



**Board of Directors  
Regular Meeting Agenda**

Wednesday, February 28, 2024

1:30 p.m.

**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

*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.*

**Teleconference**

**Zoom videoconference link provided to Board members and by request.  
Please submit access request to [sara@mendocinotransit.org](mailto:sara@mendocinotransit.org) or call MTA  
Administration at (707) 462-1422.**

***Topic: MTA Regular Board Meeting***

***Time: February 28, 2024 01:30 PM Pacific Time (US and Canada)***

*Please press mute on your phone or computer until public comments are open. The Chair will call for public comments during the Public Comment section of the agenda as well as during each agenda item discussion. Members of the public may also submit questions via email to [sara@mendocinotransit.org](mailto:sara@mendocinotransit.org) and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted prior to the close of the comment period.*

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

## **AGENDA ITEMS**

### **A. CALL TO ORDER**

### **B. PUBLIC COMMENT**

*MTA Board of Directors welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the MTA Board of Directors on the same subject matter, the Chair may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the Mendocino Transit Authority which are not on the posted agenda. Public criticism of the MTA Board will not be prohibited. No action shall be taken.*

### **C. CONSENT CALENDAR**

1. Approval of Minutes of January 31, 2024 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July – December 2023
3. Acceptance of Service Performance Report

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

1. Unmet Needs
2. Acceptance of Ukiah Transit Center feasibility study. Presentation by LSC
3. Special Events Economic Report

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

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

## **F. ADJOURN**

Anticipated adjournment is 3:00 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](mailto:sara@mendocinotransit.org) at least 72 hours before the meeting.*



**Board of Directors  
Regular Meeting Minutes**

Wednesday January 31, 2024

1:30 p.m.

**MTA Directors in Attendance**

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

**MTA Directors Absent**

Dan Doyle

**Staff in Attendance**

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

**Staff Absent**

Becky Oseguera HR Director  
Bob Butler, Retired Annuitant

*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 1:34 pm
  
- B. PUBLIC COMMENT** – None

## 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

**Upon Motion** by Director **Sher** seconded by Director **Albin-Smith**, the Board accepted the Consent Calendar C1– C4 by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Doyle.

## D. ACTION & DISCUSSION

1. Unmet Needs- Requested night bus service for local Route #9, another request by a passenger was to add a stop at San Francisco Ave. in Willits, CA. A request from the coast a passenger requested service from Fort Bragg to Sea Ranch., Ca. for morning and evening service.

2. Special Events Calendar-

Executive director gave a list of Special events that MTA has been participating in the past years.

Director Albin-Smith mentioned that the Ft. Bragg Blue Economy Event needed to be removed from the calendar because that event is not happening.

Director Gjerde suggested that Executive director King and CFO Mark Harvey look at the total cost of this different events and bring it back in future in an agenda item and from there make a recommendation.

Janice Littreall, Executive director for the Fort Bragg Chamber of commerce attended the to request MTA Trolley shuttle service for the Whale Festival event that is happening on March 2, 2024 from 12:00 pm. To 4pm. The chamber is willing to donate for the services.

**Upon Motion** by Director **Albin- Smith** seconded by Director **Richard**, the Board accepted the Whale Festival Event for March 2, 2024 to be added to the Special Events Calendar by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Doyle.

### 3. Procurement of Diesel Engine Bus

This item is necessary, this is what the Executive Director King mentioned at the beginning of the meeting. We must acquire 2 Clean Diesel Freightliners to support our remaining fleet due to catastrophic Mechanical failures totaling five in the past year.

**Upon Motion** by Director **Albin- Smith** seconded by Director **Tarbell**, the Board approved to acquire 2 Diesel Freightliner total cost of no more than \$550, 000.00 by roll call vote:

**AYES:** Tarbell, Richard, Albin-Smith, Sher, Gjerde and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Doyle.

2 members of the public spoke on behalf of this item, both members were going to speak against the Diesel buses but after listening to the Executive director one member said that he was very impress about all he learned and of what the situations is, and he thanked everyone at MTA for all the good work that they are doing. The second member was very pleased with all the information too and thanked all MTA staff for all they are doing.

