0.00	0.00	0.00	0.00
95 - Pt. Arena to Santa Rosa	12.00	10.91	11.52	10.68	8.23	8.14	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Totals	409.38	498.43	537.00	539.59	474.27	437.90	0.00	0.00	0.00	0.00	0.00	0.00

**FY 23-24 AVERAGE DAILY RIDERS BY ROUTE-Saturdays**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
09 - Ukiah Local	119.25	92.75	91.40	101.25	114.25	104.40	0.00	0.00	0.00	0.00	0.00	0.00
65 - Fort Bragg to Santa Rosa	13.25	10.25	12.60	17.00	8.50	13.60	0.00	0.00	0.00	0.00	0.00	0.00
74 - Saturday Gualala-Ukiah	16.75	16.50	8.20	9.25	9.50	7.40	0.00	0.00	0.00	0.00	0.00	0.00
95 - Pt. Arena to Santa Rosa	11.25	10.25	14.00	10.25	12.75	10.00	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Totals	160.50	129.75	126.20	137.75	145.00	135.40	0.00	0.00	0.00	0.00	0.00	0.00

**FY 23-24 AVERAGE DAILY RIDERS BY ROUTE-Sundays**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
95 - Pt. Arena to Santa Rosa	6.00	8.00	7.50	6.60	5.00	9.40	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Totals	6.00	8.00	7.50	6.60	5.00	9.40	0.00	0.00	0.00	0.00	0.00	0.00

**Ridership Pandemic Comparison Report
QUARTERLY REPORT**

ROUTE	PRE PANDEMIC				MID PANDEMIC						CURRENT				
	FY 18-19				FY 20-21						FY 23-24				
	SEPT	OCT	NOV	TOTAL PAX	SEPT	OCT	NOV	TOTAL PAX	As % of Pre Pandemic	SEPT	OCT	NOV	TOTAL PAX	As % of Pre Pandemic	
01 - Willits Local	817	910	712	2,439	276	346	208	830	34%	527	501	396	1,424	58%	
03 - Ukiah - DAR	1,180	1,298	1,231	3,709	509	713	588	1,810	49%	1,155	915	1,038	3,108	84%	
04 - Fort Bragg - DAR	1,164	1,322	1,085	3,571	519	494	436	1,449	41%	875	915	885	2,675	75%	
05 - BraggAbout	1,656	1,714	1,515	4,885	543	420	330	1,293	26%	692	670	762	2,124	43%	
09 - Ukiah Local	10,254	11,902	8,704	30,860	2,249	2,564	1,969	6,782	22%	5,939	5,939	5,818	17,696	57%	
20 - Willits - Ukiah	2,650	3,396	2,445	8,491	647	737	557	1,941	23%	2,062	1,530	1,229	4,821	57%	
60 - Coaster	1,042	1,134	855	3,031	223	273	233	729	24%	634	739	626	1,999	66%	
64 - Ukiah to Fort Bragg	441	421	375	1,237	-	-	-	-	0%	-	-	-	-	0%	
65 - CC Rider	1,044	1,042	1,020	3,106	130	288	290	708	23%	1,154	1,216	1,082	3,452	111%	
74 - Saturday Gualala-Ukiah	70	89	63	222	17	48	31	96	43%	41	37	38	116	52%	
75 - M-F Gualala to Ukiah	734	907	712	2,353	228	238	199	665	28%	547	631	465	1,643	70%	
95 - Pt. Arena to Santa Rosa	436	502	401	1,339	-	47	112	159	12%	342	309	252	903	67%	
97 - Redwood Coast Regional	262	261	224	747	-	-	-	-	0%	223	229	231	683	91%	
Quarterly Total	21,750	24,898	19,342	65,990	5,341	6,168	4,953	16,462	25%	14,191	13,631	12,822	40,644	62%	

