



**Board of Directors
Regular Meeting Agenda**

Wednesday, October 29, 2025

1:30 p.m.

MTA Board of Directors

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

Fort Bragg

*Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room*

Teleconference with:

Ukiah

*Ukiah Valley Conference Center
200 South School Street*

Point Arena City Hall

*451 School St.
Point Arena, Ca 95468*

A Zoom videoconference link has been provided to Board members and is available by request.

Please submit an access request to sara@mendocinotransit.org or call MTA Administration at (707) 462-1422.

Topic: MTA Regular Board Meeting

Time: October 29, 2025, 1:30 PM Pacific Time (US and Canada)

Please press mute on your phone or computer until public comments are open. The Chair will call for public comments during the Public Comment section of the agenda as well as during each agenda item discussion. Members of the public may also submit questions via email to

sara@mendocinotransit.org and these comments will be read aloud during the public comment section of the meeting and be made part of the official record of the meeting. Comments must be submitted before the close of the comment period. Please visit <https://mendocinotransit.org/board-meetings/> to view available agenda background documents.

AGENDA ITEMS

A. CALL TO ORDER

B. PUBLIC COMMENT

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

C. CONSENT CALENDAR

1. Approval of Minutes of August 27, 2025, Regular Board Meeting

Action: Approve August 27, 2025, Meeting Minutes

2. Acceptance of Preliminary Unaudited Financial Statements July-August 2025

Action: Approve Preliminary Unaudited Financial Statements

3. Acceptance of Service Performance Reports FY 24/25 and June 2025 – September 2025

Action: Approve Service Performance Report

D. ACTION & DISCUSSION

1. Unmet Needs

Action: Solicit Public Input

2. Discussion and Possible Approval of Resolution 2025-12 Approving MTA's updated EEO Policy

Action: Accept Updated EEO Policy

3. Discussion and Possible Approval of Resolution 2025-13 Approving the updated Capital Budget

Action: Approve Updated Capital Budget

4. Discussion of Systemwide Fare Realignment and Simplification

Action: Provide Direction to Initiate a systemwide fare review

E. DIRECTOR AND MANAGEMENT REPORTS

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

F. ADJOURN

Anticipated adjournment is 3:30 p.m.

Americans with Disabilities Act (ADA) Compliance

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



**Board of Directors
Regular Meeting Minutes**

Wednesday, August 27, 2025,

1:30 p.m.

MTA Directors in Attendance

Jim Tarbell, Vice Chair
Susan Sher
Dan Doyle
George West
Maureen Mulheren

MTA Directors Absent

Tess Albin-Smith- Interim Chair
Matthew Alaniz

Staff in Attendance

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

Staff Absent

Dawn White, Mobility Manager
Bret Byrd, Maintenance Manager

Governor Newsom's Executive Order N-29-20 was revised on June 11, 2021, and Executive Order N-08-21 was revised on June 11, 2021. Under AB 361, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.

AGENDA ITEMS

A. CALL TO ORDER—Tarbell, Vice Chair, called the meeting to order at 1:30 pm

B. PUBLIC COMMENT-

MTA received an email from David Schlieff following up on a previous board meeting discussion about connections between CC Rider and transit agencies in Sonoma County. He highlighted the importance of the board being aware of potential route and schedule changes in the

upcoming project, which could affect MTA riders connecting in Santa Rosa. Schlieff noted that if MTA aligns Route 65 with the new plan, it could significantly reduce travel times between Mendocino County and San Francisco or the East Bay.

A community member raised awareness about the new Fire Severity Hazard Zones (FSHZ) being designated by CAL FIRE.

C. CONSENT CALENDAR

1. Approval of Minutes of June 25, 2025, Regular Board Meeting

Action: Approve June 25, 2025, Meeting Minutes

2. Acceptance of Preliminary Unaudited Financial Statements

Action: Approve Preliminary Unaudited Financial Statements

Upon Motion by Director **Mulheren** seconded by Director **Sher**, the Board accepted the Consent Calendar C1- C2 by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES: 0**, **ABSTAIN: 0**, **ABSENT:** Albin-Smith and Alaniz

D. ACTION & DISCUSSION

1. Unmet Needs

Action: Solicit Public Input- NONE

2. Presentation from Mendocino County Tobacco Prevention Coalition. Presented by Larry Olson

Larry Olson, a long-time volunteer with the American Cancer Society, spoke to the board about ongoing tobacco-related issues, especially in public transit areas. He highlighted his involvement in efforts to create a uniform tobacco retail ordinance for Mendocino County, which is nearing completion. Olson emphasized the persistent health and economic costs of tobacco use, estimating that it costs Mendocino County approximately \$102 million per year, including healthcare, lost income, and product expenses.

He shared concerns raised at a recent tobacco prevention meeting about people smoking at bus stops, particularly in MTA enclosures. After discussing the issue with a driver and MTA staff, he was referred to Executive Director King, who acknowledged that enforcing no-smoking rules is a challenge. They discussed the potential impact of improved signage at transit stops to deter smoking. Olson concluded by stressing the influence of visible signs in shaping public behavior and recommended increased efforts to address smoking in MTA spaces, particularly across the county's 245 stops and 120 enclosures.

The board expressed general agreement to move forward without needing another detailed report. One director acknowledged that the issue is understood, instructed Executive Director King to develop a solution, and suggested that a progress report be provided later. It was clarified that no official vote was necessary, as the discussion served as a directional decision rather than formal action.

3. Discussion and Possible Acceptance of 24/25 Single Audit

Upon Motion by Director **West** seconded by Director **Doyle**, the Board accepted the 24/25 Single Audit by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

4. Discussion and Possible Approval of Resolution 2025-10 Transit and Intercity Rail Capital Program Master Agreement

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board accepted Resolution 2025-10 Transit and Intercity Rail Capital Program Master Agreement by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

5. Discussion and Possible Adoption of Resolution No. 2025-11 Authorizing Application to State of Good Repair for FY 25-26, State of Good Repair.

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board accepted Resolution No. 2025-11 Authorizing Application to State of Good Repair for FY 25-26, State of Good Repair. by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

6. Discussion and Possible Approval of West America Bank, Savings Bank of Mendocino County and Umpqua Bank Signatories.

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board approved of West America Bank, Savings Bank of Mendocino County, and Umpqua Bank Signatories, by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Mark Harvey, CFO, reported that the FY 2024–25 financials will be closed once the county finalizes its records, which last year occurred around September 24. After that, the audit for FY 2024–25 can begin.

