



AGENDA

**Mountain Area Regional Transit Authority
Public Hearing
June 16, 2021
9:00 A.M.**

Location: Snow Valley Mountain Resort, 35100 CA HWY 18, Running Springs, CA 92382

Members of the Public who wish to comment on topics not on the posted agenda are invited to submit comments via email to kwentworth@mountaintransit.org on or before Tuesday, June 15, 2020 at 4:00 P.M. Please limit comments to 300 words or less.

Meeting is held via Teleconference

Join Zoom Meeting

<https://us02web.zoom.us/j/82616801317?pwd=SjlWcXcvK3BxVWZmQURMZmk5bUhCdz09>

Meeting ID: 826 1680 1317

Passcode: 644528

One tap mobile

Dial-In: 669-900-9128

1. CALL TO ORDER

2. INTRODUCTION OF SPEAKERS

3. OPEN PUBLIC HEARING

- Read General Statement
 - ✓ The Mountain Area Regional Transit Authority Board of Directors has instructed the staff of Mountain Transit to conduct a Public Hearing for consideration of the following items:
 - The FY21/22 Proposed Operating & Capital Budgets
 - The Mountain Area Regional Transit Authority is applying to the State Department of Transportation for a California Mitigation Air Quality (CMAQ) Section 5311 Capital Grant in the amount of \$438,168 for the purchase of a Zero Emissions Vehicle.
- Public Hearing Procedure and Guidelines

4. OPEN FOR PUBLIC COMMENTS

a. FY21/22 Operating & Capital Budgets

Read Hearing Announcement

- Take Testimony
 - ✓ Each person give name, area, company represented (if applicable) for the record.

b. CMAQ Application

Read Hearing Announcement

- Take Testimony
 - ✓ Each person give name, area, company represented (if applicable) for the record

5. ADJOURNMENT

MEMO TO: BOARD OF DIRECTORS

FROM: SANDY BENSON, GENERAL MANAGER

SUBJECT: PROPOSED FISCAL YEAR FY21/22 OPERATING & CAPITAL BUDGETS

Issue

Shall the Mountain Transit Board of Directors adopt by Resolution 2021-008 FY21/22 Operating and Capital Budgets?

Background

In accordance with Mountain Transit's Joint Powers Agreement (JPA) and the Transportation Development Act (TDA), budgets have been prepared reflecting anticipated funding and expenditures for FY21/22. Mountain Transit's Finance committee reviewed the Proposed Budget on May 12, 2021. A Public Hearing was held June 17, 2021. The Proposed Operating Budget was submitted to Kelly Ent, Director of Public Services, City of Big Bear Lake. Supervisorial Representative Kyle Schulty, who serves on Mountain Transit's Board of Directors Finance subcommittee meets the criteria for review by a San Bernardino County representative.

Summary of factors used in developing the FY21/22 Operating Budget are as follows:

- Federal 5311 funding of \$309,166.00 provides capital, planning, and operating assistance to support public transportation in rural areas with populations of less than 50,000.
- Federal 5311(f) funding of \$214,772 is a special allocation from SBCTA to support Mountain Transit's Off The Mountain (OTM) routes 5 and 6.
- County LTF funding of \$2,310,057, an increase of \$551,905 over FY20/21, is derived from .25% of sales tax generated within the County.
- City of Big Bear Lake pass through Local Transportation Fund (LTF) of \$259,806 remains stable.
- Measure I funds of \$127,050 is an increase of \$36,050 over the FY20/21 allocation. Measure I is a half-cent sales tax collected throughout San Bernardino County for transportation improvements. San Bernardino County voters first approved the measure in 1989 and in 2004 approved the extension through 2040.
- CARES Act (Coronavirus Aid, Relief, and Economic Security Act) funding of \$644,021 was allocated in FY20/21 however Mountain Transit did not include it in the Operating budget as it was not received. Mountain Transit has three years to expend these funds which may be used for operating expenses.
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was allocated to support the transit industry during the COVID-19 public health emergency. SBCTA's Board of Directors allocated \$1,987,081.00 in CRRSAA funds to Mountain Transit. These funds may be used for Operating expenses and may be expended over three years. CRRSAA funds are not shown in this budget as they have not yet been received by Mountain Transit.

