



**Board of Directors
Regular Meeting Agenda**

Wednesday, June 26, 2024

1:30 p.m.

MTA Board of Directors

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

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

Teleconference with:

Ukiah

Ukiah Valley Conference Center
Zinfandel Room
200 South School Street

Teleconference

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

Topic: MTA Regular Board Meeting

Time: June 26, 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 will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted prior to the close of the comment period.

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

AGENDA ITEMS

A. CALL TO ORDER

B. PUBLIC COMMENT

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

C. CONSENT CALENDAR

1. Approval of Minutes of May 29, 2024 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July – April 2024
3. Acceptance of Service Performance Report
4. Acceptance of the Board Meeting Schedule

D. ACTION & DISCUSSION

1. Unmet Needs
2. FY 24/25 Operating Budget
3. FY 24/25 Capital Budget
4. Approve Amendment for the Executive Director Contract

E. DIRECTOR AND MANAGEMENT REPORTS

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

F. ADJOURN

Anticipated adjournment is 3:00 p.m.

Americans with Disabilities Act (ADA) Compliance

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



**Board of Directors
Regular Meeting Minutes**

Wednesday, May 29, 2024,

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Staff in Attendance

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

Staff Absent

Luis Martinez, Operations 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 1:32 pm

Chair Rodriguez introduced the new board director George (Willie) West, who will replace Director Richard. Willie West has been riding the MTA buses since 1991 and has advocated for people with disabilities, West feels ready to be on the MTA Board.

B. Recognition and Appreciation of Retiring MTA Board Member Bruce Richard

Chair Rodriguez announced the retirement from the MTA Board of Directors for Bruce Richard. Bruce, as we know, was the executive director and the manager for MTA for 30+ years and has been serving on our board from 2019 to 2024. Mendocino Transit Authority deeply appreciates his contribution, Thank you.

C. PUBLIC COMMENT

A member of the public, Shelley Green, lives in Fort Bragg/Mendocino and is a community organizer and program coordinator. She's hoping that more buses to relieve parking congestion in Fort Bragg. Chair Rodriguez recommended Shelley be added to the Unmet needs list. Hopefully, directors will have a discussion later on the topic.

D. CONSENT CALENDAR

1. Approval of Minutes of March 27, 2024, Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2023 – March 2024
3. Acceptance of Service Performance Report
4. Acceptance of Single Audit
MTA Single Audit Report 6.30.23

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

E. ACTION & DISCUSSION

1. Unmet Needs- add Mendocino from public comments
2. FY 24/25 Preliminary Draft Operating Budget

The Board acknowledges that received the draft of the Operating Budget and gave directions to staff to continue to work on the operating budget.

3. Adoption of Resolution No. 2024-02 Authorizing the FY 24-25 State of Good Repair funds to procure the two (2) buses approved January 31, 2024

Upon Motion by Director **West** seconded by Director **Sher**, the Board accepted Adoption of Resolution No. 2024-02 Authorizing the FY 24-25 State of Good Repair funds to procure the two (2) buses approved January 31, 2024 by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

4. Adoption of Resolution No. 2024-03, Authorizing the FY 24-25 Caltrans 5311 and 5311f application

Upon Motion by Director **Tarbell** seconded by Director **Gjerde**, the Board accepted the Adoption of Resolution No. 2024-03, Authorizing the FY 24-25 Caltrans 5311 and 5311f application by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

5. Discussion and Possible Adoption of Resolution 2024-04, Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Vehicle.

Upon Motion by Director **West** seconded by Director **Tarbell**, the Board accepted the Adoption of Resolution No. 2024-04, by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

6. Discussion of required training for Directors, AB 1234 and AB 1661.

Executive Director King reminded all directors about the Ethics and sexual harassment prevention training, that is required, by state law. If they haven't already taken the class, or if have, directors need to submit their certificates before June 30, 2024, to Sara Marquez, assistant clerk of the Board. MTA can also send links to take those classes and get certifications.

7. LSC Short Range Transit Development Plan Presentation and Possible Acceptance

Genevieve Evans with LSC Transportation Consultants gave a presentation on the LSC Short Range Transit Development Plan, a short-range transit plan. It gives guidance to staff on the board as to what investments and improvements you should make over the next five years, to help folks in Mendocino County get around better within a financially constrained budget.

Upon Motion by Director **Albin-Smith** seconded by Director **Sher**, the Board accepted the LSC Short Range Transit Development Plan by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Mark Harvey, CFO reported that he is looking forward to finishing the budgets, the operations budget, and the capital budget for next month's meeting.

Executive Director Jacob King, Executive Director reported that he won the Cal Act Transportation Manager of the Year Award.

King also reported that he and MTA staff are still working on The Symposium which is going to be on July 10th and 11th at the Ukiah Conference Center. There is a link on the MTA website with all the information. Folks are coming from FTA, Caltrans, and hopefully from Sacramento. There's also a big night out, at Nelson's Vineyards, where there'll be food a band and, time for networking.

King also announced that MTA is hiring an HR Director. Lastly, King mentioned that the CHP audit is June 5th for the agency, CHP audit needs to be done to comply, and to get the LTF and STA we have to have a CHP audit.

2. Matters From MCOG.

No reports

3. Matters from Directors

Director West, wanted to mention about the tie downs for the wheelchairs on the electric buses that there's not enough space to get tied down, Bret from maintenance will look at the buses and get that fixed.

Director Sher shared that she participated in Earth Day in Ukiah and saw Dawn White Mobility Manager doing MTA outreach and taking the Electric bus to the event. Sher, mentioned that she thought it was a great event and people were asking a lot of questions about EVs.

The meeting was adjourned into Closed session at 3:09 pm

G . CLOSED SESSION- Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(d)(1): Rebecca Oseguera Claim

The MTA board reconvened back to open session at 3:33 pm

H. ANNOUNCEMENT OUT OF CLOSED SESSION

Chair Rodriguez reported that during the closed session, the board of directors had a first motion by Gjerde a second by Albin- Smith and a vote of five to zero to reject the claim for the government tort claim with the litigation with Rebecca Oseguera.

H. ADJOURN

The meeting adjourned at 3:49 p.m.

Americans with Disabilities Act (ADA) Compliance

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Meeting Date: June 26th, 2024

Agenda Item: # C.2

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2023 – April 2024

SUMMARY:

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

Revenue of \$6,209,613 is 85.1% of budgeted revenue of \$7,296,916 for the year, with 83.3% of year elapsed.

Expenses of \$5,846,432 are 80.0% of budgeted expenses of \$7,305,658 for the year, with 83.3% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2023 through April 2024.

ATTACHMENTS:

Statement of Net Position as of April 30th, 2024.
Statement of Revenues and Expenses July 2023 – April 2024.