In addition to regular ongoing tasks, the CFO is also working on updating signature cards for the agency's bank accounts. This will require action from some board directors, especially those without existing relationships with the three banks. In such cases, directors will need to fill out personal information forms.

There is some uncertainty due to Columbia Bank's recent name change, which may affect whether the signature updates can be done online. For West America Bank, directors may need to visit the Gualala or Ukiah branch, and for Savings Bank, likely the Fort Bragg or Ukiah branch.

The CFO will follow further instructions once more details are confirmed.

Luis Martinez, Operations Manager, reported that driver recruitment is ongoing in Ukiah, Fort Bragg, and the South Coast. One driver has been hired in Fort Bragg, another is in training in Ukiah, and a third candidate recently passed the driving test for the South Coast. Progress is being made slowly but steadily in building up the driver's team.

Jacob King, Executive Director, reported that the grant season is wrapping up, with all remaining applications expected to be completed by the end of the week. The focus will now shift to reporting duties, including the upcoming NTD (National Transit Database) report.

A key update involved a recent site visit to Chico with Bret Byrd to inspect potential electric vehicles for the Covelo-Laytonville transit project. They identified a new Ford Transit van with two independent battery systems, one for driving and the other for heating/air conditioning. These vans are fully electric, ADA-compatible, and can transport up to three wheelchairs or five passengers. The range is over 100 miles, possibly up to 140 miles with both batteries, though the vehicle would still need to recharge mid-route for longer trips.

The proposed service model would operate once a week, with the vehicle stationed and charged in Willits, then serving Covelo residents in a deviated fixed-route/demand-response hybrid. Riders could then connect from Willits to other MTA routes, including R20 to Ukiah, R65 to Santa Rosa, or northward to Humboldt County.

This project addresses a long-standing unmet need (over 12 years) for reliable transit in the Covelo-Laytonville area, especially for people needing access to shopping, medical appointments, or school. The next step is to secure the vehicle and launch the service, which the Director sees as a major benefit for the community.

Executive Director King also reported some negative news- An oak tree from the county museum property fell onto power lines at the Willits facility, nearly causing a fire and leading PG&E to red-tag the site. Power can't be restored without a new pole, box, and wiring. This outage has taken zero-emission vehicles off the road, affected advertiser exposure, and worsened staff working conditions. The issue has been submitted to insurance, and

emergency repairs are underway. While the situation caused delays in other jobs, progress is now being made.

2. **Matters From MCOG.** – No Report.

3. Matters from Directors

West: Director West shared that a client with special needs asked when the bus stop signs in Willits would have arrival times posted again, as they currently do not. Due to the client's disability, reading full schedules is difficult, and having simple posted times was much more accessible. Director West brought the concern to the board for consideration.

Luis Martinez, operations manager, acknowledged that some of the posted bus stop times were incorrect, which is why they were removed. The issue had been deprioritized due to other ongoing matters, but he committed to making it a priority and aims to have the corrected times reposted within the next couple of weeks.

F. ADJOURN

The meeting adjourned at 2:42 p.m.

Americans with Disabilities Act (ADA) Compliance

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Meeting Date: October 29th, 2025

Agenda Item: # C.2

AGENDA SUMMARY REPORT

SUBJECT:

Preliminary Unaudited Financial Statements July 2025 – August 2025

SUMMARY:

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

Revenue of \$1,253,741 is 15.7% of budgeted revenue of \$7,990,771 for the year, with 16.7% of year elapsed.

Expenses of \$1,148,139 are 14.2% of budgeted expenses of \$8,099,188 for the year, with 16.7% of year elapsed.

STAFF RECOMMENDATION:

Accept Unaudited Financial Statements for July 2025 through August 2025.

ATTACHMENTS:

Statement of Net Position as of August 31st, 2025.

Statement of Revenues and Expenses July 2025 – August 2025.

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

ASSETS

Current Assets

Checking/Savings

101.900 · Cash

101.100 · Cash-Operating

Operating Cash 1,130,289

Senior Operating 251,813

Payroll & Benefits Operating 415,180

Total 101.100 · Cash-Operating Total 1,797,282

101.200 · Cash-Capital

101.202 · Capital Wkg-MUNIS #4100 1,097,641

101.123 - Capital LCTOP-MUNIS #2110 902,181

101.203 · Cap CALOES -MUNIS #4140 2,541

101.204 · Capital PTMISEA-MUNIS #4230 3,225

Total 101.200 · Cash-Capital 2,005,589

Total 101.900 · Cash 3,802,870

Total 102.000 · Accounts Receivable 881,994

Other Current Assets

Total 102.300 · Grants Receivable 1,300,248

Total 102.100 · Accounts Receivable Other 30,000

Total 103.990 - Inventory 68,254

104.199 · Prepaid Expenses Total

104.101 · Prepaid Expenses 22,095

104.102 · Prepaid Insurance 125,237

104.103 · Prepaid Workers Comp 18,937

Total 104.199 · Prepaid Expenses Total 166,270

Total 104.200 · Undeposited Funds 17,043

Total Other Current Assets 1,581,815

Total Current Assets 6,266,679

Fixed Assets

Total 111.900 · Fixed Assets 22,401,900

Total 111.910 · Accumulated Depreciation -16,074,310

Total 115.900 · Construction in Progress 1,049,823

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 7,411,939

Other Assets

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

Total Other Assets 1,742,997

TOTAL ASSETS 15,421,615

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

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable	133,551
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Credit Cards

201.300 · Umpqua Credit Card	9,317
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Total Credit Cards	9,317
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Other Current Liabilities

202.100 - Deferred Grant Revenue	1,460,967
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204.100 · MCOG FY22/23 LTF Repayment	501,387
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205.700 · Uncashed Checks	9,422
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205.900 · Accruals Total

205.200 · Accrued Payroll	156,031
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205.500 · Accrued Vacation	206,556
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205.600 · Accrued Sick Leave	117,949
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Total 205.900 · Accruals Total	480,537
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206.900 · Lease Liabilities

206.000 · Lease Liability - Willits Lease	35,959.00
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Total 206.900 · Lease Liabilities	35,959.00
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Total Other Current Liabilities	1,986,885
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Total Current Liabilities	2,631,139
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Long Term Liabilities

231.900 · Prov-Restricted Funds

231.100 · Provision for Liability	18,415
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231.200 · Provision for Vehicle Damage	3,001
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231.300 · Provision for Unemployment	180,738
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231.400 · Provision for Cafeteria Plan	17,473
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Total 231.900 · Prov-Restricted Funds	219,627
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235.300 · Deferred Inflows of Resource	129,567
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235.910 · Pension Liabilities	3,208,752
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Total Long Term Liabilities	3,557,946
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Total Liabilities	6,189,085
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Equity

