



**Board of Directors
Regular Meeting Agenda**

Wednesday, March 27, 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
200 South School Street

Teleconference

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

Topic: MTA Regular Board Meeting

Time: March 27, 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 and these comments may be read aloud during the public comment section of the meeting and may 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.

March 27, 2024 MTA Board of Directors Meeting Agenda

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 February 28, 2024 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2023 – January 2024
3. Acceptance of Service Performance Report
4. Acceptance of 22/23 Draft Fiscal Audit

D. ACTION & DISCUSSION

1. Unmet Needs
2. Revised 23/24 Operating Budget and Approve Resolution 2024-01
3. 24/25 Preliminary Draft Operating Budget

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

H. 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 at least 72 hours before the meeting.



**Board of Directors
Regular Meeting Minutes**

Wednesday February 28, 2024

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Bruce Richard

Staff in Attendance

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

Staff Absent

Bret Byrd, Maintenance Manager

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

Director Abin- Smith joined the meeting at 2:00 pm

B. PUBLIC COMMENT –

Linda Sanders a member of the public spoke regarding a letter that she sent last month for the board meeting to be read on an item on agenda Item D3, and she was told not by any of the MTA staff or clerk but by one of the board members that the letter wasn't read.

The other comment was regarding the changes to Route #65 due to new connections with the Humboldt County Transit.

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

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

D. ACTION & DISCUSSION

1. Unmet Needs-None
2. Acceptance of Ukiah Transit Center feasibility study. Presentation by LSC

Justine Marmesh and **Gordon Shaw** from LSC Transportation Consultants presented the Final Ukiah Transit Center Feasibility study.

A brief overview of the planning process was presented. Justine talked about the draft final study and what's new, the courthouse site that we recently analyzed, as well as gathering any final comments from everyone at the meeting. And then the acceptance of the study.

Director Doyle, participated as a member of the public and wanted an update on the Transit Center facilities.

Director Sher, addressed the need for public restrooms to be nearby and that the courthouse will meet that need.

Director Gjerde, stated, that this project is going to be most successful if the City of Ukiah participates formally with MTA staff.

Chair Rodriguez, stated, that the city of Ukiah should be very involved in the planning process, but asked that the city of Ukiah would also consider the residents of the county and the impact that it has on them as a whole. The only thing I would ask is that we consider all

the riders within the county to do what is best for them as well as the city of Ukiah.

Upon Motion by Director **Gjerde** seconded by Director **Tarbell**, the Board accepted the Ukiah Transit Center Feasibility study and directed MTA staff to work with City of Ukiah staff to develop a technical team to review the 3 sites and bring back recommendations at a later meeting on the preferred site of the 3 by roll call vote: **AYES:** Tarbell, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle. **ABSENT:** Richard

3. Special Events Economic Report

Executive Director King, presented the cost to MTA for each special event as requested by the board.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Jacob King, Executive Director reported that he is Working with MCOG staff, and met with their executive committee. A couple of weeks ago, they went over the current year's LTF numbers, and tomorrow they will be going over the next year's LTF estimates going forward. CFO Harvey and King have been amending the budget for the current year and will be presenting an amended budget in March, a preliminary budget in March, and a preliminary capital budget in March, if time allows. So, it's budget amendments for the current fiscal year and then one-year budgeting forward.

Mark Harvey, CFO reported that he is presently working with the auditors to complete the fiscal year 22/23 audit, which the draft will be presented at the March board meeting. Working with Executive Director King to revise the budget and the drafting the 24/25 operating budget.

Dawn White, Mobility Manager -No report

Luis Martinez, Operations Manager reported that there is a driver who will be starting training for the South Coast Route next week and that the Whale Festival in Mendocino will be happening on Saturday, March 2, 2024, and MTA will be participating.

2. Matters From MCOG.

Loretta Ellard, reported that on Monday, March 4, 2024 MCOG's Board meeting is their annual public hearing.

Ellard also mentioned that MCOG will be hosting the Transportation Commission at a town hall in Fort Bragg on April 17th and 18th. So, they are getting the word out on that soon.

3. Matters from Directors

Director Sher shared that sometimes she looks at the website called Nextdoor, where people post some inappropriate things, but often community concerns. And there was a very unfortunate posting with a photo of the MTA bus shelter on Brush Street that, my understanding is not being used, and it was covered with dog poop she thought it was a joke. And someone wrote in and said, "Who's in charge of this? "Who can we ask to clean it up?" And then some people said, "Oh, it's the County Department of Transportation. "It's the city of Ukiah." I didn't want to speak for MTA, but it was disgusting. Director Sher asked if MTA was aware of this.

Executive Director King, responded to Director Sher's comment that MTA is aware and that it has been happening all over Ukiah and that MTA cleaners are going out every day and have to clean them up completely. We are aware we have some community input and we've been working with some community outreach trying to get it remedied.

Director Albin-Smith highlights that the whale festival in Mendocino this weekend March 2, 2024 is happening, and then in two weeks, there'll be the whale festival in Fort Bragg.

Chair Rodriguez, reported that had to postpone the closed session to discuss the executive director's evaluation because the committee wasn't able to get the items out. There will be a closed session at the next board meeting on March 27, 2024.

The meeting was adjourned at 3:01 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.



Meeting Date: March 27, 2024

Agenda Item: # C.2

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2023 – January 2024

SUMMARY:

Preliminary Unaudited Financial Reports for the Months of July 2023 through January 2024 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$4,500,641 is 62.5% of budgeted revenue of \$7,202,627 for the year, with 58.3% of year elapsed.

Expenses of \$4,031,854 are 57.1% of budgeted expenses of \$7,055,977 for the year, with 58.3% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2023 through January 2024.

ATTACHMENTS:

Statement of Net Position as of January 31st, 2024.
Statement of Revenues and Expenses July 2023 – January 2024.

Mendocino Transit Authority
Statement of Net Position
As of January 31st, 2024

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash	3,478,207
LCTOP Operating	169,780
Senior Operating	319,789
Payroll & Benefits Operating	207,753

Total 101.100 · Cash-Operating Total 4,175,529

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100	6,732
101.203 · Cap CALOES -MUNIS #4140	2,434
101.204 · Capital PTMISEA-MUNIS #4230	3,089

Total 101.200 · Cash-Capital 12,256

Total 101.900 · Cash 4,187,785

Total 102.000 · Accounts Receivable 1,047,567

Other Current Assets

Total 102.300 · Grants Receivable 1,477,252

Total 102.100 · Accounts Receivable Other 105,000

Total 103.990 - Inventory 33,478

104.199 · Prepaid Expenses Total

104.101 · Prepaid Expenses	8,206
104.102 · Prepaid Insurance	33,535
104.103 · Prepaid Workers Comp	49,517

Total 104.199 · Prepaid Expenses Total 91,257

Total 104.200 · Undeposited Funds 1,273

Total Other Current Assets 1,708,261

Total Current Assets 6,943,613

Fixed Assets

Total 111.900 · Fixed Assets 22,741,440

Total 111.910 · Accumulated Depreciation -14,251,240

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 8,535,350

Other Assets

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

Total Other Assets 1,410,508

TOTAL ASSETS 16,889,471

Mendocino Transit Authority
Statement of Net Position
As of January 31st, 2024

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 96,007

Credit Cards

201.300 · Umpqua Credit Card 11,990

Total Credit Cards 11,990

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 120,781

205.500 · Accrued Vacation 179,646

205.600 · Accrued Sick Leave 103,130

Total 205.900 · Accruals Total 403,557

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 1,771,768

Total Current Liabilities 1,879,765

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 153,767

231.400 · Provision for Cafeteria Plan 16,069

Total 231.900 · Prov-Restricted Funds 196,856

235.300 · Deferred Inflows of Resource 244,062

235.910 · Pension Liabilities 3,068,728

Total Long Term Liabilities 3,509,646

Total Liabilities 5,389,411

Equity

Total 399.900 · Equity 11,701,929

Net Income -201,869

Total Equity 11,500,060

TOTAL LIABILITIES & EQUITY 16,889,471

Mendocino Transit Authority
Statement of Revenues, Expenses
 July 2023 - January 2024