Mendocino Transit Authority
Statement of Net Position
As of April 30th, 2024

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash 3,094,140

LCTOP Operating 169,780

Senior Operating 329,853

Payroll & Benefits Operating 297,914

Total 101.100 · Cash-Operating Total 3,891,686

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100 1,056,907

101.203 · Cap CALOES -MUNIS #4140 2,434

101.204 · Capital PTMISEA-MUNIS #4230 3,089

Total 101.200 · Cash-Capital 1,062,431

Total 101.900 · Cash 4,954,118

Total 102.000 · Accounts Receivable 1,065,556

Other Current Assets

Total 102.300 · Grants Receivable 610,110

Total 102.100 · Accounts Receivable Other 31,080

Total 103.990 - Inventory 33,478

104.199 · Prepaid Expenses Total

104.101 · Prepaid Expenses 9,838

104.102 · Prepaid Insurance 12,977

104.103 · Prepaid Workers Comp 19,805

Total 104.199 · Prepaid Expenses Total 42,619

Total 104.200 · Undeposited Funds 24,891

Total Other Current Assets 742,178

Total Current Assets 6,761,852

Fixed Assets

Total 111.900 · Fixed Assets 22,744,971

Total 111.910 · Accumulated Depreciation -14,541,532

Total 121.900 · Intangible Total 15,000

Total 121.910 · Accum Amortization Total -15,000

Total 122.900 · Right to Use - Willits Lease Net 39,838

Total Fixed Assets 8,243,277

Other Assets

Total 131.900 · Deferred Outflows of Resource 1,893,391

Total Other Assets 1,893,391

TOTAL ASSETS 16,898,519

Mendocino Transit Authority
Statement of Net Position
As of April 30th, 2024

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 142,102

Credit Cards

201.300 · Umpqua Credit Card 15,121

Total Credit Cards 15,121

Other Current Liabilities

202.100 - Deferred Grant Revenue 1,207,450

203.160 · CalPERS Loan Repayments

205.700 · Uncashed Checks 9,422

205.900 · Accruals Total

203.140 · Misc Deductions 3,108

205.200 · Accrued Payroll 151,627

205.500 · Accrued Vacation 193,667

205.600 · Accrued Sick Leave 105,111

Total 205.900 · Accruals Total 453,513

206.900 · Lease Liabilities

206.000 · Lease Liability - Willits Lease 40,896.00

Total 206.900 · Lease Liabilities 40,896.00

Total Other Current Liabilities 1,711,281

Total Current Liabilities 1,868,504

Long Term Liabilities

231.900 · Prov-Restricted Funds

231.100 · Provision for Liability 18,415

231.200 · Provision for Vehicle Damage 6,531

231.300 · Provision for Unemployment 149,525

231.400 · Provision for Cafeteria Plan 11,933

Total 231.900 · Prov-Restricted Funds 186,404

235.300 · Deferred Inflows of Resource 244,062

235.910 · Pension Liabilities 3,013,284

Total Long Term Liabilities 3,443,749

Total Liabilities 5,312,254

Equity

Total 399.900 · Equity 12,184,032

Net Income -597,767

Total Equity 11,586,265

TOTAL LIABILITIES & EQUITY 16,898,519

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

Ordinary Income/Expense	TOTAL		
	Jul '23-Apr '24	Budget	% of Budget
Income			
411.000 - OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	242,871	225,000	107.9%
401.111 Dial-A-Ride Farebox Revenue	55,763	70,000	79.7%
402.100 Redwood Coast Regional Center	54,413	65,000	83.7%
409.200 - Sonoma County Contract	150,000	180,000	83.3%
Total 411.000 - OPERATING REVENUE.	503,046	540,000	93.2%
420.000 - REVENUES FROM OTHER SOURCES			
406.100 - Advertising Contract	110,963	125,000	88.8%
407.100 - Maintenance Revenue	26,652	30,500	87.4%
407.400 - Investment(Interest) Income	23,663	7,500	315.5%
407.500 - Other - Fuel Rebates, Etc.	2,166	14,000	15.5%
408.100 - Local-Capital Reserve	110,835	0	0.0%
409.100 - Local Transportation Fund (LTF)	2,720,130	3,667,071	74.2%
409.109 - LTF - Senior Centers - income	540,649	681,249	79.4%
510.100 - LTF - Senior Centers - expense	-520,266	-681,249	76.4%
407.115 - Senior Center Administration	0	26,500	0.0%
409.110 - State Transit Assistance (STA)	1,202,970	1,443,571	83.3%
422.000 - 5310 Operating Assistance	0	150,000	0.0%
413.101 - 5311 Operating Assistance	610,110	717,774	85.0%
411.100 - LCTOP Cap & Trade - Operating	110,000	0	0.0%
413.110 - 5311(f) Operating Assistance	0	300,000	0.0%
413.113 - 5311 CARES Assistance	0	200,000	0.0%
413.113 - 5311(f) CARES Assistance	0	75,000	0.0%
413.400 - Fed Sec 5339 Capital Grant	768,695	0	0.0%
Total 420.000 - REVENUES FROM OTHER SOURCES	5,706,567	6,756,916	84.5%
Total Income	6,209,613	7,296,916	85.1%
Expense			
Total 501.100 - WAGES	3,220,426	3,532,306	91.2%
Total 510.000 - BENEFITS	1,151,867	1,877,377	61.4%
520.000 - SERVICE/USER FEES			
521.000 - Vehicle Technical Services	1,757	10,000	17.6%
521.250 - Towing	1,650	2,400	68.8%
521.500 - Property Maintenance Services	933	3,500	26.7%
521.700 - Contract IT Services	23,715	32,000	74.1%
503.202 - Legal Counsel	27,923	30,000	93.1%
508.100 - Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 - Marketing	7,192	12,000	59.9%
509.300 - Advertising, Legal Notices	27,052	48,000	56.4%
524.000 - Software Maintenance Fees	23,592	45,000	52.4%
524.200 - Drug & Alcohol Services	3,462	8,500	40.7%
525.000 - Facility Security System	1,328	2,500	53.1%
525.500 - Accident / Incident Payables	-16,344	25,000	-65.4%
503.200 - Professional & Technical Svcs	225,179	250,000	90.1%
Total 520.000 - SERVICE/USER FEES	327,439	471,300	69.5%
530.000 - MATERIALS & SUPPLIES			
504.110 - Fuel	465,204	500,000	93.0%
504.120 - Tires	28,490	52,000	54.8%
504.115 - Lubrication	15,118	27,000	56.0%
532.500 - Tools	2,792	3,500	79.8%
504.100 - Vehicle Maint & Repair Parts	109,998	62,500	176.0%
504.200 - Expensed Parts	-24	3,125	-0.8%