Total 399.900 · Equity	9,337,658
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Net Income	-105,128
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Total Equity	9,232,529
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TOTAL LIABILITIES & EQUITY	15,421,615
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Mendocino Transit Authority
Statement of Revenues, Expenses
July 2025 - August 2025

	TOTAL		
	Actual	Budget	% of Budget
Ordinary Income/Expense			
Income			
411.000 · OPERATING REVENUE.			
401.110 Fixed Route Farebox Revenue	40,407	300,000	13.5%
401.111 Dial-A-Ride Farebox Revenue	16,816	90,000	18.7%
402.100 Redwood Coast Regional Center	10,854	140,000	7.8%
409.200 · Sonoma County Contract	30,000	180,000	16.7%
Total 411.000 · OPERATING REVENUE.	98,076	710,000	13.8%
420.000 · REVENUES FROM OTHER SOURCES			
406.100 · Advertising Contract	16,011	125,000	12.8%
407.100 · Maintenance Revenue	5,262	30,500	17.3%
407.400 · Investment(Interest) Income	9	7,500	0.1%
407.500 · Other - Fuel Rebates, Etc.	0	14,000	0.0%
409.100 · Local Transportation Fund (LTF)	584,124	2,904,749	20.1%
409.109 · LTF - Senior Centers - income	187,687	600,000	31.3%
510.100 · LTF - Senior Centers - expense	-187,687	-600,000	31.3%
407.115 · Senior Center Administration	4,077	26,500	15.4%
409.110 · State Transit Assistance (STA)	183,346	1,100,081	16.7%
422.000 · 5310 Operating Assistance	40,000	150,000	26.7%
413.101 · 5311 Operating Assistance	123,020	753,956	16.3%
409.120 · State - SB125 Operating	120,834	850,000	14.2%
409.101 · MCOG FY22/23 LTF Repayment	0	725,000	0.0%
409.103 · Local Operating 4090	0	293,485	0.0%
413.110 · 5311(f) Operating Assistance	78,982	300,000	26.3%
Total 420.000 · REVENUES FROM OTHER SOURCES	1,155,664	7,280,771	15.9%
Total Income	1,253,741	7,990,771	15.7%
Expense			
Total 501.100 · WAGES	651,719	3,987,026	16.3%
Total 510.000 · BENEFITS	262,147	2,104,912	12.5%
520.000 · SERVICE/USER FEES			
521.000 · Vehicle Technical Services	0	2,500	0.0%
521.250 · Towing	0	500	0.0%
521.500 · Property Maintenance Services	0	3,000	0.0%
521.700 · Contract IT Services	2,237	38,000	5.9%
503.202 · Legal Counsel	209	27,500	0.8%
508.100 · Purch. Trans (Willits DAR)	0	500	0.0%
523.000 · Marketing	506	7,500	6.7%
509.300 · Advertising, Legal Notices	2,156	47,000	4.6%
524.000 · Software Maintenance Fees	10,071	55,000	18.3%
524.200 · Drug & Alcohol Services	355	7,500	4.7%
525.000 · Facility Security System	266	3,000	8.9%
525.500 · Accident / Incident Payables	4,617	10,000	46.2%
503.200 · Professional & Technical Svcs	11,940	289,000	4.1%
Total 520.000 · SERVICE/USER FEES	32,355	491,000	6.6%
530.000 · MATERIALS & SUPPLIES			
504.110 · Fuel	56,339	600,000	9.4%
504.120 · Tires	7,686	45,000	17.1%
504.115 · Lubrication	1,632	19,500	8.4%
532.500 · Tools	26	3,800	0.7%
504.100 · Vehicle Maint & Repair Parts	17,645	105,000	16.8%
504.200 · Expensed Parts	-115	1,250	-9.2%
504.610 · Shop Supplies	497	10,000	5.0%

Mendocino Transit Authority
Statement of Revenues, Expenses
July 2025 - August 2025

	TOTAL		
	Actual	Budget	% of Budget
504.620 · Facilities,Maint & Repair Parts	6,606	45,000	14.7%
504.400 · Office Supplies	3,233	20,000	16.2%
509.200 · Printing (Schedules,brochures)	1,309	5,000	26.2%
537.000 · Safety & Emergency Supplies	216	10,000	2.2%
537.500 · Other Materials & Supplies	1,824	25,000	7.3%
Total 530.000 · MATERIALS & SUPPLIES	96,897	889,550	10.9%
540.000 · UTILITIES.			
541.000 · MTA Base -Water, Sewer & Waste	1,967	14,500	13.6%
541.250 · FB-Water,Sewer, Waste & Propane	721	6,800	10.6%
541.500 · Willits-Water, Sewer & Waste	300	3,500	8.6%
542.000 · PG&E-Ukiah, Fort Bragg,Willits	3,885	35,000	11.1%
543.000 · TPX- Ukiah Phones / Internet	9,012	50,000	18.0%
543.250 · Comcast-Fort Bragg Phones/Inter	554	1,800	30.8%
544.000 · Verizon-Admin / OPS Cellular	6,977	35,500	19.7%
Total 540.000 · UTILITIES.	23,415	147,100	15.9%
Total 560.000 · VEHICLE,CASUALTY & LIABILITY	69,679	400,000	17.4%
570.000 · TAXES			
571.000 · Taxes-State Bd of Equalization	0	600	0.0%
572.000 · Vehicle Licensing & Reg Fees	787	1,000	78.7%
Total 570.000 · TAXES	787	1,600	49.2%
580.000 · MISCELLANEOUS			
504.510 · Dues & Subscriptions	188	20,000	0.9%
502.700 · Travel	4,674	24,000	19.5%
582.250 · Board Expenses	200	2,500	8.0%
583.000 · Safety Program	383	3,000	12.8%
509.800 · Training	1,200	7,000	17.1%
584.500 · CDL & DOT Physical Expenses	1,545	7,000	22.1%
509.100 - Other Miscellaneous	2,300	2,500	92.0%
Total 580.000 · MISCELLANEOUS	10,490	66,000	15.9%
590.000 · LEASES & RENTALS			
591.000 · Leases & Rentals	650	12,000	5.4%
Total 590.000 · LEASES & RENTALS	650	12,000	5.4%
Total Expense	1,148,139	8,099,188	14.2%
 Net Ordinary Income Before Depreciation	 105,602	 -108,417	
 Depreciation Expense	 -210,730	 1,120,000	
 Net Ordinary Income After Depreciation	 -105,128	 -1,228,417	