## E. DIRECTOR AND MANAGEMENT REPORTS

### 1. Matters from Management

**Jacob King**, Executive Director reported that SB125 was submitted to the state and is waiting for the approval of the submitted projects. King also mentioned that he and Mark Harvey, CFO, are working on budget amendments and should have a revenue budget amendment in February.

King is also happy to announce that Redwood Coast Express will start service to Ukiah from Eureka, Ca on February 5, 2024 and thanks the board of directors, senator, and supervisors for this big 4 years project that is finally happening.

**Dawn White**, Mobility Manager reported that she is working on advertising the new service from Redwood Coast Express to Ukiah on the local newspapers, radio, and social media. White mentioned that she will be working on a meeting with the Seniors Centers next, since they haven't met since the pandemic.

**Bret Byrd**, Maintenance Manager reported that MTA have just register all heavy-duty vehicles with CARB (California Air Resources Board) a new law beginning January 1, 2024, trucks must be registered in the CARB Online System to conduct drayage activities in California. Byrd also mentioned that he and another mechanic got certified to do smog testing.

**Mark Harvey**, CFO reported that he was notify by the county's auditor's office on Monday that the revise budge closed 22-23 which we will be making notifications for our auditors 22-23 fiscal audit and will be working with Executive Director King on revising the budgets.

**Luis Martinez**, Operations Manager reported that the Route 65 CC Rider will change on February 5, 2024 to accommodate to make connections with the Redwood Coast Express. Martinez also mentioned that MTA is still looking for drivers, and that there are 2 drivers in training and testing, 1 for the Coast and 1 for Ukiah and hopefully will be full staff in Fort Bragg.

2. Matters From MCOG.

No reports.

3. Matters from Directors

**Director Sher** would like to see more transparency and she is concerned about the public not being able to participate via zoom since sometimes is difficult for people to attend in person. and mentioned that she didn't see any public comments attached to the agenda.

**Chair Rodriguez** responded that we don't attach every letter to the agenda unless is requested. Anyone can request to have the letter read during the meeting. Rodriguez will ask our legal opinion if the public can attend the meeting via zoom.

**Director Albin-Smith** shared that a musician took the bus from Hopland to Eureka, on the new route from Redwood Coast Express and he thought that was amazing service and trip. Another passenger from Turlock took AMTRACK to Ukiah and then the CC Rider to Fort Bragg to listen to the symphony and though that was an amazing trip. 2 beautiful stories from passengers using our MTA services.

**Director Tarbell** wanted information about the proposal from the City of Ukiah's new transit center location. The new location is on West Perkins St.

**Director Gjerde**, reported that he and the MTA staff along with MCOG staff met with Mendocino Co. treasurer and provided MTA with projections for sale tax and the one thing that Gjerde learned is that the auditor's office has a spreadsheet that shows a 3-year average and that shows why it spiked during covid because of the home improvements and increase the sale tax revenue, right now is normalizing but it will require cutting on the budget. He mentioned that Executive director King and CFO Harvey will prepare a future agenda item with more details.

**Chair Rodriguez** mentioned that in the past weeks she had a few complaints about directors conflict of interest and conversations about taking place in open meetings that show preferences to themselves and mentioned that she shared those concerns and comments with executive director King and talked about how we might need a legal opinion on how to handle the matter and that brings up the question that if directors really want letters attached to agenda when something really is not appropriate to be attached as a matter of record.

The meeting adjourned at 3:21 p.m. to go to Closed Session

**B. CLOSED SESSION**

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

Closed Session adjourned at 3:41 pm.

**C. ANNOUNCEMENT OUT OF CLOSED SESSION**

Open regular Session reconvened at 3:41 pm.