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

	TOTAL		
	Jul '23-Apr '24	Budget	% of Budget
504.610 · Shop Supplies	4,551	10,000	45.5%
504.620 · Facilities,Maint & Repair Parts	27,943	45,000	62.1%
504.400 · Office Supplies	21,579	35,000	61.7%
509.200 · Printing (Schedules,brochures)	3,825	15,000	25.5%
537.000 · Safety & Emergency Supplies	5,159	5,000	103.2%
537.500 · Other Materials & Supplies	17,107	25,000	68.4%
Total 530.000 · MATERIALS & SUPPLIES	701,742	783,125	89.6%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	9,348	12,500	74.8%
541.250 · FB-Water,Sewer, Waste & Propane	4,266	7,000	60.9%
541.500 · Willits-Water, Sewer & Waste	1,151	3,000	38.4%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	17,930	27,500	65.2%
543.000 · TPX- Ukiah Phones / Internet	38,734	50,000	77.5%
543.250 · Comcast-Fort Bragg Phones/Inter	1,203	1,750	68.7%
544.000 · Verizon-Admin / OPS Cellular	31,456	35,000	89.9%
Total 540.000 · UTILITIES.	104,087	136,750	76.1%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	272,032	375,000	72.5%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	491	600	81.9%
572.000 · Vehicle Licensing & Reg Fees	167	1,700	9.8%
Total 570.000 · TAXES	658	2,300	28.6%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	8,449	16,000	52.8%
502.700 · Travel	20,298	50,000	40.6%
582.250 · Board Expenses	1,450	6,500	22.3%
583.000 · Safety Program	2,870	2,000	143.5%
509.800 · Training	11,865	20,000	59.3%
584.500 · CDL & DOT Physical Expenses	6,713	7,000	95.9%
509.100 · Other Miscellaneous	8,494	15,000	56.6%
Total 580.000 · MISCELLANEOUS	60,141	116,500	51.6%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	8,039	11,000	73.1%
Total 590.000 · LEASES & RENTALS	8,039	11,000	73.1%
Total Expense	5,846,432	7,305,658	80.0%
Net Ordinary Income Before Depreciation	363,181	-8,742	
Depreciation Expense	960,948		
Net Ordinary Income After Depreciation	-597,767		



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	532	532	574	0	5777	5306	471	9%
03 - Ukiah - DAR	1202	1395	1155	1238	1038	1164	1245	1214	1326	2127	1341	0	14445	12246	2,199	18%
04 - Fort Bragg - DAR	952	1019	800	915	885	876	898	742	823	841	996	0	9747	8254	1,493	18%
05 - BraggAbout	700	972	692	670	762	599	674	680	739	732	657	0	7877	7123	754	11%
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	6790	7563	7309	0	67834	52981	14,853	28%
20 - Willits - Ukiah	1219	1785	2062	1530	1229	839	1116	1381	1331	1560	1466	0	15518	16850	(1,332)	-8%
60 - Coaster	448	538	634	739	626	532	570	493	643	669	864	0	6756	5833	923	16%
64 - Ukiah to Fort Bragg-Not Operating	0												0	0	0	0%
65 - CC Rider	1076	1350	1154	1216	1082	1336	1073	1044	1193	1207	1298	0	13029	8152	4,877	60%
65A - New Route 65-Not Operating	0												0	0	0	0%
74 - Saturday Gualala-Ukiah	67	66	41	37	38	37	22	44	36	45	46	0	479	430	49	11%
75 - M-F Gualala to Ukiah	314	483	547	631	465	425	521	498	484	508	556	0	5432	5336	96	2%
95 - Pt. Arena to Santa Rosa	327	324	342	309	252	268	292	284	256	308	361	0	3323	3478	(155)	-4%
97 - Redwood Coast Regional	221	265	223	229	231	223	214	233	247	255	243	0	2584	2311	273	12%
Special Events	1592	0	0	0	155	1344	0	0	0	124	0	0	3215	0	3,215	0%
Monthly Totals	13247	14694	14116	14837	12977	13527	12730	13306	14400	16471	15711	0	156016	128300	27,716	22%



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	25.33	24.18	24.96	0.00
05 - BraggAbout	33.33	42.26	32.95	30.45	34.64	28.52	29.30	32.38	35.19	33.27	28.57	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	300.29	322.95	303.22	0.00
20 - Willits - Ukiah	58.05	77.61	98.19	69.55	55.86	39.95	48.52	65.76	63.38	70.91	63.74	0.00
60 - Coaster	21.33	23.39	30.19	33.59	28.45	25.33	24.78	23.48	30.62	30.41	37.57	0.00
65 - Fort Bragg to Santa Rosa	48.19	56.91	51.95	52.18	47.64	60.38	45.35	47.48	54.67	54.36	55.70	0.00
75 - M-F Gualala to Ukiah	14.95	21.00	26.05	28.68	21.14	20.24	22.65	23.71	23.05	2.51	24.17	0.00
95 - Pt. Arena to Santa Rosa	12.00	10.91	11.52	10.68	8.23	8.14	9.83	9.67	8.24	11.41	11.22	0.00
Monthly Totals	409.38	498.43	537.00	539.59	474.27	437.90	431.74	502.62	540.76	550.01	549.13	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	96.80	114.50	83.75	0.00
65 - Fort Bragg to Santa Rosa	13.25	10.25	12.60	17.00	8.50	13.60	7.50	11.75	9.00	2.75	4.25	0.00
74 - Saturday Gualala-Ukiah	16.75	16.50	8.20	9.25	9.50	7.40	5.50	11.00	7.20	11.25	11.50	0.00
95 - Pt. Arena to Santa Rosa	11.25	10.25	14.00	10.25	12.75	10.00	8.25	10.75	11.00	5.25	14.25	0.00
Monthly Totals	160.50	129.75	126.20	137.75	145.00	135.40	102.50	131.00	124.00	133.75	113.75	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	5.60	9.00	11.50	0.00
Monthly Totals	6.00	8.00	7.50	6.60	5.00	9.40	8.25	9.50	5.60	9.00	11.50	0.00

Ridership Pandemic Comparison Report
MONTHLY REPORT

ROUTE	PRE PANDEMIC FY 18-19	MID PANDEMIC FY 20-21		CURRENT FY 23-24	
	MAY	MAY	As % of Pre Pandemic	MAY	As % of Pre Pandemic
01 - Willits Local	974	396	40.66%	574	58.93%
03 - Ukiah - DAR	2181	950	43.56%	1341	61.49%
04 - Fort Bragg - DAR	1379	677	49.09%	996	72.23%
05 - BraggAbout	1500	419	27.93%	657	43.80%
09 - Ukiah Local	10462	2523	24.12%	7309	69.86%
20 - Willits - Ukiah	2729	798	29.24%	1466	53.72%
60 - Coaster	1152	262	22.74%	864	75.00%
64 - Ukiah to Fort Bragg	357	0	0.00%	0	0.00%
65 - CC Rider	902	435	48.23%	1298	143.90%
74 - Saturday Gualala-Ukiah	74	72	97.30%	46	62.16%
75 - M-F Gualala to Ukiah	461	309	67.03%	556	120.61%
95 - Pt. Arena to Santa Rosa	313	148	47.28%	361	115.34%
97 - Redwood Coast Regional	274	0	0.00%	243	88.69%
Total	22758	6989	30.71%	15711	69.04%

