



**Board of Directors  
Regular Meeting Agenda**

Wednesday, June 25, 2025

1:30 p.m.

Lunch: Noyo River Grill

11:45 a.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**

241 Plant Rd  
Ukiah, Ca 95482

**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](mailto:sara@mendocinotransit.org) or call MTA Administration at (707) 462-1422.

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

***Time: June 25, 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](mailto:sara@mendocinotransit.org) and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted 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 May 28, 2025, Regular Board Meeting  
Action: Approve May 28, 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
4. Acceptance of the Board Meeting Schedule  
Action: Approve Board Schedule
5. Acceptance of the Special Events Calendar  
Action: Approve Special Events Calendar

### D. ACTION & DISCUSSION

1. Unmet Needs  
Action: Solicit Public Input
2. Acceptance of MTA Triennial Audit Report April 2025  
Action: Accept the Triennial Audit Report
3. **Public Hearing:** FY 2025 Workforce Report  
Action: Accept the Workforce Report
4. FY 25/26 Final Operating Budget Resolution 2025-08  
Action: Approve Final Operating Budget Resolution 2025-08

5. FY 25/26 Final Capital Budget Resolution 2025-09  
Action: Approve Final Capital Budget Resolution 2025-09
6. Election of Chair to serve from July 1, 2025 to June 30, 2027  
Action: Elect a Chair to the Board.

## **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](mailto:sara@mendocinotransit.org) at least 72 hours before the meeting.*



Meeting Date: June 25, 2025

Agenda Item: C.1

## Board of Directors Regular Meeting Minutes

Wednesday, May 28, 2025,

1:30 p.m.

### **MTA Directors in Attendance**

Jim Tarbell, Vice Chair  
Susan Sher  
Dan Doyle  
George West  
Matthew Alaniz

### **MTA Directors Absent**

Tess Albin-Smith- Interim Chair  
Maureen Mulheren

### **Staff in Attendance**

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

### **Staff Absent**

*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**– Vice Chair Tarbell called the meeting to order at 1:30 pm

**B. PUBLIC COMMENT**- A Member of the public commented/questioned: if MTA participating in the Willits emergency siren test today?

### **The Executive Director responded:**

MTA was not involved in the siren test in Willits, but they were aware of it. The event was well-

organized, with good communication tools like DOT trailer boards. MTA drivers were informed, and in the case of a real emergency, MTA is connected with the County Office of Emergency Services, which contacts them promptly, as was the case during last year's tsunami.

#### **A. 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

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

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

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

1. Unmet Needs  
Action: Director Doyle requested a new bus sign.
2. FY 25/26 Preliminary Operating Budget  
Action: Continue working on Preliminary Operating Budget and Submit Claim-Resolution 2025-07

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board approved the preliminary budget and directed staff to prepare a final budget for approval at the next board meeting. As part of this action, also approve the related funding claim to be submitted to MCOG- Resolution 2025-07 by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

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

**Upon Motion** by Director **West** seconded by Director **Alaniz**, the Board approved Resolution

---

May 28, 2025, MTA Regular Board of Directors Meeting Minutes

2025-04 and Authorize the Execution of Authorized Agent Forms by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

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

**Upon Motion** by Director **Sher** seconded by Director **West**, the Board approved Resolution 2025-05 and Authorize the Execution of Authorized Agent Forms by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

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

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board approved Resolution 2025-06 and Authorize the Execution of Authorized Agent Forms by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

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.

#### **Executive Director's Comment:**

There's interest in holding the next board meeting in person at the Fort Bragg office, including lunch. It's up to the board to decide if they want to move forward with this plan and how they'd like to handle the lunch arrangements.

The board directed staff to coordinate lunch before the next in-person meeting in Fort Bragg. Staff will inform every one of the plan and is to send a reminder to RSVP.

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

## 1. Matters from Management

**Bret Byrd, Maintenance Manager:** There are exciting developments in the maintenance department. Three electric cutaway buses are currently being built, and the lead mechanic is on-site at the factory and pleased with the progress. The Maintenance Manager will inspect them before delivery. Additionally, three full-size Gillig electric buses are being built early next year in Livermore, and staff is confident in the quality of that manufacturer. The department is also awaiting infrastructure improvements, with bids currently out. Once built, it will mark the end of a long and challenging process.

**Dawn White, Mobility Manager,** Contract revisions are underway to support senior centers in maintaining their programs. Additionally, an extension was granted for the remaining 5310 funds, which were used for advertising in partnership with senior centers to boost their visibility and support. This has been the primary focus over the past month.

**Mark Harvey, CFO** reported that he will be working with Executive Director King to finalize the FY 2025–26 operating and capital budgets. At the next meeting, they will present the FY 2023–24 federal single audit, which is required when receiving \$750,000 or more in federal funds. Starting in FY 2025–26, the audit threshold will increase to \$1 million.

### **Executive Director Jacob King reported**

**Hydrogen Study:** MTA secured \$250,000 grant from the Carbon Reduction Program for hydrogen feasibility and use case study in the Ukiah valley. An RFP for a consultant is expected by the end of summer. The study will explore site feasibility, usage, and potential partnerships with local municipalities. Hydrogen fuel cell buses offer greater range and operational advantages over battery-electric vehicles.

**Support for Senior Centers:** MTA is working with MCOG and senior centers to address a funding shortfall. MTA is contributing to LTF overage funds to help maintain senior center service levels from last year, with positive feedback from those centers.

**Capital Budget:** There is no preliminary capital budget this month due to many uncertainties. Staff are working to develop a more complete budget for next month's meeting, particularly considering new 5339 federal funding that was recently announced.

**Triennial Audit:** MTA recently completed a successful TDA triennial audit, with only two minor findings—one being that the Executive Director is overextended. The executive director King reported that MTA's staff has done an exceptional job, especially over the past three years.

**Looking Ahead:** A full budget discussion and a report from Moore & Associates on the audit findings are expected at the next board meeting in Fort Bragg.

2. Matters From MCOG. – No Report.

No report.

3. Matters from Directors

**Sher** shared that the Ukiah City Council recently passed a long-awaited Climate Action Plan. As part of public feedback, transportation was a key topic, with several community members expressing interest in micro transit services. Some noted they would use MTA more if it offered a more direct, on-demand option, comparing it to a taxi, rather than the current fixed-route system with many stops. Sher acknowledged previous discussions on micro transit, especially in Willits, but highlighted that there is public interest in exploring it for Ukiah as well.

**The Executive Director, King**, acknowledged the interest in micro transit but emphasized the high cost and limited return. Ukiah's existing dial-a-ride service is already at full capacity, and adding micro transit would require significant resources.

**F. ADJOURN**

The meeting adjourned at 2:46 p.m.

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

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



Meeting Date: June 25th, 2025

Agenda Item: C.2

## AGENDA SUMMARY REPORT

**SUBJECT:**

Preliminary Unaudited Financial Statements July 2024 – April 2025

**SUMMARY:**

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

Revenue of \$6,099,468 is 75.9% of budgeted revenue of \$8,032,366 for the year, with 83.3% of year elapsed.

Expenses of \$6,219,642 are 78.4% of budgeted expenses of \$7,933,591 for the year, with 83.3% of year elapsed.

**STAFF RECOMMENDATION:**

Accept Unaudited Financial Statements for July 2024 through April 2025.

**ATTACHMENTS:**

Statement of Net Position as of April 30th, 2025.  
Statement of Revenues and Expenses July 2024 – April 2025.

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of April 30th, 2025

**ASSETS**

**Current Assets**

**Checking/Savings**

**101.900 · Cash**

**101.100 · Cash-Operating**

Operating Cash 962,178

Senior Operating 442,271

Payroll & Benefits Operating 697,704

**Total 101.100 · Cash-Operating Total 2,102,153**

**101.200 · Cash-Capital**

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

101.123 - Capital LCTOP-MUNIS #2110 886,192

101.203 · Cap CALOES -MUNIS #4140 2,496

101.204 · Capital PTMISEA-MUNIS #4230 3,168

**Total 101.200 · Cash-Capital 1,970,010**

**Total 101.900 · Cash 4,072,164**

**Total 102.000 · Accounts Receivable 832,269**

**Other Current Assets**

**Total 102.300 · Grants Receivable 877,750**

**Total 102.100 · Accounts Receivable Other 60,000**

**Total 103.990 - Inventory 68,254**

**104.199 · Prepaid Expenses Total**

104.101 · Prepaid Expenses 24,702

104.102 · Prepaid Insurance 65,148

104.103 · Prepaid Workers Comp 46,191

**Total 104.199 · Prepaid Expenses Total 136,041**

**Total 104.200 · Undeposited Funds 6,221**

**Total Other Current Assets 1,148,266**

**Total Current Assets 6,052,698**

**Fixed Assets**

**Total 111.900 · Fixed Assets 22,353,730**

**Total 111.910 · Accumulated Depreciation -15,652,850**

**Total 115.900 · Construction in Progress 1,028,898**

**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 7,764,304**

**Other Assets**

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

**Total Other Assets 1,742,997**

**TOTAL ASSETS 15,559,999**

**Mendocino Transit Authority**  
**Statement of Net Position**  
As of April 30th, 2025

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

**Total Accounts Payable** 131,799

**Credit Cards**

201.300 · Umpqua Credit Card 7,713

**Total Credit Cards** 7,713

**Other Current Liabilities**

202.100 - Deferred Grant Revenue 1,460,967

204.100 · MCOG FY22/23 LTF Repayment 968,162

205.700 · Uncashed Checks 9,422

**205.900 · Accruals Total**

205.200 · Accrued Payroll 93,480

205.500 · Accrued Vacation 214,740

205.600 · Accrued Sick Leave 120,610

**Total 205.900 · Accruals Total** 428,829

**206.900 · Lease Liabilities**

206.000 · Lease Liability - Willits Lease 35,959.00

**Total 206.900 · Lease Liabilities** 35,959.00

**Total Other Current Liabilities** 2,903,340

**Total Current Liabilities** 3,042,852

**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 167,908

231.400 · Provision for Cafeteria Plan 17,240

**Total 231.900 · Prov-Restricted Funds** 209,734

235.300 · Deferred Inflows of Resource 129,567

235.910 · Pension Liabilities 3,308,946

**Total Long Term Liabilities** 3,648,246

**Total Liabilities** 6,691,099

**Equity**

**Total 399.900 · Equity** 9,982,865

**Net Income** -1,113,965

**Total Equity** 8,868,900

**TOTAL LIABILITIES & EQUITY** 15,559,999

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

	TOTAL		
	Actual	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	248,400	275,000	90.3%
401.111 Dial-A-Ride Farebox Revenue	60,423	85,000	71.1%
402.100 Redwood Coast Regional Center	72,519	65,000	111.6%
409.200 · Sonoma County Contract	150,000	180,000	83.3%
<b>Total 411.000 · OPERATING REVENUE.</b>	<b>531,342</b>	<b>605,000</b>	<b>87.8%</b>
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	79,714	125,000	63.8%
407.100 · Maintenance Revenue	23,404	30,500	76.7%
407.400 · Investment(Interest) Income	31,366	7,500	418.2%
407.500 · Other - Fuel Rebates, Etc.	2,256	14,000	16.1%
409.100 · Local Transportation Fund (LTF)	2,831,922	2,721,637	104.1%
409.109 · LTF - Senior Centers - income	498,398	518,407	96.1%
510.100 · LTF - Senior Centers - expense	-444,559	-518,407	85.8%
407.115 - Senior Center Administration	20,385	26,500	76.9%
409.110 · State Transit Assistance (STA)	998,150	1,197,778	83.3%
422.000 · 5310 Operating Assistance	125,000	150,000	83.3%
413.101 · 5311 Operating Assistance	615,100	738,115	83.3%
490.100 MCOG FY22/23 LTF Repayment	0	725,000	0.0%
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	250,000	300,000	83.3%
413.113 · 5311 CARES Assistance	0	251,056	0.0%
413.113 · 5311(f) CARES Assistance	0	121,795	0.0%
<b>Total 420.000 · REVENUES FROM OTHER SOURCES</b>	<b>5,568,126</b>	<b>7,427,366</b>	<b>75.0%</b>
<b>Total Income</b>	<b>6,099,468</b>	<b>8,032,366</b>	<b>75.9%</b>
Expense			
<b>Total 501.100 · WAGES</b>	<b>3,355,134</b>	<b>3,870,899</b>	<b>86.7%</b>
<b>Total 510.000 · BENEFITS</b>	<b>1,296,598</b>	<b>1,956,767</b>	<b>66.3%</b>
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	1,358	10,000	13.6%
521.250 · Towing	0	3,000	0.0%
521.500 · Property Maintenance Services	836	3,500	23.9%
521.700 · Contract IT Services	20,000	40,000	50.0%
503.202 · Legal Counsel	55,107	60,000	91.8%
508.100 · Purch. Trans (Willits DAR)	0	2,400	0.0%
523.000 · Marketing	6,481	12,000	54.0%
509.300 · Advertising, Legal Notices	32,257	48,000	67.2%
524.000 · Software Maintenance Fees	46,699	60,000	77.8%
524.200 · Drug & Alcohol Services	5,614	8,000	70.2%
525.000 · Facility Security System	2,367	2,500	94.7%
525.500 · Accident / Incident Payables	0	25,000	0.0%
503.200 · Professional & Technical Svcs	200,367	275,000	72.9%
<b>Total 520.000 · SERVICE/USER FEES</b>	<b>371,086</b>	<b>549,400</b>	<b>67.5%</b>
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	403,794	550,000	73.4%
504.120 · Tires	34,286	45,000	76.2%
504.115 · Lubrication	18,662	20,000	93.3%
532.500 · Tools	2,993	4,000	74.8%
504.100 · Vehicle Maint & Repair Parts	135,971	110,000	123.6%
504.200 · Expensed Parts	346	3,125	11.1%

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

	TOTAL		
	Actual	Budget	% of Budget
504.610 · Shop Supplies	7,601	20,000	38.0%
504.620 · Facilities,Maint & Repair Parts	21,800	45,000	48.4%
504.400 · Office Supplies	18,029	35,000	51.5%
509.200 · Printing (Schedules,brochures)	4,181	20,000	20.9%
537.000 · Safety & Emergency Supplies	8,959	20,000	44.8%
537.500 · Other Materials & Supplies	30,652	25,000	122.6%
<b>Total 530.000 · MATERIALS &amp; SUPPLIES</b>	<b>687,275</b>	<b>897,125</b>	<b>76.6%</b>
<b>540.000 · UTILITIES.</b>			
541.000 · MTA Base -Water, Sewer & Waste	8,290	15,000	55.3%
541.250 · FB-Water,Sewer, Waste & Propane	4,257	7,000	60.8%
541.500 · Willits-Water, Sewer & Waste	2,192	4,000	54.8%
542.000 · PG&E-Ukiah, Fort Bragg,Willitts	26,995	35,000	77.1%
543.000 · TPX- Ukiah Phones / Internet	42,891	50,000	85.8%
543.250 · Comcast-Fort Bragg Phones/Inter	2,789	1,750	159.4%
544.000 · Verizon-Admin / OPS Cellular	32,643	35,000	93.3%
<b>Total 540.000 · UTILITIES.</b>	<b>120,056</b>	<b>147,750</b>	<b>81.3%</b>
<b>Total 560.000 · VEHICLE,CASUALTY &amp; LIABILITY</b>	<b>332,899</b>	<b>400,000</b>	<b>83.2%</b>
<b>570.000 · TAXES</b>			
571.000 · Taxes-State Bd of Equalization	178	650	27.4%
572.000 · Vehicle Licensing & Reg Fees	423	2,000	21.2%
<b>Total 570.000 · TAXES</b>	<b>774</b>	<b>2,650</b>	<b>29.2%</b>
<b>580.000 · MISCELLANEOUS</b>			
504.510 · Dues & Subscriptions	10,608	20,000	53.0%
502.700 · Travel	22,463	25,000	89.9%
582.250 · Board Expenses	2,128	7,000	30.4%
583.000 · Safety Program	2,431	3,000	81.0%
509.800 · Training	4,705	20,000	23.5%
584.500 · CDL & DOT Physical Expenses	7,039	7,000	100.6%
509.100 · Other Miscellaneous	-646	15,000	-4.3%
<b>Total 580.000 · MISCELLANEOUS</b>	<b>48,729</b>	<b>97,000</b>	<b>50.2%</b>
<b>590.000 · LEASES &amp; RENTALS</b>			
591.000 · Leases & Rentals	7,090	12,000	59.1%
<b>Total 590.000 · LEASES &amp; RENTALS</b>	<b>7,090</b>	<b>12,000</b>	<b>59.1%</b>
<b>Total Expense</b>	<b>6,219,642</b>	<b>7,933,591</b>	<b>78.4%</b>
<b>Net Ordinary Income Before Depreciation</b>	<b>-120,174</b>	<b>98,775</b>	
<b>Depreciation Expense</b>	<b>-993,791</b>	<b>1,120,000</b>	
<b>Net Ordinary Income After Depreciation</b>	<b>-1,113,965</b>	<b>-1,021,225</b>	



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	524	0	5499	5777	(278)	-5%
03 - Ukiah - DAR	1311	1481	1293	1524	1122	1238	1393	1259	1347	1457	1472	0	14897	13613	1,284	9%
04 - Fort Bragg - DAR	932	985	807	831	772	775	742	714	721	687	654	0	8620	9747	(1,127)	-12%
05 - BraggAbout	748	723	683	786	557	641	708	618	569	676	707	0	7416	7877	(461)	-6%
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	1409	0	8810	0	8,810	0%
09 - Ukiah Local	5694	6845	6557	7293	5133	5181	5940	4999	5324	5910	5900	0	64776	67834	(3,058)	-5%
20 - Willits - Ukiah	791	1179	1361	1416	949	831	1035	1112	1137	1189	1108	0	12108	15518	(3,410)	-22%
60 - Coaster	607	614	691	798	464	478	476	461	655	646	797	0	6687	6756	(69)	-1%
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	1560	0	15373	13029	2,344	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	48	0	421	479	(58)	-12%
75 - M-F Gualala to Ukiah	458	502	598	653	379	410	498	353	394	462	413	0	5120	5432	(312)	-6%
95 - Pt. Arena to Santa Rosa	461	428	431	398	306	368	345	292	377	338	368	0	4112	3323	789	24%
97 - Redwood Coast Regional	259	219	213	230	203	201	218	201	220	235	209	0	2408	2593	(185)	-7%
Special Events	1395	0	6	0	64	1141	0	0	302	69	0	0	2977	0	2,977	0%
<b>Monthly Totals</b>	<b>14689</b>	<b>15449</b>	<b>15172</b>	<b>16803</b>	<b>12112</b>	<b>13563</b>	<b>13775</b>	<b>13070</b>	<b>14217</b>	<b>15205</b>	<b>15169</b>	<b>0</b>	<b>159224</b>	<b>151978</b>	<b>7,246</b>	<b>5%</b>

 <b>FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Weekday</b>												
	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
01 - Willits Local	21.13	25.68	22.57	24.70	27.85	23.95	21.87	23.65	21.29	23.77	23.82	0.00
05 - BraggAbout	32.52	32.86	32.52	34.17	27.85	30.52	30.78	30.90	27.10	30.73	32.14	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	244.14	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	50.36	0.00
60 - Coaster	26.39	27.91	32.90	34.70	23.20	22.76	20.70	23.05	31.19	29.36	36.23	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	63.45	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	18.77	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	12.23	0.00
<b>Monthly Totals</b>	<b>440.74</b>	<b>527.32</b>	<b>544.52</b>	<b>558.43</b>	<b>438.30</b>	<b>440.57</b>	<b>445.30</b>	<b>443.80</b>	<b>457.10</b>	<b>462.92</b>	<b>481.14</b>	<b>0.00</b>

 <b>FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Saturdays</b>												
	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
09 - Ukiah Local	100.50	100.00	97.00	91.75	100.40	74.25	90.75	98.50	96.00	96.25	105.80	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	18.00	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	9.60	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	9.20	0.00
<b>Monthly Totals</b>	<b>139.75</b>	<b>146.00</b>	<b>137.50</b>	<b>125.75</b>	<b>147.60</b>	<b>110.50</b>	<b>124.00</b>	<b>130.25</b>	<b>134.20</b>	<b>135.00</b>	<b>142.60</b>	<b>0.00</b>

 <b>FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Sundays</b>												
	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
95 - Pt. Arena to Santa Rosa	9.25	17.00	10.40	11.25	12.00	12.40	13.00	6.75	11.60	11.25	13.25	0.00
<b>Monthly Totals</b>	<b>9.25</b>	<b>17.00</b>	<b>10.40</b>	<b>11.25</b>	<b>12.00</b>	<b>12.40</b>	<b>13.00</b>	<b>6.75</b>	<b>11.60</b>	<b>11.25</b>	<b>13.25</b>	<b>0.00</b>

**Performance Summary**  
**3rd Quarter**  
**Fiscal Year 24/25**

Meeting Date: June 25, 2025  
 Agenda Item:# C.3

RIDERSHIP-FIXED ROUTE/DAR	Jan-25	Feb-25	Mar-25	3rd QFY 24-25	3rd QFY 23-24
ADULT	4898	4482	4782	14162	13434
SENIORS	3064	2629	2895	8588	8952
DISABLED	2034	1790	1944	5768	6108
PCA	219	184	196	599	293
COLLEGE	1671	2278	2237	6186	6659
FREE	254	227	519	1000	585
CHILD	343	330	286	959	995
YOUTH PASSES	0	0	0	0	51
MONTHLY PASSES	481	467	604	1552	1375
TRANSFERS	811	683	760	2254	2029
STAFF PASSES	0	0	0	0	0
WHEELCHAIR	179	226	276	681	1855
BIKES	196	151	143	490	602
TOTAL RIDERSHIP	13775	13070	14223	41068	40481
<b>OPERATIONS</b>					
TOTAL SERVICE DAYS (Mon-Fri)					
VEHICLE SERVICE HOURS	4097.06	3775.78	4176.71	12049.55	11820.84
PASSENGERS PER HOUR	3.36	3.46	3.41	10.23	3.42
VEHICLE SERVICE MILES	72179	66186	73047	211412	205166
PASSENGER PER MILE	0.19	0.20	0.19	0.58	0.20
<b>COSTS</b>					
MONTHLY EXPENSES (Operating Costs)	\$567,226.73	\$483,619.11	\$535,955.44	\$1,586,801.28	\$1,853,054.18
COST PER PASSENGER	41.18	37.00	37.68	38.64	45.78
COST PER MILE	7.86	7.31	7.34	7.51	9.03
COST PER HOUR	138.45	128.08	128.32	131.69	156.76
<b>REVENUE</b>					
FIXED ROUTE/DAR FAREBOX REVENUE	\$55,777.92	\$39,690.01	\$42,140.18	\$137,608.11	\$147,158.99
ADVERTISING SALES	\$11,456.25	\$16,123.50	\$6,477.00	\$34,056.75	\$49,201.00
AG VAN LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FAREBOX RATIO	11.85%	11.54%	9.07%	10.82%	10.60%
<b>OPERATING COST</b>					
<b>MCOG PERFORMANCE MEASURE</b>					
<b>DIAL-A-RIDE</b>	2135	1973	2073	6181	6248
PASSENGERS PER HOUR /STANDARD 4.5	2.99	2.97	2.82	2.93	2.36
FAREBOX RATIO /STANDARD 10%	9.54%	11.62%	9.02%	10.06%	9.77%
OPERATING COST PER HOUR /STANDARD \$91.70	\$119.15	\$109.05	\$109.40	\$112.53	\$104.71
COST PER PASSENGER /STANDARD \$20.38	\$39.85	\$36.77	\$38.78	\$38.47	\$44.44
<b>SHORT DISTANCE BUS ROUTES*</b>	7947	7643	8161	23751	22913
PASSENGERS PER HOUR /STANDARD 14	4.05	4.30	4.17	4.17	4.88
FAREBOX RATIO /STANDARD 10%	14.74%	13.74%	11.24%	13.24%	13.12%
OPERATING COST PER HOUR /STANDARD \$85.19	\$127.09	\$119.62	\$120.58	\$122.43	\$184.08
COST PER PASSENGER /STANDARD \$6.09	\$31.41	\$27.84	\$28.90	\$29.38	\$35.76
<b>LONG DISTANCE BUS ROUTES**</b>	3693	3454	3989	11136	11281
PASSENGERS PER HOUR /STANDARD 3.2	2.60	2.59	2.68	2.63	2.39
FAREBOX RATIO /STANDARD 10%	9.61%	9.15%	6.76%	8.51%	8.78%
OPERATING COST PER HOUR /STANDARD \$92.18	\$163.88	\$148.90	\$147.86	\$153.54	\$161.13
COST PER PASSENGER /STANDARD \$28.80	\$62.97	\$57.41	\$55.09	\$58.49	\$67.43
* 1 WILLITS LOCAL, 5 BRAGG ABOUT, 7 JITNEY, 9 UKIAH LOCAL, RCRC					
** 20 Willits/Ukiah, 60 COASTER, 65/66 CC RIDER, 75 GUALALA/UKIAH, 95 POINT ARENA/SANTA ROSA					



