



**Board of Directors
Regular Meeting Agenda**

Wednesday, May 28, 2025

1:30 p.m.

MTA Board of Directors

Tess Albin-Smith, Interim Chair
Jim Tarbell, Vice Chair
George West
Dan Doyle
Susan Sher
Maureen Mulheren
Matthew Alaniz

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

Teleconference with:

Ukiah

Ukiah Valley Conference Center
200 South School Street

Point Arena City Hall

451 School St.
Point Arena, Ca 95468

Teleconference

A Zoom videoconference link has been provided to Board members and is available 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: May 28, 2025, 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 before 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 March 26, 2025, Regular Board Meeting

Action: Approve March 26, 2025, Meeting Minutes

2. Acceptance of Preliminary Unaudited Financial Statements

Action: Approve Preliminary Unaudited Financial Statements

3. Acceptance of Service Performance Report

Action: Approve Service Performance Report

D. ACTION & DISCUSSION

1. Unmet Needs

Action: Solicit Public Input

2. FY 25/26 Preliminary Operating Budget

Action: Continue working on Preliminary Operating Budget and Submit Claim-Resolution 2025-07

3. Discussion and Possible Adoption of Resolution 2025-04, 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.

Action: Adopt Resolution 2025-04 and Authorize the Execution of Authorized Agent Forms

4. Discussion and Possible Adoption of Resolution 2025-05, Approving Executive Director to apply for the FTA 5311 & 5311f Operating Funds and 5339 Bus and Bus Facilities Grant for Capital Expenditures.

Action: Adopt Resolution 2025-05 and Authorize the Execution of Authorized Agent Forms

5. Discussion and Possible Adoption of Resolution 2025-06, Approving Executive Director to apply for the FTA 5310 Mobility Management Grant in the amount of \$300,000.
Action: Adopt Resolution 2025-06 and Authorize the Execution of Authorized Agent Form
6. Hosting June 25, 2025 Board Meeting at Fort Bragg Office
Discuss: Discuss and determine feasibility and interest in holding the June 25, 2025 Board Meeting at the Fort Bragg Office in person.

E. DIRECTOR AND MANAGEMENT REPORTS

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

F. ADJOURN

Anticipated adjournment is 3:30 p.m.

Americans with Disabilities Act (ADA) Compliance

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



**Board of Directors
Regular Meeting Minutes**

Wednesday, March 26, 2025,

1:30 p.m.

MTA Directors in Attendance

Tess Albin-Smith- Interim Chair
Jim Tarbell, Vice Chair
Susan Sher
Dan Doyle
George West
Maureen Mulheren
Matthew Alaniz

MTA Directors Absent

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

Governor Newsom's Executive Order N-29-20 was revised on June 11, 2021, and Executive Order N-08-21 was revised on June 11, 2021. 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– Interim Chair Albin-Smith called the meeting to order at 1:30 pm

B. PUBLIC COMMENT- A Member of the public expresses concern about the lack of communication during tsunami tests, especially with sirens no longer in use. They point out that neither bus drivers nor passengers may be adequately informed during such events. The speaker emphasizes the need for a clear plan to alert bus drivers, particularly those in tsunami zones like Fort Bragg.

C. CONSENT CALENDAR

1. Approval of Minutes of February 26, 2025, Regular Board Meeting
Action: Approve February 26, 2025, Meeting Minutes
2. Acceptance of Preliminary Unaudited Financial Statements
Action: Approve Preliminary Unaudited Financial Statements
3. Acceptance of Service Performance Report
Action: Approve Service Performance Report

Upon Motion by Director **Sher** seconded by Director **Mulheren**, the Board accepted the Consent Calendar C1- C3 by roll call vote: **AYES:** Albin-Smith, Doyle, Sher, West, Tarbell, Mulheren, and Alaniz.

NOES: 0 ABSTAIN: 0 ABSENT: 0

D. ACTION & DISCUSSION

1. Unmet Needs- None
Action: Solicit Public Input
2. 24/25 Capitalization Policy
Action: Approve 2024-2025 Capitalization Policy

Harvey CFO explained that the current capitalization threshold for fixed assets is \$1,000. However, auditors, in alignment with federal and uniform guidance, have recommended increasing this threshold to \$10,000. Additionally, they have advised establishing a \$75,000 capitalization threshold for leases and IT subscriptions. He emphasized that implementing these updates is long overdue.

Upon Motion by Director **Mulheren**, seconded by Director **Sher**, the Board Approved the 2024-2025 Capitalization Policy by roll-call vote: **AYES:** Albin-Smith, Doyle, Sher, West, Tarbell, Mulheren, and Alaniz.

NOES: 0 ABSTAIN: 0 ABSENT: 0

3. Acceptance of 23/24 Draft Audit
Action: Accept the 23/24 Draft Audit Report

Executive Director King noted that he received an email from MCOG and felt it was important to begin with that correspondence. He shared a written comment from Janet Orth, who stated for the record that she wished to comment on Agenda Item D3 in MTA's Board of Directors meeting but was unable to attend in person. (attached is the letter)

Auditor Michael O'Connor Presentation summary:

MTA received an unmodified opinion, meaning the audit found everything was done correctly and in full compliance with regulations—this is the best result possible.

Due to receiving significant federal funding, part of the TDA allocation had to be deferred and will be recognized over the next couple of years.

Upon Motion by Director **Mulheren**, seconded by Director **West**, the Board accepted the 23/24 Draft Audit Report by roll-call vote: **AYES:** Albin-Smith, Doyle, Sher, West, Tarbell, Mulheren, and Alaniz.

NOES: 0 ABSTAIN: 0 ABSENT: 0

Upon Motion by Director **Mulheren**, seconded by Director **Alaniz**, the Board accepted the additions that were added page 53-56 to the 23/24 Draft Audit Report by roll-call vote: **AYES:** Albin-Smith, Doyle, Sher, West, Tarbell, Mulheren, and Alaniz.

NOES: 0 ABSTAIN: 0 ABSENT: 0

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Executive Director Jacob King reported Fort Bragg Transit Stop (Old GP Site): Still waiting on responses from Caltrans, Fort Bragg, and contractors regarding the new transit stop needed for development at the old Georgia-Pacific site.

