

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Transit Productivity Committee - TPC

April 13, 2020

Teleconference Only - Remote Zoom Meeting

PRESENT:

MCOG Board Members: Mike Carter, Jim O. Brown
MTA Board Members: Jim Tarbell, Saprina Rodriguez
Senior Centers Rep.: Diana Clarke, Ukiah Senior Center; Richard Baker, Willits Senior Center
Jill Rexrode, Redwood Coast Seniors (Alt.)
Staff & Others: Nephele Barrett, Janet Orth, and Monica Galliani, MCOG
Carla Meyer, MTA
Rachel McDavid, Ukiah Senior Center

ABSENT:

None

1. Call to Order. Nephele called the meeting to order at 1:05 p.m. Self-introductions were made. Rachel is the new Executive Director of Ukiah Senior Center, with Diana assisting with the transition. Mike Carter arrived soon after. (Note: while Richard had been appointed the senior centers representative at MCOG's April 6 board meeting, by informal agreement Diana served for one more TPC meeting before retirement.)

2. Public Expression. None.

3. Review and Recommendation on MCOG Transit Performance Standards. Janet introduced the issue, with reference to her written staff report. The standards were most recently revised in 2014, when the Cost per Vehicle Service Hour was set to a "CPI Adjusted Rolling Average" that is updated annually, and in 2019, when the Farebox Ratio was reduced to ten percent consistent with the 2016 state law SB 508. The only remaining standard to be updated is Passengers per Hour. At last year's TPC meeting staff was asked to research options. Janet reported advice from the independent performance auditor and her research into past trends. While this metric is required by the Transportation Development Act (TDA), there is no prescribed standard. The auditor suggested applying the same method as for Cost/Hour with a three-year adjusted average. Discussion included:

- Are the senior centers' contracted services combined for this review? (Carla) Yes, consistent with past.
- Is Cost per Mile appropriate to consider, as it is used in the performance audits? Perhaps apply to performance review on a trial basis, as gasoline prices can vary. (Diana) This is a relevant metric to consider later; the landscape is changing now with too many variables. (Carla)
- There is interest in updating the Passengers/Hour standard, however it is a good idea to delay since conditions are unusual. Cost/Mile could be discussed under Agenda #5 with the funding formula, and also continue to gather data for future consideration. (Nephele, Diana)

With consensus to continue the matter to a future meeting, no action was taken.

4. Annual Review of MTA Performance Reports Against MCOG Standards. Janet reviewed her written staff report with initial review of performance using the adopted "CPI Adjusted Rolling Average" with both one-year and three-year results. Data was reported by fiscal quarters through December 31, 2019, eliminating seasonal quarters as staff and MTA agreed it no longer served any purpose. In summary, the three-year average compared with last year's review changed only slightly. Short Distance is the only service type not meeting Cost/Hour. DAR and Seniors services both increased in Farebox; all service types more than met the Farebox standard, even at the old rates of 12% and 15%.

Service Type	2018	2019	3-Yr Average
Dial-A-Ride (DAR) met one more standard, Farebox	1 of 4	2 of 4	2 of 4
Short Distance Bus Routes met just Farebox (previously met Cost/Hour)	1 of 4	1 of 4	1 of 4
Long Distance Routes maintained 4 of 4 (Cost/Hour not met in 2019)	4 of 4	3 of 4	4 of 4
Senior Centers met one more standard, Farebox	4 of 4	2 of 4	4 of 4

Discussion included:

- When was the standard of 14.0 Passengers/Hour established for Short Distance Bus Routes? About 20 years ago. These routes used to serve many school students. The rate is comparable with more urbanized services. It would be a good idea to adjust the standard closer to current conditions. There is a nationwide trend of falling ridership, especially in rural areas. (Carla, Nephele, group)
- DAR shows a spike in Cost/Hour in both 2018 and 2019, reaching over \$100/hour in the second calendar quarter, then dropping sharply; there is a similar spike for Short Distance in 2019. Can this be explained? Certain costs come due all at once in a budget year; insurance rates have risen; also higher drivers' wages were negotiated with the union in 2019 and increased for recruitment. (Janet, Carla)
- Farebox is up across the board, particularly in 2019. For the senior centers, this may be attributed to the recent MCOG workshops when staff's research indicated that TDA allows other local support revenue to be included in this reporting category. The centers' reports separate grant revenue however, otherwise it can significantly skew the data when comparing performance among the centers. (Janet, Diana, Richard)

Recommendation:

Upon motion by Carter, seconded by Clarke, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended that MCOG re-evaluate the Passengers per Hour standard for Short Distance Bus Routes.