Chair Rodriguez reported that during closed session directors discussed the evaluation of Executive Director Jacob King and have put together a process for his evaluation Chair Rodriguez appointed director Gjerde, Albin- Smith and herself in a committee for salary for Executive director King.

Open Session adjourned at 3:42 pm.

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

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Meeting Date: February 28th, 2024

Agenda Item: # C.2

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July 2023 – December 2023

**SUMMARY:**

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

Revenue of \$3,980,630 is 55.3% of budgeted revenue of \$7,202,627 for the year, with 50.0% of year elapsed.

Expenses of \$3,376,213 are 47.8% of budgeted expenses of \$7,055,977 for the year, with 50.0% of year elapsed.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2023 through December 2023.

**ATTACHMENTS:**

Statement of Net Position as of December 31st, 2023  
Statement of Revenues and Expenses July 2023 – December 2023.

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

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 · Cash**

**101.100 · Cash-Operating**

Operating Cash 3,815,872

LCTOP Operating 168,166

Senior Operating 363,795

Payroll & Benefits Operating 233,768

**Total 101.100 · Cash-Operating Total 4,581,600**

**101.200 · Cash-Capital**

101.202 · Capital Wkg-MUNIS #4100 6,518

101.203 · Cap CALOES -MUNIS #4140 2,411

101.204 · Capital PTMISEA-MUNIS #4230 3,060

**Total 101.200 · Cash-Capital 11,989**

**Total 101.900 · Cash 4,593,590**

**Total 102.000 · Accounts Receivable 884,467**

**Other Current Assets**

**Total 102.300 · Grants Receivable 1,416,241**

**Total 102.100 · Accounts Receivable Other 90,000**

**Total 103.990 - Inventory 33,478**

**104.199 · Prepaid Expenses Total**

104.101 · Prepaid Expenses 9,858

104.102 · Prepaid Insurance 59,353

104.103 · Prepaid Workers Comp 59,421

**Total 104.199 · Prepaid Expenses Total 128,631**

**Total 104.200 · Undeposited Funds 19,961**

**Total Other Current Assets 1,688,311**

**Total Current Assets 7,166,368**

**Fixed Assets**

**Total 111.900 · Fixed Assets 22,772,394**

**Total 111.910 · Accumulated Depreciation -14,154,476**

**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 8,663,069**

**Other Assets**

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

**Total Other Assets 1,410,508**

**TOTAL ASSETS 17,239,945**

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

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

**Total Accounts Payable** 217,364

**Credit Cards**

201.300 · Umpqua Credit Card 14,881

**Total Credit Cards** 14,881

**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 90,592

205.500 · Accrued Vacation 182,760

205.600 · Accrued Sick Leave 103,426

**Total 205.900 · Accruals Total** 376,778

**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** 1,744,989

**Total Current Liabilities** 1,977,234

**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 153,351

231.400 · Provision for Cafeteria Plan 18,873