**Ridership Pandemic Comparison Report
QUARTERLY REPORT**

ROUTE	PRE PANDEMIC				MID PANDEMIC					CURRENT				
	FY 18-19				FY 20-21					FY 23-24				
	MAR	APR	MAY	TOTAL PAX	MAR	APR	MAY	TOTAL PAX	As % of Pre Pandemic	MAR	APR	MAY	TOTAL PAX	As % of Pre Pandemic
01 - Willits Local	887	838	974	2,699	382	474	396	1,252	46%	532	532	574	1,638	61%
03 - Ukiah - DAR	1,462	1,583	2,181	5,226	907	1,026	950	2,883	55%	1,326	2,127	1,341	4,794	92%
04 - Fort Bragg - DAR	1,269	1,385	1,379	4,033	648	616	677	1,941	48%	823	841	996	2,660	66%
05 - BraggAbout	1,429	1,320	1,500	4,249	452	489	419	1,360	32%	739	732	657	2,128	50%
09 - Ukiah Local	9,023	10,201	10,462	29,686	2,482	2,668	2,523	7,673	26%	6,790	6,790	7,309	20,889	70%
20 - Willits - Ukiah	2,799	2,748	2,729	8,276	766	796	798	2,360	29%	1,331	1,560	1,466	4,357	53%
60 - Coaster	934	964	1,152	3,050	213	219	262	694	23%	643	669	864	2,176	71%
64 - Ukiah to Fort Bragg	406	389	357	1,152	-	-	-	-	0%	-	-	-	-	0%
65 - CC Rider	932	953	902	2,787	273	372	435	1,080	39%	1,193	1,207	1,298	3,698	133%
74 - Saturday Gualala-Ukiah	97	95	74	266	31	36	72	139	52%	36	45	46	127	48%
75 - M-F Gualala to Ukiah	464	817	461	1,742	213	262	309	784	45%	484	508	556	1,548	89%
95 - Pt. Arena to Santa Rosa	374	387	313	1,074	119	130	148	397	37%	256	308	361	925	86%
97 - Redwood Coast Regional	252	265	274	791	-	-	-	-	0%	247	255	243	745	94%
Quarterly Total	20,328	21,945	22,758	65,031	6,486	7,088	6,989	20,563	32%	14,400	15,574	15,711	45,685	70%

Meeting Date: June 26, 2024
 Agenda Item:# C.4



Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December
 Subject to Change

Date	Time	Location	Video Conference	Major Agenda Items
2024				
July	31 1:30	TBD		2024/25 Final Budget Consideration 2024/25 Strategic Planning 2024/25 Transit Needs:Willits
August	28 1:30	TBD		2024/25 Transit Needs: Point Arena
September	25 1:30	TBD		2024/25 Transit Needs: Fort Bragg
October	30 1:30	TBD		2024/25 Transit Needs: Ukiah
December	4 1:30	TBD		2024/25 Transit Needs: Willits
2025				
January	29 1:30	TBD		Executive Director Evaluation 2024/25 Transit Needs: Point Arena
February	26 1:30	TBD		Executive Director Contract Compliance (Bylaws Review/Board Certificates/FPPC Form 700) Initial 2024/25 Budget Discussion 2024/25 Transit Needs: Fort Bragg
March	26 1:30	TBD		DRAFT 2024/25 Budget & Claim 2024/25 Transit Needs: Ukiah
April	30 1:30	TBD		Strategic Planning Upcoming Year 2024/25 Transit Needs: Willits
May	28 1:30	TBD		Budget Hearing 2024/25 2024/25 Transit Needs: Point Arena
June	25 1:30	TBD		FINAL 2024/25 Budget Election of Officers 2024/25 Transit Needs: Fort Bragg



2023-2024 UNMET NEEDS REQUESTS

Date	City	Requestor	Service Requested
7/26/2023	Golden Rule	Ukiah Senior Center	Scheduled pick ups for residents
8/1/2023	Westport	Jim Tarbell	Service in Westport, CA
8/14/2023	Ukiah	Facebook	Evening Service
12/27/2023	Fort Bragg	Facebook	Saturday Service
1/22/2024	Sea Ranch	Passenger	Between Sea Ranch/Fort Bragg early morning and evening
1/31/2024	Willits	Passenger	Willits Local 1 adjustment to San Francisco Street
5/29/2024	Fort Bragg	Public Member	More Transit in Fort Bragg to alleviate parking issues

2022-2023 UNMET NEEDS REQUESTS

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



Meeting Date: June 26th, 2024

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution 2024-05 Adopting the MTA Operating Budget for Fiscal Year 2024-2025

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2024-2025 estimate was approximately a decrease of 17.8 (approximately \$705,355) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have decreased.
- ✓ STA Revenues have decreased from \$1,443,571 in FY2023-2024 to \$1,197,778 in FY2024-2025.
- ✓ Fare revenues have increased year-over-year as ridership continues to improve.
- ✓ Advertising Revenue is projected to increase.
- ✓ MTA's operating surplus and SB 125 may be used to close the gap in the decreases in funding.

STAFF RECOMMENDATION:

Direct staff to review, approve and adopt Resolution 2024-05 FY 2024/25 Operating Budget

ATTACHMENTS

MTA 2024-2025 Operating Budget

**MENDOCINO TRANSIT AUTHORITY
2024/25 BUDGET W/ LINE ITEM
BREAKDOWN**

DRAFT OPERATING BUDGET

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
501.101	Operators Wages-Fixed Route-Ukiah	566,754	688,816	709,480	
501.101	Operators Wages - Fixed Route - Fort Bragg	294,350	357,745	368,477	
501.101	Operators Wages - South Coast	241,172	293,114	301,907	
501.101	Operators Wages - DAR - Inland	127,172	154,560	159,197	
501.101	Operators Wages - DAR - Fort Bragg	105,734	128,506	132,361	
501.104	Operations-Supervisors/Dispatch	553,367	575,501	592,766	
501.103	Maintenance & Facilities Salaries & Wages	510,946	531,384	547,326	
501.105	Administrative Salaries	375,302	390,314	402,023	
501.105	Administrative Staff	390,506	406,126	418,310	
501.109	Longevity / Bonuses	6,000	6,240	6,500	
	TOTAL SALARIES	3,171,303	3,532,306	3,638,348	

51000	BENEFITS				
511.000	FICA/Medicare	55,498	61,815	63,671	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	253,704	282,584	291,068	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	415,000	221,777	268,154	Per CalPERS Annual Valuation Reports
502.210	Medical Plan	540,000	755,000	755,000	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	60,000	28,000	28,000	Adjusted for new employees
502.230	Vision Plan	3,000	5,000	5,000	Adjusted for new employees
513.250	Life Insurance	7,500	11,000	11,000	Adjusted for new employees
502.420	457 MTA Match	90,000	115,000	115,000	MTA Matches 5.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	164,339	171,000	171,000	SDRMA 2024-2025 Invoice
514.500	Unemployment Insurance	56,000	56,000	56,000	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	16,000	20,000	20,000	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	3,250	3,500	3,500	Annual Invoice
516.600	Employee Relations	3,500	4,000	4,000	Employee Relations - All Staff
	Incentive Pay		142,700	142,700	Contracted through June 30th, 2026
	TOTAL BENEFITS	1,667,791	1,877,377	1,934,093	