– Annual Transit Performance Reviews (one year and three years) are attached

5. Consideration of Updates to Transportation Development Act (TDA) Funding Formula for Senior Centers' Specialized Services – continued from May 21, 2019. Nephele summarized the issue and work to date. Services have changed over since the formula was established in 1997. There has been a lack of consistency in how performance data is reported by senior centers, so the first step was to make sure all reported the same way according to TDA definitions, starting with FY 2019/20. Using that data, Diana and Richard put together a proposal. The performance audit consultant had recommended allocating partly by formula and partly discretionary; the proposal makes this 75% and 25%. Nephele reviewed four scenario tables prepared by MCOG staff and two draft funding formulas presented in the proposal.

Discussion included the following.

- The discretionary portion was proposed in response to auditor's recommendation. (Diana) Some drawbacks to discretionary approach were found, so staff did not recommend it. A hybrid solution would make the 75/25 split both calculated on a formula, but different ones; refer to Scenarios 1 and 2 by MCOG staff in agenda packet. Scenario 2 gives more weight to Total Passengers. (Nephele)
- Weight of passenger volume unduly impacts some services such as long coastal routes. The senior representatives' approach calculated the percentage of each category—Total Passengers, Total Miles, and Total Service Hours—as these differences characterize each center's service conditions. These categories are then averaged to learn the share of transportation funding provided. Total Operating Costs also was added to Formula #1 in the proposal, since disparities originate from variables such as fuel and cost of living, that are unique to each locale. (Diana)
- If senior centers are going to base a formula on different operating costs by region, could MTA do that also? (Carla) No, it's not the same thing, only a factor, not for a performance standard. (Nephele)
- Substantial progress has been made, however this is complex, with numerous moving parts. Suggestion of another meeting or workshop to consider in more detail. Is there any feedback or direction from members today to narrow options? (Diana)
- This is difficult to follow on a videoconference. A workshop in person would be helpful when possible. Recommendation to accept the report and continue the issue to another meeting. (Jim B.)
- Agreed, also willing to talk individually in more detail. (Nephele, Diana)

Jim made a motion and accepted a friendly amendment from staff as to timing of action on the item. Nephele noted good progress and thanked all involved for their work on this issue.

Recommendation:

Upon motion by Brown, seconded by Tarbell, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended that MCOG receive the report on “Consideration of Updates to TDA Funding Formula for Senior Centers’ Specialized Services” along with the senior centers representatives’ proposal and continue this item to a future in-person meeting, with agreement that any recommended change to the formula will not take effect until Fiscal Year 2021/22.

6. Review and Recommendation on MTA’s Analysis and Prioritization of 2020/21 Unmet Transit Needs.

Janet introduced the annual process, noting this year’s financial constraints. MTA’s analysis was provided in the agenda packet. Carla reported status of last year’s needs found reasonable to meet. The first two (bus stop on Gobbi Street and more service on Talmage Road, both in Ukiah) were implemented. The third (reconsider pulse system for buses at Navarro junction) was considered and determined by MTA that it would cause a “route degradation,” so no change would be made to the service there. Carla also noted the economy has compelled MTA to make layoffs and cuts to service due to COVID-19 pandemic restrictions on travel. Questions and discussion included:

- Can MTA take advantage of the new federal Paycheck Protection program as Ukiah Seniors did? No, it is open to nonprofits but MTA is not eligible. The CARES Act has new funding for transit operators through FTA Section 5311 program. (Diana, Carla)
- Discussion of new federal relief funding, how California will roll out these programs, and what expenses are eligible, such as COVID costs. Timelines are not yet known. (Group)
- It would be logical to find none of the needs reasonable to meet, however MTA and/or the senior centers could apply for available grant funds to implement needs on their own. (Nephele)

Recommendation:

Upon motion by Carter, seconded by Brown, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended a finding that based on the current fiscal situation “there are no unmet transit needs that are reasonable to meet” for Fiscal Year 2020/21.