<div>  <div>FY 24-25 RIDERSHIP PERFORMANCE BY ROUTE</div> </div>																
	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	606	6105	6206	(101)	-2%
03 - Ukiah - DAR	1311	1481	1293	1524	1122	1238	1393	1259	1347	1457	1472	1317	16214	14756	1,458	10%
04 - Fort Bragg - DAR	932	985	807	831	772	775	742	714	721	687	654	638	9258	10686	(1,428)	-13%
05 - BraggAbout	748	723	683	786	557	641	708	618	569	676	707	648	8064	8448	(384)	-5%
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	1169	9979	0	9,979	0%
09 - Ukiah Local	5694	6845	6557	7293	5133	5181	5940	4999	5324	5910	5900	4565	69341	73606	(4,265)	-6%
20 - Willits - Ukiah	791	1179	1361	1416	949	831	1035	1112	1137	1189	1108	823	12931	16338	(3,407)	-21%
60 - Coaster	607	614	691	798	464	478	476	461	655	646	797	633	7320	7369	(49)	-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	1496	16869	14236	2,633	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	30	451	535	(84)	-16%
75 - M-F Gualala to Ukiah	458	502	598	653	379	410	498	353	394	462	413	342	5462	5825	(363)	-6%
95 - Pt. Arena to Santa Rosa	461	428	431	398	306	368	345	292	377	338	368	402	4514	3827	687	18%
97 - Redwood Coast Regional	259	219	213	230	203	201	218	201	220	235	209	249	2657	2795	(138)	-5%
Special Events	1395	0	6	0	64	1141	0	0	302	69	0	0	2977	0	2,977	0%
Monthly Totals	14689	15449	15172	16803	12112	13563	13775	13070	14217	15205	15169	12918	172142	164627	7,515	5%



FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Weekday

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
01 - Willits Local	21.13	25.68	22.57	24.70	27.85	23.95	21.87	23.65	21.29	23.77	23.82	28.86
05 - BraggAbout	32.52	32.86	32.52	34.17	27.85	30.52	30.78	30.90	27.10	30.73	32.14	30.86
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	200.19
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	39.19
60 - Coaster	26.39	27.91	32.90	34.70	23.20	22.76	20.70	23.05	31.19	29.36	36.23	30.14
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	61.38
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	16.29
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	13.05
Monthly Totals	440.74	527.32	544.52	558.43	438.30	440.57	445.30	443.80	457.10	462.92	481.14	419.95



FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Saturdays

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
09 - Ukiah Local	100.50	100.00	97.00	91.75	100.40	74.25	90.75	98.50	96.00	96.25	105.80	90.25
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	25.25
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	7.50
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	12.75
Monthly Totals	139.75	146.00	137.50	125.75	147.60	110.50	124.00	130.25	134.20	135.00	142.60	135.75



FY 24-25 AVERAGE DAILY RIDERS BY ROUTE-Sundays

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
95 - Pt. Arena to Santa Rosa	9.25	17.00	10.40	11.25	12.00	12.40	13.00	6.75	11.60	11.25	13.25	15.40
Monthly Totals	9.25	17.00	10.40	11.25	12.00	12.40	13.00	6.75	11.60	11.25	13.25	15.40



FY 25-26 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	774	638	648	0	0	0	0	0	0	0	0	0	2060	1525	535	35%
03 - Ukiah - DAR	1410	1557	1442	0	0	0	0	0	0	0	0	0	4409	4085	324	8%
04 - Fort Bragg - DAR	712	586	547	0	0	0	0	0	0	0	0	0	1845	2724	(879)	-32%
05 - BraggAbout	598	647	690	0	0	0	0	0	0	0	0	0	1935	2154	(219)	-10%
07 - Jitney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
08 - Ukiah Evening	1309	1431	1614	0	0	0	0	0	0	0	0	0	4354	1060	3,294	311%
09 - Ukiah Local	5079	5448	6082	0	0	0	0	0	0	0	0	0	16609	19096	(2,487)	-13%
20 - Willits - Ukiah	842	1025	1273	0	0	0	0	0	0	0	0	0	3140	3331	(191)	-6%
60 - Coaster	734	715	756	0	0	0	0	0	0	0	0	0	2205	1912	293	15%
64 - Ukiah to Fort Bragg-Not Operating	0												0	0	0	#DIV/0!
65 - CC Rider	1610	1614	1539	0	0	0	0	0	0	0	0	0	4763	4332	431	10%
65A - New Route 65-Not Operating	0												0	0	0	#DIV/0!
74 - Saturday Gualala-Ukiah	26	49	36	0	0	0	0	0	0	0	0	0	111	121	(10)	-8%
75 - M-F Gualala to Ukiah	361	399	479	0	0	0	0	0	0	0	0	0	1239	1558	(319)	-20%
95 - Pt. Arena to Santa Rosa	417	382	390	0	0	0	0	0	0	0	0	0	1189	1320	(131)	-10%
97 - Redwood Coast Regional	233	202	212	0	0	0	0	0	0	0	0	0	647	691	(44)	-6%
Special Events	1395	562	71	0	0	0	0	0	0	0	0	0	2028	1401	627	45%
Monthly Totals	15500	15255	15779	0	0	0	0	0	0	0	0	0	46534	45310	1,224	3%

**FY 25-26 AVERAGE DAILY RIDERS BY ROUTE-Weekday**

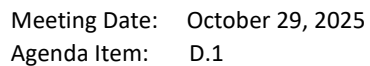
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
01 - Willits Local	33.65	29.00	30.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 - BraggAbout	26.00	29.41	32.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 - Jitney	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 - Ukiah Local	204.22	224.00	268.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20 - Willits - Ukiah	36.61	46.59	60.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60 - Coaster	31.91	32.50	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65 - Fort Bragg to Santa Rosa	63.39	65.50	65.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75 - M-F Gualala to Ukiah	15.70	18.14	22.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95 - Pt. Arena to Santa Rosa	14.65	12.86	13.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Monthly Totals</i>	<i>426.13</i>	<i>458.00</i>	<i>531.57</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