	TOTAL		
	Jul '23-Jan '24	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	165,973	225,000	73.8%
401.111 Dial-A-Ride Farebox Revenue	40,261	70,000	57.5%
402.100 Redwood Coast Regional Center	38,291	65,000	58.9%
409.200 · Sonoma County Contract	105,000	181,000	58.0%
Total 411.000 · OPERATING REVENUE.	349,524	541,000	64.6%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	53,338	125,000	42.7%
407.100 · Maintenance Revenue	24,047	30,500	78.8%
407.400 · Investment(Interest) Income	6,164	7,500	82.2%
407.500 · Other - Fuel Rebates, Etc.	522	14,000	3.7%
408.100 · Local-Capital Reserve	110,835	0	0.0%
409.100 · Local Transportation Fund (LTF)	1,904,091	3,721,782	51.2%
409.109 · LTF - Senior Centers - income	400,051	681,249	58.7%
510.100 · LTF - Senior Centers - expense	-385,783	-681,249	56.6%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 · State Transit Assistance (STA)	842,079	1,293,571	65.1%
422.000 · 5310 Operating Assistance	0	150,000	0.0%
413.101 · 5311 Operating Assistance	427,077	717,774	59.5%
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	4,151,117	6,661,627	62.3%
Total Income	4,500,641	7,202,627	62.5%
Expense			
Total 501.100 · WAGES	2,275,584	3,298,155	69.0%
Total 510.000 · BENEFITS	797,330	1,711,847	46.6%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	1,312	10,000	13.1%
521.250 · Towing	1,650	2,400	68.8%
521.500 · Property Maintenance Services	98	3,500	2.8%
521.700 · Contract IT Services	15,715	32,000	49.1%
503.202 · Legal Counsel	11,950	30,000	39.8%
508.100 · Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 · Marketing	5,553	12,000	46.3%
509.300 · Advertising, Legal Notices	15,807	48,000	32.9%
524.000 · Software Maintenance Fees	13,775	45,000	30.6%
524.200 · Drug & Alcohol Services	2,672	8,500	31.4%
525.000 · Facility Security System	1,014	2,500	40.5%
525.500 · Accident / Incident Payables	-16,419	25,000	-65.7%
503.200 · Professional & Technical Svcs	150,676	250,000	60.3%
Total 520.000 · SERVICE/USER FEES	203,802	471,300	43.2%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	328,076	650,000	50.5%
504.120 · Tires	14,725	52,000	28.3%
504.115 · Lubrication	7,364	27,000	27.3%
532.500 · Tools	557	3,500	15.9%
504.100 · Vehicle Maint & Repair Parts	45,123	62,500	72.2%
504.200 · Expensed Parts	531	3,125	17.0%
504.610 · Shop Supplies	3,132	10,000	31.3%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2023 - January 2024

	TOTAL		
	Jul '23-Jan '24	Budget	% of Budget
504.620 · Facilities,Maint & Repair Parts	18,606	45,000	41.3%
504.400 · Office Supplies	13,773	35,000	39.4%
509.200 · Printing (Schedules,brochures)	3,705	15,000	24.7%
537.000 · Safety & Emergency Supplies	1,016	5,000	20.3%
537.500 · Other Materials & Supplies	14,271	25,000	57.1%
Total 530.000 · MATERIALS & SUPPLIES	450,878	933,125	48.3%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	6,455	12,500	51.6%
541.250 · FB-Water,Sewer, Waste & Propane	3,133	7,000	44.8%
541.500 · Willits-Water, Sewer & Waste	699	3,000	23.3%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	13,902	27,500	50.6%
543.000 · TPX- Ukiah Phones / Internet	26,937	50,000	53.9%
543.250 · Comcast-Fort Bragg Phones/Inter	837	1,750	47.8%
544.000 · Verizon-Admin / OPS Cellular	21,919	35,000	62.6%
Total 540.000 · UTILITIES.	73,882	136,750	54.0%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	191,447	375,000	51.1%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	392	600	65.3%
572.000 · Vehicle Licensing & Reg Fees	167	1,700	9.8%
Total 570.000 · TAXES	559	2,300	24.3%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	5,221	16,000	32.6%
502.700 · Travel	13,443	50,000	26.9%
582.250 · Board Expenses	861	6,500	13.2%
583.000 · Safety Program	2,494	2,000	124.7%
509.800 · Training	8,333	20,000	41.7%
584.500 · CDL & DOT Physical Expenses	5,628	7,000	80.4%
509.100 - Other Miscellaneous	-81	15,000	-0.5%
Total 580.000 · MISCELLANEOUS	35,898	116,500	30.8%
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	4,031,854	7,055,977	57.1%
 Net Ordinary Income Before Depreciation	 468,787	 146,650	
 Depreciation Expense	 670,656		
 Net Ordinary Income After Depreciation	 -201,869		

Performance Summary 2nd Quarter FY 23/24

Meeting Date: March 27, 2024
Agenda Item: C.3

RIDERSHIP-FIXED ROUTE/DAR	Oct-23	Nov-23	Dec-23	2nd Quarter 23/24	2nd Quarter 22/23
ADULT	4589	3876	4695	13160	17918
SENIORS	3239	3047	3112	9398	8891
DISABLED	2240	1976	1701	5917	5105
PCA	129	134	136	399	270
COLLEGE	2835	2168	1538	6541	2601
FREE	277	415	331	1023	384
CHILD	249	268	905	1422	832
YOUTH PASSES	0	0	0	0	0
MONTHLY PASSES	530	601	487	1618	536
TRANSFERS	749	723	622	2094	1470
STAFF PASSES	0	0	0	0	0
WHEELCHAIR	598	338	275	1211	1402
BIKES	237	198	157	592	481
TOTAL RIDERSHIP	14837	13208	13527	41572	38007
OPERATIONS					
TOTAL SERVICE DAYS (Mon-Fri)					
VEHICLE SERVICE HOURS	4350.97	3543.85	3758.81	11653.63	10210.48
PASSENGERS PER HOUR	3.41	3.73	3.60	3.57	3.72
VEHICLE SERVICE MILES	70035	64694	69194	203923	164652
PASSENGER PER MILE	0.21	0.20	0.20	0.20	0.23
COSTS					
MONTHLY EXPENSES (Operating Costs)	\$542,272.22	\$559,477.42	\$557,055.39	\$1,658,805.03	\$1,473,492.03
COST PER PASSENGER	36.55	42.36	41.18	39.90	38.77
COST PER MILE	7.74	8.65	8.05	8.13	8.95
COST PER HOUR	124.63	157.87	148.20	142.34	144.31
REVENUE					
FIXED ROUTE/DAR FAREBOX REVENUE	\$65,185.68	\$47,908.95	\$54,146.36	\$167,240.99	\$122,487.05
ADVERTISING SALES	\$5,470.00	\$8,324.50	\$6,573.50	\$20,368.00	\$45,190.11
AG VAN LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FAREBOX RATIO	13.03%	10.05%	10.90%	11.31%	11.55%
OPERATING COST					
MCOG PERFORMANCE MEASURE					
DIAL-A-RIDE	2153	1923	2040	6116	5287
PASSENGERS PER HOUR <i>/STANDARD 4.5</i>	2.78	2.75	2.79	2.77	2.17
FAREBOX RATIO <i>/STANDARD 10%</i>	8.56%	7.42%	7.34%	7.78%	10.91%
OPERATING COST PER HOUR <i>/STANDARD \$91.70</i>	\$104.96	\$120.10	\$114.19	\$113.08	\$90.93
COST PER PASSENGER <i>/STANDARD \$20.38</i>	\$37.78	\$43.64	\$40.96	\$40.79	\$41.93
SHORT DISTANCE BUS ROUTES*	8222	7362	8050	23634	20728
PASSENGERS PER HOUR <i>/STANDARD 14</i>	4.94	4.93	4.96	4.94	4.64
FAREBOX RATIO <i>/STANDARD 10%</i>	16.81%	12.86%	14.02%	14.57%	13.95%
OPERATING COST PER HOUR <i>/STANDARD \$85.19</i>	\$151.79	\$175.95	\$159.52	\$162.42	\$154.38
COST PER PASSENGER <i>/STANDARD \$6.09</i>	\$29.02	\$33.44	\$30.45	\$30.97	\$31.30
LONG DISTANCE BUS ROUTES**	4462	3692	3437	11591	11992
PASSENGERS PER HOUR <i>/STANDARD 3.2</i>	2.23	2.55	2.31	2.36	3.37
FAREBOX RATIO <i>/STANDARD 10%</i>	10.60%	7.99%	8.85%	9.15%	9.21%
OPERATING COST PER HOUR <i>/STANDARD \$92.18</i>	\$110.94	\$158.63	\$153.23	\$140.93	\$169.93
COST PER PASSENGER <i>/STANDARD \$28.80</i>	\$49.83	\$62.13	\$66.45	\$59.47	\$50.40
* 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					



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	535	550	0	0	0	0	4139	4257	(118)	-3%
03 - Ukiah - DAR	1202	1395	1155	1238	1038	1164	1245	1214	0	0	0	0	9651	8736	915	10%
04 - Fort Bragg - DAR	952	1019	800	915	885	876	898	742	0	0	0	0	7087	5491	1,596	29%
05 - BraggAbout	700	972	692	670	762	599	674	680	0	0	0	0	5749	4493	1,256	28%
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	6143	0	0	0	0	46172	38871	7,301	19%
20 - Willits - Ukiah	1219	1785	2062	1530	1229	839	1116	1381	0	0	0	0	11161	11990	(829)	-7%
60 - Coaster	448	538	634	739	626	532	570	493	0	0	0	0	4580	4137	443	11%
64 - Ukiah to Fort Bragg-Not Operating	0												0	0	0	0%
65 - CC Rider	1076	1350	1154	1216	1082	1336	1073	1044	0	0	0	0	9331	5820	3,511	60%
65A - New Route 65-Not Operating	0												0	0	0	0%
74 - Saturday Gualala-Ukiah	67	66	41	37	38	37	22	44	0	0	0	0	352	296	56	19%
75 - M-F Gualala to Ukiah	314	483	547	631	465	425	521	498	0	0	0	0	3884	3802	82	2%
95 - Pt. Arena to Santa Rosa	327	324	342	309	252	268	292	284	0	0	0	0	2398	2511	(113)	-5%
97 - Redwood Coast Regional	221	265	223	229	231	223	214	233	0	0	0	0	1839	1581	258	16%
Special Events	1592	0	0	0	155	1344	0	0	0	0	0	0	3091	0	3,091	0%
Monthly Totals	13247	14694	14116	14837	12977	13527	12730	13306	0	0	0	0	109434	91985	17,449	19%