Willits Affordable Housing Project: MTA continues to be involved in discussions, but no major action is required at this time. Most heavy work was done in previous months. Luis Martinez will attend next week's meeting due to a scheduling conflict this week.

Staff Training: Ongoing training across MTA on California compliance topics, including harassment, workplace violence, and human trafficking.

There's also been a recent emphasis on customer service training.

Evaluations & Coordination: Performance evaluations for management and supervisors are ongoing.

Continued coordination with North State Transit Agencies is in progress, as mentioned in prior reports.

The Executive Director reported that MTA has applied to Caltrans for funding to conduct a hydrogen study through the federal Carbon Reduction Program, which is administered by Caltrans. The study aims to explore potential hydrogen use by MTA, opportunities for collaboration with municipalities and other entities, and suitable locations for hydrogen infrastructure, likely within the Ukiah Valley. While the Executive Director signed the application, it was officially submitted by MCOG.

King noted that CalACT, of which their agency is a member, was approached by the National Institute of Standards and Technology (NIST) to develop cybersecurity policies for transit systems. They stated that they represent small transit agencies in the U.S., alongside larger agencies such as New York.

The new bus stop on the corner of Mason and Clara will be effective April 14, 2025.

Mark Harvey, CFO stated that he will soon begin training classes and is currently working on the MCOG claim for fiscal year 2025–2026, as well as preparing the 2025–2026 budgets in collaboration with Executive Director King. He also noted that the new fiscal year is approaching quickly.

Luis Martinez, Operations Manager, reported that on April 19th, MTA will provide service for the “Almost Fringe Festival” in Point Arena, with one bus operating throughout the day.

2. Matters From MCOG. – No Report.

No report.

3. Matters from Directors

Tarbell – Director Tarbell requested an update on the bus stop at Caspar. Operations Manager Martinez responded that he and Byrd, Maintenance Manager, are working on it.

Doyle, reminded everyone about the upcoming Almost Fringe Festival taking place in Point Arena on April 19, 2025. He noted that MTA will have one bus in service throughout the entire day to support the event.

Sher reiterated her request to hold at least one in-person meeting per year, potentially at a designated location.

Director Albin-Smith reported on the recent Whale Run Festival event in Fort Bragg, noting that despite poor weather during setup, the day of the event was clear and calm. The event featured a live band, a wine walk, and chowder tasting, creating a festive atmosphere downtown. Nonetheless, the turnout was considered a success.

Albin- Smith also announced several upcoming community events, including a Blues Festival in May and a major biking event in September. Additional activities, such as a music festival, are also planned, highlighting a variety of fun and engaging events.

A member of the public supports the idea of board director attending in-person meetings

F. ADJOURN

The meeting adjourned at 2:36 p.m.

Americans with Disabilities Act (ADA) Compliance

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DRAFT

Jacob King

From: Janet Orth <orthj@dow-associates.com>
Sent: Wednesday, March 26, 2025 12:07 PM
To: Jacob King; Mark Harvey
Cc: 'Michael O'Connor (michael@maocpa.com)'; Nephel Barrett
Subject: MCOG comment on MTA Agenda Item D-3 - Draft Fiscal Audit

Caution! This message was sent from outside your organization.

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Jacob et al.,

I would like to comment for the record on this item in MTA's board meeting today—unfortunately I am unable to attend.

Dear MTA Board of Directors:

I submit the following comment on today's Agenda item D-3, Acceptance of 23/24 Draft Audit.

In the Triennial Performance Audits completed by Moore & Associates in 2022, MCOG and MTA both received the same "functional finding" concerning fiscal audits. This was not a compliance finding, but a recommendation the auditors considered significant. Currently we are undergoing another performance audit under the Transportation Development Act (TDA), and want to be able to report that this prior recommendation has been implemented.

The recommendation is to "Include the current balance of any reserve account as part of MTA's annual fiscal audit, including the source of deposits and reasons for withdrawals."

Since MCOG is the entity that engages the fiscal auditor on MTA's behalf, I have been working with Michael O'Connor, CPA to add the appropriate information to the Notes section of MTA's Draft Annual Financial Report ending June 30, 2024. This is not expected to change any of the financial statements in the report. A revised draft report was provided this morning that implements the recommendation.

Thanks very much for your consideration.

Janet Orth, Deputy Director & CFO
Mendocino Council of Governments

Janet Orth, Deputy Director & CFO
Dow & Associates/Mendocino Council of Governments (MCOG)
525 S. Main St., Suite B, Ukiah, CA 95482
(707) 463-1859
orthj@dow-associates.com
www.mendocinocog.org





Meeting Date: May 28th, 2025

Agenda Item: C.2

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2024 – March 2025

SUMMARY:

Preliminary Unaudited Financial Reports for the Months of July 2024 through March 2025 from MTA's QuickBooks accounting system including the Statement of Net Position and Statement of Revenues and Expenses.

Revenue of \$5,462,071 is 68.0% of budgeted revenue of \$8,032,366 for the year, with 66.7% of year elapsed.

Expenses of \$5,505,737 are 69.4% of budgeted expenses of \$7,933,591 for the year, with 66.7% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2024 through March 2025.

ATTACHMENTS:

Statement of Net Position as of March 31st, 2025.
Statement of Revenues and Expenses July 2024 – March 2025.