Meeting Date: June 25, 2025  
 Agenda Item:# C.4

## Board of Directors Meeting Schedule

Last Wednesday of every month - 1st Wednesday of the month in December - No Meeting November  
 Subject to Change

Date	Time	Location	Video Conference	Major Agenda Items
<b>2025</b>				
July	30	TBD	TBD	2025/26 Final Budget Consideration 2025/26 Strategic Planning 2025/26 Unmet Transit Needs:Willits
August	27	TBD	TBD	2025/26 Unmet Transit Needs: Point Arena
September	24	TBD	TBD	2025/26 Unmet Transit Needs: Fort Bragg
October	29	TBD	TBD	2025/26 Unmet Transit Needs: Ukiah
December	3	TBD	TBD	2025/26 Unmet Transit Needs: Willits
<b>2026</b>				
January	28	TBD	TBD	Executive Director Evaluation 2025/26 Unmet Transit Needs: Point Arena
February	25	TBD	TBD	Executive Director Contract Compliance (Bylaws Review/Board Certificates/FPPC Form 700) Initial 2025/26 Budget Discussion 2025/26 Unmet Transit Needs: Fort Bragg
March	25	TBD	TBD	DRAFT 2025/26 Budget & Claim 2025/26 Unmet Transit Needs: Ukiah
April	29	TBD	TBD	Strategic Planning Upcoming Year 2025/26 Unmet Transit Needs: Willits
May	27	TBD	TBD	Budget Hearing 2025/26 2025/26 Unmet Transit Needs: Point Arena
June	24	TBD	TBD	FINAL 2025/26 Budget Election of Officers 2025/26 Unmet Transit Needs: Fort Bragg



## **2025-26 SPECIAL EVENTS SCHEDULE**

- 1. Mendocino Whale Festival-March*
- 2. Point Arena - Almost Fringe Festival – April*
- 3. Willits Frontier Days - July*
- 4. Pt. Arena Independence Day Celebration -July*
- 5. Fort Bragg Salmon BBQ – July*
- 6. Celebrate the Coast-BLM-September*
- 7. Winesong – Fort Bragg - September*
- 8. Mendocino Area Parks - Fort Bragg - September*
- 9. Ukiah Christmas Trolley - November-December*







## AGENDA SUMMARY REPORT

### **SUBJECT:**

Presentation and Acceptance of MCOG Triennial Performance Audit Final Report May 2025

### **SUMMARY:**

According to the Transportation Development Act (TDA), MCOG is required to "designate an independent entity to make a performance audit" of MCOG every three years (Section 99246). The contractor, Moore & Associates, has completed the final report of its performance audit of MCOG for the period ended June 30, 2024, after review and comment by staff. It covers Fiscal Years 2021/22, 2022/23, and 2023/24. The lead auditor for this audit, Ms. Kathy Chambers, will provide a presentation at our meeting.

The full report is attached to the agenda packet. It serves as a useful overview of the Council's operations and a valuable resource going forward, in addition to the necessary review of past performance. Staff welcomes questions or discussion of any aspect the board wishes to review.

### **STAFF RECOMMENDATION:**

Accept the final audit report as prepared by Moore & Associates.

### **ATTACHMENTS:**

Mendocino Council of Governments Triennial Performance Audit of Mendocino Transit Authority for FY 2021/22 through FY 2022/23



# Mendocino Council of Governments

Triennial Performance Audit of the  
Mendocino Transit Authority for  
FY 2021/22 through FY 2023/24

Final Report | May 2025







# Table of Contents

---

Chapter 1   Executive Summary .....	1
Chapter 2   Audit Scope and Methodology .....	5
Chapter 3   Program Compliance .....	9
Chapter 4   Prior Recommendations .....	15
Chapter 5   Data Reporting Analysis .....	17
Chapter 6   Performance Analysis .....	19
Chapter 7   Functional Review.....	41
Chapter 8   Findings and Recommendations .....	51



*This page intentionally blank.*



# Table of Exhibits

Exhibit 1.1 Summary of Audit Recommendations .....	3
Exhibit 3.1 Transit Development Act Compliance Requirements .....	11
Exhibit 3.2 Transit operator performance criteria .....	13
Exhibit 5.1 Data Reporting Comparison.....	18
Exhibit 6.1 System Performance Indicators .....	22
Exhibit 6.2 System Ridership .....	23
Exhibit 6.3 System Operating Cost/VSH .....	23
Exhibit 6.4 System Operating Cost/VSM.....	23
Exhibit 6.5 System VSM/VSH.....	23
Exhibit 6.6 System Operating Cost/Passenger .....	24
Exhibit 6.7 System Passengers/VSH .....	24
Exhibit 6.8 System Passengers/VSM.....	24
Exhibit 6.9 System VSH/FTE .....	24
Exhibit 6.10 System Farebox Recovery .....	25
Exhibit 6.11 System Fare/Passenger.....	25
Exhibit 6.12 Fixed-Route Performance Indicators.....	26
Exhibit 6.13 Fixed-Route Ridership.....	27
Exhibit 6.14 Fixed-Route Operating Cost/VSH .....	27
Exhibit 6.15 Fixed-Route Operating Cost/VSM .....	27
Exhibit 6.16 Fixed-Route VSM/VSH .....	27
Exhibit 6.17 Fixed-Route Operating Cost/Passenger.....	28
Exhibit 6.18 Fixed-Route Passengers/VSH .....	28
Exhibit 6.19 Fixed-Route Passengers/VSM .....	28
Exhibit 6.20 Fixed-Route Farebox Recovery .....	28
Exhibit 6.21 Fixed-Route Fare/Passenger .....	29
Exhibit 6.22 Demand-Response Performance Indicators .....	31
Exhibit 6.23 Demand-Response Ridership .....	32
Exhibit 6.24 Demand-Response Operating Cost/VSH.....	32
Exhibit 6.25 Demand-Response Operating Cost/VSM .....	32
Exhibit 6.26 Demand-Response VSM/VSH.....	32
Exhibit 6.27 Demand-Response Operating Cost/Passenger .....	33
Exhibit 6.28 Demand-Response Passengers/VSH.....	33
Exhibit 6.29 Demand-Response Passengers/VSM .....	33
Exhibit 6.30 Demand-Response Farebox Recovery .....	33
Exhibit 6.31 Demand-Response Fare/Passenger.....	34
Exhibit 6.32 Dial-A-Ride annual performance metrics .....	35
Exhibit 6.33 Short-distance bus routes annual performance metrics .....	36
Exhibit 6.34 Long-distance bus routes annual performance metrics .....	37



Exhibit 6.35 Senior center annual performance metrics ..... 38  
Exhibit 6.36 Recommended performance metrics ..... 39  
Exhibit 7.1 MTA fixed routes ..... 42  
Exhibit 7.2 Senior center transportation programs..... 43  
Exhibit 7.3 Fixed-Route Fare Structure ..... 43  
Exhibit 7.4 Demand-Response Fare Structure ..... 44  
Exhibit 7.5 MTA organizational chart ..... 45  
Exhibit 7.6 MTA’s Transit Fleet..... 49  
Exhibit 8.1 Audit Recommendations ..... 56



## Chapter 1 | Executive Summary

In 2024, the Mendocino Council of Governments (MCOG) selected Moore & Associates, Inc., to prepare Triennial Performance Audits of itself as the RTPA and the single transit operator to which it allocates TDA funding.

The California Public Utilities Code requires all recipients of Transit Development Act (TDA) Article 4 funding to undergo an independent performance audit on a three-year cycle in order to maintain funding eligibility. Audits of Article 8 recipients are encouraged.

The Triennial Performance Audit is designed to be an independent and objective evaluation of Mendocino Transit Authority (MTA) as a public transit operator, providing operator management with information on the economy, efficiency, and effectiveness of its programs across the prior three fiscal years. In addition to assuring legislative and governing bodies (as well as the public) that resources are being economically and efficiently utilized, the Triennial Performance Audit fulfills the requirement of PUC Section 99246(a) that the RTPA designate an entity other than itself to conduct a performance audit of the activities of each operator to which it allocates TDA funds.

This chapter summarizes key findings and recommendations developed during the Triennial Performance Audit (TPA) of MTA's public transit program for the period:

- Fiscal Year 2021/22,
- Fiscal Year 2022/23, and
- Fiscal Year 2023/24.

Mendocino Transit Authority offers a variety of services including long distance, commuter and local fixed routes, two Dial-A-Rides, and one Flex Route. MTA services connect the Mendocino Coast, the Inland Valleys, towns and communities to Ukiah. MTA also provides service to Santa Rosa, and from there connections to the Bay Area are available. Dial-A-Ride service is provided in Fort Bragg and Ukiah. The Flex Route is a deviated fixed-route of the Local 9 evening service in Ukiah. Fares vary based on the distance traveled.

This performance audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit team plans and performs the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for its findings and conclusions based on the audit objectives. Moore & Associates believes the evidence obtained provides a reasonable basis for our findings and conclusions.

This audit was also conducted in accordance with the processes established by the California Department of Transportation (Caltrans), as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*.



The Triennial Performance Audit includes five elements:

- Compliance requirements,
- Prior recommendations,
- Analysis of program data reporting,
- Performance Audit, and
- Functional review.

#### Test of Compliance

Based on discussions with Mendocino Transit Authority staff, analysis of program performance, and an audit of program compliance and function, the audit team presents two compliance findings:

1. Use of the TDA definition of full-time equivalent (FTE) employee could not be confirmed.
2. In FY 2022/23, MTA claimed more TDA funding than it was eligible to claim due to receiving greater federal funding through emergency relief measures.

#### Status of Prior Recommendations

The prior audit – completed in October 2022 by Moore & Associates, Inc. for the three fiscal years ending June 30, 2021 – included three recommendations:

1. [Ensure future State Controller Reports are submitted prior to the January 31 deadline.](#)  
**Status:** Implemented.
2. [Ensure MTA is able to meet the farebox recovery ratio requirement by FY 2023/24.](#)  
**Status:** Implemented.
3. [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.](#)  
**Status:** Implemented.

#### Findings and Recommendations

Based on discussions with Mendocino Transit Authority staff, analysis of program performance, and a review of program compliance and function, the audit team submits the aforementioned compliance findings for MTA.

1. Use of the TDA definition of full-time equivalent (FTE) employee could not be confirmed.
2. In FY 2022/23, MTA claimed more TDA funding than it was eligible to claim due to receiving greater federal funding through emergency relief measures.

The audit team has identified two functional findings. While these findings are not compliance findings, the audit team believes they warrant inclusion in this report:

1. The MTA does not have a dedicated grants manager position, which results in the Executive Director taking on many of the functions of that role.



2. The MTA maintenance facility requires modernization in order to function effectively in the future.

In completing this Triennial Performance Audit, we submit the following recommendations for MTA’s public transit program. They have been divided into two categories: TDA Program compliance recommendations and functional recommendations. TDA program compliance recommendations are intended to assist in bringing the operator into compliance with the requirements and standards of the TDA, while Functional Recommendations address issues identified during the triennial audit that are not specific to TDA compliance.

Exhibit 1.1 Summary of Audit Recommendations

TDA Compliance Recommendation		Importance	Timeline
1	Utilize the TDA definition of full-time equivalent (FTE) employee and report this data separately for each mode (fixed-route and demand-response) in the annual State Controller Report.	Medium	FY 2024/25 reporting
2	MTA should fulfill the terms of the repayment agreement with MCOG and be mindful of the impact of federal funds on TDA eligibility.	Medium	N/A
Functional Recommendation		Importance	Timeline
1	MTA should explore the creation of a new full-time Grants Manager position.	Medium	FY 2025/26
2	Work toward modernizing the MTA maintenance facility, including both standard operating procedures and the facility itself.	High	Variable



*This page intentionally blank.*



## Chapter 2 | Audit Scope and Methodology

The Triennial Performance Audit (TPA) of the Mendocino Transit Authority public transit program covers the three-year period ending June 30, 2024. The California Public Utilities Code requires all recipients of Transit Development Act (TDA) funding to complete an independent review on a three-year cycle in order to maintain funding eligibility.

In 2024, the Mendocino Council of Governments selected Moore & Associates, Inc., to prepare Triennial Performance Audits of itself as the RTPA and the single transit operator to which it allocates TDA funding. Moore & Associates is a consulting firm specializing in public transportation, including audits of non-TDA Article 4 recipients. Selection of Moore & Associates followed a competitive procurement process.

The Triennial Performance Audit is designed to be an independent and objective evaluation of Mendocino Transit Authority as a public transit operator. Direct benefits of a Triennial Performance Audit include providing operator management with information on the economy, efficiency, and effectiveness of its programs across the prior three years; helpful insight for use in future planning; and assuring legislative and governing bodies (as well as the public) that resources are being economically and efficiently utilized. Finally, the Triennial Performance Audit fulfills the requirement of PUC Section 99246(a) that the RTPA designate an entity other than itself to conduct a performance audit of the activities of each operator to whom it allocates funds.

This performance audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit team plans and performs the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for its findings and conclusions based on the audit objectives. The auditors believe the evidence obtained provides a reasonable basis for our findings and conclusions.

The audit was also conducted in accordance with the processes established by the California Department of Transportation (Caltrans), as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, as well as *Government Auditing Standards* published by the U.S. Comptroller General.

### Objectives

A Triennial Performance Audit (TPA) has four primary objectives:

1. Assess compliance with TDA regulations;
2. Review improvements subsequently implemented as well as progress toward adopted goals;
3. Evaluate the efficiency and effectiveness of the transit operator; and
4. Provide sound, constructive recommendations for improving the efficiency and functionality of the transit operator.



## Scope

The TPA is a systematic review of performance evaluating the efficiency, economy, and effectiveness of the transit operator. The audit of Mendocino Transit Authority included five tasks:

1. A review of compliance with TDA requirements and regulations.
2. A review of the status of recommendations included in the prior Triennial Performance Audit.
3. A verification of the methodology for calculating performance indicators including the following activities:
  - Assessment of internal controls,
  - Test of data collection methods,
  - Calculation of performance indicators, and
  - Evaluation of performance.
4. Comparison of data reporting practices:
  - Internal reports,
  - State Controller Reports, and
  - National Transit Database.
5. Examination of the following functions:
  - General management and organization;
  - Service planning;
  - Scheduling, dispatching, and operations;
  - Personnel management and training;
  - Administration;
  - Marketing and public information; and
  - Fleet maintenance.
6. Conclusions and recommendations to address opportunities for improvement based upon analysis of the information collected and the audit of the transit operator's major functions.

## Methodology

The methodology for the Triennial Performance Audit of Mendocino Transit Authority included thorough review of documents relevant to the scope of the audit, as well as information contained on MTA's website. The documents reviewed included the following (spanning the full three-year period):

- Monthly performance reports;
- State Controller Reports;
- Annual budgets;
- TDA fiscal audits;
- Transit marketing collateral;
- TDA claims;
- Fleet inventory;
- Preventive maintenance schedules and forms;
- California Highway Patrol Terminal Inspection reports;
- National Transit Database reports;



- Accident/road call logs; and
- Organizational chart.

The methodology for this review included a virtual site visit with MTA representatives on February 27, 2025. The audit team met with Jacob King (Executive Director) and Luis Martinez (Operations Manager) and reviewed materials germane to the triennial audit.

This report is comprised of eight chapters divided into three sections:

1. Executive Summary: A summary of the key findings and recommendations developed during the Triennial Performance Audit process.
2. TPA Scope and Methodology: Methodology of the review and pertinent background information.
3. TPA Results: In-depth discussion of findings surrounding each of the subsequent elements of the audit:
  - Compliance with statutory and regulatory requirements,
  - Status of prior recommendations,
  - Consistency among reported data,
  - Performance measures and trends,
  - Functional audit, and
  - Findings and recommendations.



*This page intentionally blank.*



## Chapter 3 | Program Compliance

This section examines Mendocino Transit Authority's compliance with the Transportation Development Act as well as relevant sections of the California Code of Regulations. An annual certified fiscal audit confirms TDA funds were apportioned in conformance with applicable laws, rules, and regulations. MTA considers full use of funds under California Code of Regulations (CCR) 6754(a) as referring to operating funds but not capital funds. The TPA findings and related comments are delineated in Exhibit 3.1.

Status of compliance items was determined through discussions with MTA staff as well as an inspection of relevant documents including the fiscal audits for each year of the triennium, State Controller annual filings, California Highway Patrol terminal inspections, National Transit Database reports, year-end performance reports, and other compliance-related documentation.

Two compliance issues were identified for the Mendocino Transit Authority:

1. Use of the TDA definition of full-time equivalent (FTE) employee could not be confirmed.
2. In FY 2022/23, MTA claimed more TDA funding than it was eligible to claim due to receiving greater federal funding through emergency relief measures.

### Developments Occurring During the Audit Period

For many operators, the FY 2021/22 – FY 2023/24 audit period reflected both the acute impacts of and recovery from the COVID-19 pandemic. By the end of the audit period – even earlier in some cases – most operators had exhausted federal relief funds, even though penalties for non-compliance with farebox recovery ratios continued to be waived. Many operators, even more than four years after the onset of the pandemic, still struggle with ridership that has yet to recover to pre-pandemic levels.

Given this is not the first Triennial Performance Audit to be conducted since the COVID-19 pandemic, this report will not focus on actions taken as a result of the health crisis. Instead, the compliance review, functional review, and resulting recommendations will focus on ensuring program sustainability once penalty waivers and other emergency legislation have ended.

Assembly Bill 90, signed into law on June 29, 2020, provided temporary regulatory relief for transit operators required to conform with Transportation Development Act (TDA) farebox recovery ratio thresholds in FY 2019/20 and FY 2020/21. Assembly Bill 149, signed into law on July 16, 2021, provided additional regulatory relief by extending the provisions of AB 90 through FY 2022/23 and adjusting definitions of eligible revenues and operating costs. Most recently, Senate Bill 125, signed into law on July 10, 2023, extended protections provided via earlier legislation through FY 2025/26. While this means the audit period covered by this audit is fully exempt from penalties for non-compliance with the farebox recovery ratio, for example, it also means that transit operators will likely need to be in compliance by the last year of the next audit period.

While the ability to maintain state mandates and performance measures is important, these measures enable transit operators to adjust to the impacts of COVID while continuing to receive their full allocations of funding under the TDA.



Together, these three pieces of legislation include the following provisions specific to transit operator TDA funding under Article 4 and Article 8:

1. Prohibits the imposition of the TDA revenue penalty on an operator that did not maintain the required ratio of fare revenues to operating cost from FY 2019/20 through FY 2025/26.
2. Expands the definition of “local funds” to enable the use of federal funding to supplement fare revenues and allows operators to calculate free and reduced fares at their actual value.
3. Adjusts the definition of operating cost to exclude the cost of ADA paratransit services, demand-response and microtransit services designed to extend access to service, ticketing/payment systems, security, some pension costs, and some planning costs.
4. Allows operators to use STA funds as needed to keep transit service levels from being reduced or eliminated through FY 2025/26.

SB 125 calls for the establishment of the Transit Transformation Task Force to develop policy recommendations to grow transit ridership and improve the transit experience for all users. In the 50-plus years since introduction of the Transportation Development Act, there have been many changes to public transportation in California. Many operators have faced significant challenges in meeting the farebox recovery ratio requirement, calling into question whether it remains the best measure for TDA compliance. In 2018, the chairs of California’s state legislative transportation committees requested the California Transit Association spearhead a policy task force to examine the TDA, which resulted in a draft framework for TDA reform released in early 2020. The Transit Transformation Task Force is required to submit a report of its findings and policy recommendations to the State Legislature by October 31, 2025. This report is expected to include recommendations for TDA reform, which may impact the next Triennial Performance Audit period.