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	23.26	26.19	0.00	0.00	0.00	0.00
05 - BraggAbout	33.33	42.26	32.95	30.45	34.64	28.52	29.30	32.38	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	273.95	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	65.76	0.00	0.00	0.00	0.00
60 - Coaster	21.33	23.39	30.19	33.59	28.45	25.33	24.78	23.48	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	47.48	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	23.71	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	9.67	0.00	0.00	0.00	0.00
Monthly Totals	409.38	498.43	537.00	539.59	474.27	437.90	431.74	502.62	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	81.25	97.50	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	11.75	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	11.00	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	10.75	0.00	0.00	0.00	0.00
Monthly Totals	160.50	129.75	126.20	137.75	145.00	135.40	102.50	131.00	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	8.25	9.50	0.00	0.00	0.00	0.00
Monthly Totals	6.00	8.00	7.50	6.60	5.00	9.40	8.25	9.50	0.00	0.00	0.00	0.00

Ridership Pandemic Comparison Report
MONTHLY REPORT

ROUTE	PRE PANDEMIC FY 18-19	MID PANDEMIC FY 20-21		CURRENT FY 23-24	
	FEB	FEB	As % of Pre Pandemic	FEB	As % of Pre Pandemic
01 - Willits Local	814	281	34.52%	550	67.57%
03 - Ukiah - DAR	1280	698	54.53%	1214	94.84%
04 - Fort Bragg - DAR	1138	433	38.05%	742	65.20%
05 - BraggAbout	1493	391	26.19%	680	45.55%
09 - Ukiah Local	8875	2101	23.67%	6143	69.22%
20 - Willits - Ukiah	2589	530	20.47%	1381	53.34%
60 - Coaster	836	194	23.21%	493	58.97%
64 - Ukiah to Fort Bragg	329	0	0.00%	0	0.00%
65 - CC Rider	783	217	27.71%	1044	133.33%
74 - Saturday Gualala-Ukiah	91	23	25.27%	44	48.35%
75 - M-F Gualala to Ukiah	449	198	44.10%	498	110.91%
95 - Pt. Arena to Santa Rosa	303	97	32.01%	284	93.73%
97 - Redwood Coast Regional	213	0	0.00%	233	109.39%
Total	19193	5163	26.90%	13306	69.33%

**Ridership Pandemic Comparison Report
QUARTERLY REPORT**

ROUTE	PRE PANDEMIC				MID PANDEMIC					CURRENT				
	FY 18-19				FY 20-21					FY 23-24				
	DEC	JAN	FEB	TOTAL PAX	DEC	JAN	FEB	TOTAL PAX	As % of Pre Pandemic	DEC	JAN	FEB	TOTAL PAX	As % of Pre Pandemic
01 - Willits Local	805	940	814	2,559	324	262	281	867	34%	473	535	550	1,558	61%
03 - Ukiah - DAR	1,170	1,404	1,280	3,854	481	633	698	1,812	47%	1,164	1,245	1,214	3,623	94%
04 - Fort Bragg - DAR	1,241	1,209	1,138	3,588	399	483	433	1,315	37%	876	898	742	2,516	70%
05 - BraggAbout	1,476	1,309	1,493	4,278	444	414	391	1,249	29%	599	674	680	1,953	46%
09 - Ukiah Local	8,600	9,533	8,875	27,008	2,306	1,902	2,101	6,309	23%	5,411	5,411	6,143	16,965	63%
20 - Willits - Ukiah	2,081	2,696	2,589	7,366	609	490	530	1,629	22%	839	1,116	1,381	3,336	45%
60 - Coaster	869	974	836	2,679	251	224	194	669	25%	532	570	493	1,595	60%
64 - Ukiah to Fort Bragg	387	309	329	1,025	-	-	-	-	0%	-	-	-	-	0%
65 - CC Rider	913	806	783	2,502	228	216	217	661	26%	1,336	1,073	1,044	3,453	138%
74 - Saturday Gualala-Ukiah	81	46	91	218	18	30	23	71	33%	37	22	44	103	47%
75 - M-F Gualala to Ukiah	571	634	449	1,654	193	139	198	530	32%	425	521	498	1,444	87%
95 - Pt. Arena to Santa Rosa	452	358	303	1,113	97	74	97	268	24%	268	292	284	844	76%
97 - Redwood Coast Regional	244	262	213	719	-	-	-	-	0%	223	214	233	670	93%
Quarterly Total	18,890	20,480	19,193	58,563	5,350	4,867	5,163	15,380	26%	12,183	12,571	13,306	38,060	65%



Meeting Date: March 27, 2024

Agenda Item: C.4

AGENDA SUMMARY REPORT

SUBJECT

Possible Acceptance of Draft Fiscal Audit for Fiscal Year 2022-2023.

SUMMARY:

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

STAFF RECOMMENDATION:

Accept the Draft Fiscal Year 2022-2023 Annual Fiscal Audit.

ATTACHMENTS:

Mendocino Transit Authority Basic Financial Statements June 30, 2023.

DRAFT

3/20/2024

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. ****Report/Letter date is TENTATIVE-TBD****

**MENDOCINO TRANSIT AUTHORITY
BOARD OF DIRECTORS & MANAGEMENT REPORT**

JUNE 30, 2023

TABLE OF CONTENTS

	<u>PAGE</u>
Report on Internal Controls	1
Required Communications	2-3
Management Observations	4

DRAFT

To the Board of Directors
Mendocino Transit Authority
Ukiah, California

In planning and performing our audit of the financial statements of Mendocino Transit Authority as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered Mendocino Transit Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

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

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Mendocino Transit Authority in implementing the recommendations.

This report is intended solely for the information and use of management of Mendocino Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Mendocino Transit Authority's staff for its cooperation during our audit.

O'Connor & Company

Novato, California

To the Board of Directors
Mendocino Transit Authority
Ukiah, California

We have audited the basic financial statements of Mendocino Transit Authority for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 21, 2023, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the basic financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Mendocino Transit Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Mendocino Transit Authority are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered by Mendocino Transit Authority during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 91 – Conduit Debt Obligations

GASB 94 – Public-Private and Public-Public and Availability Payment Arrangements

GASB 93 – Omnibus 2022, paragraphs 11-25

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The most sensitive estimates affecting the basic financial statements were:

- Capital asset lives and depreciation expense.
- Accrual and disclosure of compensated absences.
- Actuarial assumptions for pension.
- Fair value of investments and financial instruments.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and unallowable and fraudulent expenses.

Disclosures -The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements (Audit Adjustments)

Professional standards require us to accumulate all known and likely adjustments identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were 2 audit adjustments. Management has corrected all such adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the basic financial statements or the auditors' report. We are pleased to report that no such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter received on xx/xx/xx.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, like obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Mendocino Transit Authority's basic financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Mendocino Transit Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of management and the Board of Directors of Mendocino Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Mendocino Transit Authority
MANAGEMENT REPORT
For the Year Ended June 30, 2023

Current Year Observations

There were no current year observations.

Prior Year Observations

1. Lease Capitalization Policy

Observation:

Mendocino Transit Authority (the Authority) implemented Governmental Accounting Standards Board Statement No. 87, *Leases*, which became effective for the year ended June 30, 2022, and had immaterial effects on the financial statements. This new standard requires leases to be capitalized as intangible assets. In compliance with the new accounting statement the Authority should consider formalizing a capitalization policy for leases similar to their capitalization policy for capital assets.

The Authority has not raised their capitalization policy for capital assets in many years.

Recommendation:

We recommended the Authority consider formalizing a capitalization policy for leases liabilities and right to use assets over \$35,000. The Authority should also consider increasing the capitalization policy for capital assets to \$10,000.

Status:

This recommendation is in the process of being implemented.

DRAFT

3/20/2024

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. ****Report/Letter date is TENTATIVE-TBD****

**MENDOCINO TRANSIT AUTHORITY
UKIAH, CALIFORNIA**

**ANNUAL FINANCIAL REPORT
JUNE 30, 2023**

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report	1-2
Financial Section	
Basic Financial Statements:	
Management's Discussion and Analysis - Required Supplementary Information (unaudited)	3-5
Statements of Net Position - Proprietary Fund - Enterprise	6
Statements of Revenues, Expenses and Changes in Fund Net Position - Proprietary Fund - Enterprise	7
Statements of Cash Flows - Proprietary Fund - Enterprise	8
Notes to Financial Statements	9-22
<u>Required Supplementary Information (unaudited)</u>	
Proportionate Share of Net Pension Liability (Asset)	23
Schedule of Contributions	24
Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of the Financial Statements in Relation to the Local Transportation Purpose Funds Performed in Accordance with Government Auditing Standards	25-26

INDEPENDENT AUDITORS' REPORT

Board of Directors
Mendocino Transit Authority
Ukiah, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the business-type activities and the major fund of Mendocino Transit Authority as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Mendocino Transit Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the major fund of Mendocino Transit Authority, as of June 30, 2023, and the respective changes in financial position and cash flows, thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Mendocino Transit Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Mendocino Transit Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Mendocino Transit Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Mendocino Transit Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, which follows this report letter, and the other required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

We have previously audited Mendocino Transit Authority's 2022 financial statements, and our report dated March 28, 2023, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated [DATE] on our consideration of the Mendocino Transit Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Mendocino Transit Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in Mendocino Transit Authority's internal control over financial reporting and compliance.