Mendocino Transit Authority
Statement of Net Position
As of March 31st, 2025

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash 1,134,329

Senior Operating 451,378

Payroll & Benefits Operating 635,558

Total 101.100 · Cash-Operating Total 2,221,266

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100 1,078,154

101.123 - Capital LCTOP-MUNIS #2110 879,904

101.203 · Cap CALOES -MUNIS #4140 2,496

101.204 · Capital PTMISEA-MUNIS #4230 3,168

Total 101.200 · Cash-Capital 1,963,723

Total 101.900 · Cash 4,184,988

Total 102.000 · Accounts Receivable 1,067,212

Other Current Assets

Total 102.300 · Grants Receivable 891,090

Total 102.100 · Accounts Receivable Other 45,000

Total 103.990 - Inventory 68,254

104.199 · Prepaid Expenses Total

104.101 · Prepaid Expenses 42,795

104.102 · Prepaid Insurance 8,798

104.103 · Prepaid Workers Comp 69,109

Total 104.199 · Prepaid Expenses Total 139,243

Total 104.200 · Undeposited Funds 22,161

Total Other Current Assets 1,165,749

Total Current Assets 6,417,949

Fixed Assets

Total 111.900 · Fixed Assets 22,353,730

Total 111.910 · Accumulated Depreciation -15,547,485

Total 115.900 · Construction in Progress 1,025,566

Total 121.900 · Intangible Total 15,000

Total 121.910 · Accum Amortization Total -15,000

Total 122.900 · Right to Use - Willits Lease Net 34,526

Total Fixed Assets 7,866,337

Other Assets

Total 131.900 · Deferred Outflows of Resource 1,742,997

Total Other Assets 1,742,997

TOTAL ASSETS 16,027,283

Mendocino Transit Authority
Statement of Net Position
As of March 31st, 2025

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable 192,461

Credit Cards

201.300 · Umpqua Credit Card 10,749

Total Credit Cards 10,749

Other Current Liabilities

202.100 - Deferred Grant Revenue 1,460,967

204.100 · MCOG FY22/23 LTF Repayment 1,174,097

205.700 · Uncashed Checks 9,422

205.900 · Accruals Total

205.200 · Accrued Payroll 84,453

205.500 · Accrued Vacation 213,142

205.600 · Accrued Sick Leave 118,895

Total 205.900 · Accruals Total 416,490

206.900 · Lease Liabilities

206.000 · Lease Liability - Willits Lease 35,959.00

Total 206.900 · Lease Liabilities 40,896.00

Total Other Current Liabilities 1,927,775

Total Current Liabilities 3,300,146

Long Term Liabilities

231.900 · Prov-Restricted Funds

231.100 · Provision for Liability 18,415

231.200 · Provision for Vehicle Damage 6,171

231.300 · Provision for Unemployment 172,183

231.400 · Provision for Cafeteria Plan 18,249

Total 231.900 · Prov-Restricted Funds 215,019

235.300 · Deferred Inflows of Resource 129,567

235.910 · Pension Liabilities 3,331,779

Total Long Term Liabilities 3,676,365

Total Liabilities 6,976,510

Equity

Total 399.900 · Equity 9,982,865

Net Income -932,092

Total Equity 9,050,773

TOTAL LIABILITIES & EQUITY 16,027,283

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2024 - March 2025

	TOTAL		
	Actual	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 - OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	227,798	275,000	82.8%
401.111 Dial-A-Ride Farebox Revenue	51,913	85,000	61.1%
402.100 Redwood Coast Regional Center	58,551	65,000	90.1%
409.200 - Sonoma County Contract	135,000	180,000	75.0%
Total 411.000 - OPERATING REVENUE.	473,262	605,000	78.2%
420.000 - REVENUES FROM OTHER SOURCES			
406.100 - Advertising Contract	69,743	125,000	55.8%
407.100 - Maintenance Revenue	20,030	30,500	65.7%
407.400 - Investment(Interest) Income	25,074	7,500	334.3%
407.500 - Other - Fuel Rebates, Etc.	0	14,000	0.0%
409.100 - Local Transportation Fund (LTF)	2,524,563	3,446,637	73.2%
409.109 - LTF - Senior Centers - income	404,688	518,407	78.1%
510.100 - LTF - Senior Centers - expense	-401,579	-518,407	77.5%
407.115 - Senior Center Administration	19,875	26,500	75.0%
409.110 - State Transit Assistance (STA)	898,335	1,197,778	75.0%
422.000 - 5310 Operating Assistance	112,500	150,000	75.0%
413.101 - 5311 Operating Assistance	553,590	738,115	75.0%
409.101 - Sb 125	536,991	725,000	74.1%
409.103 - Local Operating 4090	0	293,485	0.0%
413.110 - 5311(f) Operating Assistance	225,000	300,000	75.0%
413.113 - 5311 CARES Assistance	0	251,056	0.0%
413.113 - 5311(f) CARES Assistance	0	121,795	0.0%
Total 420.000 - REVENUES FROM OTHER SOURCES	4,988,809	7,427,366	67.2%
Total Income	5,462,071	8,032,366	68.0%
Expense			
Total 501.100 - WAGES	3,011,444	3,870,899	77.8%
Total 510.000 - BENEFITS	1,183,093	1,956,767	60.5%
520.000 - SERVICE/USER FEES			
521.000 - Vehicle Technical Services	1,268	10,000	12.7%
521.250 - Towing	0	3,000	0.0%
521.500 - Property Maintenance Services	836	3,500	23.9%
521.700 - Contract IT Services	18,000	40,000	45.0%
503.202 - Legal Counsel	55,107	60,000	91.8%
508.100 - Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 - Marketing	5,402	12,000	45.0%
509.300 - Advertising, Legal Notices	30,178	48,000	62.9%
524.000 - Software Maintenance Fees	36,927	60,000	61.5%
524.200 - Drug & Alcohol Services	4,664	8,000	58.3%
525.000 - Facility Security System	2,324	2,500	93.0%
525.500 - Accident / Incident Payables	0	25,000	0.0%
503.200 - Professional & Technical Svcs	90,623	275,000	33.0%
Total 520.000 - SERVICE/USER FEES	245,328	549,400	44.7%
530.000 - MATERIALS & SUPPLIES			
504.110 - Fuel	361,228	550,000	65.7%
504.120 - Tires	34,286	45,000	76.2%
504.115 - Lubrication	13,396	20,000	67.0%
532.500 - Tools	2,006	4,000	50.1%
504.100 - Vehicle Maint & Repair Parts	115,419	110,000	104.9%
504.200 - Expensed Parts	284	3,125	9.1%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2024 - March 2025