Last year Mountain Transit's Operations Budget reflected the uncertainty caused by the pandemic. Service and ridership were severely reduced for much of the year. Staff also decreased. Mountain Transit's FY21/22 Budget reflects the expectation of being fully staffed and delivering 100% of Fixed Route service as well as a possible increase to service in certain areas. This budget also provides for increases to driver and dispatcher wages that were approved by the Board in May of 2020. Additionally, Health and Welfare benefits increased significantly as defined in Mountain Transit's Agreement with Teamster Local 572. Increases to insurances, both liability and property, and utilities are also planned for in this budget.

Staff presents a fully funded and balanced operations budget for Board review and approval.

Capital Budget

The FY 21/22 Capital Budget includes funding for major vehicle component replacements, dispatch and maintenance Equipment, Revenue and Staff Vehicle Replacements, Passenger facilities improvements (Stops and Shelters), office equipment and repairs and improvements to buildings and yards.

Mountain Transit has been in the planning stages for new facilities in both the Crestline and Big Bear Areas for several years. Financial planning was part of Mountain Transit's most recent Short-Range Transit Plan approved by both the Mountain Transit Board of Directors and San Bernardino County Transit Authority (SBCTA.) The planning was based on the needs outlined in a feasibility study completed in 2017. Although, both facilities are in need of long overdue updates, the urgent need is the Crestline facility as the administrative building suffered a fire in August 2019 that rendered the building uninhabitable. Work has begun on both of these facilities with expectations that the Crestline Facility will break ground in Fall 2021 and the Big Bear Facility will break ground in Spring of 2022. The FY21/22 Capital Budget allocates partial funding for both projects. SBCTA has planned for additional funding allocations to Mountain Transit over the next few years to complete these projects.

Capital Projects planned for FY21/22 include the completion of the Stater Bros. Bus Turnout; Additional bus stop improvements and new shelters, system wide; continued work on both Big Bear and Crestline new facilities; and fleet replacements to include the purchase of Mountain Transit's first Zero Emissions Vehicle (ZEB).

Action Requested

Request the Mountain Transit Board of Directors approve by Resolution 2021-008 the proposed FY21/22 Operating and Capital Budgets.

Mountain Area Regional Transit Authority
PROPOSED 2021/2022 OPERATING BUDGET

Income	DRAFT
Fare Revenue	
30025 · Fare Revenue	301,000.00
30030 · Pass & Token Sales	11,900.00
Total Fare Revenue	312,900.00
Government Assistance	
30035 · 5311(f) Operating	214,772.00
30040 · FTA 5311- Operating	309,166.00
30041 · CARES Act 5311	644,021.00
30045 · City of Big Bear Lake	259,806.00
30055 · LTF Valley	262,750.00
30060 · San Bernardino County CRSAA 5311	2,310,057.00
30065 · Measure I	127,050.00
Total Government Assistance	4,127,622.00
30015 · Advertising Revenue	8,000.00
30070 · Interest Income	0.00
Total Income	4,448,522.00
Expenses	
Administrative	
60010 · Admin Holiday	15,084.00
60015 · Admin Mileage & Reimbursements	500.00
60020 · Admin Overtime	500.00
60025 · Admin Salaries/Wages	341,242.00
60030 · Admin Sick Leave	15,646.00
60035 · Admin Travel & Training	10,000.00
60040 · Admin Vacation	20,771.52
Total Admin	403,743.52
Advertising	
60110 · Classifieds	400.00
60115 · Public Notices	400.00
Total Advertising	800.00
Banking/Payroll Fees	
60210 · Bank Service Charges	291.00
60215 · Interest Expense	100.00
60220 · Payroll Processing Fee	7,820.00
60225 · Credit Card Discounts	700.00
Total Banking/Payroll Fees	8,911.00

