



## MOUNTAIN AREA REGIONAL TRANSIT AUTHORITY

### MINUTES of BOARD MEETING Wednesday, February 15, 2017

#### OPEN SESSION 10:30 a.m.

Meeting held via Teleconference from

City of Big Bear Lake  
Training Room  
39707 Big Bear Blvd.  
Big Bear Lake, CA

Mountain Area Regional Transit Authority  
621 Forest Shade Rd.  
Crestline, CA 92325

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#### **Board Members Present:**

Terisa Bonito, Chairman, Member-at-Large  
Randy Putz, Vice-Chairman, City of Big Bear Lake  
Liz Harris, San Bernardino County, 3<sup>rd</sup> Supervisorial  
District  
Bob Jackowski, City of Big Bear Lake  
Bill Priest, San Bernardino County, 2<sup>nd</sup> Supervisorial  
District

#### **Agency Personnel:**

Kathy Hawksford, General Manager  
Sandy Benson, Assistant General Manager  
Lois Lane, Operations Supervisor/Trainer  
BettyAnn Merrill, Administrative Assistant  
Tiffany Millburn, Outreach Coordinator

#### **Members Excused:**

None

#### **Other:**

Carol Greene, County Counsel

#### **1.0 CALL TO ORDER**

Chairman Bonito called the meeting to order at 10:30 a.m.

##### **1.1 Pledge of Allegiance**

Member Priest led the Pledge of Allegiance.

##### **1.2 Roll Call**

Roll call was taken noting that all members were present.

#### **2.0 STAFF PRESENTATIONS**

None

#### **3.0 COMMITTEE REPORTS**

None

#### **4.0 PUBLIC COMMENTS**

None

## **5.0 CONSENT CALENDAR**

Chairman Bonito called for discussion of the Consent Calendar. Motion to approve was made by Member Jackowski with second by Member Harris. A roll call vote was taken with the motion passing unanimously.

## **6.0 CARRY OVER ITEMS**

None

## **7.0 NEW BUSINESS**

### **7.1 FY16-17 Budget Amendment**

Proposed line item amendments to the FY16-17 Budget were presented. The amended line items will update revenues and expenditures reflecting increases in wages and benefits resulting from the Memorandum of Understanding with Teamsters and new extended services to be implemented. Discussion of individual line item increases followed. Member Jackowski questioned the need for the Line of Credit if not being utilized. It was discussed to let it lapse and renew if needed. Motion to approve the amended budget as presented was made by Member Harris with second by Member Jackowski. A roll call vote was taken with motion passing unanimously.

### **7.2 Fiscal Year 2015/2016 Financial and Single Audit Reports**

The Transportation Development Act (TDA) requires that MT's financial records be audited annually. The Financial Audit Reports consists of a Basic Financial Statement with an Independent Auditor's Report and a Single Audit Report for the fiscal year ending June 30, 2016. Both audits found MT to be in compliance with all regulatory requirements. A motion to receive and file was made by Chairman Bonito with second by Member Putz. A roll call vote was taken with motion passing unanimously.

### **7.3 Grant Application for Low Carbon Transit Operating Program**

MT is eligible to apply for a Low Carbon Transit Operating Program (LCTOP) Grant in the amount of \$2,196. The funds are to be used for projects that reduce greenhouse gas emissions. In the past MT has used LCTOP funds to provide a "Free Ride Day" intended to encourage non-bus riders to utilize public transit and reduce the number of vehicles on the road. The \$2,196 in LCTOP funding will allow MT to provide two "Free Ride Days". Motion to approve was made by Member Harris with second by Member Jackowski. Member Putz inquired what actions are taken to promote Free Ride Days. Ms. Benson said that the Free Ride Days will be promoted through KBHR, The Grizzly Newspaper, various webpages, flyers, and MT's social media page. Roll call vote was taken with motion passing unanimously.

### **7.4 Application for Capital Grant Funding through the FY10-11 California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF)**

MT is eligible to apply for Proposition 1B funding through the California Transit Security Grant program – California Transit Assistance Fund (CTSGP0-CTAF) in the amount of \$3,287. This funding would be utilized to purchase two additional tablets and licensing for the STAR program. Discussion of the equipment stability followed. Motion to approve was made by Member Putz with second by Member Jackowski. A roll call vote was taken with motion passing unanimously.

### **7.5 Federal Congestion Mitigation Air Quality (CMAQ) Grant Application**

MT is eligible to apply for Federal Congestion Mitigation Air Quality (CMAQ) funding in the amount of \$560,000 for FY16/17. These funds, along with toll credits as matching funds, will be used to purchase replacement vehicles that have met their useful life expectancy of 5 years or 150,000

miles. Motion to approve was made by Member Harris with second by Member Putz. A roll call vote was taken with motion passing unanimously.

#### **7.6 Bus Shelter Contract with Big Bear Outdoor Advertising**

MT's contract with Parallel Broadcasting (PB) regarding the bus shelters within the Big Bear Valley expired 12/31/16. The contract denoted ownership, maintenance responsibilities, and provided revenue from the advertising generated from them. PB sold these shelters to Big Bear Outdoor Advertising who desires to continue the contract with MT under the same terms and conditions. The revenue received from this contract contributes to MT's operating budget and farebox return ratio. Discussion followed regarding terms, amount of revenue received, and the length of this contract (10 years). Member Jackowski requested a list of the shelters and locations. Motion to approve was made by Member Jackowsk with second by Member Bonito. A roll call vote was taken with motion passing unanimously.