**Total 231.900 · Prov-Restricted Funds** 199,244

235.300 · Deferred Inflows of Resource 244,062

235.910 · Pension Liabilities 3,087,209

**Total Long Term Liabilities** 3,530,516

**Total Liabilities** 5,507,750

**Equity**

**Total 399.900 · Equity** 11,701,670

**Net Income** 30,525

**Total Equity** 11,732,195

**TOTAL LIABILITIES & EQUITY** 17,239,945

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

Ordinary Income/Expense	TOTAL		
	Jul '23-Dec '23	Budget	% of Budget
<b>Income</b>			
<b>411.000 · OPERATING REVENUE.</b>			
401.110 Fixed Route Farebox Revenue	144,672	225,000	64.3%
401.111 Dial-A-Ride Farebox Revenue	34,192	70,000	48.8%
402.100 Redwood Coast Regional Center	32,884	65,000	50.6%
409.200 · Sonoma County Contract	90,000	181,000	49.7%
<b>Total 411.000 · OPERATING REVENUE.</b>	<b>301,747</b>	<b>541,000</b>	<b>55.8%</b>
<b>420.000 · REVENUES FROM OTHER SOURCES</b>			
406.100 · Advertising Contract	45,957	125,000	36.8%
407.100 · Maintenance Revenue	20,734	30,500	68.0%
407.400 · Investment(Interest) Income	17	7,500	0.2%
407.500 · Other - Fuel Rebates, Etc.	487	14,000	3.5%
408.100 · Local-Capital Reserve	110,835	0	0.0%
409.100 · Local Transportation Fund (LTF)	1,632,078	3,721,782	43.9%
409.109 · LTF - Senior Centers - income	353,185	681,249	51.8%
510.100 · LTF - Senior Centers - expense	-340,955	-681,249	50.0%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 · State Transit Assistance (STA)	721,782	1,293,571	55.8%
422.000 · 5310 Operating Assistance	0	150,000	0.0%
413.101 · 5311 Operating Assistance	366,066	717,774	51.0%
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%
<b>Total 420.000 · REVENUES FROM OTHER SOURCES</b>	<b>3,678,882</b>	<b>6,661,627</b>	<b>55.2%</b>
<b>Total Income</b>	<b>3,980,629</b>	<b>7,202,627</b>	<b>55.3%</b>
<b>Expense</b>			
<b>Total 501.100 · WAGES</b>	<b>1,915,274</b>	<b>3,298,155</b>	<b>58.1%</b>
<b>Total 510.000 · BENEFITS</b>	<b>678,546</b>	<b>1,711,847</b>	<b>39.6%</b>
<b>520.000 · SERVICE/USER FEES</b>			
521.000 · Vehicle Technical Services	1,303	10,000	13.0%
521.250 · Towing	1,200	2,400	50.0%
521.500 · Property Maintenance Services	98	3,500	2.8%
521.700 · Contract IT Services	13,715	32,000	42.9%
503.202 · Legal Counsel	1,403	30,000	4.7%
508.100 · Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 · Marketing	4,553	12,000	37.9%
509.300 · Advertising, Legal Notices	9,490	48,000	19.8%
524.000 · Software Maintenance Fees	10,391	45,000	23.1%
524.200 · Drug & Alcohol Services	1,912	8,500	22.5%
525.000 · Facility Security System	909	2,500	36.4%
525.500 · Accident / Incident Payables	-16,419	25,000	-65.7%
503.200 · Professional & Technical Svcs	107,891	250,000	43.2%
<b>Total 520.000 · SERVICE/USER FEES</b>	<b>136,444</b>	<b>471,300</b>	<b>29.0%</b>
<b>530.000 · MATERIALS &amp; SUPPLIES</b>			
504.110 · Fuel	279,700	650,000	43.0%
504.120 · Tires	12,581	52,000	24.2%
504.115 · Lubrication	4,617	27,000	17.1%
532.500 · Tools	509	3,500	14.6%
504.100 · Vehicle Maint & Repair Parts	40,141	62,500	64.2%
504.200 · Expensed Parts	291	3,125	9.3%
504.610 · Shop Supplies	1,362	10,000	13.6%