Mountain Area Regional Transit Authority
PROPOSED 2021/2022 OPERATING BUDGET

Board	
60310 · Board Stipend	11,150.00
60315 · Board Travel	600.00
Total Board	<u>11,750.00</u>
Insurance/Benefits	
60410 · General Liability Insurance	117,458.00
60415 · Health & Welfare	173,563.29
60420 · Health & Welfare Union	256,320.00
60425 · Payroll Taxes	191,060.00
60430 · Property Insurance	36,688.00
60435 · Retirement 401a	92,399.00
60440 · Union Pension	15,300.00
60445 · Workers' Comp	79,330.00
Total Insurance/Benefits	<u>962,118.29</u>
Office Equipment	
60455 · Office Equipment Lease	13,380.00
60460 · Office Equipment Maint	50,000.00
60465 · Software License & Fees	27,000.00
Total Office Equipment	<u>90,380.00</u>
Professional Services	
60500 · Consultant Svcs.	175,000.00
60505 · Legal	20,000.00
Total Professional Services	<u>195,000.00</u>
Utilities	
60515 · Gas/Water/Electric/Trash	44,550.00
60520 · Internet Services	18,150.00
60525 · Telephone	18,480.00
Total Utilities	<u>81,180.00</u>
60320 · Dues & Subscriptions	23,700.00
60450 · Marketing/Promotions	50,000.00
60470 · Office Supplies	14,000.00
60480 · Postage & Delivery	900.00
60490 · Printing & Reproduction	12,520.00
60510 · TREP	20,000.00
Total Administrative	<u>1,875,002.81</u>

Mountain Area Regional Transit Authority
PROPOSED 2021/2022 OPERATING BUDGET

Maintenance

50110 · Maint Holiday	9,210.37
50120 · Maint Overtime	2,250.00
50125 · Maint Salaries/Wages	291,847.55
50130 · Maint Sick	8,870.00
50140 · Maint Vacation	9,101.00

Total Maint 321,278.92

Maint Outside Services

50150 · Accident Repairs	15,000.00
50155 · Haz. Mat. Disposal	4,785.00
50160 · Other - Testing, Towing, etc.	31,679.73

Total Maint Outside Services 51,464.73

50015 · Facilities Maintenance & Repair	75,000.00
50145 · Maint Inspections & Lic. Fees	2,200.00
50165 · Maint Uniform Rental/Purchase	7,500.00

Total Maintenance 457,443.65

Operations

Driver/Dispatch

40010 · Dispatch Holiday	5,620.80
40020 · Dispatch Overtime	2,927.50
40025 · Dispatch Sick	2,810.40
40035 · Dispatch Vacation	7,494.40
40040 · Dispatch Wage	167,499.84
40045 · Driver Holiday	41,400.00
40055 · Driver Overtime	45,420.00
40060 · Driver Sick	21,609.00
40065 · D&D Training & Travel	25,000.00
40070 · Driver Vacation	65,037.00
40075 · Driver Wages	864,424.00

Total Driver/Dispatch 1,249,242.94

Driver/Dispatch Testing

40080 · DMV Pull Notices	250.00
40085 · Exams/Drug Screens/Licenses	6,100.00

Total Driver/Dispatch Testing 6,350.00

Mountain Area Regional Transit Authority
PROPOSED 2021/2022 OPERATING BUDGET

Maint Consumables

40120 · Fuel	409,000.00
40125 · Oil & Fluids	6,856.80
40130 · Parts & Supplies	120,000.00
40135 · Tires	96,500.00
Total Maint Consumables	<u>632,356.80</u>

Ops Mgt/Staff

40090 · Ops Mgt/Staff Holiday	8,399.55
40100 · Ops Mgt/Staff Salaries	192,475.62
40105 · Ops Mgt/Staff Sick	8,377.00
40115 · Ops Mgt/Staff Vacation	10,113.63
Total Ops Mgt/Staff	<u>219,365.80</u>