#### **7.7 Advertising on Buses**

MT would like to increase its advertising revenue by selling ads on the exterior of its buses. Since advertising opportunities in the valley are limited, these mobile ads would be seen by both residents and visitors as the buses travel throughout the valley and down the hill. Samples of digital print on vinyl were presented. Amount of revenue generated would depend on the number of ads sold, and cost of designing and installing ad. The increase in advertising revenue would contribute to MT's annual operating budget and farebox return ratio. Discussion followed with recommendation that an ad hoc committee be formed to approve ads before putting on buses. Member Harris commented that she would like to see the ads as a complete wrap that does not conflict with the color of the buses. Discussion resulted in a recommendation that a "Standard Practice and Procedures" be developed. Also recommended was giving priority to local businesses to help promote the community. Member Harris suggested that staff contact the TBID committee regarding the advertising. Member Jackowski inquired if there would be a quantity discount for multiple buses. Ms. Benson mentioned that Omnitrans has offered to assist with development of MT's policies and procedures. Motion to approve with stipulation that a Standard Practice and Procedure be developed and brought back to the Board was made by Member Putz with second by Member Jackowski. A roll call vote was taken with motion passing unanimously.

#### **7.8 Title VI**

As determined by the Federal Transit Administration (FTA) all transit agencies receiving federal funding must have a Title VI Program that complies with Title VI of the Civil Rights Act of 1964 and the agency's plan must be reviewed every three years. MT developed and implemented a plan which was last approved by the Board in November of 2013. No changes to the plan are recommended at this time. Motion to approve MT's Title VI Program was made by Member Bonito with second by Member Priest. A roll call vote was taken with motion passing unanimously.

### **8.0 GENERAL MANGER'S REPORT**

Ms. Hawksford reported on the following items:

- **Services Changes Implemented**

In conjunction with the recommendations of the Short Range Transit Plan, service changes were implemented in November of 2016 consisting of:

Rim Route 4 – shortened weekday service from 16 hours to 8 hours  
Rim Route 2 – implemented Saturday service  
RIM Dial-a-Ride – implemented service on Sundays from 8:00 a.m. to 3:00 p.m.  
Rim Off-the-Mountain – adjusted service schedule to coincide with changes in Metrolink's schedule.  
Big Bear Dial-a-Ride – extended service until 10:30 p.m., 7 days per week.  
Big Bear Trolley – shorten route resulting in 30 minute service.

Even though these changes have only been in effect for a couple of months, an increase in ridership was noted when comparing January 2017 with January of 2016.

- **Appreciation Luncheon**  
An appreciation luncheon for all MT employees was held December 28<sup>th</sup> in Big Bear and December 29<sup>th</sup> in Crestline.
- **New Union Steward**  
Crestline drivers recently elected Tim Borg as the new Teamsters Steward.
- **New Shelters**  
Installation of new bus shelters were completed in Runnings Springs and in Big Bear Lake at Sandalwood behind Von's.
- **Facility Study**  
Staff met with the consulting team conducting the Facility Study. Team will be visiting MT's facilities February 16<sup>th</sup> and 17<sup>th</sup>.
- **Resort Express Service Implemented**  
The new Resort Express Service, which started December 22<sup>nd</sup> ran daily through January 8<sup>th</sup>. Service will continue to run weekends through mid-March. To date, over 3,000 Mammoth employees and general public have utilized the service to travel/to from the resort. MT conducted an on-board survey with very positive and favorable responses.
- **City of Big Bear Lake**  
Staff met with the City's Community Development Director, Jim Miller, and the City's new Planning Director, Robert Dahlquist, to discuss transportation issues. MT pays kudos to Mr. Dahlquist for his efforts on MT's behalf during the recent storms in getting a number of major bus stops cleared of snow so passengers had a safe place to wait for the bus. MT also provided transportation for City and Caltrans personnel to tour the valley.
- **Effects of Recent Snow Storms**  
Ms. Hawksford reported that MT had to discontinue service on several routes over several days due to weather and road conditions. MT kept the public updated on the availability and changes to service through the STAR system, KBHR, Grizzly, and Facebook. Mechanics worked long hours chaining up buses, pulling vehicles out of the snow, making minor repairs, and plowing the facilities. Supervisor Ruiz relieved drivers during near gridlock traffic providing opportunity for bathroom and meal breaks. A few buses were damaged during the storm.

## 9.0 GENERAL COMMENTS AND ANNOUNCEMENTS

- 9.1 **Administration**  
None

9.2 **Board Members**

None

**10.0 ADJOURNMENT**

Chairman Bonito adjourned the meeting at 12:25 p.m. Next regularly scheduled Board Meeting will be held Wednesday, March 15, 2017, 10:30 a.m. at City of Big Bear Lake, Training Room, at 39707 Big Bear Blvd., Big Bear Lake, CA.