



**Board of Directors  
Regular Meeting  
Approved MINUTES**

January 30, 2019

1:30 p.m.

**Fort Bragg**

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

*Video-Conference with:*

**Ukiah**

Ukiah Valley Conference Center  
200 South School Street  
Chardonnay Room

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**1. Call to Order and Roll Call**

Chair Mastin called the meeting to order at 1:32 p.m.

Directors Present: Gjerde, Mulheren, Tarbell, Albin-Smith, Rodriguez (arrives at 1:48 p.m.), Chair Mastin

Directors Absent: Cross

Staff Present: Carla Meyer, General Manager  
Mark Harvey, CFO  
Jacob King, Operations Manager  
Bob Butler, Maintenance Manager  
Art Hatcher, Fort Bragg Operations Supervisor  
Heather Lindsteadt, Recording Secretary

**2. Public Comment**

Julie Golden with Hopland Municipal Advisory Council requested that MTA provide increased transportation service between Ukiah and Hopland in the morning, evening, and weekends.

**CONSENT CALENDAR**

- 3. Minutes of September 26, 2018 Board Meeting**  
**Action:** Approve September 26, 2018 Meeting Minutes



4. Board Meeting Calendar  
**Action:** No Action Required. Discussion Only
  
5. Service Performance Report Fiscal Year 18-19  
**Action:** No Action Required. Discussion Only
  
6. Capital Program: Update/Progress Report  
**Action:** No Action Required. Discussion Only

**Upon Motion** by Director **Gjerde**, seconded by Director **Rodriguez** Consent Calendar items 3, 4, 5, and 6 were approved and/or accepted by roll call vote: Ayes: 6, Noes, 0, Abstain: 0, Absent: 1 -Cross

## **ACTION & DISCUSSION**

### **7. Unmet Needs**

Items added to Unmet Needs as follows:

1. Increased evening, morning, and weekend service between Hopland and Ukiah.
2. Increased service between Fort Bragg and Santa Rosa on the weekends.

Director Albin-Smith requested staff explore a punch-pass incentive program for customers that are purchasing fares in advance.

### **8. Financial Report: CFO Mark Harvey**

- A. 2017-2018 GASB68 Final Report
- B. 2017-2018 Balance Sheet
- C. 2017-2018 Profit & Loss Statement

The Board received a report from CFO Mark Harvey and discussed the financial statements. No action taken.

Director Gjerde and Director Cross were appointed to the MTA Finance Committee. Formal creation of Finance Committee to be brought to the full Board in February.

### **9. Consideration of Mendocino Transit Authority Non-Represented Staffing Classification Table**

**Upon Motion** by Director **Rodriguez**, Seconded by Director **Tarbell** the MTA Non-Represented Staffing Table was approved by roll call vote: Ayes: 6, Noes: 0, ABSTAIN, 0 ABSENT: 1 - Cross



10. **Discussion - Mendocino Transit Authority Non-Represented Wage Table**

Staff was directed to amend the header of the Wage Table from “Considered by the Board” to “Presented to the Board.” Staff was also directed to provide job descriptions when the Wage Table is discussed in the future so that the Board can make informed decisions. No Action taken.

11. **Discussion - Salary Parity Study**

General Manager **Meyer** presented the updated salary parity study to the Board. Chair **Mastin** requested the Finance Committee review the Salary Parity Study and make a recommendation to the full Board at a future meeting. No Action taken.