40210 · Radio Fees	3,960.00
40215 · Uniform Replacement	4,800.00

Total Operations	<u><u>2,116,075.54</u></u>
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Total Expense	4,448,522.00
Revenues less Operating Expenses	\$0.00

MOUNTAIN TRANSIT FY 2021 / 2022 CAPITAL BUDGET

	<u>Budget</u>	<u>Spent</u>	<u>Remaining</u>
State Transit Assistance (STA)			
S17-06-MRT-B			
SRTP	\$19,897.83	\$0.00	\$19,897.83
S20-MRT-05-B			
Marketing	\$10,000.00	\$8,840.42	\$1,159.58
S21-MRT-04-B			
SRTP	\$45,000.00	\$23,412.32	\$21,587.68
DoubleMap	\$30,000.00	\$27,096.64	\$2,903.36
Facilities	\$728,570.18	\$7,220.00	\$721,350.18
Marketing	\$15,334.00	\$9,996.00	\$5,338.00
Support Vehicle	\$55,799.03	\$55,799.03	\$0.00
Maintenance	\$55,000.00	\$21,665.80	\$33,334.20
S22-MRT-04-B			
Facilities	\$3,060,000.00	\$0.00	\$3,060,000.00
DoubleMap	\$30,000.00	\$0.00	\$30,000.00
TOTAL STA	\$4,049,601.04	\$154,030.21	\$3,895,570.83
Local Transportation Funds (LTF)			
L18-MRT-11			
Facilities	\$538,997.85	\$190,394.61	\$348,603.24
Revenue Vehicles	\$175,850.74	\$130,974.40	\$44,876.34
L19-MRT-11			
Office & Computer Equipment	\$118,780.44	\$110,373.73	\$8,406.71
Communication Equip	\$24,570.04	\$16,500.00	\$8,070.04
Facilities	\$288,784.00	\$1,318.92	\$287,465.08
TOTAL LTF	\$1,146,983.07	\$449,561.66	\$697,421.41
Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)			
Bus Stop Improvements			
PUC 99313	\$755,526.00	\$0.00	\$755,526.00
PUC 99314	\$8,724.00	\$0.00	\$8,724.00
Interest Earned	\$0.00	\$0.00	\$0.00
TOTAL Bus Turnout	\$764,250.00	\$0.00	\$764,250.00
Bus Turnout Lane 16/17			
Stater Bros Turnout	\$400,000.00	\$30,564.00	\$369,436.00
Interest Earned	\$1,644.00	\$0.00	\$1,644.00
City Of Big Bear Lake	\$87,000.00	\$0.00	\$87,000.00
TOTAL Bus Turnout	\$488,644.00	\$30,564.00	\$458,080.00
TOTAL PTMISEA	\$1,252,894.00	\$30,564.00	\$1,222,330.00