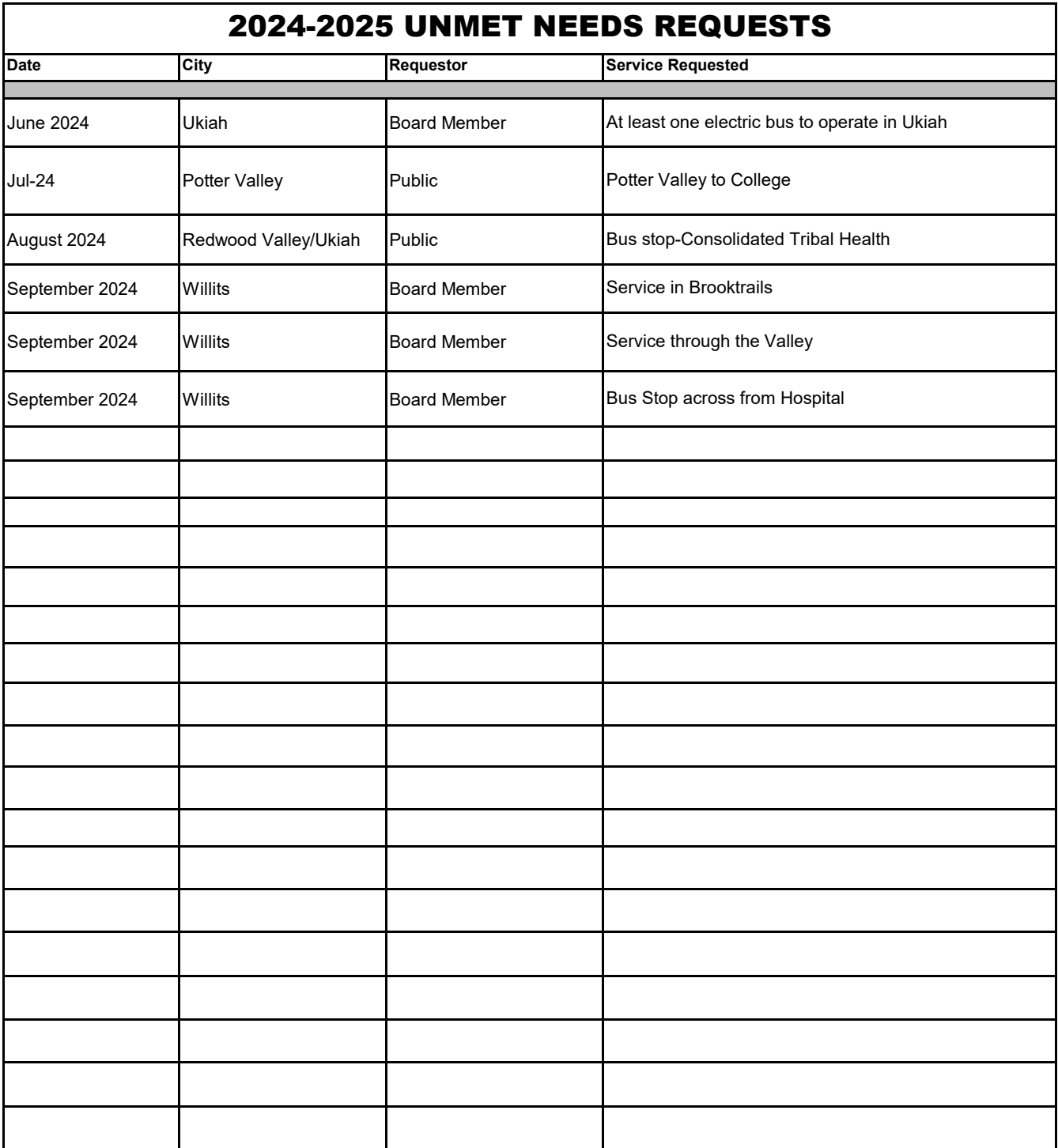
**FY 25-26 AVERAGE DAILY RIDERS BY ROUTE-Saturdays**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
09 - Ukiah Local	95.50	104.00	109.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65 - Fort Bragg to Santa Rosa	22.25	15.40	21.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74 - Saturday Gualala-Ukiah	6.50	9.80	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95 - Pt. Arena to Santa Rosa	8.50	10.60	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Monthly Totals</i>	<i>132.75</i>	<i>139.80</i>	<i>151.50</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

**FY 25-26 AVERAGE DAILY RIDERS BY ROUTE-Sundays**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
95 - Pt. Arena to Santa Rosa	11.50	11.50	10.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Monthly Totals</i>	<i>11.50</i>	<i>11.50</i>	<i>10.20</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

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Meeting Date: October 29, 2025

Agenda Item: D.2

AGENDA SUMMARY REPORT

Discussion and Possible Approval of Resolution 2025-12 Approving MTA's updated EEO Policy

SUMMARY:

The EEO Policy is reviewed periodically by MTA's attorney to reflect changes in law and to strengthen Mendocino Transit Authority's (MTA) commitment to providing a fair, respectful, and inclusive workplace. The most recent review was conducted to incorporate new California Civil Rights Department (CRD) guidance, federal Equal Employment Opportunity Commission (EEOC) definitions, and Caltrans compliance requirements for subrecipients of federal and state funding.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the revised Equal Employment Opportunity Policy (2025) to ensure compliance with evolving legal standards and to reinforce MTA's continued leadership in promoting workplace equity and inclusion.

ATTACHMENTS:

Redline and Clean copy of MTA's updated EEO policy
Resolution 2025-12

Equal Employment Opportunity Program Policy (Draft 2025)

Objective

Mendocino Transit Authority (~~MTA~~) is an equal opportunity employer. In accordance with federal and state anti-discrimination law, this policy is adopted to effectuate principles of equity, fairness, and compliance. ~~Mendocino Transit Authority MTA~~ strictly prohibits discrimination, harassment, ~~bullying~~, and retaliation of any type. Equal employment opportunities are afforded without regard to race (inclusive of traits associated with race, including but not limited to hair texture and protective hairstyles, such as braids, locs, and twists), religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), age, sexual orientation, veteran or military status, or any combination of these characteristics, a perception that an applicant or employee is associated with a person who has, or is perceived to have, any of the above characteristics or a combination of any of the above characteristics protected by federal and/or state law. Mendocino Transit Authority conforms to the spirit as well as to the letter of all applicable laws and regulations. ~~face, color, religion, creed, sex, sexual orientation, gender identity, gender expression, pregnancy, childbirth or related medical conditions, age, national origin, ancestry, disability status (physical or mental), medical condition, genetic information, protected veteran or military status, marital or family status, political affiliation, domestic violence victim status, or any other protected category under federal, state, or local law.~~

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Scope

This policy applies to all aspects of the employment relationship, including recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, benefits, and termination. The policy also extends to contractors, subcontractors, vendors, and subrecipients of federal or state funding, consistent with Caltrans requirements. The principles of Equal Employment Opportunity (EEO) also apply to temporary staff, interns, independent contractors, and any entity doing business with or on behalf of ~~Mendocino Transit Authority~~ MTA.

