

**Mendocino Transit Authority
Board of Directors Meeting
September 26, 2018
1:30 p.m.**

MINUTES

Meeting Location Fort Bragg
Diana Stuart Fort Bragg Division
190 East Spruce Street, Fort Bragg, CA

Video-Conference with:

Ukiah
Ukiah Valley Conference Center
200 South School Street
Chenin Blanc Room

CALL TO ORDER

Chair Mastin attended the meeting in Ukiah via video conferencing and asked if Director Tarbell would chair the meeting. All agreed.

1. **Vice Chair Tarbell** called the meeting to order at 1:32 p.m.

ROLL CALL:

Directors Present: Chair Mastin, Gjerde, Tarbell, Rodriguez, Cross

Directors Absent: Scalmanini, Peters

Staff Present: Carla Meyer, General Manager
Jacob King, Operations Manager
Art Hatcher, Operations Supervisor
John Pegan, Human Resource Manager
Mark Harvey, Finance Manager
Jan Michele, Recording Secretary

Others: Janet Orth and Loretta Ellard of MCOG (via video Conference)
Kate Stornetta of the Stornetta Accounting agency
Michael O'Connor of R.J. Ricciardi, Inc. CPA

PUBLIC COMMENT

None

CONSENT CALENDAR

2. **Minutes of July 25, 2018**
3. **Service Performance Report: July 2017 - August 2018**
4. **Financial Report**
5. **Board Meeting Dates and Locations**
6. **Capital Program: Update and Progress Report**

Discussion of a possible date change for the October meeting ensued. It was agreed the October meeting be changed to Wednesday, November 7, 2018. Cancelling the meeting in October. Director Cross noted that he did not attend the July 25th meeting. His name should be removed from the minutes.

Upon Motion by **Director Rodriguez** and seconded by **Director Cross** the *Corrected* Minutes of the July 25th meeting were approved by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Rodriguez, Cross
NO: None
ABSTAIN: None
ABSENT: Scalmanini, Peters

Upon Motion by **Director Gjerde** and seconded by **Director Cross** the Board will not meet in October. The next Board meeting will be 11/07/17 approved by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Rodriguez, Cross
NO: None
ABSTAIN: None
ABSENT: Scalmanini, Peters

Upon Motion by **Director Gjerde** and seconded by **Director Cross** Consent Calendar items 2 through 6 were accepted by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Rodriguez, Cross
NO: None
ABSTAIN: None
ABSENT: Scalmanini, Peters

ACTION & DISCUSSION

7. **Unmet Transit Needs**

Director Rodriguez reported that a group of parents of middle school students would welcome a bus route that would enable children to get to Eagle Peak middle school in Redwood Valley. MTA has a bus route with a stop two blocks from the school arriving at 7:18am. General Manager Meyer noted that this request will be put before the Route Committee.

8. FY 2016/17 Fiscal and Compliance Audit/single Audit

General Manager Meyer thanked Michael O'Connor of R.J. Ricciardi, Inc. CPA and Kate Stornetta of Stornetta Accounting Agency for attending the meeting. General Manager Meyer mentioned that she and her staff are pleased that last year's books are closed and that MTA had no findings. Michael O'Connor, CPA, who conducted the audit further explained to the assembled group that having no findings is a 'clean' opinion and this is a very favorable report. The 'Net ' position can be found on pages 7 & 8 showing a substantial reserve to be used for capital expenditures.

Director Gjerde had a question on CalPERs growth (see p.16). Finance Manager Mark Harvey indicated fluctuations will be a result of CalPERs financial growth. He will forward information to the Board Members so that it will be clearer how CalPERs arrived at the figures shown.

General Manager Meyer recommended that the Board form a Finance Sub Committee to study financial data in detail.

MCOG representative Janet Orth had a question on retained earnings answered and asked that the next audit break out the restricted funds more clearly.

Kate Stornetta explained that working with Mendocino County's MUNIS system is challenging and it involves studying multiple spreadsheets. We have found some entries must be placed in different line items for clarity.

Director Cross noted that not many MTA employees are using the 457 Deferred Compensation Plan. Perhaps the Finance and Human Resources Departments can encourage usage by providing information on the benefits of the Plan.

Chair Mastin congratulated General Manager Meyer and Finance Manager Harvey for an excellent 2016/17 audit close out and is looking forward to a good 2017/18 closing report.

Upon Motion by **Chair Mastin** and seconded by **Director Gjerde** the Board moved to accept the FY 2016/17 Fiscal and Compliance Audit/Single Audit with the addition of the date (today's date - 09/26/18) on page 3 by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Rodriguez, Cross
NO: None
ABSTAIN: None

ABSENT: Scalmanini, Peters

9. Finance Report

Finance Manager Mark Harvey directed the Board to the Finance Report hand-out (Agenda Item # 9) indicating cash and capital balances as of September 21, 2018.

General Manager Meyer noted that MCOG was not able to release funds until the FY 2016/17 audit was complete.

10. State of Good Repair discussion and vote on Resolution #2018 -09.

Upon Motion by **Director Gjerde** and seconded by **Director Rodriguez** the Board approved Resolution State of Good Repair (SB1) # 2018 - 09 by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Rodriguez, Cross
NO: None
ABSTAIN: None
ABSENT: Scalmanini, Peters

11. MTA Special Events Schedule

General Manager Meyer reported that MTA can't financially sustain the charter service. It is a conflict with the parameters of one or more of MTA's grants. MTA could publish an 'Events Calendar' for events such as the Fort Bragg Salmon BBQ and Willits Frontier Days among other events. Mendocino Transit Authority would be able to accept donations from non-profit organizations that would utilize charter services.

Upon Motion by **Director Tarbell** and seconded by **Director Gjerde** the Board approved an MTA Special Events Schedule by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Cross
NO: None
ABSTAIN: Rodriguez
ABSENT: Scalmanini, Peters

12. Revision of FY 18/19 Capital Budget

Review and approve Resolution # 2018-10, Revision of MTA FY 18/19 Capital Budget

Upon Motion by **Director Rodriguez** and seconded by **Director Cross** the Board approved Resolution Revision of MTA FY Capital Budget # 2018-10 by roll call vote:

AYES: Mastin, Gjerde, Tarbell, Rodriguez, Cross
NO: None
ABSTAIN: None
ABSENT: Scalmanini, Peters

13. Management Reports

Art Hatcher Operation supervisor No Report

Operations Manager Jacob King: Reported Route Match has moved from paper to data entry and the bugs are worked out.

Finance Manager Mark Harvey reported that he is working on closing out 2017/18.

Human Resources Manager, John Pegan: Reported that recruitment is concluding for drivers and that MTA expects four new drivers to begin training within two weeks. He will be keeping an eye on coast staffing and conduct a salary comparison for administrative positions. MTA hopes to hire an Administrative Assistant within a week's time frame.

A survey was distributed to all MTA staff members regarding Social Security paycheck deduction. At this time twelve individuals indicated they would favor Social Security payroll deductions.

General Manager Carla Meyer: reported to the Board she will be on vacation for 10 days and will be back in time to join Board Chair Mastin for the transit conference in Long Beach.

14. Matters from Directors

Director Tarbell indicated that he has a concern about the bus stop in Caspar.

Director Rodriguez mentioned pick up at Browns corner in Willits.

Chair Mastin indicated to the assembled group he was glad to be back in the USA. He requested that the General Manager's evaluation be on the agenda for the next scheduled meeting (11/07/18).

Vice Chair Tarbell adjourned the meeting at 3:16p.m.

Jim Mastin, Chair

Jan Michele, Recording Secretary