Ridership Pandemic Comparison Report
MONTHLY REPORT

ROUTE	PRE PANDEMIC FY 18-19	MID PANDEMIC FY 20-21		CURRENT FY 23-24	
	NOV	NOV	As % of Pre Pandemic	NOV	As % of Pre Pandemic
01 - Willits Local	712	208	29.21%	396	55.62%
03 - Ukiah - DAR	1231	588	47.77%	1038	84.32%
04 - Fort Bragg - DAR	1085	436	40.18%	885	81.57%
05 - BraggAbout	1515	330	21.78%	762	50.30%
09 - Ukiah Local	8704	1969	22.62%	5818	66.84%
20 - Willits - Ukiah	2445	557	22.78%	1229	50.27%
60 - Coaster	855	233	27.25%	626	73.22%
64 - Ukiah to Fort Bragg	375	0	0.00%	0	0.00%
65 - CC Rider	1020	290	28.43%	1082	106.08%
74 - Saturday Gualala-Ukiah	63	31	49.21%	38	60.32%
75 - M-F Gualala to Ukiah	712	199	27.95%	465	65.31%
95 - Pt. Arena to Santa Rosa	401	112	27.93%	252	62.84%
97 - Redwood Coast Regional	224	0	0.00%	231	103.13%
Total	19342	4953	25.61%	12822	66.29%

**Ridership Pandemic Comparison Report
QUARTERLY REPORT**

ROUTE	PRE PANDEMIC				MID PANDEMIC						CURRENT				
	FY 18-19				FY 20-21						FY 23-24				
	OCT	NOV	DEC	TOTAL PAX	OCT	NOV	DEC	TOTAL PAX	As % of Pre Pandemic	OCT	NOV	DEC	TOTAL PAX	As % of Pre Pandemic	
01 - Willits Local	910	712	805	2,427	346	208	324	878	36%	501	396	473	1,370	56%	
03 - Ukiah - DAR	1,298	1,231	1,170	3,699	713	588	481	1,782	48%	915	1,038	1,164	3,117	84%	
04 - Fort Bragg - DAR	1,322	1,085	1,241	3,648	494	436	399	1,329	36%	915	885	876	2,676	73%	
05 - BraggAbout	1,714	1,515	1,476	4,705	420	330	444	1,194	25%	670	762	599	2,031	43%	
09 - Ukiah Local	11,902	8,704	8,600	29,206	2,564	1,969	2,306	6,839	23%	6,822	6,822	5,411	19,055	65%	
20 - Willits - Ukiah	3,396	2,445	2,081	7,922	737	557	609	1,903	24%	1,530	1,229	839	3,598	45%	
60 - Coaster	1,134	855	869	2,858	273	233	251	757	26%	739	626	532	1,897	66%	
64 - Ukiah to Fort Bragg	421	375	387	1,183	-	-	-	-	0%	-	-	-	-	0%	
65 - CC Rider	1,042	1,020	913	2,975	288	290	228	806	27%	1,216	1,082	1,336	3,634	122%	
74 - Saturday Gualala-Ukiah	89	63	81	233	48	31	18	97	42%	37	38	37	112	48%	
75 - M-F Gualala to Ukiah	907	712	571	2,190	238	199	193	630	29%	631	465	425	1,521	69%	
95 - Pt. Arena to Santa Rosa	502	401	452	1,355	47	112	97	256	19%	309	252	268	829	61%	
97 - Redwood Coast Regional	261	224	244	729	-	-	-	-	0%	229	231	223	683	94%	
Quarterly Total	24,898	19,342	18,890	63,130	6,168	4,953	5,350	16,471	26%	14,514	13,826	12,183	40,523	64%	