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023

This section of Mendocino Transit Authority's (the Authority's) basic financial statements presents management's overview and analysis of the financial activities of the organization for the fiscal year ended June 30, 2023. The Authority is a Joint Powers Authority entered into by the County of Mendocino and the four incorporated cities in the County. It administers transportation programs to the public with specialized services for seniors and the disabled. We encourage the reader to consider the information presented here in conjunction with the basic financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's audited financial statements, which are comprised of the basic financial statements prepared in accordance with the accounting principles generally accepted in the United States of America.

The required financial statements include the Statement of Net Position; the Statement of Revenues, Expenses and Changes in Fund Net Position; the Statement of Cash Flows, and the Notes to Basic Financial Statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Authority.

Statement of Net Position

This statement includes all assets and liabilities using the accrual basis of accounting as of the statement date. The difference between the two classifications is represented as "Net Position"; this section of the statement identifies major categories of restrictions on these assets and reflects the overall financial position of the Authority as a whole.

Statement of Revenues, Expenses and Changes in Fund Net Position

This statement presents the revenues earned and the expenses incurred during the year using the accrual basis of accounting. Under accrual basis, all increases or decreases in net position are reported as soon as the underlying event occurs, regardless of the timing of the cash flow. Consequently, revenues and/or expenditures reported during this fiscal year may result in changes to cash flows in a future period.

Statement of Cash Flows

This statement reflects inflows and outflows of cash, summarized by operating non-capital financing and related financing, capital, and investing activities. The direct method was used to prepare this information, which means that gross rather than net amounts were presented for the year's activities.

Notes to the Financial Statements

This additional information is essential to a full understanding of the data reported in the basic financial statements.

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2023

Analytical Overview

Table 1
Business-Type Net Position

	2023	2022	2021
Current assets	\$ 6,987,745	\$ 3,511,529	\$ 3,480,387
Capital assets	<u>8,272,202</u>	<u>8,541,964</u>	<u>8,693,690</u>
Total assets	<u>15,259,947</u>	<u>12,053,493</u>	<u>12,174,077</u>
Deferred outflows of resources	<u>1,893,391</u>	<u>1,003,151</u>	<u>773,800</u>
Current liabilities	1,491,186	1,102,382	1,353,569
Long-term liabilities	<u>3,234,057</u>	<u>1,288,208</u>	<u>2,177,528</u>
Total liabilities	<u>4,725,243</u>	<u>2,300,590</u>	<u>3,531,097</u>
Deferred inflows of resources	<u>244,062</u>	<u>1,245,310</u>	<u>140,738</u>
Net position			
Net investment in capital assets	8,232,364	8,496,814	8,693,690
Unrestricted	3,503,690	299,429	(553,872)
Restricted	<u>447,979</u>	<u>714,501</u>	<u>1,136,224</u>
Total net position	<u>\$ 12,184,033</u>	<u>\$ 9,510,744</u>	<u>\$ 9,276,042</u>

The Authority's governmental net position amounted to \$12,184,033 as of June 30, 2023, an increase of \$2,673,289 from 2022. This increase in the Change in Net Position is reflected in the Statement of Revenues, Expenses and Changes in Fund Net Position. The Authority's net position as of June 30, 2023 comprised the following:

- Cash and investments of \$2,535,467 held with the Mendocino County Treasury.
- Other assets comprised accounts receivables of \$104,097, grants receivables of \$4,292,407, inventory items of \$33,478 and prepaid items of \$22,296.
- Capital assets of \$8,232,364, net of depreciation charges, which include all the Authority's capital assets. Right to use assets, net of amortization charges of \$39,838.
- Accounts payable of \$545,368.
- Other liabilities comprise deferred revenue of \$481,390, compensated absences of \$269,842, an accrued liability for self-insurance of \$189,649, lease liability of \$35,959 and net pension liability of \$3,198,098.
- Net investment in capital assets of \$8,232,364, representing the Authority's investment in capital assets.
- Restricted net position totaling \$447,979 may only be used for specialized transportation program services.
- Unrestricted net position, the part of net position that can be used to finance day-to-day operations and capital without constraints established by debt covenants or other legal requirements or restrictions. The Authority had \$3,503,690 of unrestricted net position as of June 30, 2023.

Mendocino Transit Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2023

Comparative Analysis of Current and Prior Year Activities and Balances

Table 2
Changes in Net Position

	<u>6/30/23</u>	<u>6/30/22</u>	<u>6/30/21</u>	Increase (Decrease) between 2022-2023	
Operating revenues	\$ 643,909	\$ 583,634	\$ 412,616	\$ 60,275	Note 1
Operating expenses	<u>8,321,010</u>	<u>7,094,474</u>	<u>6,094,696</u>	<u>1,226,536</u>	Note 2
Net operating income	<u>\$ (7,677,101)</u>	<u>\$ (6,510,840)</u>	<u>\$ (5,682,080)</u>	<u>\$ (1,166,261)</u>	
Non-operating revenues (expenses)	<u>\$ 10,350,390</u>	<u>\$ 6,745,542</u>	<u>\$ 5,319,258</u>	<u>\$ 3,604,848</u>	Note 3

As Table 2 above shows, \$643,909, or 6% of the Authority's fiscal year 2023 revenue, came from operating revenues which consisted of fares, contract services, charters, advertisements, and Sonoma County participation, and \$10,350,390, or 91%, came from non-operating revenues (expenses) such as local transportation funds, capital grants and planning grants.

Note 1 - The increase in operating revenues is related to the increase from the pandemic recovery.

Note 2 - This increase in operating expenses relates to an increase associated with administration and transportation costs.

Note 3 - The non-operating revenues (expenses) increase was related to an increase in capital grants.

Capital Assets

As of June 30, 2023, the Authority's investment in capital assets was \$8,232,364 (net of accumulated depreciation). The Authority added \$814,289 of facilities, vehicles, and equipment in fiscal year 2023. Additional information on the Authority's capital assets can be found in Note 4 in the Notes to the Basic Financial Statements. The Authority also added a right to use asset, net of accumulated amortization of \$39,838.

Debt Administration

Information on the Authority's Long-term obligations can be found in Note 5 in the Notes to the Basic Financial Statements.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the communities served by the Authority.

The economic condition of the Authority as it appears on the balance sheet reflects financial stability. The Authority will continue to maintain a watchful eye over expenditures and remains committed to sound fiscal management practices to deliver the highest quality of service to the citizens of the area.

Contacting the Authority's Financial Management

This set of Basic Financial Statements is intended to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances. Questions about this report should be directed to Mendocino Transit Authority, 241 Plant Road, Ukiah CA 95482.

Mendocino Transit Authority
STATEMENTS OF NET POSITION
 Proprietary Fund - Enterprise
 June 30, 2023
 (With Comparative Totals as of June 30, 2022)

<u>ASSETS</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and investments	\$ 2,087,488	\$ 1,384,041
Restricted cash and investments	447,979	714,501
Accounts receivable	104,097	64,485
Grants receivable	4,292,407	1,300,177
Inventories	33,478	36,035
Prepaid items	22,296	12,290
Total current assets	<u>6,987,745</u>	<u>3,511,529</u>
Capital assets:		
Non-depreciable	360,782	360,782
Right to use leased asset, net of accumulated amortization	39,838	45,150
Depreciable, net of accumulated depreciation	7,871,582	8,136,032
Total assets	<u>15,259,947</u>	<u>12,053,493</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred outflows of resources	<u>1,893,391</u>	<u>1,003,151</u>
<u>LIABILITIES</u>		
Current liabilities:		
Accounts payable	545,368	183,386
Deferred revenue	481,390	424,692
Compensated absences	269,842	235,618
Lease payable	4,937	4,791
Accrued liability for self-insurance	189,649	163,895
Total current liabilities	<u>1,491,186</u>	<u>1,012,382</u>
Long-term liabilities:		
Lease payable	35,959	40,896
Net pension liability	3,198,098	1,247,312
Total liabilities	<u>4,725,243</u>	<u>2,300,590</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred inflows of resources	<u>244,062</u>	<u>1,245,310</u>
<u>NET POSITION</u>		
Net investment in capital assets	8,232,364	8,496,814
Restricted for specialized services	447,979	714,501
Unrestricted	3,503,690	299,429
Total net position	<u>\$ 12,184,033</u>	<u>\$ 9,510,744</u>

The accompanying notes are an integral part of these financial statements.

Mendocino Transit Authority
STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
Proprietary Fund - Enterprise
For the Year Ended June 30, 2023
(With Comparative Totals for the Year Ended June 30, 2022)

	<u>2023</u>	<u>2022</u>
Operating revenues:		
Fares	\$ 254,561	\$ 222,929
Nonpublic service contract	70,097	56,150
Advertisement	139,247	127,355
Sonoma County participation	180,004	177,200
Total revenues	<u>643,909</u>	<u>583,634</u>
Operating expenses:		
Transportation	5,997,394	4,714,188
Maintenance	699,519	874,913
Administrative and overhead	540,046	453,622
Depreciation and amortization	1,084,051	1,051,751
Total operating expenses	<u>8,321,010</u>	<u>7,094,474</u>
Operating income (loss)	<u>(7,677,101)</u>	<u>(6,510,840)</u>
Non-operating revenues (expenses):		
Local transportation fund	3,928,087	3,434,291
Local transportation fund - specialized	729,019	621,224
State transit assistance	1,167,375	655,221
Operating grants	4,462,946	1,176,740
Planning grants	-	6,881
State of good repair	-	119,396
LCTOP	-	563,656
Interest income	14,375	11,979
Interest expense	(1,305)	(1,321)
Other income	9,165	128,323
Maintenance labor	40,728	29,152
Total non-operating revenues (expenses)	<u>10,350,390</u>	<u>6,745,542</u>
Change in net position	2,673,289	234,702
Net position - beginning of period	<u>9,510,744</u>	<u>9,276,042</u>
Net position - end of period	<u>\$ 12,184,033</u>	<u>\$ 9,510,744</u>

The accompanying notes are an integral part of these financial statements.