Exhibit 3.1 Transit Development Act Compliance Requirements

Compliance Element	Reference	Compliance	Comments
State Controller Reports submitted on time.	PUC 99243	In compliance	FY 2021/22: January 24, 2023 FY 2022/23: January 20, 2024 FY 2023/24: December 23, 2024
Fiscal and compliance audits submitted within 180 days following the end of the fiscal year (or with up to 90-day extension).	PUC 99245	In compliance	FY 2021/22: March 28, 2023 FY 2022/23: March 21, 2024 FY 2023/24: March 18, 2025
Operator’s terminal rated as satisfactory by CHP within the 13 months prior to each TDA claim.	PUC 99251 B	In compliance	May 6, 2021 May 9, 2022 May 10, 2023 June 17, 2024
Operator’s claim for TDA funds submitted in compliance with rules and regulations adopted by the RTPA.	PUC 99261	In compliance	
If operator serves urbanized and non-urbanized areas, it has maintained a ratio of fare revenues to operating costs at least equal to the ratio determined by the rules and regulations adopted by the RTPA.	PUC 99270.1	Not applicable	
Except as otherwise provided, the allocation for any purpose specified under Article 8 may in no year exceed 50% of the amount required to meet the total planning expenditures for that purpose.	PUC 99405	Not applicable	
An operator receiving allocations under Article 8(c) may be subject to regional, countywide, or subarea performance criteria, local match requirements, or fare recovery ratios adopted by resolution of the RTPA.	PUC 99405	In compliance	Senior center operations are funded using Article 8(c). All MTA operations must meet 2 of 3 performance criteria per calendar year. However, penalties for non-compliance were waived under AB 90, AB 149, and SB 125. See Exhibit 3.2 for performance criteria.
The operator’s definitions of performance measures are consistent with the Public Utilities Code Section 99247.	PUC 99247	Finding	Use of the TDA definition of Full-time Equivalent (FTE) Employee could not be confirmed.
The operator does not routinely staff with two or more persons a vehicle for public transportation purposes designed to be operated by one person.	PUC 99264	In compliance	
The operator’s operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).	PUC 99266	In compliance	FY 2021/22: +23.66% FY 2022/23: +17.80% FY 2023/24: +2.82%  <i>Source: TDA claims for FY 2022 – FY 2024. Increases over 15% were substantiated in the claims.</i>



Compliance Element	Reference	Compliance	Comments
If the operator serves an urbanized area, it has maintained a ratio of fare revenues to operating cost at least equal to one-fifth (20 percent).	PUC 99268.2, 99268.4, 99268.1	Not applicable	
If the operator serves a rural area, it has maintained a ratio of fare revenues to operating cost at least equal to one-tenth (10 percent).	PUC 99268.2, 99268.4, 99268.5	In compliance	FY 2021/22: 3.7% FY 2022/23: 3.5% FY 2023/24: 5.1%  <i>Source: TDA fiscal audits, FY 2022 – FY 2024. Calculated ratios did not include the addition of federal funds which could be applied as local supplementation to increase the farebox recovery ratio.</i>
For a claimant that provides only services to elderly and handicapped persons, the ratio of fare revenues to operating cost shall be at least 10 percent.	PUC 99268.5, CCR 6633.5	Not applicable	
The current cost of the operator’s retirement system is fully funded with respect to the officers and employees of its public transportation system, or the operator is implementing a plan approved by the RTPA, which will fully fund the retirement system for 40 years.	PUC 99271	In compliance	MTA employees are eligible to participate in the Authority’s pension plans administered by CalPERS.
If the operator receives State Transit Assistance funds, the operator makes full use of funds available to it under the Urban Mass Transportation Act of 1964 before TDA claims are granted.	CCR 6754 (a) (3)	In compliance	The excess TDA funds claimed in FY 2023 were due to additional federal funding under emergency relief legislation, not formula-based federal funding.
In order to use State Transit Assistance funds for operating assistance, the operator’s total operating cost per revenue hour does not exceed the sum of the preceding year’s total plus an amount equal to the product of the percentage change in the CPI for the same period multiplied by the preceding year’s total operating cost per revenue hour. An operator may qualify based on the preceding year’s operating cost per revenue hour or the average of the three prior years. If an operator does not meet these qualifying tests, the operator may only use STA funds for operating purposes according to a sliding scale.	PUC 99314.6	In compliance	This requirement was waived during the audit period under AB 90, AB 149, and SB 125.



Compliance Element	Reference	Compliance	Comments
A transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs less the actual amount of fares received, the amount of local support required to meet the fare ratio, the amount of federal operating assistance, and the amount received during the year from a city or county to which the operator has provided services beyond its boundaries.	CCR 6634	Finding	In FY 2023, MTA claimed more TDA funding than it was eligible to claim due to receiving greater federal funding through emergency relief measures. MTA has worked with MCOG to put a repayment plan in place and to reallocate those funds to capital purposes.

Exhibit 3.2 Transit operator performance criteria

	Passengers/ VSH	Farebox Recovery Ratio	Operating Cost/VSH	Operating Cost/ Passenger	Total Criteria Met
<b>CY 2021</b>					
Dial-A-Ride	Not met	Met	Not met	Not met	1
Short Distance Routes	Not met	Met	Not met	Not met	1
Long Distance Routes	Not met	Met	Not met	Not met	1
Senior Centers	Not met	Met	Not met	Not met	1
<b>CY 2022</b>					
Dial-A-Ride	Not met	Met	Met	Not met	2
Short Distance Routes	Not met	Met	Not met	Not met	1
Long Distance Routes	Not met	Not met	Met	Not met	1
Senior Centers	Not met	Met	Not met	Not met	1
<b>CY 2023</b>					
Dial-A-Ride	Not met	Not met	Met	Met	2
Short Distance Routes	Not met	Met	Met	Not met	2
Long Distance Routes	Not met	Not met	Met	Met	2
Senior Centers	Not met	Not met	Met	Not met	1

*Standards for Passengers/VSH were updated in 2022 and went into effect for CY 2022.*



*This page intentionally blank.*



## Chapter 4 | Prior Recommendations

This section reviews and evaluates the implementation of prior Triennial Performance Audit recommendations. This objective assessment provides assurance Mendocino Transit Authority has made quantifiable progress toward improving both the efficiency and effectiveness of its public transit program.

The prior audit – completed in October 2022 by Moore & Associates, Inc. for the three fiscal years ending June 30, 2021 – included three recommendations:

1. [Ensure future State Controller Reports are submitted prior to the January 31 deadline.](#)

**Discussion:** PUC 99243 requires operators receiving funding under Article 4 to submit their Financial Transaction Reports to the State Controller within seven months of the end of the fiscal year (January 31). Based on the documentation provided by MTA, the State Controller Reports for FY 2018/19 were submitted on April 16, 2020 (per the electronic timestamp), which was two-and-a-half months after the January 31 deadline.

Given the State Controller Reports for the two subsequent years were submitted on time, the prior auditor noted this was unlikely to be a problem in the future. However, it recommended MTA be mindful to ensure all reports submitted to external agencies are submitted in a timely manner.

**Progress:** All State Controller Reports were submitted prior to the January 31 deadline during the audit period.

**Status:** Implemented.

2. [Ensure MTA is able to meet the farebox recovery ratio requirement by FY 2023/24.](#)

**Discussion:** PUC 99268.4 requires a transit operator serving a non-urbanized (rural) area to achieve a farebox recovery ratio of 10 percent in order to be eligible for its full allocation of LTF funding. Penalties for not achieving the required farebox recovery ratio were waived through FY 2022/23 (due to AB 90 and AB 149). Prior to the pandemic, MTA's farebox recovery ratio stood barely above the 10 percent threshold. It then declined to less than 10 percent due to the pandemic. Given the waiver at the time of the prior audit ended with FY 2022/23, the prior auditor advised MTA it must be able to meet the 10 percent threshold beginning in FY 2023/24 in order to remain eligible to receive its full TDA allocation in subsequent years.

The prior auditor recommended MTA undertake an update of the Short Range Transit Development Plan. This would enable MTA to look at its operations and potentially make changes to improve efficiency and productivity, which would have a positive impact on the farebox recovery ratio.



**Progress:** The Short Range Transit Development Plan was completed in June 2024. However, the farebox recovery ratio requirement was waived during this audit period (through FY 2025/26) under AB 149 and SB 125. The inclusion of federal funds in the farebox recovery ratio calculation will ensure compliance in the future.

**Status:** Implemented.

3. 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.

**Discussion:** In 2016, MTA’s Board of Directors approved a reserve funds policy to provide operating and capital reserves for the agency’s use. The policy was approved by the Board on June 30, 2016. It authorized the Board to establish reserve accounts specifying the purpose of the reserve, identifying eligible uses, identifying the funding source(s), and specifying a minimum funding level. The reserves were to be incorporated into the fiscal year-end financial analysis prepared by staff and presented to the MTA Board. All such reporting should be “self-explanatory and easy to understand.”

While the policy itself appeared to be in compliance with the TDA, review of MTA’s documents as part of the prior audit raised some questions, primarily regarding the operating reserve. It was unclear 1) how often MTA contributed to the reserves, 2) how often it used funding from the reserve, and 3) whether there was a cap on the amount in the fund.

The capital reserve fund maintained by MCOG is detailed within its annual financial statements, including a statement of the balance at the end of the fiscal year. The main concern was that the process for developing and monitoring those accounts maintained by MTA did not appear to be transparent.

The prior also found MTA should also be very clear about balancing unmet transit needs with the need to establish a reserve. The operating reserve should find a balance between contingency planning and the need to address transit needs. A key component of this is having an understanding of how much money is in the reserve fund, what the source of those funds are (and any restrictions there may be on their use), and providing the Board with sufficient information to make informed decisions about the use of those funds.

**Progress:** The FY 2023/24 TDA fiscal audit contained the following statement under Section L of Note 2 on page 11 of the document: “The Mendocino Council of Governments maintains vehicle and non-vehicle replacement reserve funds for the benefit of the Authority. The balance on June 30, 2024, was \$594,627.” It then goes on to detail additions, deletions, and transfers for the MTA Operating Reserve account, the MCOG LTF Reserve account, and the MCOG Capital Reserve account.

**Status:** Implemented.



## Chapter 5 | Data Reporting Analysis

An important aspect of the Triennial Performance Audit process is assessing how effectively and consistently the transit operator reports performance statistics to local, state, and federal agencies. Often as a condition of receipt of funding, an operator must collect, manage, and report data to different entities. Ensuring such data are consistent can be challenging given the differing definitions employed by different agencies as well as the varying reporting timeframes. This chapter examines the consistency of performance data reported by Mendocino Transit Authority both internally as well as to outside entities during the audit period.

- **Operating cost:** In FY 2021/22 and FY 2023/24, operating cost was reported fairly consistently, with a variance of just 6.3 percent and 1.2 percent, respectively, between the highest and lowest values. In FY 2022/23, there was a more significant variance – 22.9 percent between the highest and lowest values.
- **Fare Revenue:** In FY 2021/22, the fare revenue reported to the NTD was 7.3 percent higher than that reported elsewhere.
- **Vehicle Service Hours (VSH):** In FY 2021/22, vehicle service hours reported to the State Controller reflected that reported to the NTD, but a slightly lower figure was reported in the monthly performance reports. In FY 2022/23 and FY 2023/24, VSH fluctuated among all reports. The differences between the NTD and State Controller Reports was primarily due to differences in the fixed-route reporting.
- **Vehicle Service Miles (VSM):** In FY 2021/22, vehicle service miles reported to the State Controller reflected that reported to the NTD, but a slightly lower figure was reported in the monthly performance reports. In FY 2022/23 and FY 2023/24, VSM fluctuated among all reports. The differences between the NTD and State Controller Reports was primarily due to differences in the fixed-route reporting.
- **Passengers:** Like vehicle service miles, FY 2021/22 ridership reported in the NTD report was consistent with that reported to the State Controller. In FY 2022/23 and FY 2023/24, fixed-route ridership was inconsistently reported, ranging from 139,627 to 141,861 and 167,956 to 170,405, respectively.
- **Full-Time Equivalent (FTE) Employees:** In FY 2022/23 and FY 2023/24, MTA reported all employees under both modes. Use of the TDA definition could not be confirmed.



Exhibit 5.1 Data Reporting Comparison

Performance Measure	System-Wide		
	FY 2021/22	FY 2022/23	FY 2023/24
<b>Operating Cost (Actual \$)</b>			
<i>TDA fiscal audit</i>	\$6,048,038	\$7,242,271	\$8,121,273
<i>National Transit Database</i>	\$5,687,106	\$6,284,790	\$8,021,109
<i>State Controller Report</i>	\$6,046,872	\$7,721,212	\$8,118,485
<b>Fare Revenue (Actual \$)</b>			
<i>TDA fiscal audit</i>	\$222,929	\$254,561	\$365,229
<i>National Transit Database</i>	\$239,233	\$254,526	\$365,389
<i>State Controller Report</i>	\$222,928	\$254,565	\$365,229
<b>Vehicle Service Hours (VSH)</b>			
<i>Monthly Performance Reports</i>	31,976	41,049	46,869
<i>National Transit Database</i>	32,051	40,960	48,071
<i>State Controller Report</i>	32,051	41,050	48,161
<b>Vehicle Service Miles (VSM)</b>			
<i>Monthly Performance Reports</i>	531,426	665,003	826,537
<i>National Transit Database</i>	528,997	664,778	835,935
<i>State Controller Report</i>	528,997	665,473	836,711
<b>Passengers</b>			
<i>Monthly Performance Reports</i>	101,844	140,690	168,301
<i>National Transit Database</i>	101,922	139,627	167,956
<i>State Controller Report</i>	101,922	141,861	170,405
<b>Full-Time Equivalent Employees</b>			
<i>State Controller Report</i>	29	110	108



## Chapter 6 | Performance Analysis

Performance indicators are typically employed to quantify and assess the efficiency of a transit operator's activities. Such indicators provide insight into current operations as well as trend analysis of operator performance. Through a review of indicators, relative performance as well as possible inter-relationships between major functions is revealed.

The Transportation Development Act (TDA) requires recipients of TDA funding to track and report five performance indicators:

- Operating Cost/Passenger,
- Operating Cost/Vehicle Service Hour,
- Passengers/Vehicle Service Hour,
- Passengers/Vehicle Service Mile, and
- Vehicle Service Hours/Employee.

To assess the validity and use of performance indicators, the audit team performed the following activities:

- Assessed internal controls in place for the collection of performance-related information,
- Validated collection methods of key data,
- Calculated performance indicators, and
- Evaluated performance indicators.

The procedures used to calculate TDA-required performance measures for the current triennium were verified and compared with indicators included in similar reports to external entities (i.e., State Controller and Federal Transit Administration).

### Operating Cost

The Transportation Development Act requires an operator to track and report transit-related costs reflective of the Uniform System of Accounts and Records developed by the State Controller and the California Department of Transportation. The most common method for ensuring this occurs is through a compliance audit report prepared by an independent auditor in accordance with California Code of Regulations Section 6667<sup>1</sup>. The annual independent financial audit should confirm the use of the Uniform System of Accounts and Records. *Operating cost* – as defined by PUC Section 99247(a) – excluded the following during the audit period<sup>2</sup>:

---

<sup>1</sup> CCR Section 6667 outlines the minimum tasks which must be performed by an independent auditor in conducting the annual fiscal and compliance audit of the transit operator.

<sup>2</sup> Given the passage of AB 149, the list of excluded costs will be expanded beginning with FY 2021/22.



- Cost in the depreciation and amortization expense object class adopted by the State Controller pursuant to PUC Section 99243,
- Subsidies for commuter rail services operated under the jurisdiction of the Interstate Commerce Commission,
- Direct costs of providing charter service, and
- Vehicle lease costs.

#### Vehicle Service Hours and Miles

*Vehicle Service Hours* (VSH) and *Miles* (VSM) are defined as the time/distance during which a revenue vehicle is available to carry fare-paying passengers, and which includes only those times/miles between the time or scheduled time of the first passenger pickup and the time or scheduled time of the last passenger drop-off during a period of the vehicle's continuous availability.<sup>3</sup> For example, demand-response service hours include those hours when a vehicle has dropped off a passenger and is traveling to pick up another passenger, but not those hours when the vehicle is unavailable for service due to driver breaks or lunch. For both demand-response and fixed-route services, service hours will exclude hours of "deadhead" travel to the first scheduled pick-up, and will also exclude hours of "deadhead" travel from the last scheduled drop-off back to the terminal. For fixed-route service, a vehicle is in service from first scheduled stop to last scheduled stop, whether or not passengers board or exit at those points (i.e., subtracting driver lunch and breaks but including scheduled layovers).

#### Passenger Counts

According to the Transportation Development Act, *total passengers* is equal to the total number of unlinked trips (i.e., those trips that are made by a passenger that involve a single boarding and departure), whether revenue-producing or not.

#### Employees

*Employee hours* is defined as the total number of hours (regular or overtime) which all employees have worked, and for which they have been paid a wage or salary. The hours must include transportation system-related hours worked by persons employed in connection with the system (whether or not the person is employed directly by the operator). Full-Time Equivalent (FTE) is calculated by dividing the number of person-hours by 2,000.

#### Fare Revenue

*Fare revenue* is defined by California Code of Regulations Section 6611.2 as revenue collected from the farebox plus sales of fare media.

---

<sup>3</sup> A vehicle is considered to be in revenue service despite a no-show or late cancellation if the vehicle remains available for passenger use.



### TDA Required Indicators

To calculate the TDA indicators for Mendocino Transit Authority, the following sources were employed:

- Operating Cost was not independently calculated as part of this audit. Operating Cost data were obtained via MTA's audited financial reports and appeared to be consistent with TDA guidelines. In accordance with PUC Section 99247(a), the reported costs excluded depreciation and other allowable expenses.
- Fare Revenue was not independently calculated as part of this audit. Fare revenue data were obtained via TDA fiscal audits reports for each fiscal year covered by this audit. This appears to be consistent with TDA guidelines as well as the uniform system of accounts.
- Vehicle Service Hours (VSH) data were obtained via NTD reports submitted to the FTA for each fiscal year covered by this audit. VSH are based on the time in and out of service. MTA's calculation methodology is consistent with PUC guidelines.
- Vehicle Service Miles (VSM) data were obtained via NTD reports submitted to the FTA for each fiscal year covered by this audit. VSM are calculated based on odometer readings. MTA's calculation methodology is consistent with PUC guidelines.
- Unlinked trip data were obtained via NTD reports submitted to the FTA for each fiscal year covered by this audit. MTA's calculation methodology is consistent with PUC guidelines.
- Full-Time Equivalent (FTE) data were obtained from the operator for each fiscal year covered by this review. Use of the TDA definition regarding FTE calculation was confirmed.

### System Performance Trends

System-wide, operating cost experienced a net 41.0 percent increase during the audit period, and a 36.8 percent net increase across the last six years. Fare revenue significantly decreased during the six-year period, with most of the decline (53.7 percent) occurring in FY 2020/21. However, subsequent annual increases led to a 52.7 percent increase during the audit period.

Vehicle service hours (VSH) increased significantly every year of the audit period. This resulted in a net 50 percent increase during the audit period and a net 1.1 percent decrease during the six-year period. Vehicle service miles (VSM) experienced a similar pattern, steadily decreasing during the first three years and increasing sharply during the audit period. This resulted in an overall net increase of 58 percent during the audit period and 15.3 percent net decrease over the six-year period. Ridership declined during the prior audit period, before increasing every year of the current period. This led to a 64.8 percent net increase during the audit period, but a 45 percent net decrease across the six-year period.

Cost-related metrics typically provide an indicator of a system's efficiency, while passenger-related metrics offer insight into its productivity. Improvements are characterized by increases in passenger-related metrics and decreases in cost-related metrics. Despite increases in operating cost during the audit period, cost-related metrics decreased due to corresponding increases in other performance measures. Operating cost per passenger was impacted the most, given the 64.8 percent increase in ridership during the audit period. Passenger-related metrics rose during the audit period, with passengers per VSH increasing by 9.9 percent and passengers per VSM increasing by 4.3 percent.



Exhibit 6.1 System Performance Indicators

Performance Measure	System-wide					
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
<b>Operating Cost (Actual \$)</b>	\$5,863,247	\$5,659,081	\$5,033,304	\$5,687,106	\$6,284,790	\$8,021,109
<i>Annual Change</i>		-3.5%	-11.1%	13.0%	10.5%	27.6%
<b>Fare Revenue (Actual \$)</b>	\$590,096	\$414,816	\$191,891	\$239,233	\$254,526	\$365,389
<i>Annual Change</i>		-29.7%	-53.7%	24.7%	6.4%	43.6%
<b>Vehicle Service Hours (VSH)</b>	48,588	42,453	25,789	32,051	40,960	48,071
<i>Annual Change</i>		-12.6%	-39.3%	24.3%	27.8%	17.4%
<b>Vehicle Service Miles (VSM)</b>	987,183	764,946	417,296	528,997	664,778	835,935
<i>Annual Change</i>		-22.5%	-45.4%	26.8%	25.7%	25.7%
<b>Passengers</b>	305,443	245,157	82,469	101,922	139,627	167,956
<i>Annual Change</i>		-19.7%	-66.4%	23.6%	37.0%	20.3%
<b>Employees</b>	61	58	45	29	55	54
<i>Annual Change</i>		-4.9%	-22.4%	-35.6%	89.7%	-1.8%
<b>Performance Indicators</b>						
<b>Operating Cost/VSH (Actual \$)</b>	\$120.67	\$133.30	\$195.17	\$177.44	\$153.44	\$166.86
<i>Annual Change</i>		10.5%	46.4%	-9.1%	-13.5%	8.7%
<b>Operating Cost/Passenger (Actual \$)</b>	\$19.20	\$23.08	\$61.03	\$55.80	\$45.01	\$47.76
<i>Annual Change</i>		20.3%	164.4%	-8.6%	-19.3%	6.1%
<b>Passengers/VSH</b>	6.29	5.77	3.20	3.18	3.41	3.49
<i>Annual Change</i>		-8.1%	-44.6%	-0.6%	7.2%	2.5%
<b>Passengers/VSM</b>	0.31	0.32	0.20	0.19	0.21	0.20
<i>Annual Change</i>		3.6%	-38.3%	-2.5%	9.0%	-4.3%
<b>Farebox Recovery</b>	10.1%	7.3%	3.8%	4.2%	4.0%	4.6%
<i>Annual Change</i>		-27.2%	-48.0%	10.3%	-3.7%	12.5%
<b>Hours/Employee</b>	796.5	731.9	573.1	1,105.2	744.7	890.2
<i>Annual Change</i>		-8.1%	-21.7%	92.9%	-32.6%	19.5%
<b>TDA Non-Required Indicators</b>						
<b>Operating Cost/VSM</b>	\$5.94	\$7.40	\$12.06	\$10.75	\$9.45	\$9.60
<i>Annual Change</i>		24.6%	63.0%	-10.9%	-12.1%	1.5%
<b>VSM/VSH</b>	20.32	18.02	16.18	16.50	16.23	17.39
<i>Annual Change</i>		-11.3%	-10.2%	2.0%	-1.7%	7.1%
<b>Fare/Passenger</b>	\$1.93	\$1.69	\$2.33	\$2.35	\$1.82	\$2.18
<i>Annual Change</i>		-12.4%	37.5%	0.9%	-22.3%	19.3%

Sources: FY 2018/19 – FY 2020/21 data taken from prior Triennial Performance Audit.

FY 2021/22 – FY 2023/24 data from NTD report.

FY 2021/22 – FY 2023/24 FTE data from State Controller Report.