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

	TOTAL		
	Jul '23-Dec '23	Budget	% of Budget
504.620 · Facilities,Maint & Repair Parts	15,183	45,000	33.7%
504.400 · Office Supplies	12,923	35,000	36.9%
509.200 · Printing (Schedules,brochures)	3,380	15,000	22.5%
537.000 · Safety & Emergency Supplies	795	5,000	15.9%
537.500 · Other Materials & Supplies	13,408	25,000	53.6%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>384,891</b>	<b>933,125</b>	<b>41.2%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	5,435	12,500	43.5%
541.250 · FB-Water,Sewer, Waste & Propane	2,696	7,000	38.5%
541.500 · Willits-Water, Sewer & Waste	603	3,000	20.1%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	10,637	27,500	38.7%
543.000 · TPX- Ukiah Phones / Internet	23,006	50,000	46.0%
543.250 · Comcast-Fort Bragg Phones/Inter	715	1,750	40.9%
544.000 · Verizon-Admin / OPS Cellular	18,685	35,000	53.4%
<b>Total 540.000 · UTILITIES.</b>	<b>61,777</b>	<b>136,750</b>	<b>45.2%</b>
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>163,399</b>	<b>375,000</b>	<b>43.6%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	257	600	42.8%
572.000 · Vehicle Licensing & Reg Fees	167	1,700	9.8%
<b>Total 570.000 · TAXES</b>	<b>424</b>	<b>2,300</b>	<b>18.4%</b>
<b>580.000 · MISCELLANEOUS</b>			
504.510 · Dues & Subscriptions	3,337	16,000	20.9%
502.700 · Travel	12,057	50,000	24.1%
582.250 · Board Expenses	861	6,500	13.2%
583.000 · Safety Program	2,402	2,000	120.1%
509.800 · Training	8,333	20,000	41.7%
584.500 · CDL & DOT Physical Expenses	4,742	7,000	67.7%
509.100 - Other Miscellaneous	1,252	15,000	8.3%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>32,983</b>	<b>116,500</b>	<b>28.3%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	2,474	11,000	22.5%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>2,474</b>	<b>11,000</b>	<b>22.5%</b>
<b>Total Expense</b>	<b>3,376,213</b>	<b>7,055,977</b>	<b>47.8%</b>
 <b>Net Ordinary Income Before Depreciation</b>	 <b>604,417</b>	 <b>146,650</b>	
 <b>Depreciation Expense</b>	 <b>573,892</b>		
 <b>Net Ordinary Income After Depreciation</b>	 <b>30,525</b>		



**FY 23-24 RIDERSHIP PERFORMANCE BY ROUTE**

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>2023-24 YTD</b>	<b>2022-2023 YTD</b>	<b># Change</b>	<b>% Change</b>
01 - Willits Local	519	638	527	501	396	473	535	0	0	0	0	0	3589	3841	(252)	-7%
03 - Ukiah - DAR	1202	1395	1155	915	1038	1164	1245	0	0	0	0	0	8114	7671	443	6%
04 - Fort Bragg - DAR	952	1019	800	915	885	876	898	0	0	0	0	0	6345	4757	1,588	33%
05 - BraggAbout	700	972	692	670	762	599	674	0	0	0	0	0	5069	3933	1,136	29%
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	5570	0	0	0	0	0	40029	34260	5,769	17%
20 - Willits - Ukiah	1219	1785	2062	1530	1229	839	1116	0	0	0	0	0	9780	10465	(685)	-7%
60 - Coaster	448	538	634	739	626	532	570	0	0	0	0	0	4087	3489	598	17%
64 - Ukiah to Fort Bragg-Not Operating	0												0	0	0	0%
65 - CC Rider	1076	1350	1154	1216	1082	1336	1073	0	0	0	0	0	8287	5200	3,087	59%
65A - New Route 65-Not Operating	0												0	0	0	0%
74 - Saturday Gualala-Ukiah	67	66	41	37	38	37	22	0	0	0	0	0	308	256	52	20%
75 - M-F Gualala to Ukiah	314	483	547	631	465	425	521	0	0	0	0	0	3386	3377	9	0%
95 - Pt. Arena to Santa Rosa	327	324	342	309	252	268	292	0	0	0	0	0	2114	2282	(168)	-7%
97 - Redwood Coast Regional	221	265	223	229	231	223	214	0	0	0	0	0	1606	1359	247	18%
Special Events	1592	0	0	0	155	1344	0	0	0	0	0	0	3091	0	3,091	0%
<b>Monthly Totals</b>	<b>13247</b>	<b>14694</b>	<b>14116</b>	<b>14514</b>	<b>12977</b>	<b>13527</b>	<b>12730</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95805</b>	<b>80890</b>	<b>14,915</b>	<b>18%</b>