Mendocino Transit Authority
STATEMENTS OF CASH FLOWS
 Proprietary Fund - Enterprise
 For the Year Ended June 30, 2023
 (With Comparative Totals for the Year Ended June 30, 2022)

	2023	2022
Cash flows from operating activities:		
Receipts from customers	\$ 643,909	\$ 583,634
Payments to suppliers	(2,140,898)	(2,575,387)
Payments to employees	(4,565,555)	(3,870,563)
Net cash provided (used) by operating activities	(6,062,544)	(5,862,316)
Cash flows from noncapital financing activities:		
Local transportation funds	4,657,106	4,055,515
Operating grants	1,431,104	602,870
State transit assistance	1,167,375	655,221
Planning grants	-	6,881
State of good repair	-	119,396
LCTOP	-	563,656
Other income	9,165	128,323
Maintenance labor	40,728	29,152
Net cash provided (used) by noncapital financing activities	7,305,478	6,161,014
Cash flows from capital and related financing activities:		
Lease proceeds	-	50,462
Purchase of right to use asset	-	(50,462)
Lease principal payments	(4,791)	(4,775)
Interest expense	(1,305)	(1,321)
Purchase of fixed assets	(814,288)	(849,562)
Net cash provided (used) by capital and related financing activities	(820,384)	(855,658)
Cash flows from investing activities:		
Interest earned	14,375	11,979
Net cash provided by investing activities	14,375	11,979
Net increase (decrease) in cash and cash equivalents	436,925	(544,981)
Cash and cash equivalents - beginning of period	2,098,542	2,643,523
Cash and cash equivalents - end of period	\$ 2,535,467	\$ 2,098,542
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:		
Operating income (loss)	\$ (7,677,101)	\$ (6,510,840)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation and amortization	1,084,051	1,051,751
Changes in certain assets and liabilities:		
Inventories	2,557	(15,642)
Prepaid costs	(10,006)	13,389
Deferred revenue	56,698	(298,179)
Accounts payable and accruals	361,981	(80,928)
Accrued liability for self insurance	25,754	5,616
Deferred outflows	(890,240)	(229,351)
Deferred inflows	(1,001,248)	1,104,572
Net pension liability	1,950,786	(930,216)
Compensated absences	34,224	27,512
Total adjustments	1,614,557	648,524
Net cash provided (used) by operating activities	\$ (6,062,544)	\$ (5,862,316)
Cash and investments	\$ 2,087,488	\$ 1,384,041
Restricted cash and investments with fiscal agent	447,979	714,501
Total cash and cash equivalents	\$ 2,535,467	\$ 2,098,542

The accompanying notes are an integral part of these financial statements.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - ORGANIZATION

A. Reporting Entity

Mendocino Transit Authority (the Authority) was formed as a pilot project in January 1975, through a Joint Powers Agreement entered by the County of Mendocino (the County) and the four incorporated cities in the County. In April 1976, the Authority began the pilot program with five 23-passenger buses and on July 1, 1979, was established as a permanent program through a new Joint Powers Agreement. The Authority also administers five senior transportation programs that can be open to the public, but with priority for seniors and handicapped. The Specialized Transportation Services and the General Public Transportation Services are accounted for as separate operating branches of the Authority due to their different fare ratio requirements and methods of providing services. The Specialized Transportation Services are provided under contracts, while the General Public Transportation is a transit operation.

In accordance with Section 6680 of Article 7 of the Transportation Development Act, the Authority has been designated Consolidated Transportation Service Agency by Mendocino Council of Governments in accordance with the action plan adopted pursuant to Section 15975 of the Government Code.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation and Accounting

The activities of the Authority are accounted for as a Proprietary Fund. Proprietary Funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Proprietary fund *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Nonoperating* revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities. The Authority may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Authority's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

B. Use of Estimates

The basic financial statements have been prepared in conformity with U.S. generally accepted accounting principles, and as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

C. Cash and Cash Equivalents

Cash and cash equivalents with an original maturity of 90 days or less are used in preparing the statement of cash flows because these assets are highly liquid and are expended to liquidate liabilities arising during the year.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Inventory

Inventory represents vehicle parts and various related materials that have been stated at cost determined by the first-in, first-out method. The costs of inventories are recorded as expenses when consumed rather than when purchased.

E. Prepaid Items

Prepaid items are calculated and adjusted at year-end to properly charge funds in the period benefited.

F. Capital Assets

Property and equipment are recorded at historical cost. Depreciation is provided on the straight-line basis over the estimated useful lives of the assets of 1 to 30 years. Depreciation expense was \$1,078,739 for the year ended June 30, 2023. All capital assets over \$1,000 and with a useful life of more than one year are capitalized.

G. Compensated Absences

Vacation: Employees accrue vacation at the rate of 1 hour for every 26 hours worked. The accrual increases to 1 hour for every 17.33 hours after four years of service, and 1 hour for every 13 hours after seven years of service. Employees become eligible for vacation benefits after they have completed six months of employment.

Sick Leave: Employees accrue sick leave at the rate of 1 hour for every 20 hours worked and become eligible for sick leave benefits after they have completed three months of employment. Employees may receive additional pay or vacation time for sick leave accruals more than 96 hours, at the rate of 25% of the amount converted.

The full value of accrued vacation was \$176,533 at June 30, 2023, and 25% of the value of accrued sick leave was \$93,309 at June 30, 2023, and are recorded by the Authority as a liability. The total compensated absences liability was \$269,842 at June 30, 2023.

H. Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses consist of accounts payable and payroll-related accruals.

I. Leases

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the Authority determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Leases (concluded)

- The Authority uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Authority generally uses its estimated incremental borrowing rate as the discount rate for leases. If the Authority does not have an incremental borrowing rate the Authority uses the risk free 52-week treasury bill rate.
- The lease term includes the non-cancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Authority is reasonably certain to exercise.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure any lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported as right to use along with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

J. Net Position

The Authority reports information regarding its net position and activities according to three classes of net position: invested in capital assets, restricted and unrestricted. A description is as follows:

Net Investment in Capital Assets

This amount consists of capital assets net of accumulated depreciation.

Restricted

The portion of net position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that the Authority cannot unilaterally alter. These principally include funds received for specialized service contracts.

Unrestricted

The portion of net position that is not restricted from use.

The Authority may fund operations with a combination of cost-reimbursement grants and capital grants. Thus, both restricted and unrestricted net position may be available to finance expenditure. The Authority's policy is to first apply restricted resources, followed by unrestricted resources if necessary.

K. Vehicle Replacement Reserve

The Mendocino Council of Governments maintains vehicle and non-vehicle replacement reserve funds for the benefit of the Authority. The balance on June 30, 2023, was \$716,069.

L. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the Authority recognizes deferred outflows and inflows of resources.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

L. Deferred Outflows and Inflows of Resources (concluded)

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the Authority that is applicable to a future reporting period.

M. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Authority's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

N. Contingencies

Subsequent events have been evaluated through the date the financial statements were available to be issued.

The Authority receives revenue from Federal, State and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditure would be a liability to be refunded to the appropriate agency.

The Authority is involved in various claims and litigation arising in the ordinary course of business. Authority management, based upon the opinion of legal counsel, is of the opinion that the ultimate resolution of such matters will not have a materially adverse effect on the Authority's financial position or results of operations.

NOTE 3 - CASH AND INVESTMENTS

Cash and investments as of June 30, 2023 consist of the following:

Specialized Services	\$ 279,838
County of Mendocino	1,650,712
Cash deposit with banks	604,736
Petty cash	181
Total	<u>\$ 2,535,467</u>

The Authority maintains a cash and investment pool with the County. The County allocates interest to the various funds based upon the average monthly cash balances.

Credit Risk, Carrying Amount and Market Value of Investments

The Authority maintains specific cash deposits with the County and participates in the external investment pool of the County. The County is restricted by state code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy approved by the Board of Supervisors, which is more restrictive than the state code as to terms of maturity and type of investment. Also, the County has an investment committee that performs regulatory oversight for its pool, as required by California Government Code Section 27134.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 3 - CASH AND INVESTMENTS (continued)

The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool.

At June 30, 2023, the Authority's cash with the County Treasurer is stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Authority's position in the pool.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for deposits and investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure entity deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$250,000 by the FDIC. The collateral for deposits in federal and state-chartered banks is held in safekeeping by an authorized agent of depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an agent of depository. These securities are physically held in an undivided pool for all California public agency depositors.

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total Authority investments that are required to be disclosed.

The Authority, whose investments are held by the County, is a voluntary participant in the Local Agency Investment Fund (LAIF), which is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements and amounts are based upon the Authority's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

Fair Value Reporting - Investments

GASB Statement No. 72, *Fair Value Measurements and Application*, establishes a fair value hierarchy consisting of three broad levels: Level 1 inputs consist of quoted prices (unadjusted) for identical assets and liabilities in active markets that a government can access at the measurement date, Level 2 inputs consist of inputs other than quoted prices that are observable for an asset or liability, either directly or indirectly, that can include quoted prices for similar assets or liabilities in active or inactive markets, or market-corroborated inputs, and Level 3 inputs have the lowest priority and consist of unobservable inputs for an asset or liability.