Ridership Pandemic Comparison Report
MONTHLY REPORT

ROUTE	PRE PANDEMIC FY 18-19	MID PANDEMIC FY 20-21		CURRENT FY 23-24	
	DEC	DEC	As % of Pre Pandemic	DEC	As % of Pre Pandemic
01 - Willits Local	805	324	40.25%	473	58.76%
03 - Ukiah - DAR	1170	481	41.11%	1164	99.49%
04 - Fort Bragg - DAR	1241	399	32.15%	876	70.59%
05 - BraggAbout	1476	444	30.08%	599	40.58%
09 - Ukiah Local	8600	2306	26.81%	5411	62.92%
20 - Willits - Ukiah	2081	609	29.26%	839	40.32%
60 - Coaster	869	251	28.88%	532	61.22%
64 - Ukiah to Fort Bragg	387	0	0.00%	0	0.00%
65 - CC Rider	913	228	24.97%	1336	146.33%
74 - Saturday Gualala-Ukiah	81	18	22.22%	37	45.68%
75 - M-F Gualala to Ukiah	571	193	33.80%	425	74.43%
95 - Pt. Arena to Santa Rosa	452	97	21.46%	268	59.29%
97 - Redwood Coast Regional	244	0	0.00%	223	91.39%
Total	18890	5350	28.32%	12183	64.49%

Performance Summary

1st Quarter FY 23/24

RIDERSHIP-FIXED ROUTE/DAR	Jul-23	Aug-23	Sep-23	1st Quarter 23/24	1st Quarter 22/23
ADULT	4230	4702	4365	13297	11379
SENIORS	3766	3807	3331	10904	8495
DISABLED	2021	2041	1832	5894	4763
PCA	160	133	146	439	228
COLLEGE	1195	1912	2595	5702	3238
FREE	450	511	480	1441	330
CHILD	300	400	257	957	602
YOUTH PASSES	105	47	20	172	32
MONTHLY PASSES	376	396	460	1232	1089
TRANSFERS	644	745	705	2094	2040
STAFF PASSES	0	0	0	0	99
WHEELCHAIR	700	765	0	1465	1296
BIKES	295	280	0	575	531
TOTAL RIDERSHIP	13247	14694	14191	42132	32295
OPERATIONS					
TOTAL SERVICE DAYS (Mon-Fri)	21	23	21		
VEHICLE SERVICE HOURS	3780.36	4219.61	3629.64	11629.61	10251.97
PASSENGERS PER HOUR	3.50	3.48	3.91	3.62	3.15
VEHICLE SERVICE MILES	66653	74557	65857	207067	163493
PASSENGER PER MILE	0.20	0.20	0.22	0.20	0.20
COSTS					
MONTHLY EXPENSES (Operating Costs)	\$562,861.34	\$670,531.42	\$512,145.87	\$1,745,538.63	\$1,601,106.83
COST PER PASSENGER	42.49	45.63	36.09	41.43	49.58
COST PER MILE	8.44	8.99	7.78	8.43	9.79
COST PER HOUR	148.89	158.91	141.10	150.09	156.18
REVENUE					
FIXED ROUTE/DAR FAREBOX REVENUE	\$41,695.61	\$45,345.92	\$52,682.00	\$139,723.53	\$135,166.50
ADVERTISING SALES	\$41,695.61	\$45,345.92	\$52,682.00	\$139,723.53	\$40,665.05
AG VAN LEASE	\$14,039.50	\$6,391.00	\$5,158.00	\$25,588.50	\$0.00
TOTAL FAREBOX RATIO	17.31%	14.48%	21.58%	17.48%	10.98%
OPERATING COST					
MCOG PERFORMANCE MEASURE					
DIAL-A-RIDE	2154	2414	2030	6598	5203
PASSENGERS PER HOUR <i>/STANDARD 4.5</i>	2.45	2.45	2.95	2.62	2.27
FAREBOX RATIO <i>/STANDARD 10%</i>	9.97%	8.52%	9.24%	9.24%	9.60%
OPERATING COST PER HOUR <i>/STANDARD \$91.70</i>	\$96.18	\$102.08	\$111.80	\$103.35	\$105.02
COST PER PASSENGER <i>/STANDARD \$20.38</i>	\$39.20	\$41.67	\$37.84	\$39.57	\$46.49
SHORT DISTANCE BUS ROUTES*	6050	7734	7381	21165	17084
PASSENGERS PER HOUR <i>/STANDARD 14</i>	4.11	4.82	5.15	4.69	4.11
FAREBOX RATIO <i>/STANDARD 10%</i>	11.91%	9.44%	14.26%	11.87%	13.82%
OPERATING COST PER HOUR <i>/STANDARD \$85.19</i>	\$178.78	\$196.07	\$167.28	\$180.71	\$183.47
COST PER PASSENGER <i>/STANDARD \$6.09</i>	\$40.94	\$38.15	\$30.53	\$36.54	\$42.49
LONG DISTANCE BUS ROUTES**	3451	4546	4780	12777	10008
PASSENGERS PER HOUR <i>/STANDARD 3.2</i>	2.27	2.63	3.00	2.63	2.64
FAREBOX RATIO <i>/STANDARD 10%</i>	7.72%	5.57%	8.86%	7.39%	8.96%
OPERATING COST PER HOUR <i>/STANDARD \$92.18</i>	\$152.10	\$158.95	\$131.61	\$147.55	\$173.98
COST PER PASSENGER <i>/STANDARD \$28.80</i>	\$66.87	\$60.47	\$43.93	\$57.09	\$68.04
* 1 WILLITS LOCAL, 5 BRAGG ABOUT, 7 JITNEY, 9 UKIAH LOCAL, RCRC					
** 20 Willits/Ukiah, 60 COASTER, 65/66 CC RIDER, 75 GUALALA/UKIAH, 95 POINT ARENA/SANTA ROSA					