Exhibit 6.2 System Ridership

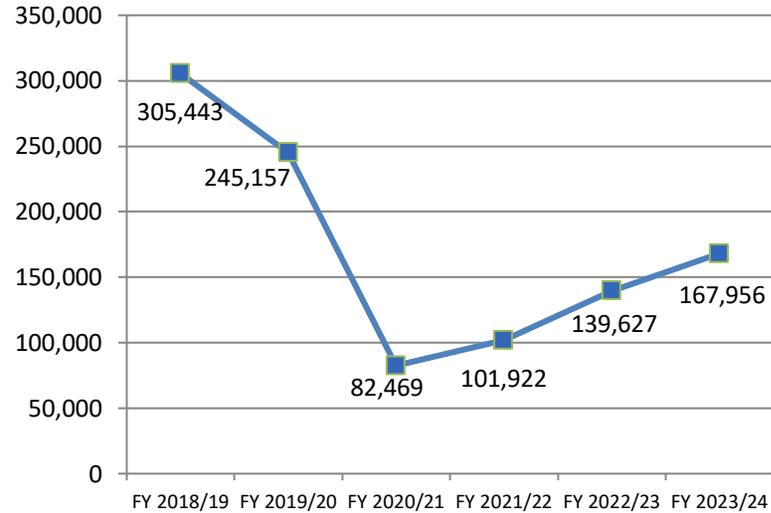


Exhibit 6.3 System Operating Cost/VS<sub>H</sub>

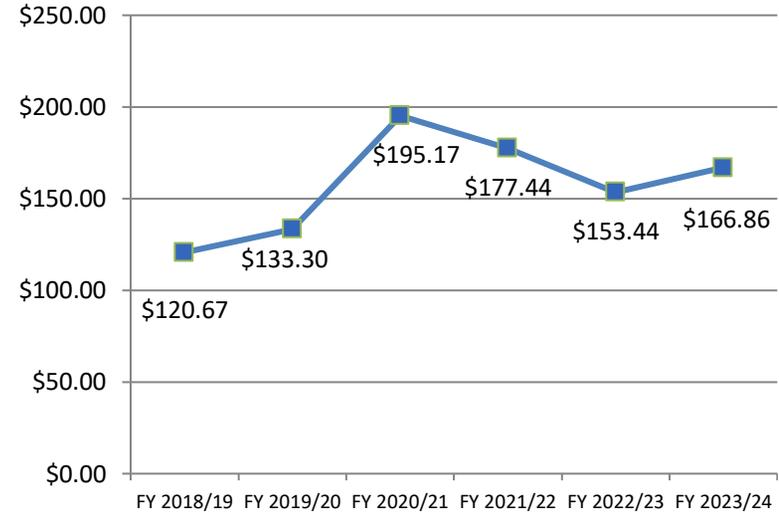


Exhibit 6.4 System Operating Cost/VSM

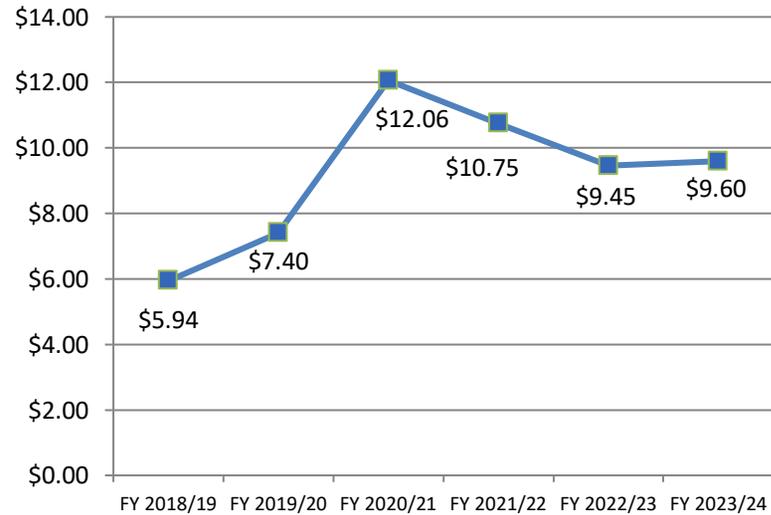


Exhibit 6.5 System VSM/VS<sub>H</sub>

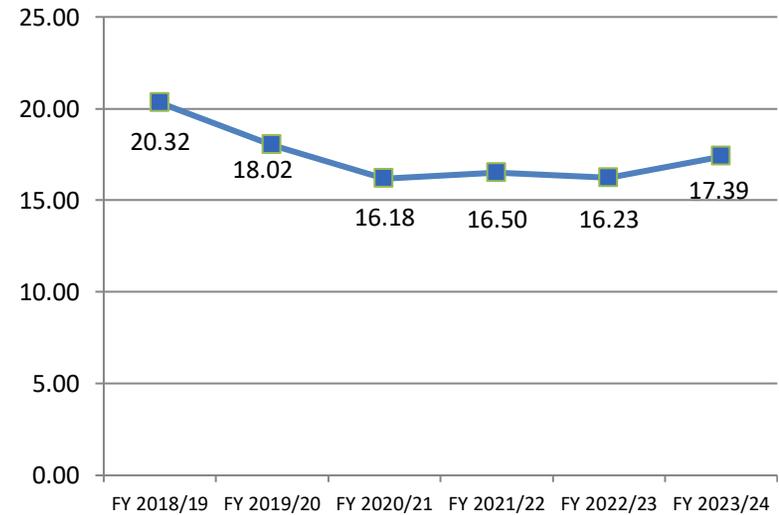




Exhibit 6.6 System Operating Cost/Passenger

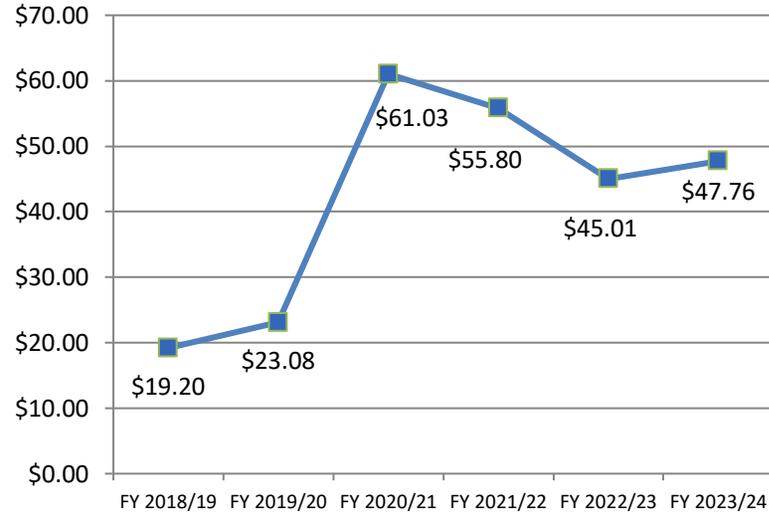


Exhibit 6.7 System Passengers/VSH

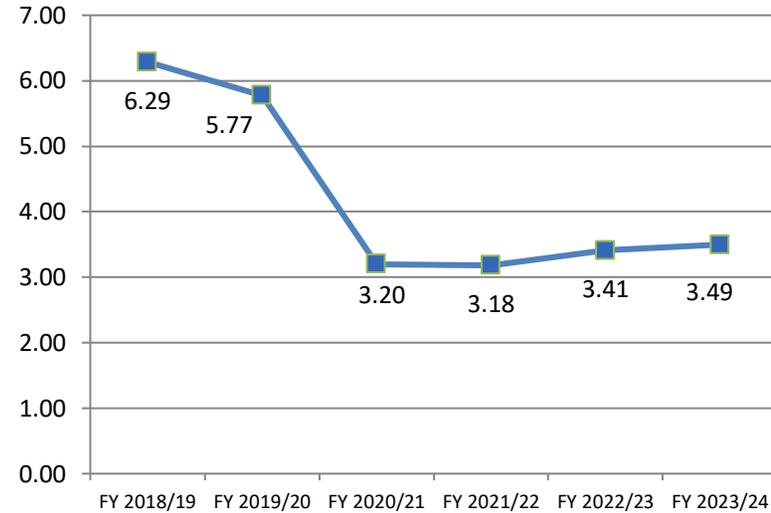


Exhibit 6.8 System Passengers/VSM

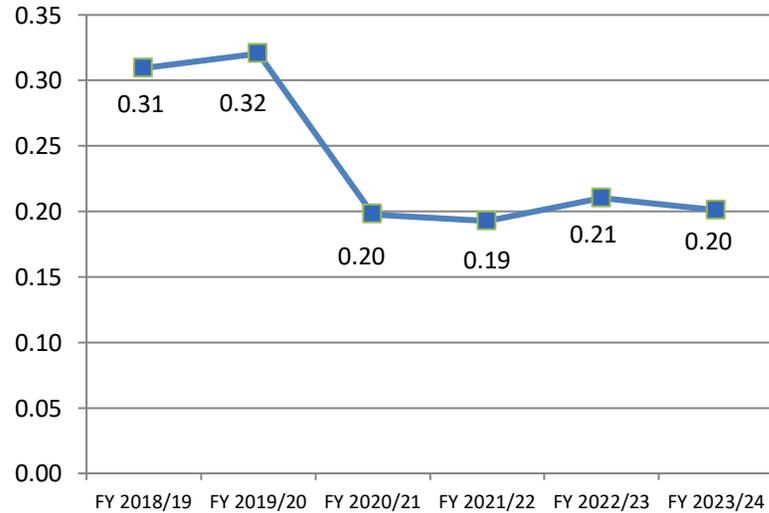


Exhibit 6.9 System VSH/FTE

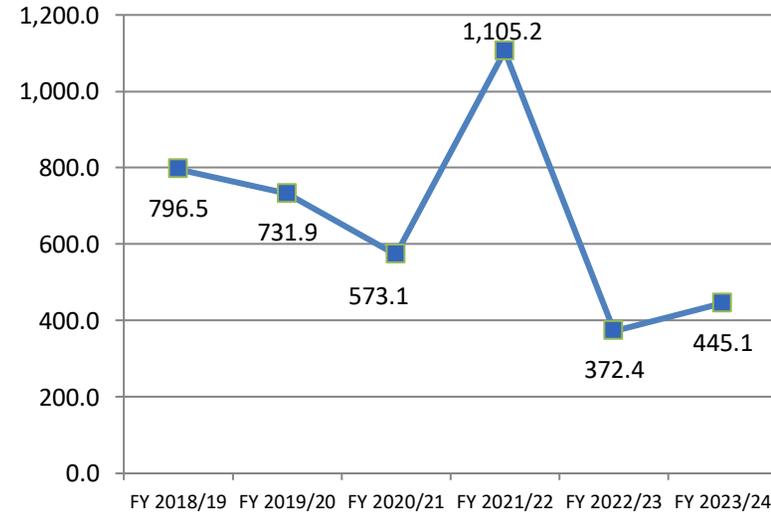




Exhibit 6.10 System Farebox Recovery

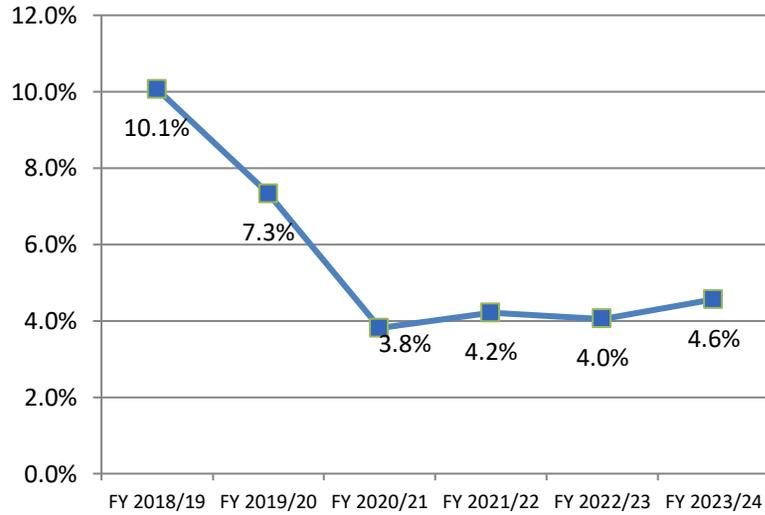
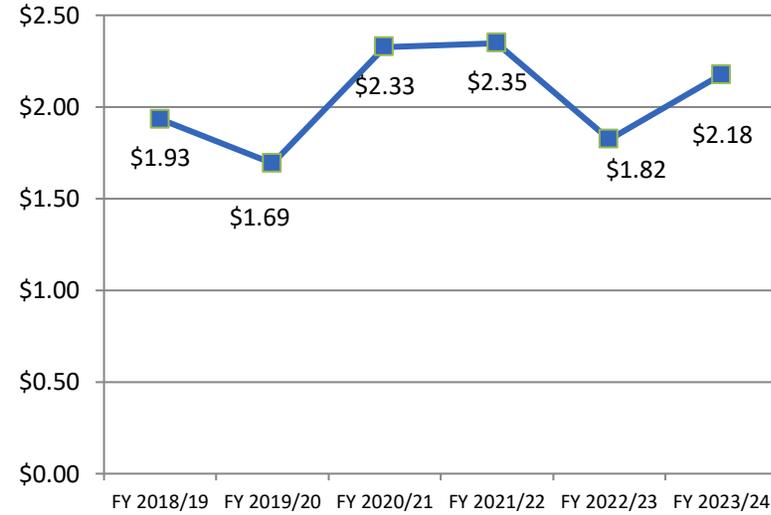


Exhibit 6.11 System Fare/Passenger





### Fixed-Route Performance Trends

Fixed-route operating cost experienced a net 47.6 percent increase during the audit period, and a 61 percent net increase across the last six years. Fare revenue significantly decreased during the six-year period, with most of the decline (59.6 percent) occurring in FY 2020/21. However, subsequent annual increases led to a 35.5 percent increase during the audit period.

Fixed-route Vehicle Service Hours (VSH) rose a net 62.2 percent during the audit period, but decreased a net 2.4 percent since FY 2018/19. Vehicle Service Miles (VSM) experienced a similar pattern, increasing a net 62.3 percent during the audit period, but decreased a net 17.7 percent across the six-year period. Ridership decreased a net 48 percent since FY 2018/19 (including a 70.1 percent decrease in FY 2020/21), but experienced a 71.1 percent increase during the audit period.

Despite increases in operating cost during the audit period, cost-related metrics decreased due to corresponding increases in other performance measures. Operating cost per passenger was impacted the most, given the 71.1 percent increase in ridership during the audit period. Increases in passenger-related metrics (passengers per Vehicle Service Hour and Mile) during the audit period indicate an improvement in productivity. These metrics rose by 5.5 percent and 5.4 percent, respectively.

Exhibit 6.12 Fixed-Route Performance Indicators

Performance Measure	Fixed-Route					
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
<b>Operating Cost (Actual \$)</b>	\$4,466,284	\$5,084,639	\$4,905,639	\$4,871,575	\$5,587,807	\$7,191,726
<i>Annual Change</i>		13.8%	-3.5%	-0.7%	14.7%	28.7%
<b>Fare Revenue (Actual \$)</b>	\$546,499	\$429,703	\$173,718	\$191,414	\$163,757	\$259,388
<i>Annual Change</i>		-21.4%	-59.6%	10.2%	-14.4%	58.4%
<b>Vehicle Service Hours (VSH)</b>	39,040	34,574	18,688	23,481	31,556	38,097
<i>Annual Change</i>		-11.4%	-45.9%	25.6%	34.4%	20.7%
<b>Vehicle Service Miles (VSM)</b>	914,928	705,227	368,088	463,682	591,886	752,662
<i>Annual Change</i>		-22.9%	-47.8%	26.0%	27.6%	27.2%
<b>Passengers</b>	273,865	222,640	66,525	83,286	117,319	142,514
<i>Annual Change</i>		-18.7%	-70.1%	25.2%	40.9%	21.5%
<b>Performance Indicators</b>						
<b>Operating Cost/VSH (Actual \$)</b>	\$114.40	\$147.07	\$262.50	\$207.47	\$177.08	\$188.77
<i>Annual Change</i>		0.285505592	78.5%	-21.0%	-14.6%	6.6%
<b>Operating Cost/Passenger (Actual \$)</b>	\$16.31	\$22.84	\$73.74	\$58.49	\$47.63	\$50.46
<i>Annual Change</i>		40.0%	222.9%	-20.7%	-18.6%	6.0%
<b>Passengers/VSH</b>	7.01	6.44	3.56	3.55	3.72	3.74
<i>Annual Change</i>		-8.2%	-44.7%	-0.4%	4.8%	0.6%
<b>Passengers/VSM</b>	0.30	0.32	0.18	0.18	0.20	0.19
<i>Annual Change</i>		5.5%	-42.8%	-0.6%	10.4%	-4.5%
<b>Farebox Recovery</b>	12.24%	8.45%	3.54%	3.93%	2.93%	3.61%
<i>Annual Change</i>		-30.9%	-58.1%	11.0%	-25.4%	23.1%
<b>TDA Non-Required Indicators</b>						
<b>Operating Cost/VSM</b>	\$4.88	\$7.21	\$13.33	\$10.51	\$9.44	\$9.56
<i>Annual Change</i>		47.7%	84.8%	-21.2%	-10.1%	1.2%
<b>VSM/VSH</b>	23.44	20.40	19.70	19.75	18.76	19.76
<i>Annual Change</i>		-13.0%	-3.4%	0.3%	-5.0%	5.3%
<b>Fare/Passenger</b>	\$2.00	\$1.93	\$2.61	\$2.30	\$1.40	\$1.82
<i>Annual Change</i>		-3.3%	35.3%	-12.0%	-39.3%	30.4%

Sources: FY 2018/19 – FY 2020/21 data taken from NTD report.  
 FY 2021/22 – FY 2023/24 data from NTD report.