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Mendocino Transit Authority (e.g., an outside vendor, consultant or customer).

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Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Dissemination and Implementation

The Human Resources Department is responsible for dissemination of this policy and overall compliance. Directors, managers, and supervisors are responsible for implementing EEO practices within their departments. Personnel records will be maintained in compliance with applicable federal and state requirements. All required postings (including 'EEO is the Law') shall be displayed prominently in Mendocino Transit Authority facilities and electronically accessible.

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Procedures

Mendocino Transit Authority MTA administers this EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws.
- Advertising all job openings with the EEO statement.
- Posting openings with state employment agencies.
- Prohibiting retaliation against individuals who file charges, oppose discrimination, report harassment, or participate in EEO proceedings.
- Requiring prompt reporting of incidents of discrimination or harassment within 48 hours when possible.
- Ensuring Human Resources promptly investigates all reported incidents and takes appropriate measures to address the situation.

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Harassment

Mendocino Transit Authority prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment may include any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Mendocino Transit Authority.

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The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.

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- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

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Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

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Harassment of any kind, including sexual harassment, is prohibited and will be addressed promptly. Harassment includes verbal or physical conduct intended to threaten, intimidate, or coerce, based on protected characteristics.

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Examples of harassment include:

- Verbal: epithets, slurs, offensive jokes, or stereotyping.
- Nonverbal: derogatory posters, cartoons, or emails.
- Physical: blocking movement, unwelcome touching, assault.

Sexual Harassment

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Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Mendocino Transit Authority's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

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As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

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Sexual harassment is generally categorized into two types:

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1. Quid Pro Quo Sexual Harassment ("this for that")

- Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

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2. Hostile Work Environment Sexual Harassment

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Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

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Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment. Sexual harassment is a form of unlawful employment discrimination under Title VII and FEHA. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is a basis for employment decisions, or such conduct creates a hostile work environment.

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Types include:

- ~~Quid Pro Quo: employment benefits conditioned on sexual favors.~~
- ~~Hostile Work Environment: conduct of a sexual nature that interferes with work performance or creates an intimidating environment.~~

Retaliation

No hardship, loss, benefit, or penalty may be imposed on an employee in response to filing ~~or responding to~~ a complaint, ~~or serving as a witness in the investigation of a~~, ~~or complaint or~~ opposing unlawful practices. ~~Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.~~ ~~Good-faith complaints are protected even if not substantiated. Groundless or malicious complaints may result in discipline.~~

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Abusive Conduct (Bullying)

~~Bullying is repeated, health-harming mistreatment of one or more people by one or more perpetrators that is not based on a legally protected trait. It is abusive conduct that includes:~~

- ~~Threatening, humiliating or intimidating behaviors.~~
- ~~Work interference/sabotage that prevents work from getting done.~~
- ~~Verbal abuse.~~

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~~Mendocino Transit Authority considers the following types of behavior examples of bullying:~~

- ~~Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.~~
- ~~Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.~~
- ~~Gesture bullying. Nonverbal gestures that can convey threatening messages.~~
- ~~Exclusion. Socially or physically excluding or disregarding a person in work-related activities.~~

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Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Mendocino Transit Authority to take appropriate action.

Bullying is repeated, health-harming mistreatment, including verbal abuse, threats, humiliation, intimidation, sabotage, or social exclusion. Employees are strongly encouraged to report abusive conduct promptly.

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Training Requirements

Supervisory employees must complete sexual harassment, discrimination and retaliation prevention and workplace civility training every two years, as required by 2 CCR 11024 law. Supervisory employees will additionally be trained on Training must include how to respond promptly to harassment, the effects of abusive conduct, and intervention strategies.

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Reporting and Complaint Procedure

Mendocino Transit Authority encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, Human Resources or any other individual in a supervisory or managerial position.

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In addition, Mendocino Transit Authority encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Mendocino Transit Authority recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. Employees, applicants, or contractors who believe they have experienced discrimination, harassment, or retaliation should report the conduct to their supervisor, HR, or the EEO Officer. Complaints should be made as early as possible. MTA will investigate promptly, including interviews and review of evidence, and maintain confidentiality to the extent feasible.

Mendocino Transit Authority encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Mendocino Transit Authority will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Investigations will generally be completed within 90 days. Both complainant and respondent will be notified of the outcome. False and malicious complaints may result in disciplinary action.

Remedies

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Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Mendocino Transit Authority believes appropriate under the circumstances.

~~Violations of this policy will be addressed with appropriate corrective action, which may include training, counseling, discipline, reassignment, suspension, or termination. Contractors or vendors in violation may face termination of contract.~~

External Reporting Rights

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Nothing in this policy will preclude an individual from filing a complaint with the California Civil Rights Department (CRD) and/or the Equal Employment Opportunity Commission (EEOC). Any form of retaliation is prohibited against an individual who pursues administrative relief through either agency, in addition to seeking relief under internal administrative procedures afforded by this policy. For more information on filing a complaint with the CRD or the EEOC, please refer to the following information:~~Nothing in this policy precludes an individual from filing with outside agencies such as:~~

- ~~▲~~ U.S. Equal Employment Opportunity Commission (EEOC), www.eeoc.gov, 800-669-4000
- ~~▲~~ California Civil Rights Department (CRD, formerly DFEH), www.calcivilrights.ca.gov, 800-884-1684

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Data Collection, Monitoring, and Reporting

~~Mendocino Transit Authority MTA~~ will comply with all workforce reporting requirements, including EEO-4 (state/local government) and EEO-1 (where applicable). ~~Mendocino Transit Authority MTA~~ will monitor internal workforce demographics, analyze barriers, and prepare for potential reinstatement of EEO-1 pay data collection (Component 2). Contractors and subrecipients must also comply with nondiscrimination and reporting requirements under Caltrans.

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~~Review and Updates~~

~~This policy will be reviewed every four years, or sooner as required by federal or state law, CalHR, Caltrans, or Board directive.~~

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Equal Employment Opportunity Program Policy (Draft 2025)

Objective

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Scope

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- Requiring prompt reporting of incidents of discrimination or harassment within 48 hours when possible.
- Ensuring Human Resources promptly investigates all reported incidents and takes appropriate measures to address the situation.

Harassment

Mendocino Transit Authority prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment may include any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of [Mendocino Transit Authority](#).

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.

- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Mendocino Transit Authority's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment ("this for that")

- Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

2. Hostile Work Environment Sexual Harassment

Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit, or penalty may be imposed on an employee in response to filing or responding to a complaint, appearing as a witness in the investigation of a complaint or opposing unlawful practices. Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Abusive Conduct (Bullying)

Bullying is repeated, health-harming mistreatment of one or more people by one or more perpetrators that is not based on a legally protected trait. It is abusive conduct that

includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Mendocino Transit Authority considers the following types of behavior examples of bullying:

- Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying. Nonverbal gestures that can convey threatening messages.
- Exclusion. Socially or physically excluding or disregarding a person in work-related activities.

Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Mendocino Transit Authority to take appropriate action.

Training Requirements

Employees must complete harassment, discrimination and retaliation prevention and workplace civility training every two years, as required by law. Supervisory employees will additionally be trained on how to respond promptly to harassment, the effects of abusive conduct, and intervention strategies.

Reporting and Complaint Procedure

Mendocino Transit Authority encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, Human Resources or any other individual in a supervisory or managerial position.

In addition, Mendocino Transit Authority encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem.

Mendocino Transit Authority recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Mendocino Transit Authority encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Mendocino Transit Authority will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Remedies

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Mendocino Transit Authority believes appropriate under the circumstances.

External Reporting Rights

Nothing in this policy will preclude an individual from filing a complaint with the California Civil Rights Department (CRD) and/or the Equal Employment Opportunity Commission (EEOC). Any form of retaliation is prohibited against an individual who pursues administrative relief through either agency, in addition to seeking relief under internal administrative procedures afforded by this policy. For more information on filing a complaint with the CRD or the EEOC, please refer to the following information:

- U.S. Equal Employment Opportunity Commission (EEOC), www.eeoc.gov, 800-669-4000

- California Civil Rights Department (CRD, formerly DFEH), www.calcivilrights.ca.gov, 800-884-1684

Data Collection, Monitoring, and Reporting

Mendocino Transit Authority will comply with all workforce reporting requirements, including EEO-4 (state/local government) and EEO-1 (where applicable). Mendocino Transit Authority will monitor internal workforce demographics, analyze barriers, and prepare for potential reinstatement of EEO-1 pay data collection (Component 2). Contractors and subrecipients must also comply with nondiscrimination and reporting requirements under Caltrans.



MENDOCINO TRANSIT AUTHORITY

BOARD OF DIRECTORS RESOLUTION NO. 2025-12

Adoption of the Updated Equal Employment Opportunity (EEO) Policy

WHEREAS, the Mendocino Transit Authority (MTA) is a recipient of federal, state, and local funds and is required under Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (FEHA), and Caltrans guidelines to maintain and implement an Equal Employment Opportunity (EEO) Policy; and

WHEREAS, MTA's EEO Policy ensures fair and equitable treatment in all aspects of employment and contracting, consistent with principles of nondiscrimination, equity, and inclusion; and

WHEREAS, the existing EEO Policy (2020–2021) has been reviewed and updated to reflect current federal and state laws, including expanded protected categories, revised harassment and bullying definitions, updated complaint procedures, and clarified data reporting obligations in accordance with Caltrans DP-01 (2021); and

WHEREAS, MTA staff has presented the updated EEO Policy to the Board of Directors for consideration, as summarized in the accompanying Board Memorandum dated October 29, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Mendocino Transit Authority hereby adopts the Updated Equal Employment Opportunity (EEO) Policy, effective October 29, 2025, as presented; and

BE IT FURTHER RESOLVED, that the Board authorizes the Executive Director and Human Resources/EEO Officer to implement the policy, disseminate it to all employees and contractors, and ensure continued compliance with applicable federal and state EEO requirements.

PASSED AND ADOPTED this 29th day of October, 2025, by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	

APPROVED:

Chair, MTA Board of Directors

ATTEST: _____
Executive Director, Mendocino Transit Authority



Meeting Date: October 29, 2025

Agenda Item: D.3

AGENDA SUMMARY REPORT

Discussion and Possible Approval of Resolution 2025-13 Approving the updated Capital Budget

SUMMARY:

During the preparation of the FY 2025/26 TDA Claim, MCOG requested clarification on how MCOG Capital Reserve funds were identified in MTA's adopted Capital Budget. The original budget included these funds within overall project totals but did not list them separately. In response, MTA revised the FY 2025/26 Capital Budget to clearly show the MCOG Capital Reserve funds as a distinct line item and to specify the projects they support.

This revision does **not** change total capital expenditures or funding levels for FY 2025/26. The modification is a clarification of funding sources only and ensures the budget presentation is transparent and consistent with TDA reporting requirements.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the Revised FY 2025/26 Capital Budget and Resolution 2025-13, which identifies MCOG Capital Reserve funds consistent with the FY 2025/26 TDA Claim.

ATTACHMENTS:

FY 2025/26 Capital Budget
Resolution 2025-13

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

Revenues	2025/26	2026/27	2027/28	2028/29	2029/30	5 Year Total
FEDERAL						
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
Projected Federal Fund Totals	0	2,959,596	4,369,500	0	0	7,329,096

STATE	2025/26	2026/27	2027/28	2028/29	2029/30	5 Year Total
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	1,871,426	0	0	5,571,426
HVVP Electric Bus Vouchers	204,000	204,000	204,000	204,000	204,000	1,020,000
Projected State Fund Totals	4,498,000	404,000	2,405,426	11,503,000	7,358,000	26,168,426

LOCAL	2025/26	2026/27	2027/28	2028/29	2029/30	5 Year Total
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	\$128,574	0	0	128,574
State Transit Assistance STA	0	0	0	0	0	0
Projected Local Fund Totals	1,500,000	0	128,574	0	200,000	1,828,574

TOTAL REVENUE	5,998,000	3,363,596	6,903,500	11,503,000	7,558,000	35,326,096
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Expense	2025/26	2026/27	2027/28	2028/29	2029/30	5 Year Total
Vehicle Acquisition:						
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
Total Vehicle Acquisition	4,400,000	2,555,000	4,840,000	4,940,000	800,000	17,535,000

Equipment & Minor Facilities	2025/26	2026/27	2027/28	2028/29	2029/30	5 Year Total
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
Total Equipment & Minor Facilities	98,000	131,500	63,500	63,000	58,000	414,000

Major Facilities & Planning	2025/26	2026/27	2027/28	2028/29	2028/29	5 Year Total
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
Total Major Facilities	1,500,000	677,096	2,000,000	6,500,000	6,700,000	17,377,096

Total Expense	5,998,000	3,363,596	6,903,500	11,503,000	7,558,000	35,326,096
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GAIN/Loss	0	0	0	0	0	0
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MTA Five -YearCapital Vehicle Replacement Plan