7. Review and Recommendation on Fiscal Year 2020/21 Transit Claim. Janet briefly reviewed her written report, noting that the staff and Executive Committee recommendations as reported for the March 2 Council meeting, including the County Auditor’s local sales tax estimate of over \$4 million for the first time, are now thoroughly disrupted. The Auditor will be monitoring actual revenues for a report after the first fiscal quarter; until then he recommended a conservative budget with no increases over last year.

She and Nephele explained staff’s new proposal, which made two adjustments: 1) deletion of the optional 2% local bicycle and pedestrian funding of \$73,771 to be available for transit, and 2) partial reserve of the Auditor’s original \$321,735 projected increase in Local Transportation Fund (LTF) revenue, so that \$183,521 is subtracted from “Balance Available for Transit” to make available the amount of MTA’s claim for LTF. The claim requests last year’s allocation of LTF, this year’s State Controller’s estimate of State Transit Assistance (STA), and MCOG’s fund balance of Capital Reserve to remain for long-term projects.

Also, the federal 5311 program is added the budget summary; estimates were received April 10.

Janet’s written report also noted two minor revisions to MTA’s claim: 1) the claim included draft figures for last year, while the final allocations of LTF were equal to this year’s new claim, i.e. no increase, and 2) MCOG does not require re-claiming of unexpended past allocations of STA funds, so that line could be disregarded. Discussion included:

- Agreement to recommend this claim for now, with another look at the May budget workshop, until more firm numbers become available when COVID-19 impacts slow down. (Jim B.)
- MTA would like to issue contracts timely, see how funds come in, and apply the same increase or decrease to senior center contracts depending on actual LTF revenues, using the current formula. (Carla) Diana and Richard agreed in theory. Contracts could be written with default starting amount.
- Is it possible to consider performance of seniors services to take into consideration in event of a loss? (Rachel) No, performance factors have not been factored in before. (Diana) In the long run, it could be detrimental to seniors programs if performance were applied. (Carla)
- Further discussion of anticipated amendments and options for allocation instructions. No revisions were proposed at this stage, as there are too many fiscal unknowns. (Nephele, Janet, Carla, group)

Recommendation:

Upon motion by Brown, seconded by Clarke, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended that MCOG allocate full funding of MTA’s claim as presented, with the expectation that one or more revised claims will be necessary later in the year, as more information becomes available.

Local Transportation Fund (LTF)		
MTA Operations	2,993,124	
Unmet Transit Needs	0	
Senior Center Operations	555,499	
Transit Capital Reserve	0	
Total LTF		3,548,623
State Transit Assistance Fund (STA)		
MTA Operations	834,637	
MTA & Seniors Capital	0	
Transit Capital Reserve	0	
Total STA		834,637
Capital Reserve Fund (CRF)		
MTA Capital, Current Year	0	
Senior Capital, Current Year	0	
Long-Term Capital Reserve	685,021	
Total CRF		685,021
Total Recommended FY 2020/21 Transit Allocation		5,068,281

Jim Brown and Carla Meyer left the meeting at appx. 2:54 p.m.

8. Miscellaneous / Members’ Concerns / Announcements. Willits Senior Center’s See’s Candies fundraiser is ongoing as a drive-through event; while the See’s plant has suspended production during the pandemic, WCS has candy available.

9. Adjournment. The meeting was adjourned at 3:00 p.m.

Submitted by Janet Orth, Deputy Director / CFO

Mendocino Council of Governments Annual Transit Performance Review

3 Years: March 1, 2017 - December 31, 2019

Note: Starting with April 2020 review, seasonal quarters are discontinued, replaced with fiscal quarters.