Exhibit 6.13 Fixed-Route Ridership

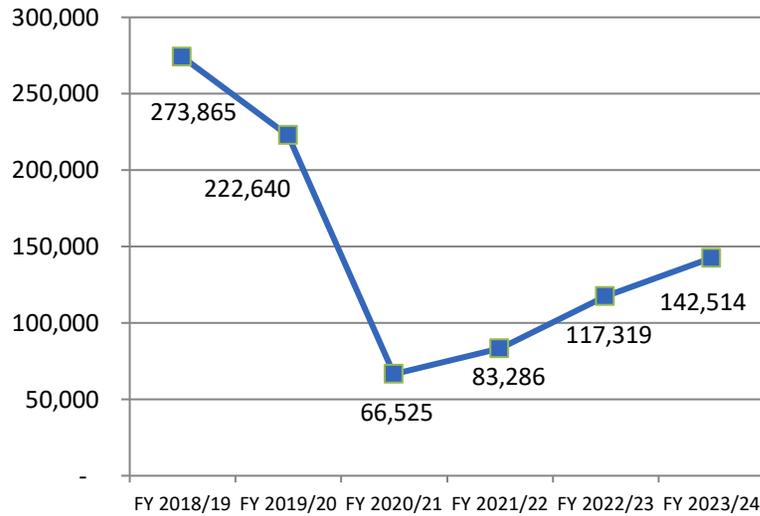


Exhibit 6.14 Fixed-Route Operating Cost/VSH

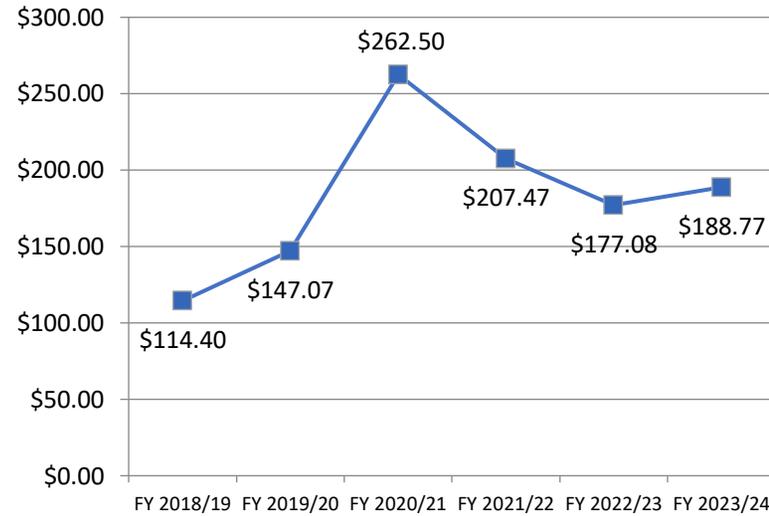


Exhibit 6.15 Fixed-Route Operating Cost/VSM

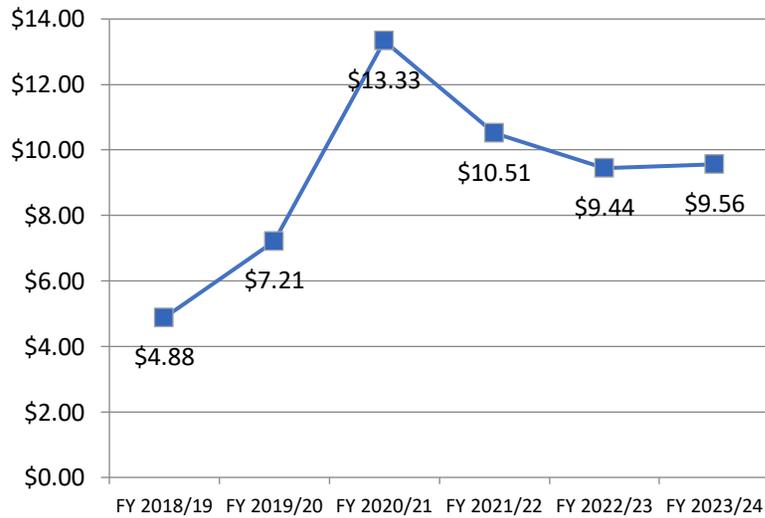


Exhibit 6.16 Fixed-Route VSM/VSH

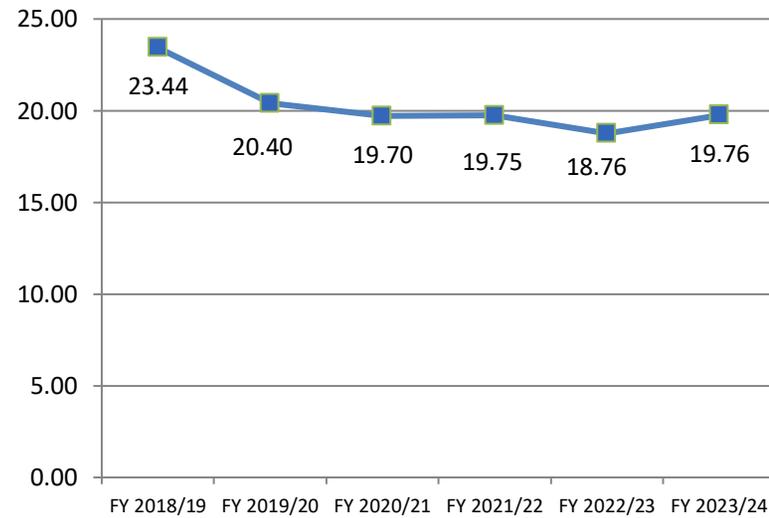




Exhibit 6.17 Fixed-Route Operating Cost/Passenger

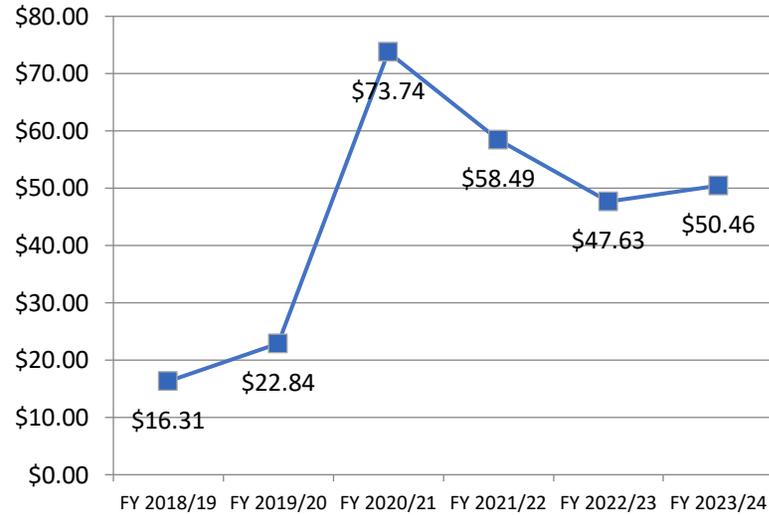


Exhibit 6.18 Fixed-Route Passengers/VSH

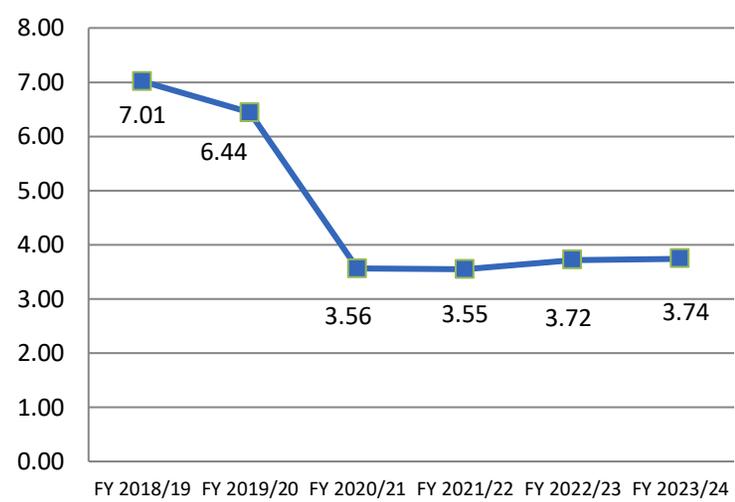


Exhibit 6.19 Fixed-Route Passengers/VSM

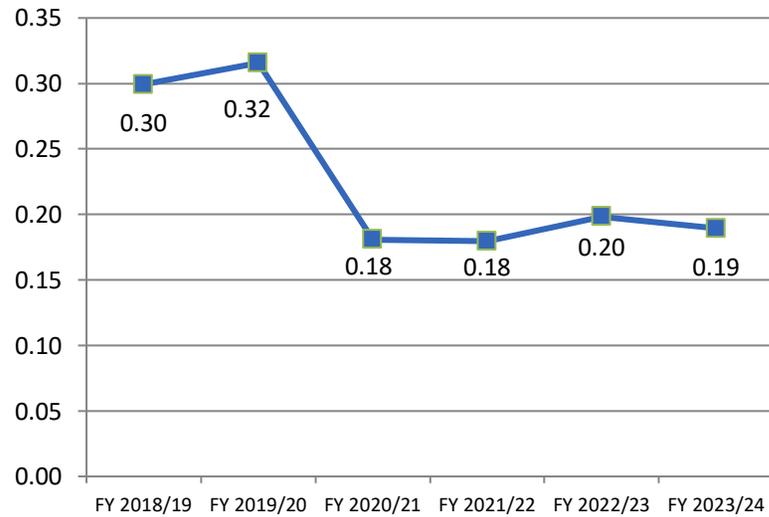


Exhibit 6.20 Fixed-Route Farebox Recovery

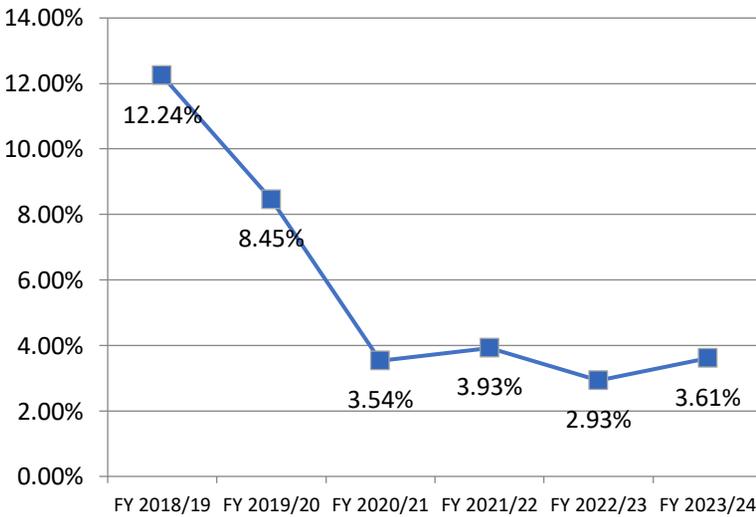
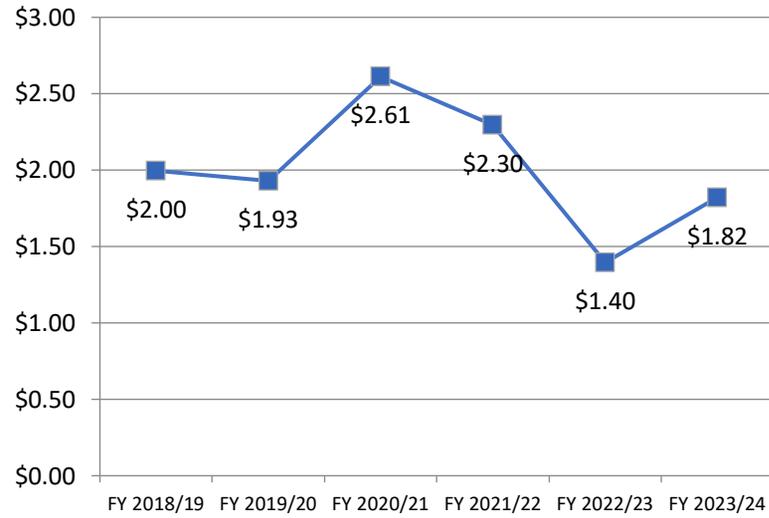




Exhibit 6.21 Fixed-Route Fare/Passenger





### Demand-Response Performance Trends

Demand-response operating cost experienced a net 1.7 percent increase during the audit period, and a 166.1 percent net increase across the last six years. Fare revenue significantly decreased during the six-year period, with most of the decline (65.5 percent) occurring in FY 2020/21. However, subsequent annual increases led to a 121.7 percent increase during the audit period.

Demand-response Vehicle Service Hours (VSH) increased a net 16.4 percent during the audit period, and increased a net 4.5 percent since FY 2018/19. Vehicle Service Miles (VSM) experienced a similar pattern, increasing a net 16.4 percent during the audit period and a net 15.2 percent across the six-year period. Ridership decreased a net 19.4 percent since FY 2018/19 and experienced a 36.5 percent net increase during the audit period.

Cost-related metrics decreased due to corresponding increases in other performance measures. Operating cost per passenger was impacted the most, given the 36.5 percent increase in ridership during the audit period. Increases in passenger-related metrics (passengers per Vehicle Service Hour and Mile) during the audit period indicate an increase in productivity. These metrics rose by 17.3 percent and 7.1 percent, respectively.



Exhibit 6.22 Demand-Response Performance Indicators

Performance Measure	Demand-Response					
	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
<b>Operating Cost (Actual \$)</b>	\$311,673	\$852,492	\$872,499	\$815,531	\$696,983	\$829,383
<i>Annual Change</i>		173.5%	2.3%	-6.5%	-14.5%	19.0%
<b>Fare Revenue (Actual \$)</b>	\$60,114	\$53,109	\$18,335	\$47,819	\$90,769	\$106,001
<i>Annual Change</i>		-11.7%	-65.5%	160.8%	89.8%	16.8%
<b>Vehicle Service Hours (VSH)</b>	9,548	7,879	7,101	8,570	9,404	9,974
<i>Annual Change</i>		-17.5%	-9.9%	20.7%	9.7%	6.1%
<b>Vehicle Service Miles (VSM)</b>	72,255	59,719	49,208	65,315	72,892	83,273
<i>Annual Change</i>		-17.3%	-17.6%	32.7%	11.6%	14.2%
<b>Passengers</b>	31,578	22,517	15,944	18,636	22,308	25,442
<i>Annual Change</i>		-28.7%	-29.2%	16.9%	19.7%	14.0%
<b>Performance Indicators</b>						
<b>Operating Cost/VSH (Actual \$)</b>	\$32.64	\$108.20	\$122.87	\$95.16	\$74.12	\$83.15
<i>Annual Change</i>		231.5%	13.6%	-22.6%	-22.1%	12.2%
<b>Operating Cost/Passenger (Actual \$)</b>	\$9.87	\$37.86	\$54.72	\$43.76	\$31.24	\$32.60
<i>Annual Change</i>		283.6%	44.5%	-20.0%	-28.6%	4.3%
<b>Passengers/VSH</b>	3.31	2.86	2.25	2.17	2.37	2.55
<i>Annual Change</i>		-13.6%	-21.4%	-3.2%	9.1%	7.5%
<b>Passengers/VSM</b>	0.44	0.38	0.32	0.29	0.31	0.31
<i>Annual Change</i>		-13.7%	-14.1%	-11.9%	7.3%	-0.2%
<b>Farebox Recovery</b>	19.3%	6.2%	2.1%	5.9%	13.0%	12.8%
<i>Annual Change</i>		-67.7%	-66.3%	179.0%	122.1%	-1.9%
<b>TDA Non-Required Indicators</b>						
<b>Operating Cost/VSM</b>	\$4.31	\$14.28	\$17.73	\$12.49	\$9.56	\$9.96
<i>Annual Change</i>		230.9%	24.2%	-29.6%	-23.4%	4.2%
<b>VSM/VSH</b>	7.57	7.58	6.93	7.62	7.75	8.35
<i>Annual Change</i>		0.2%	-8.6%	10.0%	1.7%	7.7%
<b>Fare/Passenger</b>	\$1.90	\$2.36	\$1.15	\$2.57	\$4.07	\$4.17
<i>Annual Change</i>		23.9%	-51.2%	123.1%	58.6%	2.4%

Sources: FY 2018/19 – FY 2020/21 data taken from NTD report.  
 FY 2021/22 – FY 2023/24 data from NTD report.



Exhibit 6.23 Demand-Response Ridership

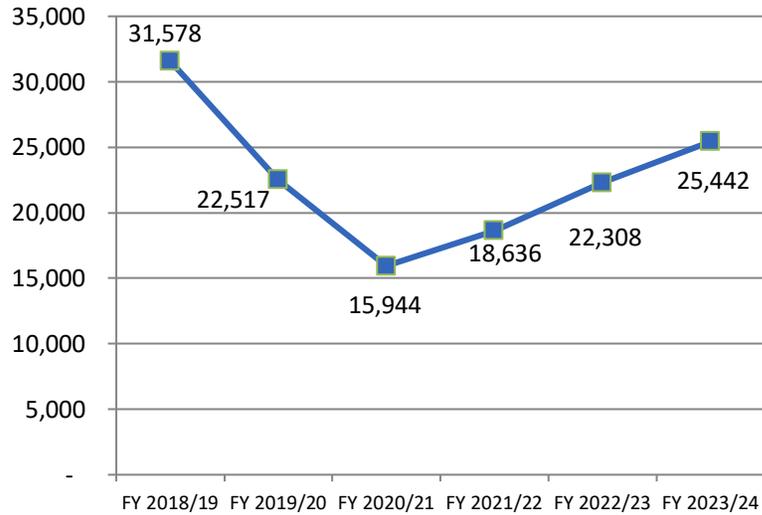


Exhibit 6.24 Demand-Response Operating Cost/VSH

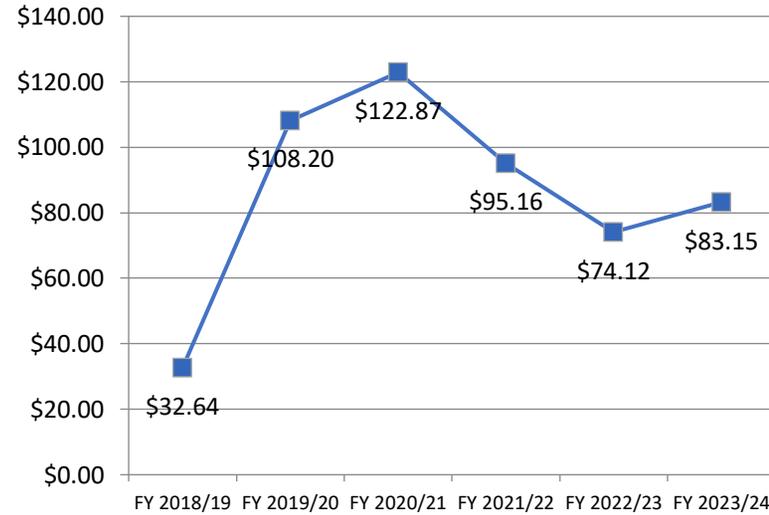


Exhibit 6.25 Demand-Response Operating Cost/VSM

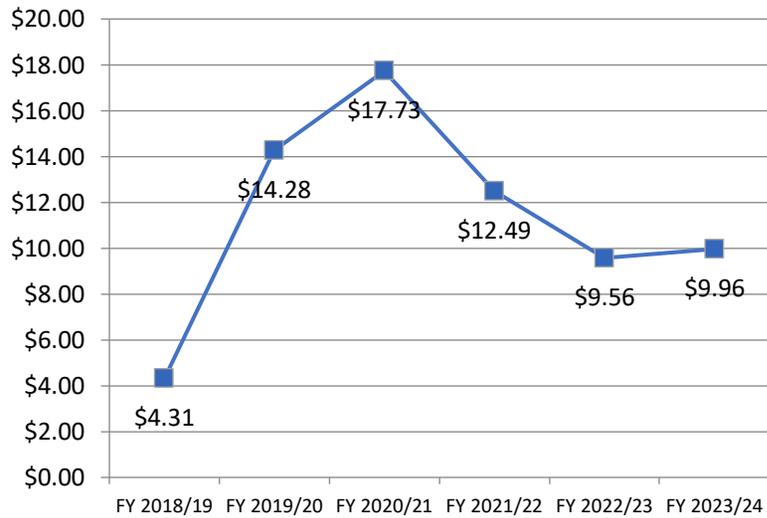


Exhibit 6.26 Demand-Response VSM/VSH

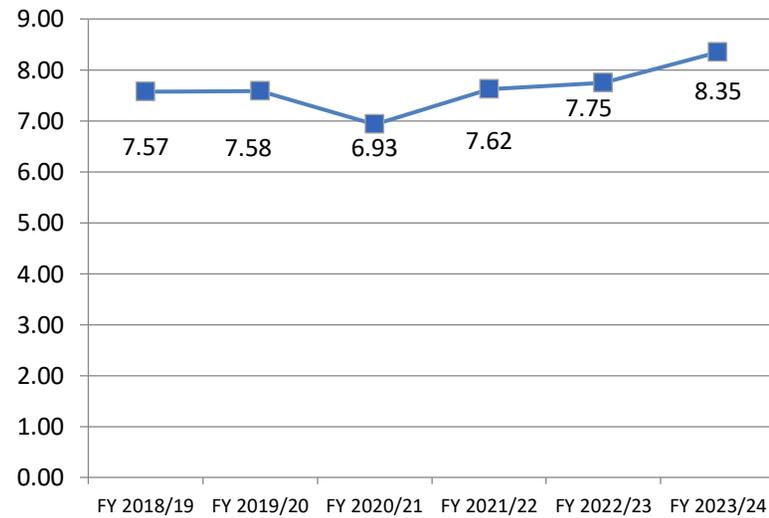




Exhibit 6.27 Demand-Response Operating Cost/Passenger

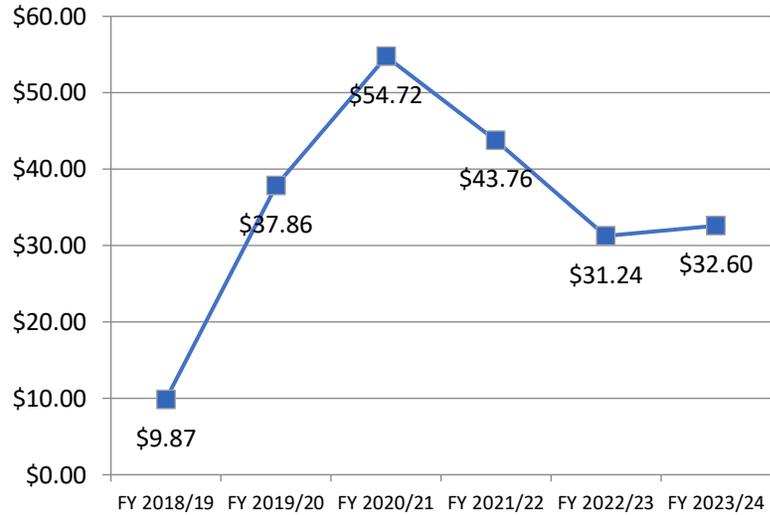


Exhibit 6.28 Demand-Response Passengers/VSH

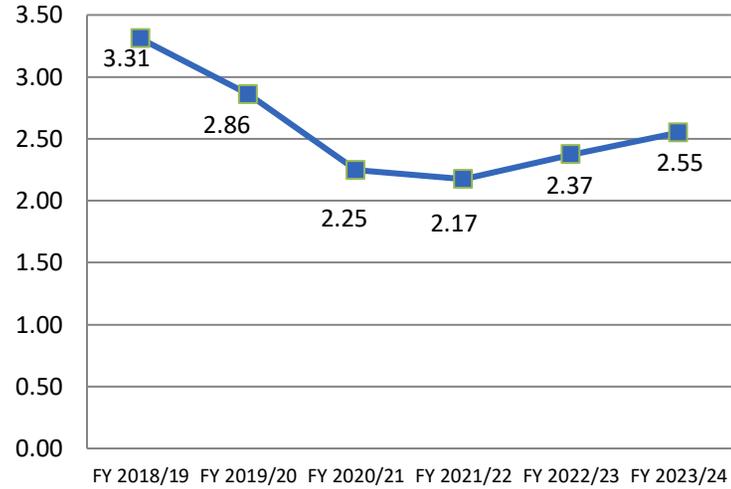


Exhibit 6.29 Demand-Response Passengers/VSM

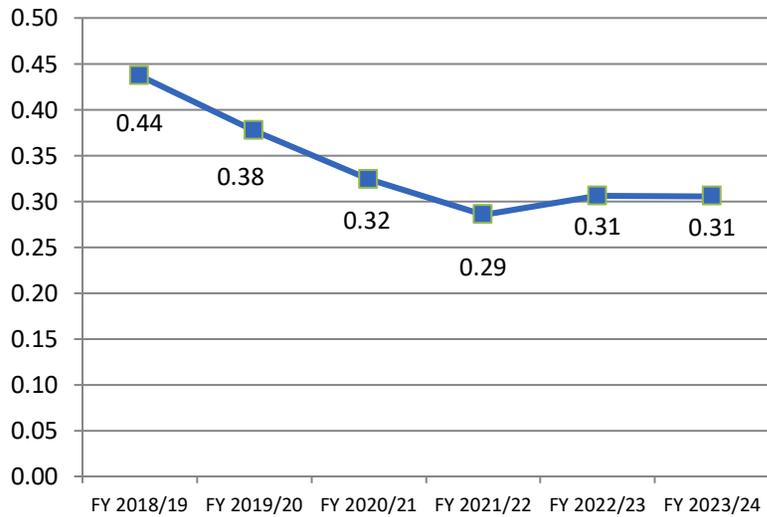


Exhibit 6.30 Demand-Response Farebox Recovery

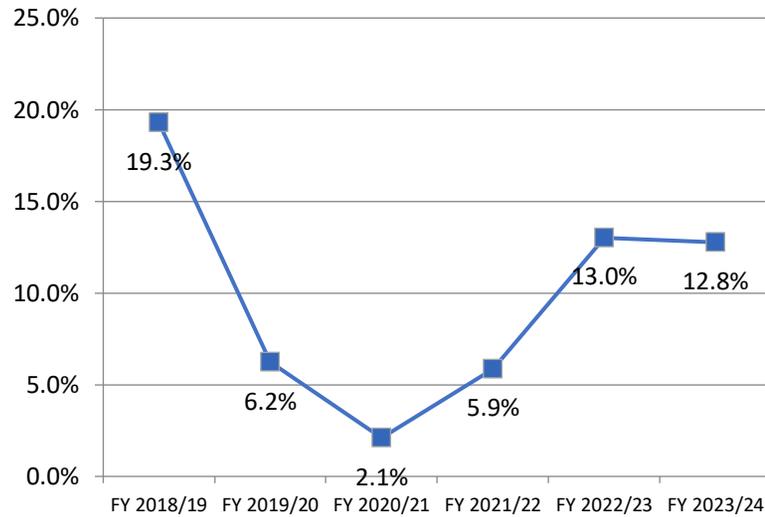
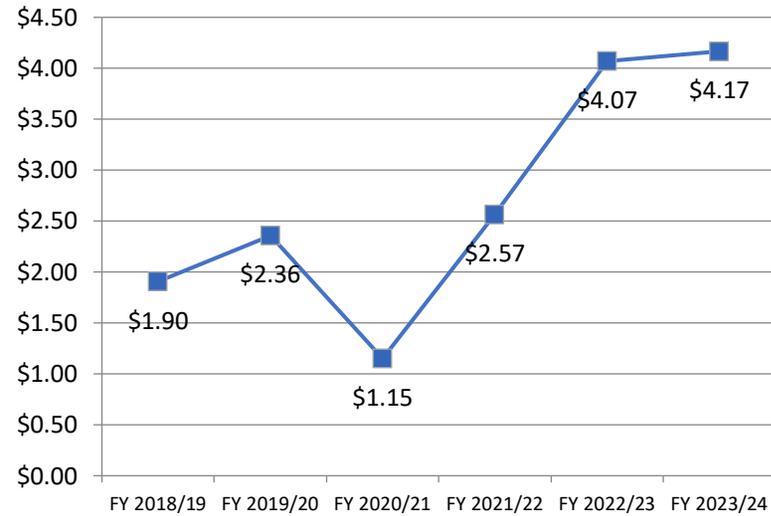




Exhibit 6.31 Demand-Response Fare/Passenger





Mendocino Transit Authority uses a series of supplemental metrics that are measured against standards developed by the Mendocino County of Governments (MCOG). These metrics are passengers per vehicle service hour, farebox recovery ratio, operating cost per vehicle service hour, and operating cost per passenger. These metrics are evaluated separately for Dial-A-Ride, short-distance bus routes, long-distance bus routes, and senior centers.