	TOTAL		
	Actual	Budget	% of Budget
504.610 · Shop Supplies	6,827	20,000	34.1%
504.620 · Facilities,Maint & Repair Parts	20,795	45,000	46.2%
504.400 · Office Supplies	16,612	35,000	47.5%
509.200 · Printing (Schedules,brochures)	4,181	20,000	20.9%
537.000 · Safety & Emergency Supplies	8,742	20,000	43.7%
537.500 · Other Materials & Supplies	16,880	25,000	67.5%
Total 530.000 · MATERIALS & SUPPLIES	600,655	897,125	67.0%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	7,450	15,000	49.7%
541.250 · FB-Water,Sewer, Waste & Propane	3,756	7,000	53.7%
541.500 · Willits-Water, Sewer & Waste	2,089	4,000	52.2%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	24,521	35,000	70.1%
543.000 · TPX- Ukiah Phones / Internet	38,378	50,000	76.8%
543.250 · Comcast-Fort Bragg Phones/Inter	2,507	1,750	143.2%
544.000 · Verizon-Admin / OPS Cellular	29,327	35,000	83.8%
Total 540.000 · UTILITIES.	108,027	147,750	73.1%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	298,806	400,000	74.7%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	178	650	27.4%
572.000 · Vehicle Licensing & Reg Fees	423	2,000	21.2%
Total 570.000 · TAXES	601	2,650	22.7%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	14,382	20,000	71.9%
502.700 · Travel	20,997	25,000	84.0%
582.250 · Board Expenses	1,876	7,000	26.8%
583.000 · Safety Program	2,345	3,000	78.2%
509.800 · Training	4,705	20,000	23.5%
584.500 · CDL & DOT Physical Expenses	6,761	7,000	96.6%
509.100 · Other Miscellaneous	-373	15,000	-2.5%
Total 580.000 · MISCELLANEOUS	50,693	97,000	52.3%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	7,090	12,000	59.1%
Total 590.000 · LEASES & RENTALS	7,090	12,000	59.1%
Total Expense	5,505,737	7,933,591	69.4%
Net Ordinary Income Before Depreciation	-43,666	98,775	
Depreciation Expense	-888,426	1,120,000	
Net Ordinary Income After Depreciation	-932,092	-1,021,225	

RIDERSHIP-FIXED ROUTE/DAR	Oct-24	Nov-24	Dec-24	2nd Quarter FY 24/25	2nd Quarter FY 23/24
ADULT	5518	4174	4243	13935	13160
SENIORS	3506	2598	3019	9123	9398
DISABLED	2390	1641	1850	5881	5917
PCA	243	182	143	568	399
COLLEGE	2834	1886	1511	6231	6541
FREE	294	263	1366	1923	1023
CHILD	526	299	247	1072	1422
YOUTH PASSES	0	0	0	0	0
MONTHLY PASSES	607	436	438	1481	1618
TRANSFERS	885	633	746	2264	2094
STAFF PASSES	0	0	0	0	0
WHEELCHAIR	770	516	497	1783	1211
BIKES	299	188	161	648	592
TOTAL RIDERSHIP	16803	12112	13563	42478	41572
OPERATIONS					
TOTAL SERVICE DAYS (Mon-Fri)					
VEHICLE SERVICE HOURS	4607.58	3668.18	4035.65	12311.41	11653.63
PASSENGERS PER HOUR	3.65	3.30	3.36	10.31	3.57
VEHICLE SERVICE MILES	74498	65030	70724	210252	203923
PASSENGER PER MILE	0.23	0.19	0.19	0.60	0.20
COSTS					
MONTHLY EXPENSES (Operating Costs)	\$675,283.66	\$525,280.82	\$506,303.41	\$1,706,867.89	\$1,658,805.03
COST PER PASSENGER	\$40.19	\$43.37	\$37.33	\$40.18	\$39.90
COST PER MILE	\$9.06	\$8.08	\$7.16	\$8.12	\$8.13
COST PER HOUR	\$146.56	\$143.20	\$125.46	\$138.64	\$142.34
REVENUE					
FIXED ROUTE/DAR FAREBOX REVENUE	\$40,213.65	\$67,840.64	\$37,199.39	\$145,253.68	\$167,240.99
ADVERTISING SALES	\$0.00	\$7,576.25	\$5,120.88	\$12,697.13	\$20,368.00
AG VAN LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FAREBOX RATIO	5.96%	14.36%	8.36%	9.25%	11.31%
OPERATING COST					
MCOG PERFORMANCE MEASURE					
DIAL-A-RIDE	2355	1894	2013	6262	6116
PASSENGERS PER HOUR <i>/STANDARD 4.5</i>	3.0	2.9	3.0	3.0	2.8
FAREBOX RATIO <i>/STANDARD 10%</i>	7%	9%	9%	8%	8%
OPERATING COST PER HOUR <i>/STANDARD \$91.70</i>	\$130.86	\$119.18	\$112.70	\$120.91	\$113.08
COST PER PASSENGER <i>/STANDARD \$20.38</i>	\$43.01	\$41.60	\$37.73	\$40.78	\$40.79
SHORT DISTANCE BUS ROUTES*	9656	6825	8058	24539	23634
PASSENGERS PER HOUR <i>/STANDARD 14</i>	4.7	4.1	4.1	4.3	4.9
FAREBOX RATIO <i>/STANDARD 10%</i>	8%	18%	10%	12%	15%
OPERATING COST PER HOUR <i>/STANDARD \$85.19</i>	\$145.71	\$140.07	\$113.24	\$133.01	\$162.42
COST PER PASSENGER <i>/STANDARD \$6.09</i>	\$30.77	\$33.86	\$27.65	\$30.76	\$30.97
LONG DISTANCE BUS ROUTES**	4792	3393	3492	11677	11591
PASSENGERS PER HOUR <i>/STANDARD 3.2</i>	2.7	2.5	2.5	2.6	2.4
FAREBOX RATIO <i>/STANDARD 10%</i>	4%	12%	6%	7%	9%
OPERATING COST PER HOUR <i>/STANDARD \$92.18</i>	\$154.29	\$158.71	\$148.85	\$153.95	\$140.93
COST PER PASSENGER <i>/STANDARD \$28.80</i>	\$57.78	\$63.47	\$59.45	\$60.23	\$59.47
* 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 24-25 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	486	565	474	568	433	503	503	473	447	523	0	0	4975	5203	(228)	-4%
03 - Ukiah - DAR	1311	1481	1293	1524	1122	1238	1393	1259	1347	1457	0	0	13425	12272	1,153	9%
04 - Fort Bragg - DAR	932	985	807	831	772	775	742	714	721	687	0	0	7966	8751	(785)	-9%
05 - BraggAbout	748	723	683	786	557	641	708	618	569	676	0	0	6709	7220	(511)	-7%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
08 - Ukiah Evening	0	309	751	779	435	391	578	1352	1299	1507	0	0	7401	0	7,401	0%
09 - Ukiah Local	5694	6845	6557	7293	5133	5181	5940	4999	5324	5910	0	0	58876	60525	(1,649)	-3%
20 - Willits - Ukiah	791	1179	1361	1416	949	831	1035	1112	1137	1189	0	0	11000	14052	(3,052)	-22%
60 - Coaster	607	614	691	798	464	478	476	461	655	646	0	0	5890	5892	(2)	0%
64 - Ukiah to Fort Bragg-Not Operating	0												0	0	0	0%
65 - CC Rider	1517	1545	1270	1503	1257	1371	1307	1191	1377	1475	0	0	13813	11731	2,082	18%
65A - New Route 65-Not Operating	0												0	0	0	0%
74 - Saturday Gualala-Ukiah	30	54	37	24	38	34	32	45	48	31	0	0	373	433	(60)	-14%
75 - M-F Gualala to Ukiah	458	502	598	653	379	410	498	353	394	462	0	0	4707	4876	(169)	-3%
95 - Pt. Arena to Santa Rosa	461	428	431	398	306	368	345	292	377	338	0	0	3744	2962	782	26%
97 - Redwood Coast Regional	259	219	213	230	203	201	218	201	220	235	0	0	2199	2347	(148)	-6%
Special Events	1395	0	6	0	64	1141	0	0	302	69	0	0	2977	0	2,977	0%
Monthly Totals	14689	15449	15172	16803	12112	13563	13775	13070	14217	15205	0	0	144055	136264	7,791	6%



FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Weekday

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
01 - Willits Local	21.13	25.68	22.57	24.70	27.85	23.95	21.87	23.65	21.29	23.77	0.00	0.00
05 - BraggAbout	32.52	32.86	32.52	34.17	27.85	30.52	30.78	30.90	27.10	30.73	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	230.09	288.41	293.76	301.13	231.55	232.57	242.48	230.25	230.67	251.14	0.00	0.00
20 - Willits - Ukiah	34.39	53.59	64.81	61.57	47.45	39.57	45.00	55.60	54.14	54.05	0.00	0.00
60 - Coaster	26.39	27.91	32.90	34.70	23.20	22.76	20.70	23.05	31.19	29.36	0.00	0.00
65 - Fort Bragg to Santa Rosa	60.35	64.23	54.38	60.26	50.95	60.19	52.00	50.90	61.43	60.64	0.00	0.00
75 - M-F Gualala to Ukiah	19.91	22.82	28.48	28.39	18.95	19.52	21.65	17.65	18.76	2.29	0.00	0.00
95 - Pt. Arena to Santa Rosa	15.96	11.82	15.10	13.52	10.50	11.48	10.83	11.80	12.52	10.95	0.00	0.00
Monthly Totals	440.74	527.32	544.52	558.43	438.30	440.57	445.30	443.80	457.10	462.92	0.00	0.00



FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Saturdays

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
09 - Ukiah Local	100.50	100.00	97.00	91.75	100.40	74.25	90.75	98.50	96.00	96.25	0.00	0.00
65 - Fort Bragg to Santa Rosa	17.50	15.20	15.75	17.50	30.00	11.50	14.25	13.25	17.40	18.00	0.00	0.00
74 - Saturday Gualala-Ukiah	7.50	10.80	9.25	6.00	7.60	8.50	8.00	11.25	9.60	7.75	0.00	0.00
95 - Pt. Arena to Santa Rosa	14.25	20.00	15.50	10.50	9.60	16.25	11.00	7.25	11.20	13.00	0.00	0.00
Monthly Totals	139.75	146.00	137.50	125.75	147.60	110.50	124.00	130.25	134.20	135.00	0.00	0.00



FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Sundays

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
95 - Pt. Arena to Santa Rosa	9.25	17.00	10.40	11.25	12.00	12.40	13.00	6.75	11.60	11.25	0.00	0.00
Monthly Totals	9.25	17.00	10.40	11.25	12.00	12.40	13.00	6.75	11.60	11.25	0.00	0.00



Meeting Date: May 28th, 2025

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2025-2026 Preliminary Operating Budget

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2025-2026 estimate was approximately an increase of 7% (approximately \$183,112) of which a percentage is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues have decreased from \$1,197,778 in FY2024-2025 to \$1,100,081 in FY2025-2026.
- ✓ 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 continue modification of MTA FY2025-2026 Preliminary Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

ATTACHMENTS

MTA 2025-2026 Preliminary Operating Budget
Resolution 2025-07

**MENDOCINO TRANSIT AUTHORITY
2025/26 BUDGET W/ LINE ITEM
BREAKDOWN**

DRAFT OPERATING BUDGET

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
501.101	Operators Wages-Fixed Route-Ukiah	688,816	744,188	766,514	
501.101	Operators Wages - Fixed Route - Fort Bragg	357,745	386,503	398,098	
501.101	Operators Wages - South Coast	293,114	316,676	326,176	
501.101	Operators Wages - DAR - Inland	154,560	166,985	171,995	
501.101	Operators Wages - DAR - Fort Bragg	128,506	138,836	143,001	
501.104	Operations-Supervisors/Dispatch	575,501	721,314	742,953	
501.103	Maintenance & Facilities Salaries & Wages	531,384	703,649	724,758	
501.105	Administrative Salaries	390,314	369,189	380,265	
501.105	Administrative Staff	406,126	317,059	326,571	
501.109	Longevity / Bonuses	6,240	6,500	6,695	
	TOTAL SALARIES	3,532,306	3,870,899	3,987,026	

51000	BENEFITS				
511.000	FICA/Medicare	61,815	67,741	69,700	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	282,584	309,672	318,962	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	221,777	268,154	270,000	Per CalPERS Annual Valuation Reports
502.210	Medical Plan	755,000	755,000	755,000	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	28,000	28,000	27,500	Adjusted for new employees
502.230	Vision Plan	5,000	5,000	4,500	Adjusted for new employees
513.250	Life Insurance	11,000	11,000	11,000	Adjusted for new employees
502.420	457 MTA Match	115,000	115,000	115,000	MTA Matches 5.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	171,000	171,000	262,633	SDRMA 2025-2026 Estimate
514.500	Unemployment Insurance	56,000	56,000	56,000	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	20,000	20,000	20,000	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	3,500	3,500	3,500	Annual Invoice
516.600	Employee Relations	4,000	4,000	4,000	Employee Relations - All Staff
	Incentive Pay	142,700	142,700	142,700	Contracted through June 30th, 2026
	TOTAL BENEFITS	1,877,377	1,956,767	2,060,495	