MCOG Standards	Passengers per Hour	Farebox Ratio	Operating Cost per Vehicle Service Hour	Cost per Passenger	Cost/Hr Annual CPI adj.
<i>When comparing to performance:</i>	Higher # is better	Higher # is better	Lower # is better	Lower # is better	
Dial-A-Ride					
Mar. 1, 2017 - Feb. 28, 2018	3.4	13.5%	\$83.89	\$25.02	\$85.78 2.26%
Jan. 1 - Dec. 31, 2018	3.0	11.5%	\$74.11	\$25.12	\$76.84 3.69%
Jan. 1 - Dec. 31, 2019	3.3	23.8%	\$76.96	\$23.03	\$79.27 3.00%
3-Year Average	3.2	16.3%	\$78.32	\$24.39	\$80.63 2.98%
Standard	4.5	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$80.63	\$17.92	Cost/Hr divided by Pass/Hr standard
Result	not met	✓	✓	not met	
Short Distance Bus Routes					
Mar. 1, 2017 - Feb. 28, 2018	9.5	12.3%	\$84.01	\$8.93	\$85.91
Jan. 1 - Dec. 31, 2018	7.1	25.5%	\$88.96	\$12.91	\$92.24
Jan. 1 - Dec. 31, 2019	7.7	35.5%	\$101.38	\$13.19	\$104.42
3-Year Average	8.1	24.4%	\$91.45	\$11.68	\$85.91
Standard	14.0	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$85.91	\$6.14	
Result	not met	✓	not met	not met	
Long Distance Routes					
Mar. 1, 2017 - Feb. 28, 2018	3.1	15.0%	\$86.85	\$28.93	\$88.81
Jan. 1 - Dec. 31, 2018	3.8	14.3%	\$84.66	\$25.05	\$87.79
Jan. 1 - Dec. 31, 2019	4.7	21.8%	\$113.47	\$25.08	\$116.87
3-Year Average	3.8	17.0%	\$94.99	\$26.35	\$97.82
Standard	3.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$97.82	\$30.57	
Result	✓	✓	✓	✓	
Senior Centers					
Mar. 1, 2017 - Feb. 28, 2018	3.3	7.1%	\$49.23	\$15.16	\$50.34
Jan. 1 - Dec. 31, 2018	3.6	29.4%	\$62.89	\$17.85	\$65.21
Jan. 1 - Dec. 31, 2019	3.0	30.3%	\$67.94	\$22.56	\$69.98
3-Year Average	3.3	22.3%	\$60.02	\$18.52	\$61.84
Standard	3.0	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$61.84	\$20.61	
Result	✓	✓	✓	✓	

NOTES:

"CPI Adjusted Rolling Average" uses the Consumer Price Index (CPI) Annual Average, All Urban Consumers, California, percent change from corresponding calendar year to year, added to each of the past three years and averaged.

Check-mark symbol indicates the standard was met.

Cost per Passenger is the result of Cost per Hour divided by Passengers per Hour (may differ slightly from MTA report).

Round-off errors may occur between MTA's report and this summary, or differences based on number of decimal places entered.

Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively.

MCOG Board adopted 10% Farebox Ration standard on June 3, 2019 as recommended by TPC.