The Mendocino County Pool's holdings and cash in banks were not subject to the fair value hierarchy.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 3 - CASH AND INVESTMENTS (concluded)

Restricted and Designated Cash and Equivalents

The Authority segregates certain cash and equivalents that have legal or Board of Director's designated restrictions as to their uses. The Authority is required under the terms of specialized service contracts to segregate and maintain certain funds. The balance of these funds at June 30, 2023 was \$447,979.

NOTE 4 - CAPITAL ASSETS

Capital assets as of June 30, 2023 consist of the following:

	Beginning Balance	Additions	Dispositions	Ending Balance
Capital assets not being depr.:				
Land	\$ 360,782	\$ -	\$ -	\$ 360,782
Construction in progress	-	-	-	-
Total capital assets not being depreciated	<u>360,782</u>	<u>-</u>	<u>-</u>	<u>360,782</u>
Capital assets being depreciated:				
Facility	9,889,628	15,192	-	9,904,820
Staff vehicles	353,945	110,634	-	464,579
Radios, fare boxes, steps	1,188,441	360,463	-	1,548,904
Garage equipment	246,021	54,984	-	301,005
Shelters	539,817	-	-	539,817
Office equipment	410,069	-	-	410,069
Revenue vehicles	8,368,720	273,016	358,763	8,282,973
Total capital assets being deprec.	<u>20,996,641</u>	<u>814,289</u>	<u>358,763</u>	<u>21,452,167</u>
Less accumulated depreciation:				
Facility	(3,887,727)	(314,736)	-	(4,202,463)
Staff vehicles	(279,264)	(21,081)	-	(300,345)
Radios, fare boxes, steps	(823,669)	(152,445)	-	(976,114)
Garage equipment	(244,195)	(7,614)	-	(251,809)
Shelters	(489,106)	(15,585)	-	(504,691)
Office equipment	(338,867)	(21,926)	-	(360,793)
Revenue vehicles	(6,797,781)	(545,352)	(358,763)	(6,984,370)
Total accumulated depreciation	<u>(12,860,609)</u>	<u>(1,078,739)</u>	<u>(358,763)</u>	<u>(13,580,585)</u>
Total capital assets being depreciated, net	<u>8,136,032</u>	<u>(264,450)</u>	<u>717,526</u>	<u>7,871,582</u>
Capital assets, net	<u>\$ 8,496,814</u>	<u>\$ (264,450)</u>	<u>\$ 717,526</u>	<u>\$ 8,232,364</u>

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 5 - LONG-TERM OBLIGATIONS

A. Long-Term Obligation Activity

Long-term obligations include debt and other long-term liabilities. Changes in long-term obligations for the year ended June 30, 2023, are as follows:

	Beginning	Additions	Retirements	Balance	Due in one Year
Leases payable	\$ 45,687	\$ -	\$ 4,791	\$ 40,896	\$ 4,937

NOTE 6 - LEASES

The Authority leases ground space with the City of Willits through December 31, 2031. The Authority uses the estimated incremental borrowing rate of 3%. The Authority has recorded a right to use asset with a net book value of \$50,462 at June 30, 2023. Future minimum payments required under the above lease are as follows:

Year End June 30	Principal	Interest	Total
2024	\$ 4,937	\$ 1,159	\$ 6,096
2025	5,087	1,009	6,096
2026	5,242	854	6,096
2027	5,401	695	6,096
2028	5,565	531	6,096
2029	5,734	362	6,096
2030	5,909	187	6,096
2031	3,021	26	3,047
Totals	\$ 40,896	\$ 4,823	\$ 45,719

NOTE 7 - DEFINED BENEFIT PENSION PLAN

Plan Description

All qualified permanent and probationary employees are eligible to participate in the Authority's following cost-sharing multiple employers defined benefit pension plans (Plans):

- Authority Miscellaneous

The Plans are administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Authority resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries.

Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 - DEFINED BENEFIT PENSION PLAN (continued)

The Plan provisions and benefits in effect at June 30, 2023, are summarized as follows:

	<u>Authority Miscellaneous</u>	
	<u>Prior to January 1, 2013</u>	<u>On or after January 1, 2013</u>
Hire date	2% @ 60	2% @ 62
Benefit formula	5 years service	5 years service
Benefit vesting schedule	monthly for life	monthly for life
Benefit payments	50 – 60	52 - 67
Retirement age	2.0% to 2.418%	1.0% to 2.5%
Monthly benefits, as a % of eligible compensations	7%	6.244%
Required employee contribution rates	6.7097%	6.237%
Required employer contribution rates		

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and contribution rate of employees.

For the year ended June 30, 2023, the contributions recognized as part of pension expense for each Plan were as follows:

	<u>Miscellaneous</u>
Contributions - employer	\$378,170

As of June 30, 2023, the Authority reported net pension liabilities for its proportionate shares of the net pension liability of the Miscellaneous Plans as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	<u>\$ 3,198,098</u>

The Authority's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2022, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The Authority's proportionate share of the net pension liability for each Plan as of June 30, 2022 and 2021 was as follows:

	<u>Miscellaneous</u>
<u>Authority's Miscellaneous Plan</u>	
Proportion - June 30, 2021	.02306%
Proportion - June 30, 2022	.02769%
Change – Increase (Decrease)	.00463%

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 - DEFINED BENEFIT PENSION PLAN (continued)

For the year ended June 30, 2023, the Authority recognized pension expense of \$542,181. At June 30, 2023, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 482,883	\$ -
Differences between actual and expected experience	64,224	43,014
Changes in assumptions	327,712	-
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	432,765	-
Difference between the employer's contributions and the employer's proportionate share of contributions.	-	201,048
Net differences between projected and actual earnings on plan investments	<u>585,807</u>	<u>-</u>
Total	<u>\$ 1,893,391</u>	<u>\$ 244,062</u>

The \$482,883 amount reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	
2024	\$ (384,597)
2025	(293,734)
2026	(129,815)
2027	(358,300)

Actuarial Assumptions

The total pension liabilities in the June 30, 2021 actuarial valuations were determined using the following actuarial assumptions:

	<u>All Plans</u>
Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	6.9%
Inflation	2.30%
Projected Salary Increase	Varies by Entry Age and Service
Mortality	Derived using CalPERS' Membership Data for all Funds. The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of Scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.
Post-retirement benefit increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 - DEFINED BENEFIT PENSION PLAN (continued)

Changes of Assumptions

There were no changes of assumptions for measurement date June 30, 2022.

Discount Rate

The discount rate used to measure the total pension liability for PERF C was 6.9%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS considered both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building block approach.

Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are as follows:

<u>Asset Class (a)</u>	<u>Allocation</u>	<u>Real Return (a&b)</u>
Global equity – cap weighted	30%	4.54%
Global equity – non-cap weighted	12%	3.84%
Private equity	13%	7.28%
Treasury	5%	0.27%
Mortgage-backed securities	5%	0.50%
Investment grade corporates	10%	1.56%
High yield	5%	2.27%
Emerging market debt	5%	2.48%
Private debt	5%	3.57%
Real assets	15%	3.21%
Leverage	(5%)	(0.59%)
Total	<u>100%</u>	

(a) An expected inflation of 2.30% used for this period.

(b) Figures are based on the 2021 Asset Liability Management study.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Authority's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 - DEFINED BENEFIT PENSION PLAN (concluded)

	<u>Miscellaneous</u>
1% Decrease	5.90%
Net Pension Liability	\$5,069,755
Current Discount Rate	6.90%
Net Pension Liability	\$3,198,098
1% Increase	7.90%
Net Pension Liability	\$1,658,188

Expected Average Remaining Service Lives (EARSL)

The expected average remaining service lifetime (EARSL) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the Public Agency Cost-Sharing Multiple-Employer Plan (PERF C).

The EARSL for PERF C for the measurement period ending June 30, 2021, is 3.7 years, which was obtained by dividing the total service years of 561,622 (the sum of remaining service lifetimes of the active employees) by 150,648 (the total number of participants: active, inactive, and retired) in PERF C. Inactive employees and retirees have remaining service lifetimes equal to 0. Total future service is based on the members' probability of decrementing due to an event other than receiving a cash refund.

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS' financial reports.

NOTE 8 - DEFINED CONTRIBUTION PLAN

Defined contributions as of June 30, 2023 consist of the following:

CalPERS 457	\$ <u>96,442</u>
-------------	------------------

These plans covering all employees are a defined contribution plan that is also a deferred compensation plan established under the provisions of the Internal Revenue Code Section 457. Contributions to the plan are withdrawn before tax and the Authority will match up to 3% of the annual employee salary. Vesting is 100% immediate for both the employer and employee contributions. The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Authority's property, are not managed by the Authority and are not subject to claims by general creditors of the Authority, they have been excluded from these financial statements.