Meeting Date: January 31, 2024

Agenda Item: C.4

MEMO

SUBJECT:

Approval of Executive Director Conference Request – CALACT Spring Conference & Expo April 15 - 18, 2024

SUMMARY:

The California Association for Coordinated Transportation (CALACT) is conducting its Annual Spring Conference & Expo in San Diego CA on April 15 - 18. The 2023 Annual Spring Conference & Expo will offer dedicated time to learn about ZEB plans, discuss driver shortages & retention, and facilitate conversations and workshops around the transit industry's most pressing issues. Executive Director King has attended the CALACT conferences 8 times over the last 6 years. The cost of the conference (all days) and lodging is approximately \$1,200.00.

Staff Recommendation:

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

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CALACT
40th
ANNIVERSARY
CONFERENCE

APRIL 15 - 18
SAN DIEGO, CA



EXHIBITOR INFORMATION

Registration

To register please visit www.calact.org before March 10th, 2024 to receive early bird rates. Attendee registration will open January 16th, 2024. You need to register before you can reserve a room at the hotel.

Accommodations

The Conference Hotel is Paradise Point located at 1404 Vacation Road, San Diego, CA 92109. Single room rates are \$239.00 per night if booked by March 13, 2024. The room block will close on 3/13/2024 and rooms will be on a space available basis.

Reservations must be guaranteed by credit card or advance deposit and received 30 business days prior to arrival. Individual reservations will automatically be billed for one night unless canceled 30 days before the conference.

CONFERENCE & EXHIBITOR SCHEDULE

MONDAY, APRIL 15, 2024

11:00 am	Golf Outing
12:00 pm	Registration Open
12:00 pm	RTAP Committee Meeting
1:00 pm	Pre-Conference Session I
1:00 pm	Pre-Conference Session II

TUESDAY, APRIL 16, 2024

7:30 am	Registration Open
8:00 am	Breakfast
8:00 am	Welcome Session & Keynote
10:00 am	Breakout Sessions I
11:30 am	Breakout Sessions II
12:45 pm	Awards Luncheon
2:30 pm	Breakout Session III
4:15 pm	Breakout Session IV
6:00 pm	EXPO Reception