In April 2022, MCOG’s Transit Productivity Committee voted to adopt new passenger per service hour standards to 73 percent of the existing standard for Dial-A-Ride, short-distance bus routes, and senior centers. This would adjust the standards in light of the impact of the COVID-19 pandemic to make them more attainable in the current environment. All standards were to also be revisited after the Short Range Transit Plan was completed. The revised standards (beginning with CY 2022) are reflected in the tables below.

Given the data available, analysis of these metrics is provided for calendar years 2021, 2022, and 2023.

**Dial-A-Ride**

Since the COVID-19 pandemic, the Dial-A-Ride service has struggled to meet its passengers per vehicle service hour standard, even with the revised metric. The farebox ratio standard was met in 2021 and 2022 (though barely in 2022), while the operating cost per VSH was met in 2022 and 2023. Cost per passenger was within two percent of the standard in 2023.

Exhibit 6.32 Dial-A-Ride annual performance metrics

	2021	2022	2023
Passengers per vehicle service hour	3.9	2.1	2.5
MCOG standard	4.5	3.3	3.3
Met/not met	Not met	Not met	Not met
Farebox ratio	17.3%	9.9%	9.3%
MCOG standard	10%	10%	10%
Met/not met	Met	Met	Not met
Operating cost per vehicle service hour	\$173.68	\$95.26	\$101.01
CPI adjusted rolling average	\$116.41	\$124.08	\$129.42
Met/not met	Not met	Met	Met
Cost per passenger	\$43.41	\$45.23	\$39.99
CPI adjusted rolling average	\$25.87	\$37.60	\$39.22
Met/not met	Not met	Not met	Not met
Standards met	1 of 4	2 of 4	1 of 4



Short-distance bus routes

Short-distance bus routes include Route 1 (Willits Local), Route 5 (Bragg About), Route 7 (Jitney), and Route 9 (Ukiah Local). The short-distance bus routes have consistently met the farebox ratio standard, but not the others. However, in 2023 they met the operating cost/VSH standard.

Exhibit 6.33 Short-distance bus routes annual performance metrics

	2021	2022	2023
Passengers per vehicle service hour	3.9	4.4	4.5
MCOG standard	14.0	10.2	10.2
Met/not met	Not met	Not met	Not met
Farebox ratio	13.8%	14.1%	13.3%
MCOG standard	10%	10%	10%
Met/not met	Met	Met	Met
Operating cost per vehicle service hour	\$208.58	\$187.90	\$172.93
CPI adjusted rolling average	\$144.10	\$176.53	\$199.62
Met/not met	Not met	Not met	Met
Cost per passenger	\$53.42	\$43.06	\$38.39
CPI adjusted rolling average	\$10.29	\$17.31	\$19.57
Met/not met	Not met	Not met	Not met
Standards met	1 of 4	1 of 4	2 of 4



Long-distance bus routes

Long-distance bus routes include Route 20 (Willits/Ukiah), Route 60 (Coaster), Route 65/66 (CC Rider), Route 75 (Gualala/Ukiah), and Route 95 (Point Arena/Santa Rosa). The long-distance bus routes were most consistent in meeting the operating cost/VSH standard, though they did not meet it in 2021. The farebox ratio standard was met in 2021, while the cost per passenger standard was met in 2023.

Exhibit 6.34 Long-distance bus routes annual performance metrics

	2021	2022	2023
Passengers per vehicle service hour	2.5	2.9	2.7
MCOG standard	3.2	3.2	3.2
Met/not met	Not met	Not met	Not met
Farebox ratio	10%	9.3%	8.1%
MCOG standard	10%	10%	10%
Met/not met	Met	Not met	Not met
Operating cost per vehicle service hour	\$218.00	\$180.29	\$160.60
CPI adjusted rolling average	\$169.20	\$194.79	\$195.90
Met/not met	Not met	Met	Met
Cost per passenger	\$89.45	\$63.17	\$59.07
CPI adjusted rolling average	\$52.88	\$60.86	\$61.22
Met/not met	Not met	Not met	Met
Standards met	1 of 4	1 of 4	2 of 4



### Senior Centers

The senior centers met the farebox ratio standard in 2021 and 2022. They met the operating cost/VSH standard in 2022 and 2023.

Exhibit 6.35 Senior center annual performance metrics

	2021	2022	2023
Passengers per vehicle service hour	2.0	1.7	1.8
MCOG standard	3.0	2.2	2.2
Met/not met	Not met	Not met	Not met
Farebox ratio	20.4%	10.2%	9.1%
MCOG standard	10%	10%	10%
Met/not met	Met	Met	Not met
Operating cost per vehicle service hour	\$101.28	\$180.29	\$83.95
CPI adjusted rolling average	\$79.88	\$194.78	\$97.81
Met/not met	Not met	Met	Met
Cost per passenger	\$50.93	\$63.17	\$47.86
CPI adjusted rolling average	\$26.03	\$60.86	\$44.46
Met/not met	Not met	Not met	Not met
Standards met	1 of 4	2 of 4	1 of 4



### Recommended Standards

The Short Range Transit Development Plan (SRTDP) recommended updated standards for each service type. They include removing the service-specific farebox ratio standard (with the exception of the senior centers) and only evaluating the system as a whole for that metric. They also include adopting marginal costs for the operating cost metrics, which represent operating cost exclusive of fixed costs (which will not change as service is increased or decreased). The SRTDP recommended continuing to adjust the operating cost standards based on CPI. The revised standards are shown in Exhibit 6.36.

Exhibit 6.36 Recommended performance metrics

Passengers per Vehicle Service Hour (VSH)			
Service Type	Current standard	Recommended standards	
		Minimum	Target
Dial-A-Ride/On-Demand	3.3	2.0	2.5
Short-distance bus routes	10.2	6.0	8.0
Long-distance bus routes	3.2	3.0	4.0
Senior centers	2.2	1.5	2.0
Operating Cost per Vehicle Service Hour (VSH)			
Service Type	Current standard	Recommended standards	
		Fully Allocated	Marginal
Dial-A-Ride/On-Demand	\$124.08	\$124.08	\$63.20
Short-distance bus routes	\$176.53	\$176.53	\$89.92
Long-distance bus routes	\$194.76	\$194.76	\$99.21
Senior centers	\$86.02	\$86.02	--
Operating Cost per Passenger			
Service Type	Current standard	Recommended standards	
		Fully Allocated	Marginal
Dial-A-Ride/On-Demand	\$37.60	\$37.60	\$18.85
Short-distance bus routes	\$38.65	\$38.65	\$19.38
Long-distance bus routes	\$60.86	\$60.86	\$30.51
Senior centers	\$46.03	\$46.03	--
Passengers per Vehicle Service Hour (VSH)			
Service Type	Current standard	Recommended standards	
Dial-A-Ride/On-Demand	10%	--	
Short-distance bus routes	10%	--	
Long-distance bus routes	10%	--	
Senior centers	10%	10%	
MTA systemwide		10% with local support	

Source: 2024 MTA Short-Range Transit Development Plan.



*This page intentionally blank.*



## Chapter 7 | Functional Review

A functional review of Mendocino Transit Authority's public transit program is intended to assess the effectiveness and efficiency of the operator. Following a general summary of the MTA's transit services, this chapter addresses seven functional areas. The list, taken from Section III of the *Performance Audit Guidebook* published by Caltrans, reflects those transit services provided by MTA:

- General management and organization;
- Service planning;
- Administration;
- Marketing and public information;
- Scheduling, dispatch, and operations;
- Personnel management and training; and
- Maintenance.

### Service Overview

The Mendocino Transit Authority (MTA) provides public transportation throughout Mendocino County. MTA provides long distance, commuter, and local fixed-routes, two Dial-A-Rides, and a Flex route. MTA also contracts with local senior centers to provide localized senior transportation in Boonville, Fort Bragg, Point Arena, Ukiah, and Willits.

MTA's diverse service offerings operate on varying days and hours. Most routes operate Monday through Friday, with three providing weekend service. Current route details are provided in Exhibit 7.1. Some services had been reduced or suspended (such as the evening Route 9 service) due to the COVID-19 pandemic. Most of these services have since been restored to full service, including evening Route 9 service.

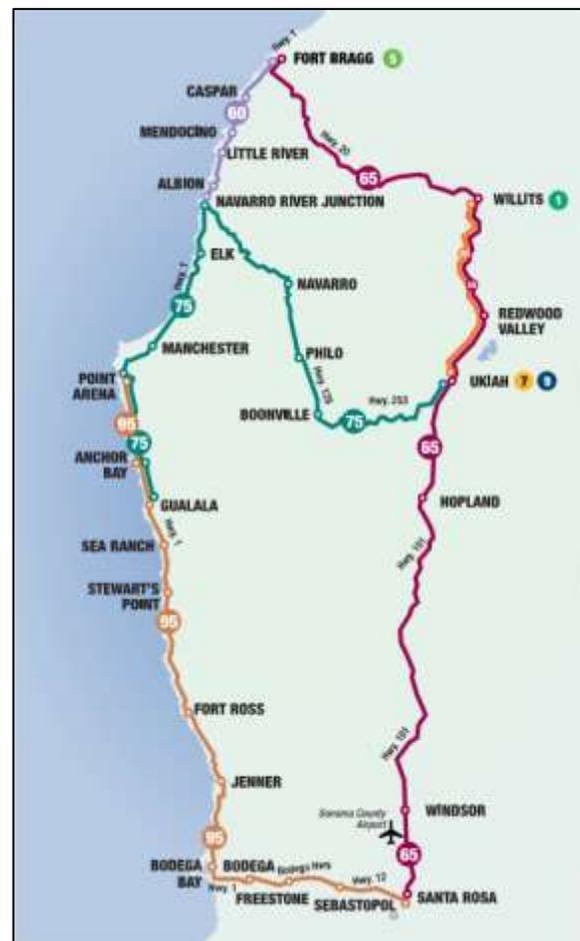




Exhibit 7.1 MTA fixed routes

Route	Service area	Service days	Service span	Frequency
<b>Short-distance routes</b>				
1	Willits local	Monday – Friday	7:12 a.m. – 6:33 p.m.	60 minutes
5	Bragg About	Monday – Friday	7:15 a.m. – 5:23 p.m.	60 minutes
7	Ukiah Jitney	Monday – Friday	6:15 a.m. – 6:02 p.m.	5 trips daily
9	Ukiah local	Monday – Friday Evening Saturday	6:45 a.m. – 6:10 p.m. 6:00 p.m. – 11:00 p.m. 8:15 a.m. – 5:08 p.m.	30 minutes 60 minutes 60 minutes
<b>Long-distance routes</b>				
20	Willits to Ukiah	Monday – Friday	6:41 a.m. – 6:40 p.m.	6 trips daily
60	The Coaster – Fort Bragg to Navarro River Junction	Monday – Friday	Southbound: 7:40 a.m., 11:57 a.m., 2:57 p.m. & 3:57 p.m. Northbound: 8:55 a.m., 12:30 p.m., 3:45 p.m. & 4:50 p.m.	4 trips daily
65	CC Rider – Fort Bragg to Santa Rosa	Monday – Sunday	Southbound: 6:30 a.m., 10:15 a.m., 11:35 a.m. & 3:05 p.m. Northbound: 9:25 a.m., 11:15 a.m., 2:20 p.m. & 3:45 p.m.	4 trips M – Sat 1 trip on Sunday
75	South Coast to Ukiah	Monday – Friday Saturday	7:15 a.m. – 6:20 p.m. 9:15 a.m. – 4:15 p.m.	Once daily
95	Point Arena to Santa Rosa	Monday – Saturday Sunday	8:00 a.m. southbound, 3:45 p.m. northbound 10:00 a.m. southbound, 3:45 p.m. northbound	Once daily
<b>Dial-A-Ride</b>				
Fort Bragg Dial-A-Ride		Monday – Friday Saturday	8:00 a.m. – 6:00 p.m. 10:00 a.m. – 5:00 p.m.	N/A
Ukiah Dial-A-Ride		Monday – Friday Saturday	7:00 a.m. – 6:00 p.m. 10:00 a.m. – 5:00 p.m.	N/A

MTA provides Dial-A-Ride service in Ukiah and Fort Bragg. Fort Bragg Dial-A-Ride is available to the general public with discounted fares provided to seniors (62+) and persons with disabilities. Customers can make reservations up to two weeks in advance and at minimum 24 hours before their scheduled trip. Fort Bragg serves four zones. Dial-A-Ride in Ukiah is only available for seniors (62+) and persons with disabilities. Reservations can be made 24 hours in advance and recurring rides as far out as riders like. Ukiah has three zones.

Additionally, MTA provides ADA paratransit for persons with disabilities who live within ¼ mile of MTA’s local Fort Bragg and Willits bus routes. The service requires ADA certification and reservations can be made at least 24 hours in advance.



MTA contracts with local senior centers to provide localized door-through-door demand-response service to seniors in the local communities. The five senior centers are Anderson Valley Senior Center (Boonville), Coastal Seniors (Point Arena), Redwood Coast Seniors (Fort Bragg), Ukiah Senior Center, and Willits Harrah Senior Center. The senior centers establish their own hours and fares, and offer a combination of local and out-of-town trips.

Exhibit 7.2 Senior center transportation programs

Senior Center		Service area/purpose
Anderson Valley Senior Center	Tuesday & Thursday Friday	Local trips, transportation to nutrition program Service to Ukiah for medical trips & errands
Coastal Seniors	Monday – Wednesday Thursday & Friday Friday	Local trips, transportation to nutrition program Service to Santa Rosa for medical trips & errands Service to Fort Bragg or Ukiah
Redwood Coast Seniors	Monday – Friday	Local trips in Fort Bragg, north to Cleone, and south to Gibney Lane, and four miles east.
Ukiah Senior Center	Monday, Tuesday, Thursday, & Friday	Local trips in Ukiah as well as to surrounding areas and Redwood Valley
Willits Harrah Senior Center	Monday – Friday	Local trips as well as service to the Valley, Brooktrails, and Pine Mountain.

Many of MTA’s fares are distance-based. Base adult fares start at \$1.50 per trip for all routes, with higher fares for longer distances. The most expensive trip is for end-to-end travel on Route 65, which travels from Fort Bragg to Santa Rosa. Reduced fares for seniors (age 62 and up) and persons with disabilities are available on all routes, but only for cash fares.

Exhibit 7.3 Fixed-Route Fare Structure

Routes	Regular Cash Fares	Senior (62+)/ Disabled	Students	Children 6 and under
<b>One-Way</b>				
Route 65 (in-county)	\$1.50 – \$6.00	\$0.75 – \$3.00	-	Free (up to 2) with fare-paying adult age 16 or older
Route 65 (to Santa Rosa)	\$17.00 - \$23.00	\$8.50 - \$11.50	-	
Inland Services – Routes 1, 7, 9, 20	\$1.50 - \$3.00	\$0.75 - \$1.50	-	
Route 95	\$1.50 - \$8.25	\$0.75 - \$4.10	\$1.05 – \$6.00	
Coastal Services – Routes 5, 60, 75	\$1.50 - \$5.25	\$0.75 - \$2.60	-	
<b>Monthly Passes</b>				
One-zone pass (Good for trips within Ukiah or Willits or Fort Bragg between Fort Bragg and Mendocino)	\$35.00	-	-	-
Two-zone pass (Good for trips between Ukiah and Redwood Valley or Willits and Redwood Valley)	\$57.00	-	-	-
Three-zone pass (Good for trips between Willits and Ukiah and Boonville and Ukiah)	\$85.00	-	-	-
<b>Multi-ride Pass</b>				
16-Ride punch pass (1 punch per fare zone)	\$17.00	-	-	-



Mendocino College students are eligible for free fares with a student ID with a current semester bus sticker. Other students are eligible for a reduced fare on Route 95. MTA also sells a Summer Youth Pass for \$45, which is good for June, July, and August for youth aged 18 and under.

The base fare for Dial-A-Ride service is \$3.00 for eligible seniors and persons with disabilities. In Fort Bragg, service is available to the general public for a higher fare. In Ukiah, service is limited to seniors and persons with disabilities.

Exhibit 7.4 Demand-Response Fare Structure

Fare Category	Cost
Fort Bragg Dial-A-Ride (central zone)	
General Public	\$6.00
Senior (62+)/Disabled	\$3.00
Children, 6 and under	\$1.25
ADA Attendant	Free
ADA Companion	\$3.00
Ukiah Dial-A-Ride (central zone)	
Senior (62+)/Disabled	\$3.00
ADA Attendant	Free
ADA Companion	\$3.00

In Fort Bragg, fares for travel outside the central zone of Fort Bragg are an additional \$6.00 per zone. Total fare is based on the highest number zone the passenger is traveling to/from. Fare for travel outside the central Ukiah zone is \$4.00 and the fare for the outermost zone (including Redwood Valley) is \$6.00. Punch passes and tickets are available for purchase onboard the vehicles and at MTA offices in Ukiah and Fort Bragg.

#### General Management and Organization

Management monitors program performance on an ongoing basis. MTA management reviews ridership numbers, on-time performance, customer satisfaction, route efficiency, and safety incidents. MTA utilizes Swiftly software to monitor performance.

MTA’s program is well-organized and lines of reporting and managerial authority are defined and effective. However, the Executive Director has taken on a heavy workload that goes well beyond the typical duties of the role. The addition of a Grants Manager and/or Project Manager could be used to enable the Executive Director to focus more on overall administration of the transit program.

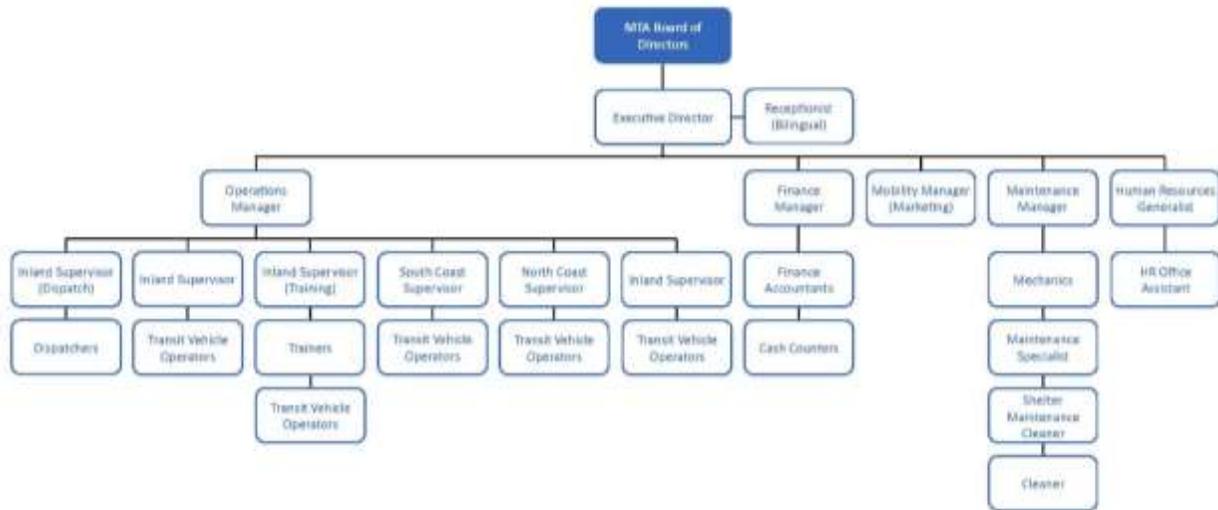
Most routes have experienced full service restoration since service cuts were implemented due to the COVID-19 pandemic in February 2021. The Route 60 Coaster service was restored to full service in February 2022 and Route 9 was restored to full service, including evening service, in February 2024. Route 75 reduced service on Saturdays due to low ridership. Service changes are measured using existing goals and objectives.

MTA’s governing body is its Board of Directors. The Board consists of seven members: one appointee from each of the four city councils in Mendocino County (Fort Bragg, Point Arena, Ukiah, and Willits) as well as three appointees from the Mendocino County Board of Supervisors. Board meetings are held on the last



Wednesday of the month at 1:30 p.m. (except for December, when the meeting is held on the first Wednesday). Meetings are held in the Conference Room at 190 East Spruce in Fort Bragg and teleconferenced with the Ukiah Valley Conference Center and Point Arena City Hall. The Board has been very interested in Automatic Passenger Counter (APC) technology. MTA and the Board believe this would take the burden off the driver and result in cleaner data, especially if the fare structure can be simplified.

Exhibit 7.5 MTA organizational chart



The agency has an open, collaborative, and productive relationship with MCOG. Staff and management at both organizations communicate regularly and work well together to further Transit’s goals. The Executive Director is the primary liaison with governmental agencies. Staff maintains positive relationships with peer agencies, Caltrans, and the FTA. MTA is a member of CTA and CalACT.

MTA’s Executive Director was named the 2024 Transportation Manager of the Year by the California Association for Coordinated Transportation (CalACT). Recent efforts by the MTA have included contactless payment, modernized standards, and an updated Short Range Transit Development Plan, as well as adjusting the CC Rider times to open public transit on the U.S. 101 corridor from Santa Rosa all the way to Smith River. MTA led the creation of the Far North Working Group of the North State Super Region agencies, including Amtrak. It is proud of its collaborations with transit operators in the far northern counties of California, including Del Norte, Humboldt, Lake, Mendocino, Nevada, Shasta, and Siskiyou. MTA has also strengthened its relationship with Caltrans and opened a new bus stop in Redwood Valley with parking and a safe pull-in for buses.

**Service Planning**

The Short Range Transit Development Plan (SRTDP) process, typically conducted every five years, serves to establish goals and objectives for the program. The Executive Director is responsible for overseeing the short-range planning for MTA. The SRTDP provides recommendations to improve all aspects of the administration and operation of the transit program within anticipated fiscal constraints, as well as establishes capital plan elements to support the growth of the program. The most recent SRTDP was completed in June 2024 by a consultant. The Plan includes recommendations for service, capital, fare, and





marketing enhancements to be implemented between FY 2024/25 and FY 2028/29. At the time of the site visit, MTA had yet to start implementing the recommendations.

Public participation is typically encouraged during major planning projects such as the SRTDP. A rider survey was conducted as part of the SRTDP process. Public participation activities are also conducted during the Title VI Program update. Public hearings are generally held during regularly scheduled Board meetings. The public is also given the opportunity to email, mail, or call with their comments before the hearing, and all comments are presented to the Board.

MTA has a Zero-Emission Bus Rollout Plan in place. MTA has purchased three electric vehicles, two of which (26-foot cutaway buses) were put into service in Willits in 2022, while the third is currently in Ukiah awaiting charging infrastructure. MTA was loaned a mobile charger from the manufacturer; however, it has never been operational. MTA expects to have a working charger in Ukiah in 2025. There have been issues with the charging infrastructure project, with the previous provider withdrawing due to company losses. As a result, the MTA has had to reconfigure its approach to electric vehicles.

#### Administration

The budget is developed by the Chief Financial Officer and the Executive Director. They start with comparing prior budgeted versus actual revenues and expenditures, then forecast future known expenditures and balance future projected revenues. Budgeted versus actual revenues and expenditures are reviewed monthly. MTA's financial data is tracked using QuickBooks.