**MENDOCINO TRANSIT AUTHORITY
2024/25 BUDGET W/ LINE ITEM
BREAKDOWN**

DRAFT OPERATING BUDGET

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
521.000	Vehicle Technical Services	12,500	10,000	10,000	Outsourcing
521.250	Towing	1,200	2,400	3,000	
521.500	Property Maintenance Services	3,500	3,500	3,500	
521.700	Contract IT Services	40,000	32,000	40,000	Engage IT
503.202	Legal Counsel	30,000	30,000	30,000	MTA Legal
508.100	Purchased Transportation	2,400	2,400	2,400	Willits ADA
523.000	Marketing	12,000	12,000	12,000	Contracted
509.300	Advertising, Legal Notices	40,000	48,000	48,000	Radio & Newspaper Advertising
524.000	Computer & Software Maintenance Fees	60,000	45,000	60,000	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	8,000	8,500	8,000	
525.000	Facility Security System	2,500	2,500	2,500	Deep Valley Security
525.500	Accident / Incident Payables	25,000	25,000	25,000	
503.200	Professional & Technical Services	250,000	250,000	275,000	MUNIS,PayChex, GASB68, Accounting, TrackIT, . Indeed, AON
	TOTAL SERVICES / USER FEES	487,100	471,300	519,400	

53000	MATERIALS & SUPPLIES CONSUMED				
504.110	Fuel	650,000	500,000	550,000	Consulted with Fuel Vendors to arrive at budgeted amount
504.120	Tires	45,000	52,000	45,000	
504.115	Lubrication	32,000	27,000	20,000	
532.500	Tools	1,875	3,500	4,000	
504.100	Vehicle Maintenance & Repair Parts	62,500	62,500	80,000	
504.200	Expense Parts	3,125	3,125	3,125	
504.610	Shop Supplies	25,000	10,000	20,000	Consumables
504.620	Facilities Maintenance & Janitorial	43,750	45,000	45,000	Aramark, Home Depot, Friedmans
504.400	Office Supplies	30,000	35,000	35,000	Xerox
536.700	Computer Programs & Supplies	15,000	0		Moved to Computer Software
509.200	Printing	12,000	15,000	20,000	Schedules, brochures
537.000	Safety & Emergency Supplies	7,000	5,000	5,000	Includes PPE
537.500	Other Materials & Supplies	17,500	25,000	25,000	
	TOTAL MATERIALS & SUPPLIES	944,750	783,125	852,125	

54000	UTILITIES				
541.000	MTA Base	15,000	12,500	15,000	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	8,000	7,000	7,000	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	3,000	3,000	2,000	Water, Sewer & Solid Waste
542.000	Pacific Gas & Electric	15,500	27,500	35,000	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	45,000	50,000	50,000	Ukiah Phones/Internet
543.250	Comcast	1,500	1,750	1,750	Fort Bragg Phones/Internet
544.000	Verizon	30,000	35,000	35,000	Admin/OPS Cellular
	TOTAL UTILITIES	118,000	136,750	145,750	

MENDOCINO TRANSIT AUTHORITY 2024/25 BUDGET W/ LINE ITEM BREAKDOWN					DRAFT OPERATING BUDGET
ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
506.100	Insurance	365,000	375,000	385,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	TOTAL CASUALTY & LIABILITY COSTS	365,000	375,000	385,000	
57000	TAXES				
571.000	Taxes - State Board of Equalization	600	600	650	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	1,700	1,700	2,000	Hazardous Materials Permit
	TOTAL TAXES	2,300	2,300	2,650	
58000	MISCELLANEOUS				
504.510	Dues & Subscriptions	16,000	16,000	16,000	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	50,000	50,000	25,000	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	3,500	6,500	7,000	Meeting Expenses
583.000	Safety Program	1,000	2,000	3,000	Awards-Banquets-Employee Incentives
509.800	Training	6,000	20,000	20,000	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	6,000	7,000	7,000	Drug Free USA
509.100	Other Miscellaneous	15,000	15,000	15,000	
	TOTAL MISCELLANEOUS	97,500	116,500	93,000	
59000	LEASES & RENTALS				
591.000	Leases and Rentals	9,000	11,000	12,000	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	9,000	11,000	12,000	
	TOTAL OPERATING EXPENDITURES	6,862,743	7,305,658	7,582,366	

MENDOCINO TRANSIT AUTHORITY 2024/25 BUDGET W/ LINE ITEM BREAKDOWN	DRAFT OPERATING BUDGET
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ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
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OPERATING REVENUE		FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
41000	REVENUES FROM OPERATING				
401.110	Fixed Route Farebox Revenue	400,000	225,000	275,000	
401.111	Dial-A-Ride Farebox Revenue	60,000	70,000	85,000	
402.100	Redwood Coast Regional Center	65,000	65,000	65,000	
409.200	Sonoma County Contract	181,000	180,000	180,000	New 2024-2025 Contract
	TOTAL OPERATING REVENUES	706,000	540,000	605,000	

42000	REVENUES FROM OTHER SOURCES				
409.100	Local Transportation Fund (LTF)	3,428,087	3,617,071	2,721,637	24-25 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs	300,000	50,000	0	Unmet Needs
409.110	State Transit Assistance	967,375	1,443,571	1,197,778	24-25 MCOG claim
422.000	5310 Operating Assistance	150,000	150,000	150,000	
413.101	5311 Operating Assistance	717,774	717,774	738,115	
413.110	5311(f) Operating Assistance	200,000	300,000	300,000	Intercity CCRider
406.100	Advertising Contract	110,000	125,000	125,000	Helen Foraker
n/a	Senior Center Payments	-729,019	-681,249	-518,407	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements	729,019	681,249	518,407	Payments from MCOG to reimburse MTA
109.109	Senior Center Administration	26,500	26,500	26,500	Annual Fee from MCOG
407.100	Maint Fuel Revenue (prior incl labor,parts)	24,000	30,500	30,500	Fuel Only
407.400	Investment Income	7,500	7,500	7,500	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	14,000	14,000	14,000	
450.000	CARES-5311	200,000	200,000	251,056	
new	SB 125			1,000,000	Fiscal Cliff/Restore Night Service/Covelo Laytonville
413.110	CARES-5311(F)	75,000	75,000	121,795	
409.100	Local Operating 4090			293,485	
	TOTAL REVENUES FROM OTHER SOURCES	6,220,236	6,756,916	6,977,366	

TOTAL OPERATING REVENUE	6,926,236	7,296,916	7,582,366	
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63,493	-8,742	0	REVENUE OVER EXPENSES
-1,120,000	-1,120,000	-1,120,000	<i>Estimated Depreciation</i>
-1,056,507	-1,128,742	-1,120,000	<i>Net after Depreciation</i>