**MENDOCINO TRANSIT AUTHORITY
2025/26 BUDGET W/ LINE ITEM
BREAKDOWN**

DRAFT OPERATING BUDGET

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
521.000	Vehicle Technical Services	10,000	10,000	2,500	Outsourcing
521.250	Towing	2,400	3,000	500	
521.500	Property Maintenance Services	3,500	3,500	3,000	
521.700	Contract IT Services	32,000	40,000	38,000	Engage IT
503.202	Legal Counsel	30,000	60,000	27,500	MTA Legal
508.100	Purchased Transportation	2,400	2,400	500	Willits ADA
523.000	Marketing	12,000	12,000	7,500	Contracted
509.300	Advertising, Legal Notices	48,000	48,000	47,000	Radio & Newspaper Advertising
524.000	Computer & Software Maintenance Fees	45,000	60,000	55,000	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	8,500	8,000	7,500	
525.000	Facility Security System	2,500	2,500	3,000	Deep Valley Security
525.500	Accident / Incident Payables	25,000	25,000	10,000	
503.200	Professional & Technical Services	250,000	275,000	230,000	MUNIS,PayChex, GASB68, Accounting, TrackIT, . Indeed, AON
	TOTAL SERVICES / USER FEES	471,300	549,400	432,000	
53000	MATERIALS & SUPPLIES CONSUMED				
504.110	Fuel	500,000	550,000	550,000	
504.120	Tires	52,000	45,000	45,000	
504.115	Lubrication	27,000	20,000	19,500	
532.500	Tools	3,500	4,000	3,800	
504.100	Vehicle Maintenance & Repair Parts	62,500	110,000	105,000	
504.200	Expense Parts	3,125	3,125	1,250	
504.610	Shop Supplies	10,000	20,000	10,000	Consumables
504.620	Facilities Maintenance & Janitorial	45,000	45,000	45,000	Aramark, Home Depot, Friedmans
504.400	Office Supplies	35,000	35,000	20,000	Xerox
509.200	Printing	15,000	20,000	5,000	Schedules, brochures
537.000	Safety & Emergency Supplies	5,000	20,000	10,000	Includes PPE
537.500	Other Materials & Supplies	25,000	25,000	25,000	
	TOTAL MATERIALS & SUPPLIES	783,125	897,125	839,550	
54000	UTILITES				
541.000	MTA Base	12,500	15,000	14,500	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	7,000	7,000	6,800	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	3,000	4,000	3,500	Water, Sewer & Solid Waste
542.000	Pacific Gas & Electric	27,500	35,000	35,000	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	50,000	50,000	50,000	Ukiah Phones/Internet
543.250	Comcast	1,750	1,750	1,800	Fort Bragg Phones/Internet
544.000	Verizon	35,000	35,000	35,500	Admin/OPS Cellular
	TOTAL UTILITIES	136,750	147,750	147,100	

MENDOCINO TRANSIT AUTHORITY				
2025/26 BUDGET W/ LINE ITEM BREAKDOWN			DRAFT OPERATING BUDGET	

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
506.100	Insurance	375,000	400,000	400,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	TOTAL CASUALTY & LIABILITY COSTS	375,000	400,000	400,000	

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
57000	TAXES				
571.000	Taxes - State Board of Equalization	600	650	600	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	1,700	2,000	1,000	Hazardous Materials Permit
	TOTAL TAXES	2,300	2,650	1,600	

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
58000	MISCELLANEOUS				
504.510	Dues & Subscriptions	16,000	20,000	20,000	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	50,000	25,000	24,000	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	6,500	7,000	2,500	Meeting Expenses
583.000	Safety Program	2,000	3,000	3,000	Awards-Banquets-Employee Incentives
509.800	Training	20,000	20,000	7,000	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	7,000	7,000	7,000	Drug Free USA
509.100	Other Miscellaneous	15,000	15,000	2,500	
	TOTAL MISCELLANEOUS	116,500	97,000	66,000	

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
59000	LEASES & RENTALS				
591.000	Leases and Rentals	11,000	12,000	12,000	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	11,000	12,000	12,000	

		7,305,658	7,933,591	7,945,771	
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MENDOCINO TRANSIT AUTHORITY 2025/26 BUDGET W/ LINE ITEM BREAKDOWN	DRAFT OPERATING BUDGET
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ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
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ACCOUNT	OPERATING REVENUE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
41000	REVENUES FROM OPERATING				
401.110	Fixed Route Farebox Revenue	225,000	275,000	300,000	
401.111	Dial-A-Ride Farebox Revenue	70,000	85,000	90,000	
402.100	Redwood Coast Regional Center	65,000	65,000	140,000	\$78,000.00
409.200	Sonoma County Contract	180,000	180,000	180,000	New 2024-2025 Contract
	TOTAL OPERATING REVENUES	540,000	605,000	710,000	

42000	REVENUES FROM OTHER SOURCES				
409.100	Local Transportation Fund (LTF)	3,617,071	2,721,637	2,904,749	25-26 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs	50,000	0	0	Unmet Needs
409.110	State Transit Assistance	1,443,571	1,197,778	1,100,081	25-26 MCOG claim
422.000	5310 Operating Assistance	150,000	150,000	150,000	
413.101	5311 Operating Assistance	717,774	738,115	753,956	
413.110	5311(f) Operating Assistance	300,000	300,000	300,000	Intercity CCRider
406.100	Advertising Contract	125,000	125,000	125,000	Helen Foraker
n/a	Senior Center Payments	-681,249	-518,407	-600,000	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements	681,249	518,407	600,000	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)	30,500	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	251,056	0	
new	MCOG FY22/23 LTF Repayment		725,000	725,000	MTA cash balance from prior year revenue
new	SB 125		725,000	850,000	Fiscal Cliff/Restore Night Service/Covelo Laytonville
413.110	CARES-5311(F)	75,000	121,795	0	
409.100	Local Operating 4090		293,485	293,485	
	TOTAL REVENUES FROM OTHER SOURCES	6,756,916	7,427,366	7,280,771	

	TOTAL OPERATING REVENUE	7,296,916	8,032,366	7,990,771	
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	-8,742	98,775	45,000	REVENUE OVER EXPENSES
	-1,120,000	-1,120,000	-1,120,000	Estimated Depreciation
	-1,128,742	-1,021,225	-1,075,000	Net after Depreciation



**MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2025-07
ADOPTION OF FISCAL YEAR 2025-2026
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 Preliminary Fiscal Year 2025-2026 Operating Budget and directs the Executive Director or the CFO to submit the Revised Claim presented to the Board on May 28, 2025.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on May 28, 2025, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Tess Albin-Smith, Interim Chair

Jacob King, Executive Director



Meeting Date:	May 28, , 2025
Agenda Item:	D.3

AGENDA SUMMARY REPORT

SUBJECT

Discussion and Possible Adoption of Resolution #2025-04 Approving the Project Title for FY 24-25 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus.

