



April 24, 2019  
Agenda Item # 3

**Board of Directors  
Regular Meeting  
Minutes**

March 29, 2019

1:30 p.m.

**Ukiah**

Ukiah Valley Conference Center  
200 South School Street  
Chardonnay Room

*Video-Conference with:*

**Fort Bragg**

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

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**AGENDA ITEMS**

**1. Call to Order**

Vice Chair Tarbell called the meeting to order at 1:37 p.m.

Directors Present Ukiah: Mulheren, Rodriguez, Gjerde

Directors Present Fort Bragg: Tarbell, Cross

Directors Absent: Mastin, Albin-Smith

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

Others Present: Loretta Ellard, MCOG

**2. Public Comment**

No public comment.

**CONSENT CALENDAR**

- 3. Minutes of February 27, 2019 Board Meeting**
- 4. Board Meeting Calendar**
- 5. Service Performance Report Fiscal Year 18-19**
- 6. Capital Program: Update/Progress Report**

**Upon Motion by Director Rodriguez and seconded by Director Mulheren the Board**

approved Consent Calendar items 3, 4, 5, 6 unanimously by roll call vote. **AYES:** Rodriguez, Cross, Tarbell, Gjerde, Mulheren **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Mastin

## **ACTION & DISCUSSION**

### **7. Unmet Needs**

No items added to the Unmet Needs list.

### **8. Financial Statements July 2018 - January 2019**

- A. July 2018-January 2019 Balance Sheet
- B. July 2018-January 2019 Profit & Loss Statement

The Board reviewed and discussed the 07/2018-01/2019 financial statements. No action taken.

### **9. Preliminary Fiscal Year 2019-2020 Budget**

**Upon Motion** by **Director Cross**, seconded by **Director Rodriguez** the Board unanimously approved the Preliminary Fiscal Year 2019-2020 Budget by roll call vote. **AYES:** Rodriguez, Cross, Tarbell, Gjerde, Mulheren **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Mastin

### **10. Consideration of Amendment to MTA Personnel Policies and Procedures Section 7.5.1 Catastrophic Leave Fund Policy**

**Upon Motion** by **Director Cross** and seconded by **Director Rodriguez** the Board approved the amendment to Policy and Procedure Section 7.5.1 Catastrophic Leave Fund Policy with the following amendments:

- 1. Section 7.5.1.3, paragraph 4, change "minimum" to "maximum"
- 2. Section 7.5.1.4, paragraph 2, insert "and" in between supervisor and MTA's General Manager.
- 3. Section 7.5.1.5.2 add paragraph "MTA may authorize CLF utilization in the event Workers Compensation does not provide 100% of employees normal salary."
- 4. Add header "7.5.1.6 – FMLA AND UTILIZATION OF CLF"

Motion carried unanimously by roll call vote: **AYES:** Rodriguez, Cross, Tarbell, Gjerde, Mulheren **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Mastin

11. **Amendment to Previously Adopted 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. Amend dollar amount to reflect \$70,091.**

**Upon Motion** by **Director Rodriguez** and seconded by **Director Gjerde** the Board approved Amended Resolution No. 2019-03 authorizing General Manager to execute 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 \$70,091, unanimously by roll call vote. **AYES:** Rodriguez, Cross, Tarbell, Gjerde, Mulheren **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Mastin

12. **Discontinuation of General Public Paratransit Vehicle (GPPV) Certificate Requirement for Transit Vehicle Operator**

**Upon Motion** by **Director Rodriguez** and seconded by **Director Cross** the Board approved discontinuation of General Public Paratransit Vehicle (GPPV) Certificate requirement for Transit Vehicle Operator unanimously by roll call vote. **AYES:** Rodriguez, Cross, Tarbell, Gjerde, Mulheren **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Mastin

13. **Management Reports**

Carla Meyer, MTA General Manager, reported that LCTOP funds can be rolled forward for 3 years and as early as 2021 MTA will have \$228,000 accessible as local match for the purchase of electric buses and the Volkswagen Settlement funds can be applied for on a first-come first-serve basis, and may provide \$160,000, per bus, to purchase electric buses.

Bob Butler, Maintenance Manager, reported that he has been working on implementation of the new maintenance software and that finalization of implementation will be postponed until all maintenance staff is available to be involved with the process.

Bob also reported that he is working with Sonoma Clean Power, City of Petaluma, City of Santa Rosa, Sonoma County Transit under a grant given to Sonoma County Clean Power to conduct a study for implementation and infrastructure of electric buses.

He also reported that Gillig, MTA's bus supplier, is willing to provide a letter of support and partner with MTA for a 35-foot electric bus pilot project under the Low to No Emission Vehicle Grant. He also reported that MTA has been working with Phoenix Bus and Green Power Motors on a possible joint pilot project for cutaway buses that could be funded with VW Settlement funds.

**14. Matters from Directors**

No reports

**ADJOURN**

Vice Chair Tarbell adjourned the meeting at 2:45 p.m.

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