REPLACE = retire and sell
BUY = buy

Staff - Vehicles									
Odometer	4 YEARS OR 100,000 MILES								
	Fund	#	Year	Make/Mod	2025/26	2026/27	2027/28	2028/29	2029/30
	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
		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 Cleaing							
		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									
Odometer	Type II or Class A	Electric equivalent							
0	0	5 YEARS OR 150,000 MILES			2025/26	2026/27	2027/28	2028/29	2029/30
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		Type VII VIII or Class E				2025/26	2026/27	2027/28	2028/29	2029/30
0	0	Life: 10 years or 350,000 miles								
		Fund	#	Year	Make/Mod					
			808	15	Cummins Glavel			REPLACE		
			809	15	Cummins Glavel				REPLACE	
			810	15	Cummins Glavel					REPLACE
			811	23	Cummins Glavel					
			812	23	Cummins Glavel					
			813					BUY		
			814						BUY	
			815							BUY
			816							
			817							
			818							
			819							
			820							

Fixed Route Fleet - Heavy Duty Buses

Hubometer		Urban Bus Class H LIFE: 12 YEARS OR 500,000 MILES				2025/26	2026/27	2027/28	2028/29	2029/30
		Fund	#	Year	Make/Mod					
			906	99	40' Gillig					
			910	13	40' Gillig Clean Diesel Low Floor	REPLACE				
			911	13	40' Gillig Clean Diesel Low Floor	REPLACE				
			912	13	40' Gillig Clean Diesel Low Floor	REPLACE				
			913	13	40' Gillig Clean Diesel Low Floor			REPLACE		
			914	13	40' Gillig Clean Diesel Low Floor			REPLACE		
			915	13	40' Gillig Clean Diesel Low Floor			REPLACE		
			916	13	40' Gillig Clean Diesel Low Floor				REPLACE	
			917	13	40' Gillig Clean Diesel Low Floor				REPLACE	
		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
TOTAL	4	13	11	5	2

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
Total Annual Costs	4,520,000	2,555,000	5,590,000	3,740,000	850,000

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	
Operations						
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
Transportation Totals	6,000	4,000	8,000	4,000	6,000	28,000

						Five-Year Total
Vehicles	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
Vehicles Total	23,400	12,500	13,000	13,000	13,000	74,900

						Five-Year Total
Maintenance	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 equipment	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
Maintenance Totals	38,000	72,000	19,500	38,000	15,000	182,500

FY 24-25 FIVE-YEAR CAPITAL PLAN

Equipment Purchase Detail

Category							Five-Year
Project	2025/26	2026/27	2027/28	2028/29	2029/30		Total
Office - Administration							
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
Administration Totals	13,100	21,500	11,500	8,500	6,500		61,100

							Five-Year
Shelters and Benches	2025/26	2026/27	2027/28	2028/29	2029/30		Total
Shelters	15,000	15,000	15,000	15,000	15,000		75,000
Benches (materials)	1,500	1,500	1,500	1,500	1,500		7,500
Bus Stops & Signs	1,000	1,000	1,000	1,000	1,000		5,000
Shelters and Benches Totals	17,500	17,500	17,500	17,500	17,500		87,500

Facility Solarization and Modernization - By Project

Cap # FY Project			
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MTA TRANSIT CENTER PROJECT

Cap # FY Project \$ COST				REVENUE SOURCE								
				Federal		State		Local				
				Grant	Amount	1B Modern	1B Security	SGR	TIRCP	MCOGReserv	Reserve	TOTAL
100	24/25	Purchase Property	1,500,000						1,500,000			1,500,000
MCOG	27/28	Construct Transit Center	7,000,000						6,871,426	128,574		7,000,000
subtotal			8,500,000						8,371,426			8,500,000



MENDOCINO TRANSIT AUTHORITY

RESOLUTION 2025-13

ADOPTION OF FISCAL YEAR 2025-2026 CAPITAL BUDGET

WHEREAS, the Mendocino Transit Authority (MTA) Board of Directors previously adopted the FY 2025/26 Capital Budget to support ongoing and planned transit capital projects; and

WHEREAS, during the preparation of the FY 2025/26 Transportation Development Act (TDA) Claim, the Mendocino Council of Governments (MCOG) requested clarification regarding the identification of MCOG Capital Reserve funds within the adopted MTA Capital Budget; and

WHEREAS, the original version of the FY 2025/26 Capital Budget included MCOG Capital Reserve funds within overall project totals but did not separately identify them as a distinct funding source; and

WHEREAS, MTA staff have prepared a revised FY 2025/26 Capital Budget that clearly identifies the MCOG Capital Reserve funds as a separate line item and specifies the capital projects to which these funds are applied; and

WHEREAS, this revision does not alter total capital expenditures or overall funding levels for FY 2025/26, but serves solely to clarify funding sources and ensure alignment with TDA reporting requirements; and

WHEREAS, the revised Capital Budget promotes fiscal transparency and accurate reporting in coordination with MCOG and other funding partners;

NOW, THEREFORE, BE IT RESOLVED that the Mendocino Transit Authority Board of Directors hereby approves the Revised FY 2025/26 Capital Budget as presented, incorporating the clarification of MCOG Capital Reserve funds.

BE IT, FURTHER RESOLVED that the Executive Director is authorized to submit the revised budget documentation to the Mendocino Council of Governments and to make any administrative corrections as necessary to maintain consistency with TDA requirements.

PASSED AND ADOPTED this 29th day of October, 2025, by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	

APPROVED:

Chair, MTA Board of Directors

ATTEST: _____
Executive Director, Mendocino Transit Authority



Meeting Date: October 29, 2025
Agenda Item: D.4

AGENDA SUMMARY REPORT

Discussion of Systemwide Fare Realignment and Simplification

SUMMARY:

The purpose of this report is to introduce the topic of systemwide fare realignment for discussion and direction from the Board. Staff seeks input for potential fare adjustments that would make MTA's fare structure more equitable, easier to understand, and better aligned with regional transit systems.

MTA's fare structure has developed over many years and now varies across routes and service areas. These differences can be confusing for passengers and complicated for staff to administer. A systemwide fare realignment presents an opportunity to modernize MTA's fare system in a way that makes transit more affordable for cost-sensitive riders, helping rebuild ridership and strengthen connections for intercounty travel.

Neighboring transit agencies have been discussing fare coordination opportunities, and some agencies—such as Humboldt Transit Authority—have already implemented simplified or reduced fares to improve accessibility and encourage ridership.

STAFF RECOMMENDATION:

Staff requests Board input on whether to initiate a systemwide fare review and provide direction to staff regarding next steps for developing a systemwide fare realignment proposal

ATTACHMENTS:

None