



Board of Directors Regular Meeting Minutes

June 26, 2019

1:30 p.m.

Ukiah

Ukiah Valley Conference Center
200 South School Street
Zinfandel Room

Video-Conference with:

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

AGENDA ITEMS

1. Call to Order

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

Directors Present Ukiah:	Rodriguez, Mulheren, Chair Mastin
Directors Present Fort Bragg:	Tarbell, Cross, Gjerde, Albin-Smith
Directors Absent:	None

Staff Present:	Carla Meyer, MTA General Manager Bob Butler, MTA Maintenance Manger Mark Harvey, MTA CFO Jacob King, MTA Operations Manager Heather Lindsteadt, Recording Secretary
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Also Present:	Loretta Ellard, MCOG Cole Featherston, Intern
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2. Resolution 2019-08 A Resolution of Recognition and Appreciation for Retiring MTA Board Chair James W. Mastin

General Manager Meyer presented Resolution 2019-08 to Chair Mastin and thanked him for over 25 years of service to the Mendocino Transit Authority Board of Directors.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell** the Board adopted Resolution 2019-08, a Resolution of Appreciation for James W. Mastin by unanimous roll call vote. **AYES:** Gjerde, Tarbell, Cross, Rodriguez, Mulheren, Albin-Smith, Mastin
NOES: 0, **ABSTAIN:** 0, **ABSENT:** 0

3. Public Comment

No Public Comment

CONSENT CALENDAR

4. Minutes of May 29, 2019 Board Meeting

5. Board Meeting Calendar 2018-2019

6. Service Performance Report Fiscal Year 2018-2019

7. Capital Project Progress Report – June 2019

Item # 6 was pulled for discussion.

Upon Motion by Director **Rodriguez**, seconded by Director **Tarbell** the Board approved Consent Calendar item # 4 with a correction to the date on page 2, line 11. The date of June 16 was changed to June 26. Motion passed by unanimous roll call vote: **AYES:** Gjerde, Tarbell, Cross, Rodriguez, Mulheren, Albin-Smith, Mastin **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0.

Upon Motion by Director **Tarbell**, seconded by Director **Mulheren**, the Board approved Consent Calendar items #5 and #7 by unanimous roll call vote: **AYES:** Gjerde, Tarbell, Cross, Rodriguez, Mulheren, Albin-Smith, Mastin **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

General Manager Meyer provided the Board of Directors and members of the public with an example of the newly formatted Service Performance Report which will be presented to the Board moving forward. Performance Summary document is hereby made part of these minutes by reference.

Upon Motion by Director **Mulheren**, seconded by Director **Tarbell**, Consent Calendar item # 6 was approved by unanimous roll call vote: **AYES:** Gjerde, Tarbell, Cross, Rodriguez, Mulheren, Albin-Smith, Mastin **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

COMMITTEE REPORTS

8. June 14, 2019 Finance Committee – Report Only

General Manager Meyer updated the Board on the June 14, 2019 Finance Committee Meeting.

ACTION & DISCUSSION

9. Discussion and Possible Approval of Capital Project Progress Report Modification

General Manger Meyer requested permission to provide the Capital Project Progress Report

only when there are major projects rather than monthly. General Manager Meyer confirmed that oral reports will be provided by members of management at each Board meeting. The Board of Directors authorized the changes through consensus.

10. **Unmet Needs**

Action: Solicit Public Input

Director **Rodriguez** reported that she received a request that MTA provide service to and from Laytonville. General Manager Meyer reported that Laytonville service is currently on the Unmet Needs list.

11. **Election of Officers**

- A. Election of Chair to serve two-year term from July 1, 2019 to June 30, 2021
- B. Election of Vice-Chair to serve two-year term from July 1, 2019 to June 30, 2021

Director **Mulheren** moved to nominate Director **Tarbell** for Chair and Director **Rodriguez** as Vice Chair.

Director **Tarbell** suggested that Director **Rodriguez** should serve as Chair and he will accept the Vice Chair position.

Director **Mulheren** Amended her motion and nominated Director **Rodriguez** as Chair and Director **Tarbell** and Vice Chair.

Director **Rodriguez** accepted the position of Chair. Director **Tarbell** accepted the position of Vice Chair.

Upon Amended Motion by Director **Mulheren**, seconded by Chair **Mastin**, Director **Rodriguez** was elected Chair of the MTA Board of Directors and Director **Tarbell** was elected Vice Chair of the MTA Board of Directors for the period of July 1, 2019 through June 30, 2021. **AYES:** Gjerde, Tarbell, Cross, Rodriguez, Mulheren, Albin-Smith, Mastin **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

12. **Financial Statements July 2018 – April 2019**

Upon Motion by Director **Cross**, seconded by Director **Tarbell**, the Board accepted the July 2018 - April 2019 Financial Statements by unanimous roll call vote. **AYES:** Gjerde, Tarbell, Cross, Rodriguez, Mulheren, Albin-Smith, Mastin **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

13. **CalPERS Unfunded Liability Update – Discussion Only**

CFO Mark Harvey updated the Board on the Unfunded Liability payments that will need to be budgeted for in 2019-2020 and beyond. CFO Harvey reported that the payments have increased to \$103,386 for fiscal year 2019-2020 which is significantly more than what staff originally budgeted.