12. **Consideration of Amendment to MTA Personnel Policies and Procedures Section 3.6 Criminal Records Checks Policy**

**Upon Motion** by Director **Gjerde**, seconded by Director **Rodriguez** the Board approved the Amendment to MTA Personnel Policies and Procedures Section 3.6 Criminal Records Checks Policy by roll call vote: Ayes: 6, Noes: 0, Abstain: 0, Absent: 1- Cross

13. **Adoption of Resolution 2019-01 - A Resolution Authorizing Mendocino Transit Authority to Access State and Federal Summary Criminal History Information for Employment, Licensing, or Certification Purposes**

**Upon Motion** by Director **Gjerde**, seconded by Director **Rodriguez** the Board adopted Resolution 2019-01 by roll call vote: Ayes: 6, Noes, 0, Abstain: 0, Absent: 1 - Cross

14. **Consideration of Initiation of Social Security Section 218 Agreement Contract Process**

**Upon Motion** by Director **Gjerde**, seconded by Director **Albin-Smith** the Board authorized the General Manager to begin initiation of the Social Security 218 Agreement process by roll call vote: AYES: 6, Noes: 0, Abstain: 0, Absent: 1 - Cross

*Chair **Mastin** convened Closed Session at 2:45 p.m. to discuss General Manager Evaluation pursuant to Government Code §54657.*



## CLOSED SESSION

*Any public reports of action taken in closed session will be made in accordance with Government Code §54950:*

### 15. Personnel Evaluation: General Manager Evaluation of Performance pursuant to Government Code §54657

## ANNOUNCEMENT OUT OF CLOSED SESSION

*Director Mulheren leaves at 3:00 p.m.*

*The Board reconvened Open Session at 3:15 p.m.*

Chair **Mastin** reported that the Board met on one item under Government Code §54657 - General Manager Evaluation and Performance and there was no action taken. Chair Mastin reported that overall the Board is satisfied with the General Manager's performance and the evaluation was positive.

### 16. Management Reports

Fort Bragg Operations Supervisor Art **Hatcher** reported that he has successfully completed run cuts and new shifts are current.

Operations Manager Jacob **King** reported that MTA staff conducted two Route Committee meetings in January and focused on Willits City Pool, Adventist Health Ukiah Valley Hospital, as well as identifying transit dependent riders in the Ukiah area. He reported the committee is also looking older routes with an eye toward maximum availability of transportation in MTA served communities. Mr. King also reported that the IT network is up and running and Comer Technology is managing the IT system and they are doing a great job.

Maintenance Manager Bob **Butler** reported that he signed the purchase order for two new cut-away vehicles which will be utilized on the coast. Mr. Butler said that ZONAR contract has been executed. He reported that ZONAR is an electronic vehicle pre and post trip inspection software which interfaces with maintenance department software. He noted the training for the new maintenance software is the first week of April 2019.

General Manager Carla **Meyer** reported that she is working with Walk-Bike Mendocino and she has a 5310 Mobility Management Grant and has asked Neil Davis with Walk Bike Mendocino to investigate the 5310 Grant for a potential partnership between MTA, Walk-Bike Mendocino and possibly Health Mendocino. General Manger **Meyer** informed the Board that she continues to work on the Transit Center and is currently exploring available properties for the project.



General Manager **Meyer** updated the Board on her conversation with representatives at Clipper. She reported that MTA would like to offer a Clipper type service for passengers traveling between Sonoma County and Mendocino County and she is continuing to research the possibilities.

General Manager **Meyer** updated the Board on adding electric vehicles to the MTA fleet. She said she is researching grant availability for possible purchase of electric vehicles and the transit center.

**17. Matters from Directors**

Chair **Mastin** reported on a complaint about MTA vehicles obstructing the entrance to Raley’s shopping center in Ukiah and asked staff to investigate the issue. Chair **Mastin** also reported that he was appointed to the Golden Gate Bridge, Highway and Transportation District Board and is currently researching any issues related to serving on the MTA Board and the Golden Gate Bridge, Highway and Transportation District simultaneously.

Director **Albin-Smith** asked about how long it would take to charge an electric bus as well as maximum vehicle mileage on a full-charge. She also reported that the Lark Woodlands is looking for a transit vehicle to purchase.

Director **Tarbell** asked about how RouteShout and RouteMatch are progressing. General Manager Meyer reported that RouteShout would be rolling out in the next couple of months.

**ADJOURN**

Chair **Mastin** adjourned the meeting to February 27, 2019 at 3:38 p.m.

Attest:

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Board Chair

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Recording Secretary