Fiscal 2024-2025 Non-Represented Wage & Classification Tables

	Step A	Step B	Step C	Step D	Step E	Step F
Executive Director	104,954.10	*****By Contract*****				133,952.70
CFO	40.92	42.97	45.13	47.38	49.74	53.97
HR Director	40.92	42.97	45.13	47.38	49.74	53.97
Mobility Manager	40.92	42.97	45.13	47.38	49.74	53.97
Finance Assistant	30.32	31.84	33.42	35.10	36.84	39.96
Reception/Assistant COB	27.27	28.64	30.08	31.58	33.17	34.81
Office Assistant	27.27	28.64	30.08	31.58	33.17	34.81
Executive Assistant	32.16	33.76	35.45	37.22	39.09	41.05
HR Generalist	32.16	33.76	35.45	37.22	39.09	41.05
Maintenance Manager	46.38	48.70	51.12	53.69	56.38	61.18
Maintenance Specialist	27.27	28.64	30.08	31.58	33.17	34.81
Operations Manager	45.02	47.28	49.64	52.12	54.74	59.40
Operations Supervisor	28.71	31.00	33.49	36.15	39.05	42.18
Operations Supervisor/Instructor	29.39	31.73	34.28	37.02	39.97	43.18

Fiscal 2024-2025 Represented Wage & Classification Tables

	Step A	Step B	Step C	Step D	Step E
Mechanic	31.98	35.26	37.02	38.87	40.80
Lead Mechanic	35.17	38.79	40.73	42.75	44.91
Mechanic's Helper	24.70	27.24	28.60	30.05	31.54
Shelter Cleaner/Fueler	21.26	23.43	24.63	25.84	27.13
Cleaner	18.50	21.50	23.00	24.50	26.03
	Step A	Step B	Step C	Step D	Step E
Dispatcher	23.93	27.77	29.05	30.42	31.84
Bilingual Dispatcher	26.85	29.44	30.83	32.26	33.80
	Step A	Step B	Step C	Step D	Step E
Transit Vehicle Operator	23.89	25.13	25.88	27.18	28.55
Transit Vehicle Operator - Trainee	19.00 Per hour until solo				



**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2024-05
ADOPTION OF FISCAL YEAR 2024-2025
OPERATING BUDGET**

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2024-2025 Operating Budget presented to the Board on June 26, 2024, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 26, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director



Meeting Date: June 26, 2024

Agenda Item: D.3

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of the Resolution 2024-06 for MTA Capital Budget for Fiscal Year 2024-2025

SUMMARY:

Presented is the Capital Budget for FY 24/25.

MTA is playing a pivotable role in shaping clean transportation in the state. MTA is transitioning to zero emission buses. We have ordered three electric replacement buses that will be received later this year and four in the next couple of years with funding help from SB-125.

To be able to accommodate the increasing electric fleet, MTA has been working on the electric infrastructure as well as a solar project to save money and reduce dependency on the grid.

There still is some level of uncertainty in the Zero Emission bus landscape according to CALSTART 10 bus manufactures have either gone out of business or have pulled back from the market and only three remain. MTA works closely with California Transit Association (CTA) and California Association for Coordinated Transportation (CalAct) for guidance regarding future vehicle purchases.

Local Capital Expenses: Operations, Vehicles, Maintenance, Administration Shelters/Benches are place holders for unexpected capital expenses. We are concerned with the aging Fleet that major component failure is likely and must be accounted for.

STAFF RECOMMENDATION:

Approval of Resolution 2024-06 , FY 2024/25 Capital Budget

ATTACHMENTS:

FY 24/25 Capital Budget

FY 24/25 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2024/25	2025/26	2026/27	2027/28	2028/29	5 Year Total
FEDERAL						
5310 Elderly and Disabled						0
5339 Low-No Emission Bus/Infrastructure				4,000,000		4,000,000
Projected Federal Fund Totals	0	0	0	4,000,000	0	4,000,000
STATE						
State of Good Repair (SB1)	520,000	130,000	130,000	130,000	130,000	1,040,000
Transit & Intercity Rail Capital Program (TIRCP)		723,355	7,655,921	8,407,600	6,571,838	23,358,714
Cap & Trade (LCTOP)	875,854	150,000	150,000	200,000	200,000	1,575,854
VW Mitigation Funds	160,000					160,000
SB-125	120,000		385,296		2,000,000	2,505,296
HVVP Electric Bus Vouchers	136,000		204,000	204,000	204,000	748,000
Projected State Fund Totals	1,811,854	1,003,355	8,525,217	8,941,600	9,105,838	29,387,864
LOCAL						
MTA Capital Reserve Fund	1,050,000	41,145		900	186,162	1,278,207
Local Transportation Fund LTF						0
MCOG Capital Reserve Fund			101,179			101,179
State Transit Assistance STA		70,600	87,200	61,000	61,000	279,800
Projected Local Fund Totals	1,050,000	111,745	188,379	61,900	247,162	1,659,186
TOTAL REVENUE	2,861,854	1,115,100	8,713,596	13,003,500	9,353,000	35,047,050
Expense						
Vehicle Acquisition:						
Staff Vehicles	40,000		80,000			120,000
Maintenance Vehicles					100,000	100,000
Cutaways - Paratransit	120,000	480,000	750,000			1,350,000
Cutaways - FR	1,035,000		1,725,000	690,000	690,000	4,140,000
Buses - Medium Duty	520,000	550,000	550,000	550,000		2,170,000
Buses - Heavy Duty			4,800,000	5,200,000		10,000,000
Trolley						0
Total Vehicle Acquisition	1,715,000	1,030,000	7,905,000	6,440,000	790,000	17,880,000
Equipment & Minor Facilities						
Operations	4,000	4,000	8,000	4,000	4,000	24,000
Vehicle	12,500	12,500	12,500	13,000	13,000	63,500
Maintenance	45,900	38,000	72,000	17,500	20,000	193,400
Administration	6,000	13,100	21,500	11,500	8,500	60,600
Shelters & Benches	17,500	17,500	17,500	17,500	17,500	87,500
Total Equipment & Minor Facilities	85,900	85,100	131,500	63,500	63,000	429,000
Major Facilities & Planning						
Short Range Transit Plan						0
Transit Center					8,500,000	8,500,000
Facilities ZEB Infrastructure and Modernization	1,050,000		677,096	6,500,000		8,227,096
Total Major Facilities	1,050,000	0	677,096	6,500,000	8,500,000	16,727,096
Total Expense	2,850,900	1,115,100	8,713,596	13,003,500	9,353,000	35,036,096
GAIN/Loss	10,954	0	0	0	0	10,954

MTA Five -YearCapital Vehicle Replacement Plan

REPLACE = retire and sell
BUY = buy

Staff - Vehicles					2024/25	2025/26	2026/27	2027/28	2028/29
Odometer	4 YEARS OR 100,000 MILES								
	Fund	#	Year	Make/Mod					
	STIP	201	11	ChevVolt plug-in-hybrid	REPLACE				
	STA	307	11	Toyota Prius hybrid			REPLACE		
	STA	308	11	Toyota Prius hybrid			REPLACE		
		309	18	Rav-4					
		310	22	Hybrid - All Wheel					
	Capital Reserve	311	24	Hybrid - All Wheel	BUY				
		312	26	hybrid			BUY		
		313	26	hybrid			BUY		
		314		hybrid					
		315							
		316							