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

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
01 - Willits Local	24.71	27.74	25.10	22.77	34.64	22.52	23.26	0.00	0.00	0.00	0.00	0.00
05 - BraggAbout	33.33	42.26	32.95	30.45	34.64	28.52	29.30	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	228.04	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	48.52	0.00	0.00	0.00	0.00	0.00
60 - Coaster	21.33	23.39	30.19	33.59	28.45	25.33	24.78	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	45.35	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	22.65	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	9.83	0.00	0.00	0.00	0.00	0.00
<b>Monthly Totals</b>	<b>409.38</b>	<b>498.43</b>	<b>537.00</b>	<b>539.59</b>	<b>474.27</b>	<b>437.90</b>	<b>431.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



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

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
09 - Ukiah Local	119.25	92.75	91.40	101.25	114.25	104.40	81.25	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	7.50	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	5.50	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	8.25	0.00	0.00	0.00	0.00	0.00
<b>Monthly Totals</b>	<b>160.50</b>	<b>129.75</b>	<b>126.20</b>	<b>137.75</b>	<b>145.00</b>	<b>135.40</b>	<b>102.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



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

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
95 - Pt. Arena to Santa Rosa	6.00	8.00	7.50	6.60	5.00	9.40	8.25	0.00	0.00	0.00	0.00	0.00
<b>Monthly Totals</b>	<b>6.00</b>	<b>8.00</b>	<b>7.50</b>	<b>6.60</b>	<b>5.00</b>	<b>9.40</b>	<b>8.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Ridership Pandemic Comparison Report**  
**MONTHLY REPORT**

ROUTE	PRE PANDEMIC FY 18-19	MID PANDEMIC FY 20-21		CURRENT FY 23-24	
	JAN	JAN	As % of Pre Pandemic	JAN	As % of Pre Pandemic
01 - Willits Local	940	262	27.87%	535	56.91%
03 - Ukiah - DAR	1404	633	45.09%	1245	88.68%
04 - Fort Bragg - DAR	1209	483	39.95%	898	74.28%
05 - BraggAbout	1309	414	31.63%	674	51.49%
09 - Ukiah Local	9533	1902	19.95%	5570	58.43%
20 - Willits - Ukiah	2696	490	18.18%	1116	41.39%
60 - Coaster	974	224	23.00%	570	58.52%
64 - Ukiah to Fort Bragg	309	0	0.00%	0	0.00%
65 - CC Rider	806	216	26.80%	1073	133.13%
74 - Saturday Gualala-Ukiah	46	30	65.22%	22	47.83%
75 - M-F Gualala to Ukiah	634	139	21.92%	521	82.18%
95 - Pt. Arena to Santa Rosa	358	74	20.67%	292	81.56%
97 - Redwood Coast Regional	262	0	0.00%	214	81.68%
<b>Total</b>	<b>20480</b>	<b>4867</b>	<b>23.76%</b>	<b>12730</b>	<b>62.16%</b>