14. **Discussion and Possible Adoption of Resolution 2019-09 Adopting Mendocino Transit Authority Amended Bylaws**

Upon Motion by Director **Mulheren**, seconded by Director **Rodriguez**, the Board adopted Resolution 2019-19 adopting MTA's Board Bylaws unanimously by the following roll call vote:

AYES: Mulheren, Rodriguez, Tarbell, Gjerde, Cross, Albin-Smith, Mastin. **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

15. Discussion and Possible Adoption of Resolution 2019-10 Acknowledging Mendocino Transit Authority (MTA) Approval of the Amended Joint Powers Agreement Forming the California Transit Systems Joint Powers Authority and Authorizing the General Manager to Sign the Amended Agreement

Upon Motion by Director **Cross** and seconded by Director **Mulheren**, the Board adopted Resolution No. 2019-10 Approving the Amended JPA Forming the California Transit System Joint Powers Authority and Authorizing General Manager to sign the Amended Agreement unanimously by roll call vote: **AYES:** Mulheren, Rodriguez, Tarbell, Gjerde, Cross, Albin-Smith, Mastin. **ABSTAIN:** 0 **ABSENT:** 0 **NOES:** 0

16. Discussion and Possible Approval of Fiscal Year 2019-2020 Overall Work Plan (OWP)

General Manager Meyer presented the 2019-2020 Overall Work Plan (OWP) to the Board. The Board reviewed the OWP and suggested that the General Manager evaluate the list to see if any of the GM duties could be assigned to the Operations Manager or other department heads.

No action taken.

Director Albin-Smith leaves meeting at 2:53 p.m.

17. Discussion and Possible Adoption of Resolution 2019-11 Adopting Fiscal Year 2019-2020 Operating and Capital Budgets

Upon Motion by Director **Cross**, seconded by Director **Tarbell**, the Board adopted Resolution 2019-11 Adopting the Final Fiscal Year 2019-2020 Operating and Capital Budgets by unanimous roll call vote: **AYES:** Mulheren, Rodriguez, Tarbell, Gjerde, Cross, Mastin. **ABSTAIN:** 0 **ABSENT:** Albin-Smith **NOES:** 0

18. Discussion and Possible Adoption of Resolution 2019-12 Approving Transition from General Public Dial-A-Ride in Ukiah to ADA/Senior Service

Upon Motion by Director **Mulheren**, seconded by Director **Rodriguez**, the Board adopted Resolution 2019-12 Approving the Transition from General Public Dial-A-Ride in Ukiah to ADA/Senior Service by roll call vote: **AYES:** Mulheren, Rodriguez, Tarbell, Gjerde, Cross, Mastin. **ABSTAIN:** 0 **ABSENT:** Albin-Smith **NOES:** 0

19. Discussion and Possible Approval of Board Meeting Schedule for 2019-2020

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

20. Discussion and Possible Approval of Special Events Schedule Addition of Point Arena Independence Day Celebration

Upon Motion by Director **Cross**, seconded by Director **Rodriguez**, the Board approved the addition of Point Arena Independence Day Celebration to the Special Events Schedule conditioned on increased pedestrian control staffing provided by the City of Point Arena by roll call vote: **AYES**: Mulheren, Rodriguez, Tarbell, Gjerde, Cross, Mastin. **ABSTAIN**: 0 **ABSENT**: Albin-Smith **NOES**: 0

21. Appointment of Ad Hoc General Manager Evaluation Committee

Chair Mastin appointed Directors **Rodriguez**, **Tarbell**, and **Cross** to serve on Ad Hoc General Manager Evaluation Committee by consensus.

22. Matters from Management

CFO Mark Harvey reported that the finance department is continuing its migration to QuickBooks.

Maintenance Manager, Bob Butler, reported that inventory and maintenance software will be implemented in July 1. He also reported that he expects Zonar will go live on July 1 for pre and post trip management. He said he is still looking into one fully electric cutaway bus funded through the Volkswagen Settlement funds and that he is expecting delivery of two cutaway vehicles as well as the new Senior Center buses.

Operations Manager, Jacob King, is continuing to work with Route Committee and said the Adventist Health Ukiah Valley bus stop will go live on July 15 and reported that MTA is implementing a new phone system.

General Manager Meyer provided a copy of the Fort Bragg Trespass letter and said that she appreciates the letter from Fort Bragg.

23. Matters from Directors

Director **Tarbell** asked staff to contact him about the Caspar bus stop.

Director **Cross** thanked the Board for approval of the Point Arena Independence Day event and thanked the CFO for providing the financial statements.

Director **Mulheren** provided the Ukiah General Plan flyer and said that input on the plan is very important.

Director **Rodriguez** thanked Director **Mastin** for his years of service.

Chair **Mastin** requested that MTA maintain its involvement with CTA and to involve staff and the Directors in the CTA meetings.

ADJOURN

Chair Mastin adjourned the meeting at 3:59 p.m.