Maintenance - Facilities Vehicles					2024/25	2025/26	2026/27	2027/28	2028/29
FUND	Van for Cleaning								
	93			Ford Transit					
	94			Ford Transit					
	91			Electric equivalent					
	92			Electric equivalent					
				Pickup Truck					
	98	1		Ford F350					MTC
	95	14							buy

Dial-a-Ride - Paratransit Vans					2024/25	2025/26	2026/27	2027/28	2028/29
Odometer	Type II or Class A			Electric equivalent					
	5 YEARS OR 150,000 MILES	Fund	#	Year	Make/Mod				
0	0		619	11	Glaval gas	DAR			
			620	11	Glaval gas		DAR		
			621	11	Glaval gas		DAR		
			622	11	Glaval gas		DAR		
			623	11	Glaval gas		DAR		
			624	13	Glaval gas			DAR	
			625	13	Glaval gas			DAR	
			626	13	Glaval gas			DAR	
			627	13	Glaval gas			DAR	
			628	13	Glaval gas			DAR	
			629	24	Hybrid	BUY			
		5310/STA	630	25	Hybrid		BUY		
		5310/STA	631	25			BUY		
		5310/STA	632	25			BUY		
		5310/STA	633	25			BUY		
		5310/STA	634	26				BUY	
		5310/STA	635	26				BUY	
		5310/STA	636	26				BUY	
		5310/STA	637	26				BUY	
		5310/STA	638	26				BUY	

Fixed Route - Cutaway

Odometer		Type III or Class C							
		7 YEARS OR 150,000 MILES							
Fund	#	Year	Make/Mod	2024/25	2025/26	2026/27	2027/28	2028/29	
	719	9		FR-CUT					
	723	10	Glaval gas			FR-CUT			
	727	11	Glaval gas	FR-CUT					
	728	11	Glaval VTM hybrid				FR-CUT		
	729	13	Glaval gas			FR-CUT			
	730	13	Glaval gas			FR-CUT			
	731	13	Glaval gas	FR-CUT					
	732	15	Glaval gas			FR-CUT			
	733	16	Glaval gas			FR-CUT			
	734	16	Glaval gas					FR-CUT	
	735	16	Glaval gas				FR-CUT		
	736	16	Glaval gas					FR-CUT	
	737	18	Glaval gas						
	738	18	Glaval Gas						
	739	18	Glaval Gas						
	740	19	Champion						
	741	19	Champion						
	VW	742	21	Diamond-Lightning					
	VW	743	21	Diamond-Lightning					
	VW	744	24	Endera	BUY				
	HVIP	745	24	Endera	BUY				
	HVIP	746	24	Endera	BUY				
	HVIP	747							
	STA	748							
	STA	749				BUY			
	STA	750				BUY			
	STA	751				BUY			
	STA	752				BUY			
	STA	753				BUY			
	STA	754							
	STA	755					BUY		
	STA	756					BUY		
	STA	757						BUY	
	STA	758						BUY	
	STA	759							
	STA	760							
	STA	761							
	STA	762							
	STA	763							
	STA	764							
	STA	765							
	STA	766							

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Fixed Route Fleet - Medium Duty Buses

Odometer		Type VII VIII or Class E			2024/25	2025/26	2026/27	2027/28	2028/29
0	0	Life: 10 years or 350,000 miles							
Fund	#	Year	Make/Mod						
	808	15	Cummins Glavel		REPLACE				
	809	15	Cummins Glavel			REPLACE			
	810	15	Cummins Glavel				REPLACE		
	811	23	Cummins Glavel	BUY					
	812	23	Cummins Glavel	BUY					
	813				BUY				
	814					BUY			
	815						BUY		
	816								
	817								
	818								
	819								
	820								

Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H			2024/25	2025/26	2026/27	2027/28	2028/29
		LIFE: 12 YEARS OR 500,000 MILES							
Fund	#	Year	Make/Mod						
	906	99	40' Gillig						
	910	13	40' Gillig Clean Diesel Low Floor			REPLACE			
	911	13	40' Gillig Clean Diesel Low Floor			REPLACE			
	912	13	40' Gillig Clean Diesel Low Floor			REPLACE			
	913	13	40' Gillig Clean Diesel Low Floor			REPLACE			
	914	13	40' Gillig Clean Diesel Low Floor				REPLACE		
	915	13	40' Gillig Clean Diesel Low Floor				REPLACE		
	916	13	40' Gillig Clean Diesel Low Floor				REPLACE		
	917	13	40' Gillig Clean Diesel Low Floor				REPLACE		
	PTIMSEA 5339	918	23 35 Gillig All Electric Low Floor						
		919	24 35 Gillig All Electric Low Floor			BUY			
		920	24 35 Gillig All Electric Low Floor			BUY			
		921	24 35 Gillig All Electric Low Floor			BUY			
		922	24 35 Gillig All Electric Low Floor			BUY			
		923	24 35 Gillig All Electric Low Floor				BUY		
	MCOG RESERVE	924	24 35 Gillig All Electric Low Floor				BUY		
		925	24 35 Gillig All Electric Low Floor				BUY		
		926	24 35 Gillig All Electric Low Floor				BUY		

MTA Five-Year Capital Plan

Vehicle Replacement Plan - Estimated Costs

Schedule of Purchases	2024/25	2025/26	2026/27	2027/28	2028/29
Staff - Hybrid AW	1		2		
Staff - Electric					
Staff - Mtc Van					
Staff - Mtc Truck					1
Senior Center Mini-Van					
Senior Center Bus					
Dial-A-Ride Bus	1	4	5		
Cutaway Buses	3		5	2	2
Medium Duty Bus	2	1	1	1	
Heavy Duty Bus			4	4	
TOTAL	7	5	17	7	3

Unit Cost (\$000)*	2024/25	2025/26	2026/27	2027/28	2028/29
Staff - Hybrid AW	\$40,000		\$40,000		
Staff - Electric					
Staff - Mtc Van					
Staff - Mtc Truck (crew)					100,000
Dial-A-Ride Bus	120,000	120,000	150,000	150,000	
All Electric Cutaway Bus	345,000		345,000	345,000	345,000
Medium Duty Diesel	260,000	550,000	550,000	550,000	0
Heavy Duty Bus			1,200,000	1,300,000	0

TOTAL ANNUAL COST	2024/25	2025/26	2026/27	2027/28	2028/29
Staff - Hybrid AW	40,000		80,000		
Staff - Electric	0		0		
Staff - Mtc Van					
Staff - Mtc Truck (crew)				0	100,000
Dial-A-Ride Bus	120,000	480,000	750,000	0	0
Cutaway Bus	1,035,000	0	1,725,000	690,000	690,000
Medium Duty Diesel	520,000	550,000	550,000	550,000	0
Heavy Duty Bus		0	4,800,000	5,200,000	0
Total Annual Costs	1,715,000	1,030,000	7,905,000	6,440,000	790,000