WEDNESDAY, APRIL 17, 2024

7:30 am	Registration Open
7:30 am	Breakfast
8:00 am	Breakout Session V
9:45 am	Breakout Session VI
11:00 am	Breakout Session VII
12:30 pm	Bus Show Luncheon
2:30 pm	EXPO Show
6:30 pm	Evening Event

THURSDAY, APRIL 18, 2024

8:30 am	Registration Open
8:30 am	Breakfast
9:30 am	Plenary Session
11:30 am	Conference Concludes

EXPO SET-UP TIMES

Bus Show Move-In

Tuesday, April 16 9:00 am - 12:00 pm

EXPO Reception

Tuesday, April 16 5:30 pm - 7:30 pm

Exhibitor Move-In

Tuesday, April 16 3:30 pm - 5:15 pm

Bus Show Luncheon

Wednesday, April 17 12:30 pm - 2:30 pm

EXPO Vendor Show

Wednesday, April 17 2:30 pm - 5:30 pm

Vendor Break Down

Wednesday, April 17 5:30 pm - 8:30 pm

Evening Event

Wednesday, April 17 6:30 pm - 10:30 pm

Bus Show Move-Out

Thursday, April 18 8:00 am - 11:00 am

2022-2023 UNMET NEEDS REQUESTS

Date	City	Requestor	Service Requested
7/28/2021	Ukiah	Executive Director	Transit Center
8/25/2021	Ukiah	Director Richard	Resume services linking inland to the coast - Ukiah to North Coast in the morning and back again in the afternoon.
8/25/2021	Fort Bragg	Director Tarbell	Resume pre-pandemic service to coastal communities
12/8/2021	Fort Bragg	Director Albin-Smith	Requested weekend service in Fort Bragg on a regular basis
02/14/2022	Willits	Steven Wright William Kappelman	Bus Stop at Waugh Lane at Talmage Ave. Both Northbound and Southbound #9 Local
6/21/2022	Willits	Public Member	Saturday services between Ukiah and Willits round trip, and Saturday service in Willits for the Route #1.
9/28/2022	Brooktrails	Public Member	Brooktrails connection for commuters AM/PM



2023-24 SPECIAL EVENTS SCHEDULE

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



AGENDA SUMMARY REPORT

The Whale Festival in Mendocino will be taking place on Saturday, March 2nd

SUMMARY:

The Chamber of Commerce is having the Whale Festival event March 2, 2024, and has requested MTA provide shuttle service from 12:00pm to 4 pm. They would like to arrange with MTA for the Trolley to provide shuttle service in the town of Mendocino. Janice a representative from the Chamber of Commerce will address the board on this matter.

STAFF RECOMMENDATION:

Staff recommends adding the Wale Festival in Mendocino, CA to the Special Events calendar.

Attachments

None

Mendocino Whale Festival Request

Thank you for allowing the Mendocino Coast Chamber of Commerce to address your board to request the use of the MTA Trolley for our event.

As this is the first year since COVID that we are able to produce this event, the excitement is building amongst the merchants, inns and entire community.

The date is Saturday March 2, 2024. The times are from 12 noon until 4:00 pm. The main event that the Chamber coordinates is the wine walk throughout the village of Mendocino. This entails shops, galleries and inns hosting wineries from Mendocino County to come pour samples of their wines. Each host is required to provide appetizers to accompany the wines that will be provided. The Chamber provides the insurance and licensing from ABC for the entire event. We also are planning on having magnetic placards printed for the sides of the trolley, acknowledging the festival sponsors.

Due to the expanse of the walk which would be from the west end of Main Street all the way up Lansing Street to the north inns , Agate Cove and Sea Rock B&B, the MTA trolley is a major help to transport the guests safely around town, not to mention a fun additional event for families who are visiting the area. We are not requiring the trolley to go up to Pt. Cabrillo Lighthouse this year.