Mendocino Council of Governments

Annual Transit Performance Review

January 1 - December 31, 2019

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MCOG Standards	Passengers per Hour	Farebox Ratio	Operating Cost per Vehicle Service Hour	Cost per Passenger
<i>When comparing to performance:</i>	Higher # is better	Higher # is better	Lower # is better	Lower # is better
Dial-A-Ride				
Jan, Feb, Mar 2019	3.3	14%	\$89.32	\$27.07
Apr, May, June 2019	3.7	16%	\$107.63	\$29.09
July, Aug, Sept 2019	3.3	22%	\$67.29	\$20.39
Oct, Nov, Dec 2019	2.8	43%	\$43.59	\$15.57
Annual Average	3.3	23.8%	\$76.96	\$23.03
Standard	4.5	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$80.63	\$17.92
Result	not met	✓	✓	not met
Short Distance Bus Routes *				
Jan, Feb, Mar 2019	7.5	24%	\$120.87	\$16.12
Apr, May, June 2019	7.9	15%	\$140.94	\$17.84
July, Aug, Sept 2019	7.8	27%	\$88.05	\$11.29
Oct, Nov, Dec 2019	7.4	76%	\$55.67	\$7.52
Annual Average	7.7	35.5%	\$101.38	\$13.19
Standard	14.0	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$85.91	\$6.14
Result	not met	✓	not met	not met
Long Distance Routes **				
Jan, Feb, Mar 2019	4.1	11%	\$127.45	\$31.09
Apr, May, June 2019	4.0	7%	\$142.10	\$35.53
July, Aug, Sept 2019	5.3	18%	\$112.55	\$21.24
Oct, Nov, Dec 2019	5.2	51%	\$71.78	\$13.80
Annual Average	4.7	21.8%	\$113.47	\$25.41
Standard	3.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$97.82	\$30.57
Result	✓	✓	not met	✓
Senior Centers				
Jan, Feb, Mar 2019	3.0	30.8%	\$62.73	\$21.26
Apr, May, June 2019	3.2	31.5%	\$78.08	\$24.40
July, Aug, Sept 2019	3.0	29.5%	\$65.70	\$22.19
Oct, Nov, Dec 2019	2.9	29.2%	\$65.25	\$22.39
Annual Average	3.0	30.3%	\$67.94	\$22.56
Standard	3.0	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$61.84	\$20.61
Result	✓	✓	not met	not met

* Includes 1 Willits Local, 5 Bragg About, 7 Jitney, 9 Ukiah Local

** Includes 20 Willits/Ukiah, 60 Coaster, 65/66 CC Rider, 75 Gualala/Ukiah, 95 Point Arena/Santa Rosa

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Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively.

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<i>When comparing to performance:</i>	Higher # is better	Higher # is better	Lower # is better	Lower # is better
Dial-A-Ride				
Jan, Feb, Mar 2018	3.1	5%	\$66.97	\$21.60
Apr, May, June 2018	2.8	10%	\$100.98	\$36.06
July, Aug, Sept 2018	3.0	16%	\$61.64	\$20.55
Oct, Nov, Dec 2018	3.0	15%	\$66.85	\$22.28
Annual Average	3.0	11.5%	\$74.11	\$25.12
Standard	4.5	15.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$80.63	\$17.92
Result	not met	not met	✓	not met
Short Distance Bus Routes *				
Jan, Feb, Mar 2018	7.6	16%	\$95.13	\$12.52
Apr, May, June 2018	5.2	29%	\$88.99	\$17.11
July, Aug, Sept 2018	7.8	23%	\$81.38	\$10.43
Oct, Nov, Dec 2018	7.8	34%	\$90.33	\$11.58
Annual Average	7.1	25.5%	\$88.96	\$12.91
Standard	14.0	15%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$85.91	\$6.14
Result	not met	✓	not met	not met
Long Distance Routes **				
Jan, Feb, Mar 2018	3.6	11%	\$78.99	\$29.76
Apr, May, June 2018	2.7	20%	\$79.74	\$29.53
July, Aug, Sept 2018	4.4	10%	\$85.43	\$19.42
Oct, Nov, Dec 2018	4.4	16%	\$94.49	\$21.48
Annual Average	3.8	14.3%	\$84.66	\$25.05
Standard	3.2	15%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$97.82	\$30.57
Result	✓	w-i margin of error	✓	✓
Senior Centers				
Jan, Feb, Mar 2018	4.1	26.8%	\$54.55	\$13.23
Apr, May, June 2018	3.9	31.2%	\$64.59	\$16.61
July, Aug, Sept 2018	3.4	29.7%	\$62.69	\$18.71
Oct, Nov, Dec 2018	3.1	30.1%	\$69.73	\$22.86
Annual Average	3.6	29.4%	\$62.89	\$17.85
Standard	3.0	12.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$61.84	\$20.61
Result	✓	✓	w-i margin of error	✓

* Includes 1 Willits Local, 5 Bragg About, 7 Jitney, 9 Ukiah Local

** Includes 20 Willits/Ukiah, 60 Coaster, 65/66 CC Rider, 75 Gualala/Ukiah, 95 Point Arena/Santa Rosa

NOTES:

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Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively.

Flex Routes were deleted from this table.