SUMMARY:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862.

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

This program is administered by the California Department of Transportation (Caltrans) in coordination with Air Resource Board (ARB) and the State Controller's Office (SCO). Caltrans is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law.

MTA will apply for the following:

FY 24-25 Capital	\$248,273	Purchase of All Electric Bus
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RECOMMENDATION:

Adopt Resolution #2025-04 Approving the Project Title for FY 24-25 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital).

ATTACHMENTS:

Resolution No. 2025-04
Low Carbon Letter
Allocation Summary



FY 2024-2025 LCTOP Resolution # 2025-04

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):

\$248,273 Purchase Zero Emission Bus to Replace Old Gas-Powered Bus

WHEREAS, the Mendocino Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Mendocino Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Jacob King, Executive Director.

WHEREAS, the Mendocino Transit Authority wishes to implement the following LCTOP project(s) listed above,

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Jacob King, Executive Director, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.



NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mendocino Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2024-2025 LCTOP funds:

List project(s), including the following information:

Project Name: \$248,273 Purchase Zero Emission Bus to Replace Old Gas-Powered Bus

Short description of project: Purchase of Zero Emission Bus

Amount of LCTOP funds requested: \$248,273

Benefit to a Priority Populations: Low-income community will benefit from free transportation, reduction in sound pollution 45 tons of Co2 annually.

Amount to benefit Priority Populations: \$248,273

Contributing Sponsors (if applicable): Mendocino Council of Governments

Adoption of the Resolution was MOVED by Director ___ and SECONDED by Director _____ at a Meeting of the Board of Directors on May 28, 2025 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AGENCY BOARD DESIGNEE:

BY: _____
Tess Albin-Smith, Interim Board Chair



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

February 13, 2025

County Auditors
Transportation Planning Agencies
County Transportation Commissions
San Diego Metropolitan Transit System

SUBJECT: Low Carbon Transit Operations Program

Pursuant to Health and Safety Code section 39719(b)(1)(B), the State Controller's Office shall allocate five percent of the annual proceeds from the Greenhouse Gas Reduction Fund to the Low Carbon Transit Operations Program. The allocation is made according to the requirements of the Low Carbon Transit Operations Program and pursuant to the distribution formula in sections 99312(b) or (c), 99313, and 99314 of the Public Utilities Code. Enclosed is a schedule that provides the amounts available for the Fiscal Year 2024-25 Low Carbon Transit Operations Program.

Please contact Lucas Rasmussen by telephone at (916) 323-1374 or by email at LRasmussen@sco.ca.gov with any questions or for additional information.

Sincerely,

Evelyn
Calderon-Yee

Digitally signed by Evelyn
Calderon-Yee
Date: 2025.02.13 07:56:39
-08'00'

Evelyn Calderon-Yee
Bureau Chief, Bureau of Payments

Enclosure

**STATE CONTROLLER'S OFFICE
LOW CARBON TRANSIT OPERATIONS PROGRAM
ELIGIBLE ALLOCATION FISCAL YEAR 2024-25 SUMMARY**

Regional Entity	PUC 99313 Fiscal Year 2024-25 Eligible Allocation	PUC 99314 Fiscal Year 2024-25 Eligible Allocation	Total Fiscal Year 2024-25 Eligible Allocation
	A	B	C= (A + B)
Metropolitan Transportation Commission	\$ 19,614,875	\$ 54,192,959	\$ 73,807,834
Sacramento Area Council of Governments	5,129,210	1,752,746	6,881,956
San Diego Association of Governments	2,459,899	602,434	3,062,333
San Diego Metropolitan Transit System	6,046,677	2,480,331	8,527,008
Tahoe Regional Planning Agency	279,814	15,981	295,795
Alpine County Transportation Commission	3,047	228	3,275
Amador County Transportation Commission	102,383	3,623	106,006
Butte County Association of Governments	532,266	28,832	561,098
Calaveras County Local Transportation Commission	115,904	1,410	117,314
Colusa County Local Transportation Commission	56,200	2,501	58,701
Del Norte County Local Transportation Commission	68,094	3,631	71,725
El Dorado County Local Transportation Commission	450,811	30,721	481,532
Fresno County Council of Governments	2,629,775	472,909	3,102,684
Glenn County Local Transportation Commission	74,275	2,114	76,389
Humboldt County Association of Governments	344,026	58,172	402,198
Imperial County Transportation Commission	472,696	44,086	516,782
Inyo County Local Transportation Commission	48,737	0	48,737
Kern Council of Governments	2,352,871	143,699	2,496,570
Kings County Association of Governments	394,498	15,720	410,218
Lake County/City Council of Governments	173,179	8,857	182,036
Lassen County Local Transportation Commission	72,881	3,318	76,199
Los Angeles County Metropolitan Transportation Authority	25,392,529	33,500,890	58,893,419
Madera County Local Transportation Commission	411,820	13,521	425,341
Mariposa County Local Transportation Commission	43,852	1,296	45,148
Mendocino Council of Governments	231,270	17,003	248,273
Merced County Association of Governments	742,598	35,225	777,823
Modoc County Local Transportation Commission	21,929	1,911	23,840
Mono County Local Transportation Commission	33,242	50,142	83,384
Transportation Agency for Monterey County	1,131,110	348,646	1,479,756
Nevada County Local Transportation Commission	258,930	12,289	271,219
Orange County Transportation Authority	8,144,028	2,925,753	11,069,781
Placer County Transportation Planning Agency	823,895	117,316	941,211
Plumas County Local Transportation Commission	48,699	7,581	56,280
Riverside County Transportation Commission	6,312,864	1,029,514	7,342,378
Council of San Benito County Governments	170,212	2,688	172,900
San Bernardino County Transportation Authority	5,638,394	1,193,958	6,832,352
San Joaquin Council of Governments	2,045,568	458,191	2,503,759
San Luis Obispo Area Council of Governments	719,765	49,803	769,568
Santa Barbara County Association of Governments	1,146,641	289,849	1,436,490
Santa Cruz County Transportation Commission	678,675	619,361	1,298,036
Shasta Regional Transportation Agency	463,169	24,108	487,277
Sierra County Local Transportation Commission	8,196	315	8,511
Siskiyou County Local Transportation Commission	112,200	4,817	117,017
Stanislaus Council of Governments	1,418,350	80,568	1,498,918
Tehama County Transportation Commission	166,218	3,455	169,673
Trinity County Transportation Commission	41,136	1,353	42,489
Tulare County Association of Governments	1,237,869	129,756	1,367,625
Tuolumne County Transportation Council	140,627	3,608	144,235
Ventura County Transportation Commission	2,129,456	348,170	2,477,626
State Totals	\$ 101,135,360	\$ 101,135,359	\$ 202,270,719