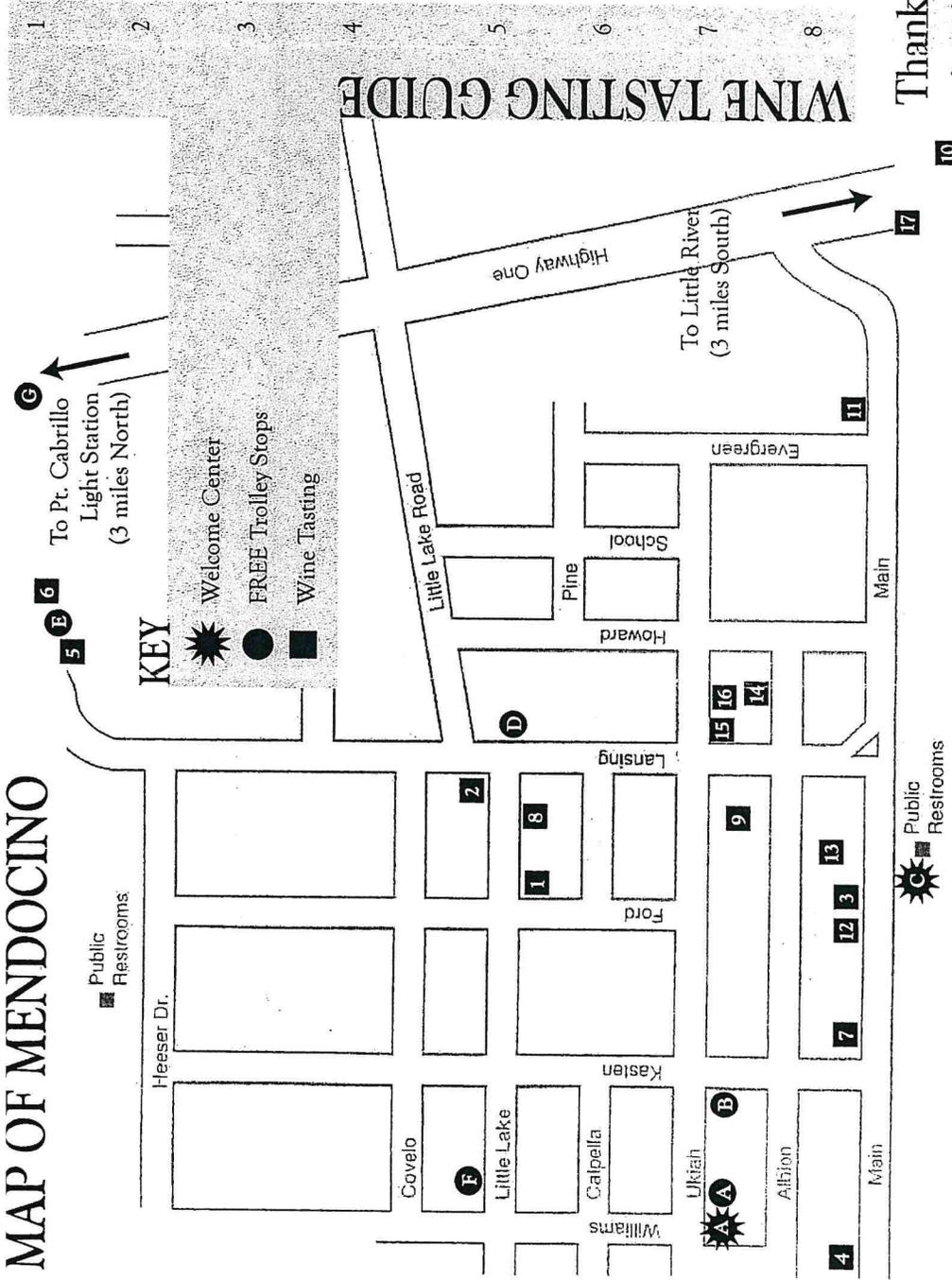
We are in the process of confirming all the the wineries and hosts, so the attached map I included here is just a sample of how the route would look. We will provide the updated material to you for the convenience of the driver as soon as we are able. Let us know, too, if tips for the driver are appropriate.

We are looking forward to your approval to secure the service of the trolley.

Respectfully submitted,

Janice Littrell
Interim Executive Director
Mendocino Coast Chamber of Commerce
707-961-6302
www.mendocinocoast.com

MAP OF MENDOCINO



SIMAINNE CELLARS

Host: Color & Light Glass, 10525 Ford St.

BARRA OF MENDOCINO

Host: Century 21 Seascape, 45050 Little Lake St.

ESTERLINA VINEYARDS

Host: Highlight Gallery, 45052 Main St.

HANDLEY CELLARS

Host: Artists Co-Op of Mendocino, 45270 Main St. (upstairs)

TERRA SALVIA

Host: Sea Rock B&B Inn, 11101 Lansing St.

JERIKO ESTATES

Host: Agate Cove Inn, 11201 Lansing St

FREY VINEYARDS

Host: Gallery Bookshop, 319 Kasten St

MEYER FAMILY CELLARS

Host: Coast Getaways, 45061 Little Lake St.

WELCOME CENTERS

Stop by a Whale Festival Welcome Center to get Wine Tasting Passes, Event Brochures, T-Shirts, Coffee & more.

WELCOME CENTER LOCATIONS (See Map)
 Ford House Visitor Center, 735 Main St.
 Crown Hall, 45285 Ukiah St.

You must be over 21 for Wine Tasting!
 Please, no full wine glasses on the Village streets - it's the LAW.

FREE TROLLEY STOPS

(See Map)

- A Crown Hall (Welcome Center)
- B Odd Fellows Hall (Plain Air Exhibit)
- C Ford House (Welcome Center)
- D Harvest at Mendosa's
- E Sea Rock B&B Inn
- F Mendocino Art Center
- G Pt. Cabrillo Light Station & Preserve

WINE TASTING GUIDE

Thank You to all the participating wineries! We would not be able to continue this festival without your support and generosity.

Please don't forget to browse the host locations, these stores and galleries have many unique items that will make your experience unforgettable!



Meeting Date: January 31, 2024

Agenda Item: D.3

AGENDA SUMMARY REPORT

SUBJECT:

Emergency Procurement of 2 Clean Diesel Freightliner buses.

SUMMARY:

We must acquire 2 Clean Diesel Freightliners to support our remaining fleet due to catastrophic failures totaling five in the past year.

The Vehicles are on the CAL-ACT Contract.

The total cost for two is \$502,000.00

ATTACHMENTS:

Glaval-Legacy-Brochure

STAFF RECOMMENDATIONS:

Staff recommends the emergency purchase of 2 Clean Diesel Freightliners.



FOREST RIVER BUS

GLAVAL BUS | Legacy



Learn more at
[forestriverbus.com/
Glaval-Bus/Legacy](https://forestriverbus.com/Glaval-Bus/Legacy)

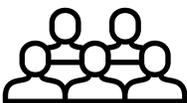
Functionality + accessibility.



QUALITY, STYLE AND DURABILITY.

The all new Glaval Legacy is sure to impress with its updated stylish standards, comfortable ride and rugged durability. Built on the heavy-duty Freightliner S2C diesel chassis, the Legacy offers the comfort, sophistication and room to move your most elite clientele while keeping affordability in mind. Standard 5/8" marine grade plywood flooring, stainless steel exterior screws and a fully undercoated chassis protects the bus from the most extreme conditions. Redesigned straight sidewalls and solid one-piece front and rear caps gives a fresh new look to this dependable classic. With an abundance of options and layouts, the new Legacy will exceed your customer's expectations.

PASSENGERS



Up to 45

BUS LENGTH



32' - 40'

BUS CHASSIS



Freightliner

WHEELCHAIR



Side Access

28

28 passenger + 2 wheelchair w/
flip and foldaway seats + driver



29

29 passenger w/rear luggage
+ driver



36

36 passenger + 2 wheelchair w/
flip and foldaway seats + driver



37

37 passenger + driver



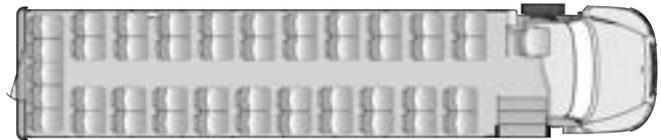
41

41 passenger w/rear luggage
+ driver



45

45 passenger + driver



Length	32'	36'	40'
Wheelbase	238"	279"	300"
Chassis	Freightliner	Freightliner	Freightliner
Engine	Cummins 6.7L 240HP	Cummins 6.7L 240HP	Cummins 6.7L 240HP
GVWR	26,000/30,000 lb.	26,000/30,000 lb.	26,000/30,000 lb.
Passenger Capacity*	33	39	45
Overall Width	96"/102"	96"/102"	96"/102"
Overall Height	131"	131"	131"
Interior Width	93"/99"	93"/99"	93"/99"
Interior Height	79.75"	79.75"	79.75"
Ground to Int. Floor	44"	44"	44"
Ground to 1st Step	15.5"	15.5"	15.5"
Step Riser	9.75"	9.75"	9.75"
Step Tread	9.75"	9.75"	9.75"
Step Width	35.75"	35.75"	35.75"
Entry Door Clear Opening w/One Grab Rail	31"	31"	31"
Entry Door Clear Opening w/Two Grab Rails	30"	30"	30"

*All passenger capacities are references and subject to final weight analysis



USB CHARGING PORTS



COLE HERSEE SWITCH



FIRE SUPPRESSION SYSTEM



RED AND WHITE DOT REFLECTIVE CONSPICUITY TAPE



FAREBOX OPTION



WATCH YOUR STEP RISERS

Standard Exterior Feature Highlights

- Fully welded corrosion-preventative coated aluminized steel cage construction with laminated sidewall structure meeting all applicable FMVSS requirements
- "Starview" drivers visibility window in front of entry door
- Electric actuated passenger entry door with full length glass
- 36" wide x 36" high upper double T-Slider tempered safety glass windows with climate control tint
- Black powder coated steel rear bumper
- Rear mud flaps
- Molded wheel flares
- Pre-painted white galvanized steel sidewalls and skirts
- Fiberglass front and rear caps
- One-piece seamless FRP (fiberglass reinforced plastic) roof
- Breakaway rearview mirrors with built-in convex
- Sealed LED stop, tail, and turn signal lights with reverse lights
- Exterior LED front and rear marker lights

Standard Interior Feature Highlights

- 93" interior width
- 96" exterior width
- 81" interior floor to ceiling height with standard floor
- Floor and wall seat track for flexible seating
- Black slip resistant Gerflor floor covering
- 5/8" marine tech plywood flooring
- Coved flooring to bottom of seat track
- Gray padded vinyl or cloth interior
- White step nosing at passenger door
- 1.25" left hand vertical passenger assist rail at entry door
- LED entry door step well lights
- LED driver and passenger area lighting
- FlexTech Electrical System
- Backup camera system with 7" monitor/rearview mirror combo
- Non-retractable seat belts

Popular Option Highlights

- 102" Exterior width
- Stainless steel wheel inserts
- Luggage storage areas (overhead luggage racks with reading lights, interior luggage racks, rear storage area)
- Rear emergency door with window(s)
- Passenger area rear heat and air conditioning
- Passenger grab rails
- Audio and video systems
- Mid back or high back seating
- ADA and FMVSS compliant wheelchair lifts and securement systems
- Fiberglass side walls and skirts

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