MTA determines what grants to apply for by weighing the current and future needs of the agency against the available grant opportunities. The agency typically applies for any grant it is interested in. Currently, the Executive Director has primary responsibility for grant management. MTA would benefit from having a dedicated staff member for grant management activities, including reporting.

Safety risk management is handled in-house. The Executive Director and management staff have established roles, responsibilities, and procedures for accident/incident investigation and tracking. MTA is a long-standing and active member of the California Transit Insurance Pool (CaTIP). Safety practices are reviewed monthly by the Operations Manager and tracked on an ongoing basis. MTA plays an extensive role in the county-wide disaster preparedness and response plan. Its primary role is evacuation assistance.

MTA manages contracts with the five senior centers, Sonoma Transit, and the Redwood Coast Regional Center. Each contract undergoes a period review and any issues are addressed proactively. The Maintenance Manager oversees in-house maintenance of the bus stops.

Payroll is handled in-house. Employees submit timesheets with approval from supervisors and managers. A majority of employees utilize direct deposit. Finance and Human Resources staff have access to secure payroll data.

The Finance Accountant is responsible for accounts payable and accounts receivable. Invoices must be reviewed and approved by the appropriate manager before payment is issued. MTA has a procurement handbook, and utilizes outside expertise to ensure contracts are FTA-compliant. Any purchases over \$100,000 must be approved by the Board. MTA competitively procures items of major expense and participates in cooperative purchasing when appropriate.



### Marketing and Public Information

Printed route schedules are distributed on buses, at the library, and at the conference center. Transit marketing activities for the MTA include posting information to its website, Facebook, and Instagram. Radio advertisements on KZXY, KOZT, BiCoastal, and KWINE are updated monthly. Print advertisements are taken out to promote the Holiday Trolley, campaigns geared towards seniors and disabled individuals, and to promote new services or service changes. The most successful campaign for MTA is the Holiday Trolley. The high-visibility event brings people from all over the county to ride the Trolley.

MTA has a marketing plan in place that is updated annually. The plan includes general guidance, and each annual update identifies specific events for that year, as well as new marketing opportunities. For example, MTA recently discovered that it can advertise on billboards along U.S. 101 for a modest cost per month. It will be adjusting its marketing plan to include such advertising for the inter-city service.

Calls that require a follow-up or to log contact information are tracked. Relevant information regarding complaints and issues is logged, and complaints are generally resolved in 24 hours. The public's overall perception of the MTA is positive and they appreciate its service.

### Scheduling, Dispatch, and Operations

Drivers are represented by the Teamsters Local #665. At the time of the site visit, MTA had 34 full-time drivers and no part-time drivers. It was five drivers short from being fully staffed due to a number of vacancies in the Fort Bragg location. Driver assignments are governed by the collective bargaining agreement (CBA) and a quarterly bid based on seniority. Dispatchers and Road Supervisors are licensed to drive as well. Scheduled and unplanned absences are covered through the extra board. Some vehicles require drivers to have an air brake endorsement. Maintenance communicates which vehicles are available for use via the assignment board.

MTA vehicles are equipped with Diamond fareboxes and validators. At the end of the day, maintenance workers take the vaults off of the buses and store them in a safe. Only the Executive Director and Operations Manager have access to the safe. Finance personnel count the cash the next day and the amount is reconciled via a spreadsheet. The deposit is delivered to the bank by two Finance employees using a staff car.

Non-cash fare media is sold by drivers and the front office. Each ticket is numbered and assigned to the employee who sold it. Mobile ticketing was not offered at the time of this audit.

### Personnel Management and Training

At the time of the site visit, MTA had lost approximately half of its drivers from its Fort Bragg location due to a variety of reasons (poor fit, health, retirement, etc.). This required all supervisors to drive so as to maintain service. MTA also changed some shifts to avoid burnout among the remaining drivers. Since that time, two drivers have come out of training and numerous applications were received for open positions. MTA expects to be fully staffed by approximately May 2025.

Recruiting efforts typically include job postings in print media, posting on Indeed, and social media. MTA does not require drivers to have a commercial license at the time of hire.



MTA offers an attendance incentive of two dollars per hour worked. This popular program is funded through the CARES Act and will run through the end of the next fiscal year. MTA was having issues with employees not wanting to come in or being afraid to work as a result of the COVID-19 pandemic. It wanted something that would attract new hires as well as provide an incentive for better attendance. A majority of drivers receive the incentive, with only three denied per quarter. Drivers are disqualified for the quarter when they no-call or no-show. A typical incentive is \$600 - \$1,000 per quarter.

Drivers receive annual job performance evaluations. The Executive Director is currently working on a review process for management employees.

The Training Supervisor utilizes the TAPTCO curriculum. Three Supervisors are TSI-certified. Monthly safety meetings are led by the Operations Manager, who also oversees the safety program.

A progressive disciplinary policy is detailed in the CBA, while policies on attendance and tardiness are detailed in the Employee Handbook. MTA complies with federal drug and alcohol testing requirements through monthly testing. Full-time employees are eligible for benefits including health insurance, retirement, and longevity. These are communicated during the onboarding process as well as through the CBA.

### Maintenance

Maintenance of the MTA fleet is provided in-house. The maintenance program is tracked using RTA software. The maintenance schedule adheres to a miles-based schedule that conforms with the manufacturers' recommendations. Compliance with the preventive maintenance schedule can be easily evaluated through the RTA software. Scheduled maintenance does not conflict with regular vehicle use.

Repairs covered by a manufacturer's warranty are effectively identified and provided in a timely manner. Work that is sent out includes windshields, alignments, and software, which are sent out to OEMs or local dealers. The dedicated facility has a sufficient number of bays and lifts. Access to the parts room is limited to maintenance staff and parts are inventoried in RTA. The stock of parts is sufficient to minimize vehicle downtime.

Pre-trip inspections and preventive maintenance are the primary tools for ensuring an unsafe vehicle is not put into service. Maintenance updates the assignment board to show what vehicles are available for use. Maintenance is notified promptly regarding breakdowns.

While the facility is currently sufficient for MTA's operation, it will need significant modernization in order to serve zero-emission vehicles. The maintenance facility, which was built in 2012, does not have enough outlets or jacks for batteries, has an aging lift system, and has no way to service electric vehicles. This also includes the need for new tools specific to electric vehicles. The need for modernization applies to standard operating procedures (SOPs) as well, including safety for working around high voltage. MTA is working on a Request for Proposals to update all of the maintenance SOPs.

One of the most significant challenges during the audit period was the age of the revenue fleet. The average age of the vehicles is approximately 14 years. MTA has not had an issue getting parts for the older vehicles, but they have been getting more expensive. Prior management did not apply for funds for vehicle replacement, due in part to the CARB Innovative Clean Transit (ICT) legislation. As a result, MTA was using



cutaway buses that were eight or nine years old with no plans to replace them. The Executive Director has been trying to replace buses as soon as he can get funding; at the time of the site visit, MTA had three electric vehicles and two Gillig buses on order and had recently received two Freightliner vehicles.

MTA vehicles are equipped with automatic vehicle location (AVL), video cameras, Zonar, and mobile data terminals. Some of the technologies are not working as intended due to gaps in the cellular network. MTA recently transitioned its real-time bus tracking from Routematch to Swiftly. Routematch did not work as expected, but MTA has been using Swiftly since approximately 2022 and has been happy with the platform, including its technical support.

Exhibit 7.6 MTA’s Transit Fleet

Vehicle #	Model Year	Make/Model	Fuel	WC positions	Mileage	Vehicle type
723	2010	Glaval Bus	Gas	2	236,733	Bus
722	2007	Glaval Bus	Gas	2		Bus
620	2011	Glaval Bus	Gas	2	94,672	Bus
622	2011	Glaval Bus	Gas	2	145,931	Bus
623	2011	Glaval Bus	Gas	2	156,693	Bus
727	2011	Gillig Corporation	Gas	2	261,924	Bus
728	2011	Glaval Bus	Gas	2	168,002	Bus
621	2010	Glaval Bus	Gas	2	131,816	Bus
910	2013	Gillig Corporation	Diesel	2	7,542	Bus
911	2013	Gillig Corporation	Diesel	2	55,504	Bus
912	2013	Gillig Corporation	Diesel	2	205,863	Bus
913	2013	Gillig Corporation	Diesel	2	269,157	Bus
914	2013	Gillig Corporation	Diesel	2	129,212	Bus
624	2013	Glaval Bus	Gas	2	112,408	Bus
625	2013	Glaval Bus	Gas	2	124,086	Bus
626	2013	Glaval Bus	Gas	2	140,938	Bus
627	2013	Glaval Bus	Gas	2	110,983	Bus
628	2013	Glaval Bus	Gas	2	155,254	Bus
729	2013	Glaval Bus	Gas	2	210,688	Bus
730	2013	Glaval Bus	Gas	2	265,380	Bus
731	2013	Glaval Bus	Gas	2	306,108	Bus
915	2013	Gillig Corporation	Diesel	2	66,154	Bus
916	2013	Gillig Corporation	Diesel	2	79,640	Bus
917	2013	Gillig Corporation	Diesel	2	196,680	Bus
732	2015	Glaval Bus	Gas	2	348,304	Bus
808	2016	Freightliner Corporation	Diesel	2	384,481	Bus
733	2016	Glaval Bus	Gas	2	221,274	Bus
734	2016	Glaval Bus	Gas	2	190,826	Bus
735	2016	Glaval Bus	Gas	2	298,350	Bus
736	2016	Glaval Bus	Gas	2	197,863	Bus



Vehicle #	Model Year	Make/Model	Fuel	WC positions	Mileage	Vehicle type
809	2016	Freightliner Corporation	Diesel	2	318,113	Bus
810	2016	Freightliner Corporation	Diesel	2	366,896	Bus
737	2018	Glaval Bus	Gas	2	166,675	Cutaway Bus
738	2018	Glaval Bus	Gas	2	167,218	Cutaway Bus
739	2018	Glaval Bus	Gas	2	85,111	Cutaway Bus
740	2019	Champion Bus	Gas	2	208,669	Cutaway Bus
741	2019	Chance Bus	Gas	2	139,608	Cutaway Bus
742	2021	Diamond Coach Corporation	Electric	2	38,698	Cutaway Bus
743	2021	Diamond Coach Corporation	Electric	2	43,278	Cutaway Bus
918	2023	Gillig Corporation	Electric	2	1800	Bus
737	2018	Glaval Bus	Gas	2	166,590	Cutaway Bus



## Chapter 8 | Findings and Recommendations

### Conclusions

With two exceptions, Moore & Associates finds Mendocino Transit Authority to be in compliance with the requirements of the Transportation Development Act. In addition, the entity generally functions in an efficient, effective, and economical manner.

### Findings

Based on discussions with MTA staff, analysis of program performance, and an audit of program compliance and function, the audit team presents two compliance findings:

1. Use of the TDA definition of full-time equivalent (FTE) employee could not be confirmed.
2. In FY 2022/23, MTA claimed more TDA funding than it was eligible to claim due to receiving greater federal funding through emergency relief measures.

The audit team has identified two functional findings. While these findings are not compliance findings, the audit team believes they warrant inclusion in this report:

1. The MTA does not have a dedicated grants manager position, which results in the Executive Director taking on many of the functions of that role.
2. The MTA maintenance facility requires modernization in order to function effectively in the future.

### Program Recommendations

In completing this Triennial Performance Audit, the auditors submit the following recommendations for the MTA's public transit program. They are divided into two categories: TDA Program Compliance Recommendations and Functional Recommendations. TDA Program Compliance Recommendations are intended to assist in bringing the operator into compliance with the requirements and standards of the TDA, while Functional Recommendations address issues identified during the audit that are not specific to TDA compliance. Each finding is presented with the elements identified within the 2011 *Government Auditing Standards* as well as one or more recommendations.

### Compliance Finding 1: Use of the TDA definition of full-time equivalent (FTE) employee could not be confirmed.

**Criteria:** The State Controller, for its Transit Operator Financial Transaction Report, utilizes the TDA definition of full-time equivalent (FTE) employee for the reporting of employees. This definition, included as part of PUC 99247, calls for a definition of "employee" as total work hours divided by 2,000. In the State Controller Report, employee data should be reported specific to the individual modes, with the number of reported employees in all individual modes equal to the total number of employees.

From the definition cited above, an "employee" is defined as 2,000 work hours. Since it specifies work hours, this does not include paid time off, sick time, or other non-work time. A full-time employee who



gets a standard two weeks of time off can be assumed to work 2,000 hours, which is why the TDA uses the 2,000 hours figure. The focus is on the number of hours worked, not how many hours are paid.

**Condition:** MTA did not provide sufficient data to determine whether it was using the TDA definition of full-time equivalent (FTE) employee for reporting to the State Controller. In addition, Employee data reported in FY 2022/23 and FY 2023/24 included all employees for both modes, rather than separating or allocating employees by mode. This resulted in a total number of employees that was double the actual number.

**Cause:** Lack of understanding of how the State Controller Report should be completed is the most likely cause.

**Effect:** Ultimately, this results in incorrect data being reported to the State Controller.

**Recommendation:** Utilize the TDA definition of full-time equivalent (FTE) employee and report this data separately for each mode (fixed-route and demand-response) in the annual State Controller Report.

**Recommended Action:** FTE data should be calculated based on the TDA definition and reported separately by mode. This is most accurate when hours, especially driver hours, are recorded by mode. However, if hours are not recorded by mode, they can still be allocated based on other factors. To do this, follow the six-step process below. A separate Excel worksheet with these calculations has also been provided for MTA’s use. *(Note: example uses hypothetical data, not based on any specific fiscal year.)*

**Step 1: Determine which hours are mode-specific.**

- For example, driver hours specific to Dial-A-Ride or fixed-route services.

Fixed-Route	Hours	Dial-A-Ride	Hours
Driver Wages	40,054	Dial A Ride Wages	9,870
Driver Overtime	1,298	Dial A Ride Overtime	594
Total	41,352	Total	10,464

**Step 2: Determine which hours are pooled.**

- This would include any hours where mode is not specified; for example, maintenance or administration hours.
- Tally up the total number of pooled hours.

Category	Hours
Administrative Salary	5,985
Maintenance Salary	2,054
Dispatcher Wages	3,954
Maintenance Wages	1,987
Training Wages	16
Total	13,996



**Step 3: Determine the percentage of each mode based on VSH.**

- Determine what percent of vehicle service hours are operated by fixed-route and what percent are operated by Dial-A-Ride.
- Note: If you don't document any hours by mode, you will start with this step.

Fixed-route VSH	38,187
Dial-A-Ride VSH	9,974
Total VSH	48,161
% FR	79.29%
% DAR	20.71%

**Step 4: Allocate pooled hours by mode.**

- Multiply the total number of pooled hours by the mode-specific percentages to get the work hours per mode.

Dial-A-Ride	13,996 *	20.71% =	2,898.6
Fixed-route	13,996 *	79.29% =	11,097.4

**Step 5: Add dedicated hours by mode.**

- If you had dedicated hours, add those to the allocated pooled hours by mode.

Dial-A-Ride	2,898.6 +	10,464 =	13,362.6
Fixed-route	11,097.4 +	41,352 =	52,449.4

**Step 6: Calculate FTE by dividing hours for each mode by 2,000.**

- Divide the hours for each mode by 2,000 to get FTE.
- Round the FTE to the nearest whole number for reporting to the State Controller.

Dial-A-Ride	13,362.6 /	2,000 =	6.68 =	7
Fixed-route	52,449.4 /	2,000 =	26.22 =	26

**Timeline:** FY 2024/25 reporting.

**Anticipated Cost:** Negligible.

**Compliance Finding 2: In FY 2022/23, MTA claimed more TDA funding than it was eligible to claim due to receiving greater federal funding through emergency relief measures.**

**Criteria:** Under CCR 6634, a transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs less the actual amount of fares received, the amount of local support required to meet the fare ratio, the amount of federal operating assistance, and the amount received during the year from a city or county to which the operator has provided services beyond its boundaries.

**Condition:** In FY 2022/23, as part of the annual fiscal audit process, the MTA was found to have received more TDA (LTF) funding than it was eligible to receive. MCOG's Executive Committee worked with the MTA to reallocate the ineligible LTF funds and negotiate recovery methods, which included a combination



of lump sum transfer, repayment schedule, reduction of monthly allocation payment, and an accounting record of returned funds.

**Cause:** The cause of the overallocation was due to MTA's FY 2022/23 claim for emergency federal funds under the CARES Act and CRRSAA programs. MTA's original FY 2022/23 TDA claim was based only on its annual FTA Section 5310 and 5311 claims, not additional funding available through the emergency legislation. Given all federal operating funds are subtracted from the operating cost when calculating eligibility for TDA funding, this impacted MTA's eligibility for TDA funding in the original amount of its FY 2022/23 claim.

**Effect:** MTA was required to return the TDA funding it was ineligible to claim.

**Recommendation:** MTA should fulfill the terms of the repayment agreement with MCOG and be mindful of the impact of federal funds on TDA eligibility.

**Recommended Action:** Given a repayment plan has already been adopted, there is no recommendation beyond fulfilling the terms of that plan. MTA is also advised to be mindful of the impact federal funding has on TDA eligibility, should additional federal funding become available in the future.

**Timeline:** Not applicable.

**Anticipated Cost:** None beyond the amount agreed upon for repayment.

**Functional Finding 1: The MTA does not have a dedicated grants manager position, which results in the Executive Director taking on many of the functions of that role.**

**Criteria:** One of the components evaluated under the General Management and Organization functional area is whether the operator's internal organizational structure is effective given the operator's size and functions performed. During the site visit and discussions with the operator, the audit team determined the organization could benefit from the addition of another full-time employee to assist with the administration of grants.

**Condition:** At the time of the site visit, the Executive Director had taken on the roles of several other positions (including grants manager and project manager) in addition to the responsibilities of the Executive Director. While this has not resulted in any grants being lost or be reported on, it has resulted in a workload that is unsustainable.

**Cause:** The Executive Director took on these responsibilities because there was a need for him to do so at that time.

**Effect:** What may work as a short-term solution is often not sustainable in the long-term and can result in burnout or declining efficiency and productivity.

**Recommendation:** MTA should explore the creation of a new full-time Grants Manager position.



**Recommended Action:** Through discussion with MTA staff, it appears that the creation of a full-time Grants Manager position would provide the most benefit to the organization. The new position would eventually take much of the responsibility for this role away from the Executive Director, which would enable the Executive Director to return his focus to administration of the MTA. This is especially important as the MTA procures more grant-funded vehicles and undertakes additional grant-funded projects. The Grants Manager could also assist with the grant application process, including researching available funding opportunities.

**Timeline:** FY 2025/26, or when funding for the position can be budgeted.

**Anticipated Cost:** Equivalent to the MTA's salary and benefits for the position, plus any costs related to recruitment.

**Functional Finding 2: The MTA maintenance facility requires modernization in order to function effectively in the future.**

**Criteria:** One of the components evaluated under the Maintenance functional area is the sufficiency of the transit maintenance facility. This refers to the size of the facility being appropriate to the number of vehicles it services, the capability of the facility to accommodate different types of repairs, and the suitability of the facility to all aspects of maintenance performed.

**Condition:** During the site visit, MTA leadership advised that, despite being built in 2012, the maintenance facility is in need of modernization. This ranges from a need to update standard operating procedures (SOP) to preparing for electrification of the fleet. The MTA needs SOPs that address both standard shop procedures (for example, road calls and oil changes) as well as modern procedures such as safety when working with high voltage. Facility modernization includes a need for more outlets, an effective lift system, and the tools and equipment to service electric vehicles. MTA has already begun working on a Request for Proposals for updating the standard operating procedures.

**Cause:** It is not uncommon to informally update procedures as operating conditions change, especially when staffing tends to be stable. Other changes are triggered with significant equipment transitions, such as to electric vehicles.

**Effect:** What once worked for the organization is no longer effective and must be updated, especially if changes to procedures over time have not been well documented.

**Recommendation:** Work toward modernizing the MTA maintenance facility, including both standard operating procedures and the facility itself.

**Recommended Action:** Begin working toward modernizing the maintenance facility. This includes moving forward with updates to standard operating procedures, which may be easier to accomplish in the short-term, as well as securing funding for updates to the facility over a longer term. Modernization of the facility should be coordinated with the transition to electric vehicles to ensure that they can be serviced appropriately.



**Timeline:** Variable.

**Anticipated Cost:** Unknown.

Exhibit 8.1 Audit Recommendations

TDA Compliance Recommendation		Importance	Timeline
1	Utilize the TDA definition of full-time equivalent (FTE) employee and report this data separately for each mode (fixed-route and demand-response) in the annual State Controller Report.	Medium	FY 2024/25 reporting
2	MTA should fulfill the terms of the repayment agreement with MCOG and be mindful of the impact of federal funds on TDA eligibility.	Medium	N/A
Functional Recommendation		Importance	Timeline
1	MTA should explore the creation of a new full-time Grants Manager position.	Medium	FY 2025/26
2	Work toward modernizing the MTA maintenance facility, including both standard operating procedures and the facility itself.	High	Variable



Meeting Date: June 25, 2025  
Agenda Item: D.3

## AGENDA SUMMARY REPORT

### SUBJECT:

Vacant Positions at Mendocino Transit Authority.

### SUMMARY:

The MTA Board adopts MTA's budget on an annual basis and includes a listing of budgeted positions. This update is in compliance with the recently enacted AB 2561 as described below. On September 22, 2024, Governor Newsom signed AB 2561 into law to amend the Meyers-Milias-Brown Act and create a new obligation for public agencies to publicly address the status of their vacancies. The California Legislature determined that vacancies are widespread and can be a significant problem in the public sector.

On June 26, 2024 the MTA Board adopted a budget that included 57 full-time budgeted positions. The positions of Transit Vehicle Operator, Dispatcher, Mechanic, Mechanic's Helper, Cleaner, and Shelter Maintenance Cleaner Fueler are represented by Teamsters Local #665;

In response to AB 2561, MTA staff conducted a review of total FY 2024/25 budgeted positions compared to vacancy rates as of June 1, 2025. As shown in the table below, no work unit/bargaining unit meets or exceeds the 20% vacancy threshold established in AB 2561.

Representative Group	Total Budgeted Positions	Number of Vacancies (As of June 1, 2025)	Vacancy Percentage
Teamsters Local #665	41	3	7.3
Non-represented Group	13	0	0

**Commented [SS1]:** 57 total employees: 13 non-represented, 41 represented, 3 openings - represented

Additionally, the Human Resources department reviews the status of open positions and applications on a weekly basis. Positions are posted on MTA's website on the "Careers" page and on other job posting sites. From the time a position is advertised, it takes 4-10 weeks to fill. Historically, the position of Transit Vehicle Operator in the Fort Bragg has a higher turnover rate than any other location.

In compliance with AB 2561, it is recommended the MTA Board conduct a public hearing to receive union comments regarding MTA vacancies.