MOUNTAIN TRANSIT FY 2021 / 2022 CAPITAL BUDGET

	<u>Budget</u>	<u>Spent</u>	<u>Remaining</u>
Low Carbon Transit Operations Program (LCTOP)			
Bus Stop Improvements			
2018/2019	\$105,429.00	\$0.00	\$105,429.00
2019/2020	\$102,167.00	\$0.00	\$102,167.00
TOTAL Bus Stop Improvements	\$207,596.00	\$0.00	\$207,596.00
ZEB Purchase			
2020/2021	\$57,034.00	\$0.00	\$57,034.00
TOTAL Bus Purchase	\$57,034.00	\$0.00	\$57,034.00
TOTAL LCTOP	\$264,630.00	\$0.00	\$264,630.00
Congestion Mitigation Air Quality (CMAQ)			
Replacement Vehicles			
2018/2019	\$560,000.00	\$316,336.00	\$243,664.00
Zero Emission Vehicle Acquisition			
2020/2021	\$438,168.00	\$0.00	\$438,168.00
TOTAL CMAQ	\$998,168.00	\$316,336.00	\$681,832.00
State of Good Repair (SGR)			
Replacement Vehicles			
2017/2018	\$73,965.00	\$10,825.35	\$63,139.65
2018/2019	\$74,234.29	\$500.00	\$73,734.29
2019/2020	\$76,454.24	\$0.00	\$76,454.24
2020/2021	\$78,486.00	\$0.00	\$78,486.00
TOTAL Replacement Vehicles	\$303,139.53	\$11,325.35	\$291,814.18
Bus Stop Improvements			
2021/2022	\$83,923.00	\$0.00	\$83,923.00
TOTAL SGR	\$387,062.53	\$11,325.35	\$375,737.18
TOTAL CAPITAL FUNDS	\$8,099,338.64	\$961,817.22	\$7,137,521.42

MOUNTAIN TRANSIT

FY 2021/2022 PLANNED CAPITAL PROJECTS

Project	Fund Source	Account/Fund Name	Proposed Budget	Funds Spent	Fund Balance
Stater Bros Bus Turnout	PTMISEA	Bus Turnout	\$400,000.00	\$30,562.00	\$369,438.00
	City of Big Bear Lake		<u>\$87,000.00</u>	<u>\$0.00</u>	<u>\$87,000.00</u>
Total Funds:			\$487,000.00	\$30,562.00	\$456,438.00
Bus Stop Improvements Phase 1	PTMISEA	Bus Stop Improvements	\$764,250.00	\$0.00	\$764,250.00
	LCTOP	2018/2019	\$105,429.00	\$0.00	\$105,429.00
	LCTOP	2019/2020	<u>\$102,167.00</u>	<u>\$0.00</u>	<u>\$102,167.00</u>
Total Funds:			\$102,167.00	\$0.00	\$971,846.00
Big Bear and Crestline Facilities	LTF	L18-MRT-11	\$538,997.85	\$111,414.75	\$427,583.10
	LTF	L19-MRT-10	\$288,784.00	\$1,318.92	\$287,465.08
	STA	S21-MRT-04-B	\$728,570.18	\$0.00	\$728,570.18
	STA	S22-MRT-04-B	<u>\$3,087,229.00</u>	<u>\$0.00</u>	<u>\$3,087,229.00</u>
Total Funds:			\$4,643,581.03	\$112,733.67	\$4,530,847.36
Vehicle Replacements	CMAQ	ZEB Fleet Expansion	\$438,168.00	\$0.00	\$438,168.00
	LCTOP	ZEB Fleet Expansion	\$57,034.00	\$0.00	\$57,034.00
	SGR	Replacement Vehicles	<u>\$291,814.18</u>	<u>\$0.00</u>	<u>\$291,814.18</u>
Total Funds:			\$787,016.18	\$0.00	\$787,016.18

PUBLIC HEARING ITEM CMAQ GRANT APPLICATION

FROM: SANDY BENSON, GENERAL MANAGER

SUBJECT: RESOLUTION 2021-003: FEDERAL CONGESTION MITIGATION AIR QUALITY (CMAQ) GRANT APPLICATION

Issue

Shall the Mountain Transit Board of Directors authorize and direct the General Manager to submit an application for Federal Congestion Mitigation Air Quality (CMAQ) grant funding in the amount of \$438,168 for the purchase of a Zero Emissions Bus (ZEB)?

Background

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program is a Federal program that funds transportation projects designed to reduce traffic congestion and improve air quality. Mountain Transit is requesting to use \$438,168 of CMAQ funding to purchase a Zero Emission Bus (ZEB).

Financial Impact

None

Action Requested

Request the Mountain Transit Board of Directors approve Resolution 2021-003 authorizing the General Manager to apply for and expend (CMAQ) Grant funds in the amount of \$438,168 for the purchase of a Zero Emissions Bus (ZEB).