**Ridership Pandemic Comparison Report  
QUARTERLY REPORT**

ROUTE	PRE PANDEMIC				MID PANDEMIC						CURRENT				
	FY 18-19				FY 20-21						FY 23-24				
	NOV	DEC	JAN	TOTAL PAX	NOV	DEC	JAN	TOTAL PAX	As % of Pre Pandemic	NOV	DEC	JAN	TOTAL PAX	As % of Pre Pandemic	
01 - Willits Local	712	805	940	2,457	208	324	262	794	32%	396	473	535	1,404	57%	
03 - Ukiah - DAR	1,231	1,170	1,404	3,805	588	481	633	1,702	45%	1,038	1,164	1,245	3,447	91%	
04 - Fort Bragg - DAR	1,085	1,241	1,209	3,535	436	399	483	1,318	37%	885	876	898	2,659	75%	
05 - BraggAbout	1,515	1,476	1,309	4,300	330	444	414	1,188	28%	762	599	674	2,035	47%	
09 - Ukiah Local	8,704	8,600	9,533	26,837	1,969	2,306	1,902	6,177	23%	5,818	5,818	5,570	17,206	64%	
20 - Willits - Ukiah	2,445	2,081	2,696	7,222	557	609	490	1,656	23%	1,229	839	1,116	3,184	44%	
60 - Coaster	855	869	974	2,698	233	251	224	708	26%	626	532	570	1,728	64%	
64 - Ukiah to Fort Bragg	375	387	309	1,071	-	-	-	-	0%	-	-	-	-	0%	
65 - CC Rider	1,020	913	806	2,739	290	228	216	734	27%	1,082	1,336	1,073	3,491	127%	
74 - Saturday Gualala-Ukiah	63	81	46	190	31	18	30	79	42%	38	37	22	97	51%	
75 - M-F Gualala to Ukiah	712	571	634	1,917	199	193	139	531	28%	465	425	521	1,411	74%	
95 - Pt. Arena to Santa Rosa	401	452	358	1,211	112	97	74	283	23%	252	268	292	812	67%	
97 - Redwood Coast Regional	224	244	262	730	-	-	-	-	0%	231	223	214	668	92%	
Quarterly Total	19,342	18,890	20,480	58,712	4,953	5,350	4,867	15,170	26%	12,822	12,590	12,730	38,142	65%	



## 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



**Meeting Date:** February 28, 2024

**Agenda Item:** D.2

## **AGENDA SUMMARY REPORT**

**SUBJECT:**

The Mendocino Transit Authority (MTA) Board of Directors will receive a presentation on the proposed final Ukiah Transit Center feasibility study.

**SUMMARY:**

Ukiah Transit Center update:

This consultant presentation will include a summary of potential transit center site locations that were analyzed. This study is funded by the Mendocino Council of Governments, with Local Transportation Funds. LSC has worked with Design Workshop to create a site plan which includes multimodal improvements (electric vehicle chargers, improved pedestrian and bicycle access to and from the site, and other improvements).

Link to view the proposed final plan:

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

**ATTACHMENTS:**

None



**Meeting Date:** February 28, 2024

**Agenda Item:** D.3

## **AGENDA SUMMARY REPORT**

**SUBJECT:**

Special Events Economic Report

**SUMMARY:**

This presentation aims to provide the Board of Directors with cost related to transportation for special events. Mendocino Transit Authority is available to provide transportation for special events at no charge by seeking donations to cover the associated costs. The focus is on creating a community-driven model that enhances event accessibility while minimizing financial burdens.

Participating in special events provides an added advantage for the MTA, as it enhances awareness of the organization as a community partner.

**ATTACHMENTS:**

Transportation cost for special events

# SPECIAL EVENTS

	Month	TOTAL
Mendocino Whale Festival 1 trolley/1driver	March	\$ 1,052.50
Point Arena Almost Fringe Festival 1 cutaway/1driver	April	\$ 826.00
Celebrate the Coast 1 cutaway/1driver	May	\$ 741.00
Willits Frontier Days 1 cutaway/1driver	July	\$ 220.00
Point Arena Independence Day Celebration 2 cutaways/2drivers	July	\$ 1,175.00
Fort Bragg Salmon BBQ 2 cutaways/1 trolley/3 drivers	July	\$ 2,258.75
Winesong 2 cutaways/1 trolley/3 drivers	Sept	\$ 2,374.25
Ukiah Christmas Trolley 1 trolley/1driver	Nov/Dec	\$ 9,331.25
<hr/>		
TOTAL		<u><u>\$ 17,978.75</u></u>