NOTE 9 - DEFERRED REVENUE

Deferred revenue at June 30, 2023 consisted of \$481,390 in the Low Carbon Transit Operations Program.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 10 - FARE REVENUE RATIO

The Authority is required under the Transportation Development Act to maintain a fare revenue to operating expenses ratio of 10%. The calculation of the fare revenue ratio for the year ended June 30, 2023, is as follows:

Fare revenues	\$ <u>254,561</u>
Operating expenses	\$ 8,321,010
Less: depreciation	1,078,739
Less: cost of specialized services	-
Less: contract and charter services, senior administration, maintenance labor and mobility management	-
Total	\$ <u>7,242,271</u>
Fare revenue ratio	3.5%

The Authority has not met the required farebox revenue ratio. In response to the COVID-19 pandemic crisis, relief measures have been put in place for transit agencies statewide. The following TDA regulations have been temporarily eliminated and noted for reference purposes only. The TDA regulations allow a grace year for the first year an operator does not meet the required farebox revenue ratio. The second year the ratio is not met is the noncompliance year. Failure to meet the ratio during these two years does not result in any penalties to the Authority. However, if the Authority does not meet the required ratio for a third year (determination year) the Authority would be subjected to reduced funding in the fourth year (penalty year). Funding for the fourth year would be reduced by the difference between the required 10 percent farebox ratio revenue amount and the actual farebox revenues received, per Section 6633.9 of the TDA. The amount of reduced TDA funding, if any, cannot be determined at this time.

NOTE 11 - RISK MANAGEMENT

The Authority manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks. The Authority maintains insurance coverage from a commercial carrier for its Garage Keepers Insurance, Commercial Property and Inland Marine coverage.

Public entity risk pools are formally organized, and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, those entities exercise full powers and authorities within the scope of the related Joint Powers Agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member municipalities.

Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. The obligations and liabilities of these risk pools are not the Authority's responsibility.

Risk Coverage

The Authority is a member of the California Transit Insurance Pool (CALTIP), which covers liability and vehicle damage claims up to \$5,000,000. The Authority has a self-insured retention or deductible of \$5,000 on physical damage and \$25,000 on liability per claim. Once the Authority's self-insured retention for claims is met, CALTIP becomes responsible for payment of all claims up to \$1,000,000.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 11 - RISK MANAGEMENT (concluded)

For claims above that amount, CALTIP purchases excess coverage up to \$5,000,000. During the fiscal year ended June 30, 2023, the Authority contributed \$207,610 for coverage.

The Authority is also a member of the Special District Risk Management Authority (SDRMA) Workers' Compensation Program, which covers workers' compensation claims up to \$5,000,000.

The contributions made to the risk pool equal the ratio of their respective payrolls to the total payrolls of all entities participating in the same layer of each program, in each program year. Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

Financial statements for the risk pools may be obtained from CALTIP, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833 and SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

Self-Insurance

The Authority maintains liability accounts for employee benefits and self-insurance reserves. The balances of these liabilities at June 30, 2023 are as follows:

	2023
Liability	\$ 18,415
Vehicle damage	10,103
Employee benefits	144,401
Workers' compensation	-
Cafeteria plan	16,730
Total	<u>\$ 189,649</u>

Self-insurance for employee benefits includes unemployment insurance and an employees' cafeteria plan. Vehicle collision risks are partially self-insured by the Authority. Potential liability claims are insured by an insurance carrier, with a deductible of \$25,000 per incident. Management believes there were sufficient reserves to fund these liabilities at June 30, 2023.

Each year the Authority budgets an amount to be set aside during the year for self-insurance costs, based on actuarial estimates and availability of funds. That amount is expended and accrued to a liability account during the year. Claims are then charged against the liability account, and any balance remaining at year end is carried forward to the next fiscal year.

The Authority's actuary estimates for the ultimate unpaid losses incurred for vehicle collision and deductible on liability insurance was derived from the June 30, 2023 valuation report. The fiscal year ending June 30, 2023 estimate was \$22,950.

NOTE 12 - CONCENTRATION

The Authority receives a substantial amount of revenue from the Mendocino Council of Governments under the Transportation Development Act and State Transit Assistance. Transportation Development Act fund allocation is based on sales tax revenue. During the fiscal year ended June 30, 2023, the Authority received \$4,657,106. This amounts to 42% of total revenue for the year.

Mendocino Transit Authority
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 13 - PTMISEA

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

In FY09/10, the Authority applied for PTMISEA funds for the construction phase of the Alternative Fuel Infrastructure Project, and in FY11/12 for vehicle procurement. As of June 30, 2023, the Authority has received a total of \$4,370,369 in PTMISEA proceeds and related interest, of which qualifying expenditures totaled \$4,370,369. Qualifying expenditures must be encumbered within three years from the date of the allocation and expended within three years from the date of encumbrance.

As of June 30, 2023, PTMISEA funds received and expended were verified during our audit as follows:

Balance at June 30, 2022	\$ 170,539
PTMISEA received	-
Expenditures incurred:	
Transit buses	<u>(170,539)</u>
Unexpended proceeds at June 30, 2023	<u>\$ -</u>

REQUIRED SUPPLEMENTAL INFORMATION

DRAFT

Mendocino Transit Authority
SCHEDULE OF THE AUTHORITY'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY

As of June 30, 2023

Last 9 Years

Schedule of the Proportionate Share of the Net Pension Liability (Measurement Date)	Miscellaneous Plan								
	2022	2021	2020	2019	2018	2017	2016	2015	2014
Proportion of the net pension liability	0.027690%	0.023060%	0.020010%	0.017540%	0.016230%	0.015404%	0.014549%	0.011889%	0.015799%
Proportionate share of the net pension liability	\$ 3,198,098	\$ 1,247,312	\$ 2,177,528	\$ 1,797,406	\$ 1,563,664	\$ 1,527,654	\$ 1,258,942	\$ 816,711	\$ 983,080
Covered - employee payroll	\$ 2,509,682	\$ 2,214,796	\$ 2,503,504	\$ 2,546,696	\$ 2,375,217	\$ 2,154,914	\$ 2,133,007	\$ 2,119,045	\$ 1,967,075
Proportionate share of the net pension liability as a percentage of covered payroll	127.43%	56.32%	86.98%	70.58%	65.83%	70.89%	59.02%	38.54%	49.98%
Plan fiduciary net position as a percentage of the total pension liability	76.68%	88.29%	75.10%	75.26%	75.26%	73.31%	74.06%	78.40%	79.82%

NOTES TO SCHEDULE:

Fiscal year 2015 was the 1st year of implementation.

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Mendocino Transit Authority
SCHEDULE OF CONTRIBUTIONS
 As of June 30, 2023
 Last 9 Years

SCHEDULE OF CONTRIBUTIONS

Fiscal Year End	Miscellaneous Plan								
	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 482,883	\$ 378,170	\$ 315,229	\$ 305,721	\$ 254,376	\$ 215,248	\$ 184,327	\$ 165,348	\$ 164,914
Contributions in relation to the actuarially determined contributions	<u>(482,883)</u>	<u>(378,170)</u>	<u>(315,229)</u>	<u>(305,721)</u>	<u>(254,376)</u>	<u>(215,264)</u>	<u>(184,327)</u>	<u>(165,348)</u>	<u>(164,914)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (16)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll during the fiscal year	\$ 3,031,830	\$ 2,509,682	\$ 2,214,796	\$ 2,503,504	\$ 2,546,696	\$ 2,375,217	\$ 2,154,914	\$ 2,133,007	\$ 1,919,529
Contributions as a percentage of covered payroll	15.93%	15.07%	14.23%	12.21%	9.99%	9.06%	8.55%	7.75%	8.59%

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION:

Fiscal year 2015 was the 1st year of implementation.

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

REPORT ON COMPLIANCE AND OTHER MATTERS
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL
STATEMENTS IN RELATION TO THE LOCAL
TRANSPORTATION PURPOSE FUNDS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Independent Auditors' Report

Board of Directors
Mendocino Transit Authority
Ukiah, California

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

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, including the requirements of the California Transportation Development Act Code of regulations Sections 142257, 5554 and 6667 regulations as it applies to Local Transportation Purpose Funds noncompliance, which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with such provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported herein under the California Transportation Development Act Code of regulations Sections 142257, 5554 and 6667 as it applies to Local Transportation Purpose Funds and *Government Auditing Standards*.

Purpose of This Report

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

OConnor & Company

Novato, California

DRAFT

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



AGENDA SUMMARY REPORT

SUBJECT:

AGENDA SUMMARY REPORT

Discussion and Possible Adoption of Resolution 2024-01 Adopting an Amended Budget for Fiscal Year 23-24.

SUMMARY:

Presented is the Draft Amended Operating Budget for FY 2023/2024. This reflects projections based on actual revenues and expenses for the first eight months of the fiscal year and estimates for the remaining four months.

Wages are coming in higher than expected due to being fully staffed.

LTF Revenue came in substantially below the Auditor's estimate.

STAFF RECOMMENDATION:

Discussion and Possible Adoption of Resolution 2024-01 Adopting an Amended Budget for Fiscal Year 2023-2024.

ATTACHMENTS:

FY 23/24 Operating Budget Amended
Resolution 2024-01



MENDOCINO TRANSIT AUTHORITY

RESOLUTION 2024-01

ADOPTION OF FISCAL YEAR 2023-2024

OPERATING 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 Amended Fiscal Year 2023-2024 Operating Budget presented to the Board on March 27, 2024, as may be revised at the meeting.