### STAFF RECOMMENDATION:

Accept the update on the status of vacant budgeted positions at Mendocino Transit Authority (MTA) And receive union comments on open positions within their bargaining units through this public hearing.

Prepared by: Sandra Stouvenot

Reviewed by: Jacob King



Meeting Date: June 25<sup>th</sup>, 2025

Agenda Item: D.4

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion and Possible Approval of Resolution 2025-08 , FY 2025/26 Operations Budget for Fiscal Year 2025-2026

### **SUMMARY:**

This memo provides an overview of the key revenue assumptions and considerations informing MTA's FY2025-2026 Operating Budget. The budget reflects updated funding estimates provided by the Mendocino Council of Governments (MCOG) and projected revenue sources.

The Mendocino Council of Governments (MCOG) releases Local Transportation Funds (LTF) based on allocations from the Mendocino County Auditor's Office. For FY2025-2026, the LTF allocation has increased by approximately 7%, or \$183,112, a portion of which is designated for the Senior Center Transportation Program.

### **Key Budget Assumptions:**

- ✓ LTF Revenues: Increased compared to the prior year, contributing positively to the operating budget.
- ✓ STA Revenues: Decreased from \$1,197,778 in FY2024-2025 to \$1,100,081 in FY2025-2026,
- ✓ Fare Revenues: Increased due to continued recovery in ridership.
- ✓ Advertising Revenue: Projected to increase, further supporting operations.
- ✓ Operating Surplus & SB 125: MTA's operating surplus, in combination with remaining SB 125 funds, may be utilized to help close the funding gap resulting from the reduction in STA revenues.

**If expenditures continue at the current trajectory, consistent with trends over the past five years, MTA will need to pursue new and sustainable revenue sources. In addition, increased levels of state and federal assistance—beyond those historically available—will likely be necessary to maintain existing service levels and meet future demand. Staff will also continue to advocate for enhanced state and federal transit support.**

### **STAFF RECOMMENDATION:**

Approval of Resolution 2025-08 , FY 2025/26 Operations Budget

### **ATTACHMENTS**

MTA 2025-2026 Final Operating Budget

Resolution 2025-08 , FY 2025/26 Operations Budget

**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
<b>OPERATING</b>					
<b>50010</b>	<b>LABOR</b>				
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	
	<b>TOTAL SALARIES</b>	<b>3,532,306</b>	<b>3,870,899</b>	<b>3,987,026</b>	

<b>51000</b>	<b>BENEFITS</b>				
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	327,163	Per CalPERS Annual Valuation Reports
502.210	Medical Plan	755,000	755,000	777,650	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	227,237	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
	<b>TOTAL BENEFITS</b>	<b>1,877,377</b>	<b>1,956,767</b>	<b>2,104,912</b>	

**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
<b>52000</b>	<b>SERVICE/USER FEES</b>				
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	289,000	MUNIS,PayChex, GASB68, Accounting, TrackIT, . Indeed, AON
	<b>TOTAL SERVICES / USER FEES</b>	<b>471,300</b>	<b>549,400</b>	<b>491,000</b>	

<b>53000</b>	<b>MATERIALS &amp; SUPPLIES CONSUMED</b>				
504.110	Fuel	500,000	550,000	600,000	
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	
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>783,125</b>	<b>897,125</b>	<b>889,550</b>	

<b>54000</b>	<b>UTILITIES</b>				
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
	<b>TOTAL UTILITIES</b>	<b>136,750</b>	<b>147,750</b>	<b>147,100</b>	

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

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

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>57000</b>	<b>TAXES</b>				
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
	<b>TOTAL TAXES</b>	<b>2,300</b>	<b>2,650</b>	<b>1,600</b>	

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>58000</b>	<b>MISCELLANEOUS</b>				
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	
	<b>TOTAL MISCELLANEOUS</b>	<b>116,500</b>	<b>97,000</b>	<b>66,000</b>	

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>59000</b>	<b>LEASES &amp; RENTALS</b>				
591.000	Leases and Rentals	11,000	12,000	12,000	City of Willits, RCFP, South Coast
	<b>TOTAL LEASES &amp; RENTALS</b>	<b>11,000</b>	<b>12,000</b>	<b>12,000</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,305,658</b>	<b>7,933,591</b>	<b>8,099,188</b>	

<b>MENDOCINO TRANSIT AUTHORITY</b> <b>2025/26 BUDGET W/ LINE ITEM</b> <b>BREAKDOWN</b>	<b>DRAFT OPERATING BUDGET</b>
--	-------------------------------

ACCOUNT	TITLE	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
---------	-------	------------------------------	-----------------------------	---------------------------	------------------------

OPERATING REVENUE		FY 2023-2024 APPROVED BUDGET	FY 2024-2025 REVISED BUDGET	FY 2025-2026 DRAFT BUDGET	ADDITIONAL INFORMATION
<b>41000</b>	<b>REVENUES FROM OPERATING</b>				
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	
409.200	Sonoma County Contract	180,000	180,000	180,000	New 2024-2025 Contract
<b>TOTAL OPERATING REVENUES</b>		<b>540,000</b>	<b>605,000</b>	<b>710,000</b>	

<b>42000</b>	<b>REVENUES FROM OTHER SOURCES</b>				
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	
<b>TOTAL REVENUES FROM OTHER SOURCES</b>		<b>6,756,916</b>	<b>7,427,366</b>	<b>7,280,771</b>	

<b>TOTAL OPERATING REVENUE</b>	<b>7,296,916</b>	<b>8,032,366</b>	<b>7,990,771</b>	
--------------------------------	------------------	------------------	------------------	--

<b>-8,742</b>	<b>98,775</b>	<b>-108,417</b>	<b>REVENUE OVER EXPENSES</b>
<b>-1,120,000</b>	<b>-1,120,000</b>	<b>-1,120,000</b>	<b>Estimated Depreciation</b>
<b>-1,128,742</b>	<b>-1,021,225</b>	<b>-1,228,417</b>	<b>Net after Depreciation</b>



**MENDOCINO TRANSIT AUTHORITY  
RESOLUTION 2025-08  
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 June 25, 2025.

Adoption of this Resolution was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on June 25, 2025, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Tess Albin-Smith, Interim Chair

\_\_\_\_\_  
Jacob King, Executive Director



Meeting Date: June 25, 2025

Agenda Item: D.5

## AGENDA SUMMARY REPORT

### SUBJECT:

Discussion and Possible Approval of the MTA Capital Budget for Fiscal Year 2025-2026

### SUMMARY: FY 2025–2026 Capital Budget

Presented for review and approval of resolution 2025-09 is the FY 2025–2026 final Capital Budget. The proposed budget reflects MTA’s continued leadership in clean transportation and its commitment to transitioning toward a zero-emission fleet, while also addressing infrastructure readiness and local capital needs.

MTA is playing a pivotal role in shaping the future of clean transit. In FY 25/26, MTA will receive **three electric replacement cutaway buses** later this summer and **three additional electric coaches** early next year. These acquisitions have been made possible in part by funding through **SB 125**.

To support this growing electric fleet, MTA is also investing in the necessary **electric charging infrastructure** and has issued an **RFP for the Ukiah and Fort Bragg yards** to further its sustainability goals.

There remains a degree of uncertainty in the Zero Emission Bus (ZEB) landscape. Specifically:

- The Governor’s proposed budget **eliminates SB 125 funding** for FY 2025–26 through 2027–29, which would impact the **TIRCP and ZETCP** programs.
- The **Legislature has proposed to restore SB 125 funding**, and negotiations are currently ongoing.
- In addition, the **LCTOP program** faces risk due to increased pressure on the **Greenhouse Gas Reduction Fund (GGRF)**, which supports LCTOP. The final expenditure plan for GGRF is not expected until late summer
- We are applying for the federal 5339 with grant support from Calstart for vehicle replacements.

Given the **aging fleet**, MTA anticipates a higher likelihood of **major component failures**, which must be planned for in the budget to ensure service continuity.

### STAFF RECOMMENDATION:

Approval of Resolution 2025-09 , FY 2025/26 Capital Budget

### ATTACHMENTS:

FY 25/26 Capital Budget

## FY 25/26 FIVE YEAR CAPITAL PROGRAM by YEAR - FINAL

Revenues	2025/26	2026/27	2027/28	2028/29	2029/30	5 Year Total
<b>FEDERAL</b>						
5310 Elderly and Disabled	0	0	0	0	0	0
5339 Low-No Emission Bus/Infrastructure	0	2,959,596	4,369,500	0	0	7,329,096
<b>Projected Federal Fund Totals</b>	<b>0</b>	<b>2,959,596</b>	<b>4,369,500</b>	<b>0</b>	<b>0</b>	<b>7,329,096</b>
<b>STATE</b>						
State of Good Repair (SB1)	0	0	130,000	130,000	130,000	390,000
Transit & Intercity Rail Capital Program (TIRCP)	0	0	0	10,969,000	6,824,000	17,793,000
Cap & Trade (LCTOP)	594,000	200,000	200,000	200,000	200,000	1,394,000
SB-125	3,700,000	0	2,000,000	0	0	5,700,000
HVVP Electric Bus Vouchers	204,000	204,000	204,000	204,000	204,000	1,020,000
<b>Projected State Fund Totals</b>	<b>4,498,000</b>	<b>404,000</b>	<b>2,534,000</b>	<b>11,503,000</b>	<b>7,358,000</b>	<b>26,297,000</b>
<b>LOCAL</b>						
MTA Capital Reserve Fund	1,500,000	0	0	0	0	1,500,000
Local Transportation Fund LTF	0	0	0	0	200,000	200,000
MCOG Capital Reserve Fund	0	0	0	0	0	0
State Transit Assistance STA	0	0	0	0	0	0
<b>Projected Local Fund Totals</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>1,700,000</b>
<b>TOTAL REVENUE</b>	<b>5,998,000</b>	<b>3,363,596</b>	<b>6,903,500</b>	<b>11,503,000</b>	<b>7,558,000</b>	<b>35,326,096</b>
<b>Expense</b>						
<b>Vehicle Acquisition:</b>						
Staff Vehicles	0	80,000	0	0	50,000	130,000
Maintenance Vehicles	0	0	0	100,000	0	100,000
Cutaways - Paratransit	0	750,000	0	-	-	750,000
Cutaways - FR	800,000	1,725,000	690,000	690,000	0	3,905,000
Buses - Medium Duty	0	0	550,000	550,000	750,000	1,850,000
Buses - Heavy Duty	3,600,000	0	3,600,000	3,600,000	0	10,800,000
Trolley	0	0	0	0	0	0
<b>Total Vehicle Acquisition</b>	<b>4,400,000</b>	<b>2,555,000</b>	<b>4,840,000</b>	<b>4,940,000</b>	<b>800,000</b>	<b>17,535,000</b>
<b>Equipment &amp; Minor Facilities</b>						
Operations	6,000	8,000	4,000	4,000	6,000	28,000
Vehicle	23,400	12,500	13,000	13,000	13,000	74,900
Maintenance	38,000	72,000	17,500	20,000	15,000	162,500
Administration	13,100	21,500	11,500	8,500	6,500	61,100
Shelters & Benches	17,500	17,500	17,500	17,500	17,500	87,500
<b>Total Equipment &amp; Minor Facilities</b>	<b>98,000</b>	<b>131,500</b>	<b>63,500</b>	<b>63,000</b>	<b>58,000</b>	<b>414,000</b>
<b>Major Facilities &amp; Planning</b>						
Short Range Transit Plan	0	0	0	0	200,000	200,000
Transit Center	0	0	2,000,000	6,500,000	0	8,500,000
Facilities ZEB Infrastructure and Modernization	1,500,000	677,096	0	0	6,500,000	8,677,096
<b>Total Major Facilities</b>	<b>1,500,000</b>	<b>677,096</b>	<b>2,000,000</b>	<b>6,500,000</b>	<b>6,700,000</b>	<b>17,377,096</b>
<b>Total Expense</b>	<b>5,998,000</b>	<b>3,363,596</b>	<b>6,903,500</b>	<b>11,503,000</b>	<b>7,558,000</b>	<b>35,326,096</b>
<b>GAIN/Loss</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# MTA Five -YearCapital Vehicle Replacement Plan

REPLACE = retire and sell  
BUY = buy

Staff - Vehicles					2025/26	2026/27	2027/28	2028/29	2029/30
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				REPLACE	
		310	22	Hybrid - All Wheel					REPLACE
	Capital Reserve	311	24	Hybrid - All Wheel	BUY				
		312	26	hybrid		BUY			
		313	26	hybrid		BUY			
		314		hybrid				BUY	
		315							BUY
		316							

Maintenance - Facilities Vehicles					2025/26	2026/27	2027/28	2028/29	2029/30
FUND	Van for Cleaning								
	93			Ford Transit					
	94			Ford Transit					
	91								
	92								
	Pickup Truck								
	98	1		Ford F350				MTC	
	95	17		RAM 3500					
	90	28						buy	

Dial-a-Ride - Paratransit Vans					2025/26	2026/27	2027/28	2028/29	2029/30
Odometer	Type II or Class A			Electric equivalent					
0	0	5 YEARS OR 150,000 MILES							
	Fund	#	Year	Make/Mod					
		619	11	Glaval gas					
		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				DAR		
		630	25			BUY			
		631	25			BUY			
		632	25			BUY			
		633	25			BUY			
		634	26			BUY			
		635	27				BUY		
		636	27				BUY		
		637	27				BUY		
		638	27				BUY		
		639	27				BUY		

# Fixed Route - Cutaway

Odometer		Type III or Class C							
		7 YEARS OR 150,000 MILES							
Fund	#	Year	Make/Mod	2025/26	2026/27	2027/28	2028/29	2029/30	
	719	9		FR-CUT					
	723	10	Glaval gas		FR-CUT				
	727	11	Glaval gas	FR-CUT					
	728	11	Glaval			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						
	742	21	Diamond-Lightning						
	743	21	Diamond-Lightning						
	744	24	Endera	BUY					
	745	24	Endera	BUY					
	746	24	Endera	BUY					
	747								
	748								
	749				BUY				
	750				BUY				
	751				BUY				
	752				BUY				
	753				BUY				
	754								
	755					BUY			
	756					BUY			
	757						BUY		
	758						BUY		

### Fixed Route Fleet - Medium Duty Buses

Odometer		<b>Type VII VIII or Class E</b>								
0	0	<b>Life: 10 years or 350,000 miles</b>								
	Fund	#	Year	Make/Mod	2025/26	2026/27	2027/28	2028/29	2029/30	
		808	15	Cummins Glavel			REPLACE			
		809	15	Cummins Glavel				REPLACE		
		810	15	Cummins Glavel					REPLACE	
		811	23	Cummins Glavel						
		812	23	Cummins Glavel						
		813					BUY			
		814						BUY		
		815							BUY	
		816								
		817								
		818								
		819								
		820								

### Fixed Route Fleet - Heavy Duty Buses

Hubometer		<b>Urban Bus Class H</b>								
		<b>LIFE: 12 YEARS OR 500,000 MILES</b>								
	Fund	#	Year	Make/Mod	2025/26	2026/27	2027/28	2028/29	2029/30	
		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		
	5339	918	23	35 Gillig All Electric Low Floor						
	SB-125	919	25	35 Gillig All Electric Low Floor	BUY					
	SB-125	920	25	35 Gillig All Electric Low Floor	BUY					
	SB-125	921	25	35 Gillig All Electric Low Floor	BUY					
	5339	922	27	35 Gillig All Electric Low Floor			BUY			
	5339	923	27	35 Gillig All Electric Low Floor			BUY			
	5339	924	27	35 Gillig All Electric Low Floor			BUY			
	TIRCP	925	27	35 Gillig All Electric Low Floor				BUY		
	TIRCP	926	36	Gillig All Electric Low Floor				BUY		

# MTA Five-Year Capital Plan

## Vehicle Replacement Plan - Estimated Costs

Schedule of Purchases	2025/26	2026/27	2027/28	2028/29	2029/30
Staff - Hybrid AW	0	2	0	0	0
Staff - Electric	0	0	0	0	1
Staff - Mtc Van	0	0	0	0	0
Staff - Mtc Truck	0	0	0	1	0
Dial-A-Ride Bus	1	5	5	0	0
Cutaway Buses	0	5	2	2	0
Medium Duty Bus	0	1	1	0	1
Heavy Duty Bus	3	0	3	2	0
<b>TOTAL</b>	<b>4</b>	<b>13</b>	<b>11</b>	<b>5</b>	<b>2</b>

Unit Cost (\$000)*	2025/26	2026/27	2027/28	2028/29	2029/30
Staff - Hybrid AW	0	40,000	0	0	0
Staff - Electric	0	0	0	0	50,000
Staff - Mtc Van	0	0	0	0	0
Staff - Mtc Truck (crew)	0	0		100,000	0
Dial-A-Ride Bus	120,000	150,000	150,000	0	0
All Electric Cutaway Bus	0	345,000	345,000	345,000	0
Medium Duty Diesel	0	0	550,000	550,000	750,000
Heavy Duty Bus	1,200,000	0	1,300,000	0	0

TOTAL ANNUAL COST	2025/26	2026/27	2027/28	2028/29	2029/30
Staff - Hybrid AW	0	80,000	0	0	50,000
Staff - Electric	0	0	0	0	50,000
Staff - Mtc Van	0	0	0	0	0
Staff - Mtc Truck (crew)	0		0	100,000	0
Dial-A-Ride Bus	120,000	750,000	750,000	0	0
Cutaway Bus	800,000	1,725,000	690,000	690,000	0
Medium Duty Diesel	0	0	550,000	550,000	750,000
Heavy Duty Bus	3,600,000	0	3,600,000	2,400,000	0
<b>Total Annual Costs</b>	<b>4,520,000</b>	<b>2,555,000</b>	<b>5,590,000</b>	<b>3,740,000</b>	<b>850,000</b>

# FY 25-26 FIVE-YEAR CAPITAL PLAN

## Equipment Purchase Detail

Category						Five-Year Total
Project	2025/26	2026/27	2027/28	2028/29	2029/30	
<b>Operations</b>						
Miscellaneous	6,000	2,000	2,000	2,000	2,000	14,000
Office Furniture	0	2,000	0	2,000	0	4,000
Computers: Receptionist	0	0	0	0	0	0
Computers: Training Supervisor	0	0	2,000	0	2,000	4,000
Computers: Dispatch Supervisor	0	0	0	0	0	0
Computers: South Coast Supervisor	0	0	2,000	0	2,000	4,000
Computers: Fort Bragg Supervisor	0	0	0	0	0	0
Training Equipment	0	0	2,000	0	0	2,000
<b>Transportation Totals</b>	<b>6,000</b>	<b>4,000</b>	<b>8,000</b>	<b>4,000</b>	<b>6,000</b>	<b>28,000</b>

Vehicles						Five-Year Total
2025/26	2026/27	2027/28	2028/29	2029/30		
Miscellaneous	12,400	2,500	3,000	3,000	3,000	23,900
Transmissions and Engines	11,000	10,000	10,000	10,000	10,000	51,000
<b>Vehicles Total</b>	<b>23,400</b>	<b>12,500</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>74,900</b>

Maintenance						Five-Year Total
2025/26	2026/27	2027/28	2028/29	2029/30		
Miscellaneous	15,000	15,000	15,000	15,000	15,000	75,000
Ukiah Yard Reseal	8,000	0	0	8,000	0	16,000
Willits Yard Reseal	5,000	0	0	5,000	0	10,000
Ft. Bragg Yard Reseal	5,000	0	0	5,000	0	10,000
Wood seal north wall of shop	5,000	0	0	5,000	0	10,000
Willits Office Rehab	0	0	0	0	0	0
Alignment Equipment	0	50,000	0	0	0	50,000
Emmissions CARB compliant testing equipmen	0	0	2,000	0	0	2,000
Wash Bay Pumps and Motors	0	7,000	0	0	0	7,000
Replace Diagnostics Laptop	0	0	2,500	0	0	2,500
<b>Maintenance Totals</b>	<b>38,000</b>	<b>72,000</b>	<b>19,500</b>	<b>38,000</b>	<b>15,000</b>	<b>182,500</b>

# FY 25-26 FIVE-YEAR CAPITAL PLAN

## Equipment Purchase Detail

Category							Five-Year Total
Project	2025/26	2026/27	2027/28	2028/29	2029/30		
<b>Office - Administration</b>							
Miscellaneous	3,000	3,500	3,500	3,500	3,500	17,000	
Heavy Duty Paper Shredder	2,100	0	0	0	0	2,100	
Coin Sorter	1,500	0	0	0	0	1,500	
Wiring Upgrade	0	0	0	0	0	0	
Managed IT Network/Care	3,000	0	3,000	0	3,000	9,000	
Furniture	1,000	2,000	0	2,000	0	5,000	
Telephone+Cell, replace + headsets	0	10,000	0	0	0	10,000	
Video Conference Ukiah and UVConfCtr	0	0	5,000	0	0	5,000	
Computer - Receptionist	0	1,500	0	0	0	1,500	
Computer - HR	0	1,500	0	0	0	1,500	
Computer - Accounting Specialist	0	1,500	0	0	0	1,500	
Computer - Finance Manager	0	1,500	0	0	0	1,500	
Computer - ED	0	0	0	3,000	0	3,000	
HR - Copier, Recording Equipment	2,500	0	0	0	0	2,500	
<b>Administration Totals</b>	<b>13,100</b>	<b>21,500</b>	<b>11,500</b>	<b>8,500</b>	<b>6,500</b>	<b>61,100</b>	

Category							Five-Year Total
Project	2025/26	2026/27	2027/28	2028/29	2029/30		
<b>Shelters and Benches</b>							
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	
<b>Shelters and Benches Totals</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>87,500</b>	

### 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	1,500,000								1,500,000	1,500,000
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			8,677,096						7,177,096	-	1,500,000	8,677,096

### 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 2025-09**  
**ADOPTION OF FISCAL YEAR 2025-2026**  
**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 2025-2026 Capital Budget presented to the Board on June 25, 2025, 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 25, 2025, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Tess Albin-Smith, Interim Chair    Jacob King, Executive Director



Meeting Date: June 25, 2025

Agenda Item: D.6

## AGENDA SUMMARY REPORT

**SUBJECT:**

Election of Chair to Serve for the Period July 1, 2025 to June 30, 2027.

**SUMMARY:**

**Chair.** The Chair of the Board shall be elected by a majority vote, as set forth in Article V (“Majority Vote”). The term of the Chair shall be two years, beginning July 1 of odd-numbered years. The Chair may succeed him/herself. The Chair shall preside over and conduct all meetings of the Board, be entitled to vote on all matters before the Board, make or second any motion, and present and discuss any matter as a member of the Board. The Chair shall preserve order and decorum and shall decide questions of order and procedure not otherwise provided for in these Bylaws. The Chair shall appoint standing and ad hoc committees as needed and shall be responsible for any other duties described in Robert’s Rules of Order.

**STAFF RECOMMENDATION:**

Election of Chair, proceed with nomination and election of Chairperson to be effective for the period of July 1, 2025 through June 30, 2027.

**ATTACHMENTS**

None