



Approved  
3/27/19

**Board of Directors  
Regular Meeting**  
Final Approved Minutes

February 27, 2019

1:30 p.m.

**WILLITS, CA**  
City Hall  
111 East Commercial Street  
Willits, CA

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**AGENDA ITEMS**

**1. Call to Order**

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

Directors Present: Mulheren, Tarbell, Rodriguez, Chair Mastin

Directors Absent: Cross, Gjerde, Albin-Smith

Staff Present: Mark Harvey, CFO  
Jacob King, Operations Manager  
Bob Butler, Maintenance Manager  
Russell Van Antwerp, Finance Assistant  
Heather Lindsteadt, Recording Secretary

Others in attendance: Michael O'Connor, CPA, RIA – R.J. Ricciardi, Inc.  
Kate Stornetta - Stornetta Fiscal Management

**2. Public Comment**

No public comment.

**CONSENT CALENDAR**

**4. Board Meeting Calendar**

**5. Service Performance Report Fiscal Year 18-19**

**6. Capital Program: Update/Progress Report**

Item 3 – Minutes of January 30, 2019 Board Meeting was pulled from consent calendar for further discussion.

**Upon Motion** by Director **Rodriguez** seconded by Director **Tarbell**, Consent Calendar items 4, 5, and 6 were approved unanimously.

### 3. Minutes of January 30, 2019 Board Meeting

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, the minutes of January 30, 2019 were approved with the following amendment: Page 2, Agenda Item # 8 should reflect that **Gjerde** and **Cross** were appointed to the Finance Committee. Motion to amend and approve January 30, 2019 minutes carried unanimously.

## ACTION & DISCUSSION

### 7. Unmet Needs

There were no additions to the Unmet Needs list.

### 8. Draft Fiscal Year 2017-2018 Annual Fiscal Compliance Audit – R.J. Ricciardi Inc.

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, the Board accepted the fiscal year 17-18 Annual Fiscal and Compliance Audit as presented. Motion carried unanimously.

### 9. Formation of Standing MTA Finance Committee.

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, the Board appointed Director **Cross** and Director **Gjerde** to the newly formed MTA Finance Committee. Motion carried unanimously.

### 10. Resolution # 2019-02 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Fare Free Ride Program for Mendocino College Students.

Staff presented an amendment to Resolution # 2019-02 which increased the amount of LCTOP funds requested to \$110,000.

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, amended Resolution # 2019-02 was adopted unanimously by roll call vote.

### 11. Resolution # 2019-03 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) For the following project(s): Capital Purchase of an All-Electric Transit Bus.

Staff presented an amendment to Resolution # 2019-03 which decreased the amount of LCTOP funds requested to \$60,091.

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, amended Resolution # 2019-03 was adopted unanimously by roll call vote.

Chair Mastin convened Closed Session at 2:20 p.m.

## CLOSED SESSION

12. Personnel Evaluation: General Manager Evaluation of Performance pursuant to Government Code §54957

## ANNOUNCEMENT OUT OF CLOSED SESSION

**Chair Mastin** reconvened Open Session at 3:00 p.m.

**Chair Mastin** reported that the Board met on one item of Performance Evaluation pursuant to Government Code 54957 and there was no action taken.

13. **Resolution # 2019-04 Adopting General Manager Annual Contract and Annual Compensation Increase.**

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, the Board amended and adopted Resolution #2019-04 unanimously by roll call vote with the following changes:

WHEREAS, the MTA Board of Directors, at their January 2018 Regular Meeting gave a positive performance evaluation, and  
WHEREAS, Sufficient funding has been identified in the 2018-2019 budget to finance the proposed compensation improvement.

14. **Management Reports**

Bob Butler reported that MTA provided input related to the Electric Vehicle Buses and said that MTA has been working with the consortium Sonoma Clean Power Agency and reported the agency has reallocated funds to prepare a study to look into electric transit vehicles in Sonoma and Mendocino County.

Heather Lindsteadt updated the Board on the Department of Justice Live Scan background check process. She also requested that any newly appointed Board members provide her with an FPPC Form 700 Assuming Office Statement.

15. **Matters from Directors**

**Chair Mastin** reported that he would not be seeking reappointment to the MTA Board in June. There was a discussion about the process for appointment.

## ADJOURN

**Chair Mastin** adjourned the meeting at 3:12 p.m.