FY 24-25 FIVE-YEAR CAPITAL PLAN

Equipment Purchase Detail

Category						Five-Year Total
Project	2024/25	2025/26	2026/27	2027/28	2028/29	
Operations						
Miscellaneous	2,000	2,000	2,000	2,000	2,000	10,000
Office Furniture	2,000		2,000		2,000	6,000
Computers: Receptionist						0
Computers: Training Supervisor				2,000		2,000
Computers: Dispatch Supervisor						0
Computers: South Coast Supervisor				2,000		2,000
Computers: Fort Bragg Supervisor						0
Training Equipment		2,000		2,000	0	4,000
Transportation Totals	4,000	4,000	4,000	8,000	4,000	24,000

						Five-Year Total
	2024/25	2025/26	2026/27	2027/28	2028/29	
Vehicles						
Miscellaneous	2,500	2,500	2,500	3,000	3,000	13,500
Cutaway Transmissions and Engines	10,000	10,000	10,000	10,000	10,000	50,000
Vehicles Total	12,500	12,500	12,500	13,000	13,000	63,500

						Five-Year Total
	2024/25	2025/26	2026/27	2027/28	2028/29	
Maintenance						
Miscellaneous	15,000	15,000	15,000	15,000	15,000	75,000
Ukiah Yard Reseal		8,000				8,000
Willits Yard Reseal		5,000			5,000	10,000
Ft. Bragg Yard Reseal		5,000				5,000
Wood seal north wall of shop		5,000				5,000
Break Room Roof	25,000					25,000
Old Ukiah Shop - Remodel						0
Multi Refrigerant Recycle Machine	3,500					3,500
Willits Office Rehab	1,200					1,200
Alignment Equipment			50,000			50,000
Emmissions CARB compliant testing equipmen	1,200					1,200
Wash Bay Pumps and Motors			7,000			7,000
Replace Diagnostics Laptop				2,500		2,500
Maintenance Totals	45,900	38,000	72,000	17,500	20,000	193,400

FY 24-25 FIVE-YEAR CAPITAL PLAN

Equipment Purchase Detail

Category						Five-Year
Project	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Office - Administration						
Miscellaneous	3,000	3,000	3,500	3,500	3,500	16,500
Heavy Duty Paper Shredder		2,100				2,100
Coin Sorter		1,500				1,500
Wiring Upgrade						0
Managed IT Network/Care		3,000		3,000		6,000
Furniture	1,000	1,000	2,000		2,000	6,000
Telephone+Cell, replace + headsets			10,000			10,000
Video Conference Ukiah and UVConfCtr				5,000		5,000
Computer - Receptionist			1,500			1,500
Computer - HR			1,500			1,500
Computer - Accounting Specialist			1,500			1,500
Computer - Finance Manager			1,500			1,500
Computer - ED	2,000				3,000	5,000
HR - Copier, Recording Equipment		2,500				2,500
Administration Totals	6,000	13,100	21,500	11,500	8,500	60,600

						Five-Year
Shelters and Benches	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Shelters	15,000	15,000	15,000	15,000	15,000	75,000
Benches (materials)	1,500	1,500	1,500	1,500	1,500	7,500
Bus Stops & Signs	1,000	1,000	1,000	1,000	1,000	5,000
Shelters and Benches Totals	17,500	17,500	17,500	17,500	17,500	87,500

Facility Solarization and Modernization - By Project

Cap # FY Project \$ COST				REVENUE SOURCE							TOTAL	
				Federal		State		Local				
				Grant	Amount	1B Modern	1B Security	SGR	TIRCP	Reserve		
CAP	24/25	Ukiah Solar canopy/Bus Charging Infrastructure	1,050,000							1,050,000	1,050,000	
89	27/28	Finish Design Admin/Ops Build	677,096						677,096		677,096	
89	27/28	Construct Admin/Ops	6,500,000						6,500,000		6,500,000	
Total Design & Construction			8,227,096						7,177,096	-	1,050,000	8,227,096

MTA TRANSIT CENTER PROJECT

Cap # FY Project \$ COST				REVENUE SOURCE							TOTAL
				Federal		State		Local			
				Grant	Amount	1B Modern	1B Security	SGR	TIRCP	Reserve	
100	24/25	Purchase Property	1,500,000						1,500,000		1,500,000
100	27/28	Construct Transit Center	7,000,000						7,000,000		7,000,000
subtotal			8,500,000						8,500,000		8,500,000



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2024-06
ADOPTION OF FISCAL YEAR 2024-2025
CAPITAL BUDGET

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2024-2025 Capital Budget presented to the Board on June 26, 2024, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 26, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director



Meeting Date: June 26, 2024

Agenda Item: D.4

AGENDA SUMMARY REPORT

SUBJECT:

Approve Amendment for Executive Director Contract

SUMMARY:

The Board of Directors met in closed session commencing In January 2024 related to the performance review for Executive Director Jacob King. Executive Director King received a favorable evaluation, and it is recommended that the Board Chair announce at the meeting the following recommendation:

STAFF RECOMMENDATION:

That the Board approve the Amendment to Employment Agreement for Executive Director Jacob King to adjust the yearly annual salary to \$130,351.53 effective January 27, 2024, and authorize Executive Director King to attend certain industry meetings and conferences on behalf of MTA.

ATTACHMENTS

Amendment to Employment Agreement Executive Director



AMENDMENT TO EMPLOYMENT AGREEMENT

Executive Director

This Amendment (“Amendment”) to Employment Agreement effective January 27, 2023 (“Agreement”) is made and entered into by and between the Mendocino Transit Authority (“MTA”) and Jacob King (“King” or “Employee”) on June 26, 2024. MTA and King are collectively hereinafter referred to as “Parties.”

WHEREAS, MTA and King entered into the Agreement related to the employment of King in the position of Executive Director of MTA; and

WHEREAS, the MTA Board commenced a performance review of Employee in January 2024, including a closed session agenda discussion related to the Executive Director’s performance at its Board meeting on January 31, 2024 and March 27, 2024; and,

WHEREAS, the Parties have concluded a favorable performance evaluation and review of Employee and desire to make amendments to the Agreement related to the employment of Employee with MTA.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties agree to amend the Agreement as follows:

1. **Compensation**. Section 1, Compensation and Benefits, of the Agreement is hereby amended to provide King an annual salary of \$130,351.53 effective January 27, 2024, which provides a 3% cost of living adjustment from King’s prior yearly salary. All other compensation and benefits shall remain unchanged from the benefits King is currently receiving pursuant to the Agreement.
2. **Term**. Section 3, Term, of the Agreement is hereby amended to extend the employment period as Executive Director to January 27, 2025.
3. **Industry Meetings**. In recognition of an exemplary evaluation and the value to MTA and King, King may attend the following events on behalf of MTA in his role as Executive Director: Cal Act, California Transit Association conferences and meetings; CalTip meetings, and North State Super Region conferences and meetings.

4. **Entire Agreement.** Except as hereby expressly amended herein, all provisions, terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have entered into this Amendment as of the date herein above appearing.

MENDOCINO TRANSIT AUTHORITY

EMPLOYEE

Saprina Rodriguez, Chair

Jacob King