Adoption of Resolution 2024-01 was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on March 27, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director

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

Revised OPERATING BUDGET

TITLE	FY 2021-2022 APPROVED BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 REVISED BUDGET	ADDITIONAL INFORMATION
OPERATING					
LABOR					
Operators Wages-Fixed Route-Ukiah	527,213	566,754	589,424	688,816	Adjusted for new employees & 3% contract increase
Operators Wages - Fixed Route - Fort Bragg	273,814	294,350	306,124	357,745	Adjusted for new employees & 3% contract increase
Operators Wages - South Coast	224,346	241,172	250,819	293,114	Adjusted for new employees & 3% contract increase
Operators Wages - DAR - Inland	118,299	127,172	132,258	154,560	Adjusted for new employees & 3% contract increase
Operators Wages - DAR - Fort Bragg	98,357	105,734	109,963	128,506	Adjusted for new employees & 3% contract increase
Operations-Supervisors/Dispatch	514,760	553,367	575,501	575,501	
Maintenance & Facilities Salaries & Wages	475,299	510,946	531,384	531,384	
Administrative Salaries	339,483	375,302	390,314	390,314	
Administrative Staff	363,261	390,506	406,126	406,126	
Longevity / Bonuses		6,000	6,240	6,240	
TOTAL SALARIES	2,934,832	3,171,303	3,298,155	3,532,306	
BENEFITS					
FICA/Medicare	51,360	55,498	57,718	61,815	1.75% of Gross Wages
Pension Plan (CalPERS)	234,787	253,704	263,852	282,584	Est. 8.0% of Gross Wages
CalPERS Unfunded Liability	174,069	415,000	221,777	221,777	Per CalPERS Annual Valuation Reports
Medical Plan	660,000	540,000	755,000	755,000	Blue Shield & Cash In Lieu
Dental Plan- FSA - COBRA Admin	27,500	60,000	28,000	28,000	Adjusted for new employees
Vision Plan	2,500	3,000	5,000	5,000	Adjusted for new employees
Life Insurance	7,500	7,500	11,000	11,000	Adjusted for new employees
457 MTA Match	77,000	90,000	115,000	115,000	MTA Matches 5.5 % of Employee Contribution
Worker's Compensation Insurance	153,616	164,339	171,000	171,000	SDRMA 2022-2023 Invoice 23-24 Invoice available in July
Unemployment Insurance	56,000	56,000	56,000	56,000	Estimate - MTA is self insured
Uniforms & Work Clothing Allowances	7,000	16,000	20,000	20,000	New employee Maint. Add 1000 -38.46 X26
Air Med Services (REACH)	3,000	3,250	3,500	3,500	Annual Invoice
Employee Relations	2,500	3,500	4,000	4,000	Employee Relations - All Staff
Incentive Pay				142,700	Contracted through June 30th, 2026
TOTAL BENEFITS	1,456,831	1,667,791	1,711,847	1,877,377	

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

Revised OPERATING BUDGET

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

MATERIALS & SUPPLIES CONSUMED					
Fuel	400,000	650,000	650,000	500,000	Consulted with Fuel Vendors to arrive at budgeted amount
Tires	35,000	45,000	52,000	52,000	
Lubrication	25,000	32,000	27,000	27,000	
Tools	1,500	1,875	3,500	3,500	
Vehicle Maintenance & Repair Parts	50,000	62,500	62,500	62,500	
Expense Parts	2,500	3,125	3,125	3,125	
Shop Supplies	20,000	25,000	10,000	10,000	Consumables
Facilities Maintenance & Janitorial	35,000	43,750	45,000	45,000	Aramark, Home Depot, Friedmans
Office Supplies	25,000	30,000	35,000	35,000	Xerox
Computer Programs & Supplies	4,500	15,000	0	0	Moved to Computer Software
Printing	7,000	12,000	15,000	15,000	Schedules, brochures
Safety & Emergency Supplies	1,500	7,000	5,000	5,000	Includes PPE
Other Materials & Supplies	14,000	17,500	25,000	25,000	
TOTAL MATERIALS & SUPPLIES	621,000	944,750	933,125	783,125	

UTILITIES					
MTA Base	15,000	15,000	12,500	12,500	Water, Sewer & Solid Waste
Fort Bragg Base	6,000	8,000	7,000	7,000	Water, Sewer & Solid Waste, Propane
Willits Base	3,000	3,000	3,000	3,000	Water, Sewer & Solid Waste
Pacific Gas & Electric	7,600	15,500	27,500	27,500	Ukiah, Fort Bragg, Willits
TPx Communications	42,000	45,000	50,000	50,000	Ukiah Phones/Internet
Comcast	1,100	1,500	1,750	1,750	Fort Bragg Phones/Internet
Verizon	12,000	30,000	35,000	35,000	Admin/OPS Cellular
TOTAL UTILITIES	86,700	118,000	136,750	136,750	

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

Revised OPERATING BUDGET

TITLE	FY 2021-2022 APPROVED BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 REVISED BUDGET	ADDITIONAL INFORMATION
VEHICLE, CASUALTY & LIABILITY COSTS					
Insurance	360,000	365,000	375,000	375,000	CalTIP, MacKey,Alliant-Estimates due June 10th
TOTAL CASUALTY & LIABILITY COSTS	360,000	365,000	375,000	375,000	

TITLE	FY 2021-2022 APPROVED BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 REVISED BUDGET	ADDITIONAL INFORMATION
TAXES					
Taxes - State Board of Equalization	600	600	600	600	Out of State Purchases not taxed
Other Licensing Fees & Taxes	1,700	1,700	1,700	1,700	Hazardous Materials Permit
TOTAL TAXES	2,300	2,300	2,300	2,300	

MISCELLANEOUS					
Dues & Subscriptions	16,000	16,000	16,000	16,000	Newspapers,CTA,CALACT,CSDA,AFTA
Travel	30,000	50,000	50,000	50,000	Fly to Inspect Buses, Trainings, Conferences
Board Expenses	500	3,500	6,500	6,500	Meeting Expenses
Safety Program	1,000	1,000	2,000	2,000	Awards-Banquets-Employee Incentives
Training	4,500	6,000	20,000	20,000	Classes, Seminars & Materials
CDL and DOT Physical Expenses	3,500	6,000	7,000	7,000	Human Resources Misc
Other Miscellaneous		15,000	15,000	15,000	
TOTAL MISCELLANEOUS	55,500	97,500	116,500	116,500	

LEASES & RENTALS					
Leases and Rentals	2,400	9,000	11,000	11,000	City of Willits, RCFP, South Coast
TOTAL LEASES & RENTALS	2,400	9,000	11,000	11,000	

TOTAL OPERATING EXPENDITURES	5,825,093	6,862,743	7,055,977	7,305,658	
-------------------------------------	------------------	------------------	------------------	------------------	--

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

Revised OPERATING BUDGET

TITLE	FY 2021-2022 APPROVED BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2023-2024 REVISED BUDGET	ADDITIONAL INFORMATION
OPERATING REVENUE					
OPERATING REVENUE					
REVENUES FROM OPERATING					
Fixed Route Farebox Revenue	400,000	400,000	225,000	225,000	
Dial-A-Ride Farebox Revenue	60,000	60,000	70,000	70,000	
Redwood Coast Regional Center	65,000	65,000	65,000	65,000	
Sonoma County Contract	177,200	181,000	181,000	180,000	New 2023-2024 Contract
TOTAL OPERATING REVENUES	702,200	706,000	541,000	540,000	

REVENUES FROM OTHER SOURCES					
Local Transportation Fund (LTF)	3,434,291	3,428,087	3,671,782	3,617,071	23-24 MCOG claim with Reserve
Local Transportation Fund (LTF) -Unmet Needs		300,000	50,000	50,000	Unmet Needs
State Transit Assistance	455,221	967,375	1,293,571	1,443,571	23-24 MCOG claim
5310 Operating Assistance		150,000	150,000	150,000	
5311 Operating Assistance	552,134	717,774	717,774	717,774	
5311(f) Operating Assistance	300,000	200,000	300,000	300,000	
LCTOP Cap and Trade	90,000		0	0	
Cal-OES			0	0	
Advertising Contract	100,000	110,000	125,000	125,000	Helen and Company
Ag Van Leases	45,000		0	0	
Senior Center Payments	-637,676	-729,019	-681,249	-681,249	Payments to Senior Centers & Insurance
Senior Center Reimbursements	637,676	729,019	681,249	681,249	Payments from MCOG to reimburse MTA
Senior Center Administration	26,500	26,500	26,500	26,500	Annual Fee from MCOG
Maint Fuel Revenue (prior incl labor,parts)	23,000	24,000	30,500	30,500	Fuel Only
Investment Income	7,500	7,500	7,500	7,500	Interest - Mendocino County & Banks
Other - Fuel Rebates, etc.	4,000	14,000	14,000	14,000	
CARES-5311	550,000	200,000	200,000	200,000	
CARES-5311(F)	100,000	75,000	75,000	75,000	
TOTAL REVENUES FROM OTHER SOURCES	5,687,646	6,220,236	6,661,627	6,756,916	

TOTAL OPERATING REVENUE	6,389,846	6,926,236	7,202,627	7,296,916	
--------------------------------	------------------	------------------	------------------	------------------	--

564,753	63,493	146,650	-8,742	REVENUE OVER EXPENSES
-1,081,197	-1,120,000	-1,120,000	-1,120,000	Estimated Depreciation
-516,444	-1,056,507	-973,350	-1,128,742	Net after Depreciation



Meeting Date: March 27, 2024

Agenda Item: D.3

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2024-2025 1st Preliminary Draft Operating Budget

SUMMARY:

This item is being pulled from the agenda

STAFF RECOMMENDATION:

ATTACHMENTS