Meeting Date: May 28, 2025

Agenda Item: D.4

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2025 application for FTA 5311 and 5311f Operating funds and 5339 Bus and Bus Facilities Grant Capital (Low-No) Program.

SUMMARY:

Federal Transit Administration (FTA) Section 5311 is a formula-based program that provides funding to states for the purpose of supporting public transportation in rural areas. Rural areas encompass a population of less than 50,000 people that has not been designated in the most recent decennial census as an “urbanized area” by the secretary of Commerce. Counties and regions may be entirely rural, or they may be composed of rural and urbanized areas.

The Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program in California is designed to address the “intercity bus transportation needs of the entire state” by supporting projects that provide transportation between nonurbanized areas and urbanized areas that result in connections of greater regional, statewide, and national significance. The purpose of the Section 5311(f) funding is to provide supplemental financial support to transit operators and to facilitate the most efficient and effective use of available Federal funds in support of providing rural intercity transportation services. Applicants are encouraged to work through their planning agencies to utilize all available (local and regional) funding opportunities.

The Federal Transit Administration (FTA) announces the opportunity to apply for competitive grants under the fiscal year (FY) 2025 Low or No Emission Grant Program (Low-No Program). As required by Federal public transportation law, funds will be awarded competitively for the purchase or lease of low or no emission vehicles that use advanced technologies for transit revenue operations, including related equipment or facilities. Projects may include costs incidental to the acquisition of buses or to the construction of facilities, such as the costs of related workforce development and training activities, and project administration expenses. FTA may award additional funding that is made available to the program prior to the announcement of project selections.

STAFF RECOMMENDATION:

Adopt Resolution #2025-05 Approving the Executive Director to apply for 5311 and 5311f FTA Operating funds and 5339 Bus and Bus Facilities Grant Capital (Low-No) Program.

ATTACHMENTS

Resolution 2025-05



**MTA Authorizing Resolution for FTA Funds
State of California
Division of Local Assistance**

RESOLUTION NO. 2025-05

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G), and Section 5339 of the Federal Transit Act (FTA C 5100.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, *Mendocino Transit Authority* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *Mendocino County*); and

WHEREAS, the *Mendocino Transit Authority* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the *Mendocino Transit Authority Board of Directors* does hereby Authorize the *Executive Director*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.

That *Executive Director* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

PASSED AND ADOPTED by the *Mendocino Transit Authority Board of Directors* of the *Mendocino County*, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:
NOES:
ABSENT:

(Please Print)

Name: _____

Title: _____

Signature: _____

Date: _____



Meeting Date: May 28, 2025

Agenda Item: D.5

AGENDA SUMMARY REPORT

SUBJECT:

Adoption of Resolution No. 2025-06 Authorizing the Federal Funding under FTA Section 5310 with the California Department of Transportation.

SUMMARY:

The goal of the 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The FTA 5310 program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.

This program provides grant funds for capital, mobility management, and operating expenses.

The next two-year cycle for 5310 funds is open. MTA is applying for \$300,000 to continue its current Mobility Management program.

STAFF RECOMMENDATION:

1. Adopt Resolution No. 2025-06 Authorizing the Federal Funding Under FTA Section 5310 with the California Department of Transportation.

or

2. Do not apply for Federal 5310 grant funds.

ATTACHMENTS: Resolution No. 2025-06



Authorizing Resolution
RESOLUTION NO. 2025-06

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310 (49 U.S.C. SECTION 5310) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (**FTA C 9070.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, *MENDOCINO TRANSIT AUTHORITY* desires to apply for said financial assistance to permit provided continued funding for the MTA Mobility Management Program in MENDOCINO COUNTY, CA and;

WHEREAS, the *MENDOCINO TRANSIT AUTHORITY* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the *MENDOCINO TRANSIT AUTHORITY* does hereby authorize *Jacob King, Executive Director*, to file and execute applications on behalf of *MENDOCINO TRANSIT AUTHORITY* with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (**FTA C 9070.1G**),

That *Jacob King, Executive Director*, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Jacob King, Executive Director*, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That *Jacob King, Executive Director*, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

PASSED AND ADOPTED by the *MENDOCINO TRANSIT BOARD OF DIRECTORS* of the *MENDOCINO COUNTY*, State of California, at a regular meeting of the MTA Board of Directors held on the 28th day of May 2025 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Tess Albin-Smith, Interim Board Chair



Meeting Date: May 28, 2025

Agenda Item: D.6

AGENDA SUMMARY REPORT

SUBJECT:

Hosting June 2025 Board Meeting at Fort Bragg Office

SUMMARY

Staff proposes holding the June 25, 2025 board meeting at the Fort Bragg Office as an opportunity for all board members to meet in person, strengthening collaboration and team cohesion. This would also serve to increase community access and engagement on the coast.

STAFF RECOMMENDATION

Discuss and determine feasibility and interest in holding the June 25, 2025 Board Meeting at the Fort Bragg Office at 1:30 PM.

ATTACHMENTS: