



Board of Directors Regular Meeting Minutes

September 25, 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

AGENDA ITEMS

1. **Call to Order**

Chair Rodriguez called the meeting to order at 1:30 p.m.

Directors Present Ukiah: Mulheren, Richard, Chair Rodriguez

Directors Present in Fort Bragg: Albin-Smith, Gjerde

Directors Absent: Tarbell, Cross

Staff Present: Carla Meyer, MTA General Manager
Mark Harvey, MTA CFO
Heather Lindsteadt, Recording Secretary

2. **Public Comment**

No public comment in Fort Bragg. No public comment in Ukiah.

CONSENT CALENDAR

3. **Minutes of August 30, 2019 Board Meeting**

4. **Board Meeting Calendar 2019-2020**

5. **Service Performance Report**

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6. Financial Statements – Balance Sheet and Statement of Revenues and Expenses for July 2019.

Upon Motion by Director **Mulheren** seconded by Director **Richard**, Consent Calendar items #4, #5, and #6 were approved. Consent Calendar item #3, Minutes of August 30, 2019, page 4, section 14 staff directed to correct printing error and present to the Board in October 2019. Motion carries unanimously by roll call vote: **AYES:** Mulheren, Richard, Albin-Smith, Gjerde, Chair Rodriguez **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Cross

ACTION & DISCUSSION

7. Unmet Needs

Action: Solicit Public Input

Director Gjerde reported that he received a request for MTA service Fort Bragg, Willits, Laytonville, Leggett, West Port, Fort Bragg via Hwy 1.

Jacob King reported that he received a request for fixed-route Willits Local on Saturday.

8. Discussion and Possible Approval of Amendment to MTA Policy Section 3.7 Nepotism.

Upon Motion by Director **Mulheren**, seconded by Director **Albin-Smith** MTA Policy Section 3.7 – Nepotism was approved as presented by roll call vote: **AYES:** Mulheren, Richard, Albin-Smith, Gjerde, Chair Rodriguez **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Cross

9. Discussion and Possible Approval of MTA Customer Complaint Policy.

Upon Motion by Director **Gjerde**, seconded by Director **Albin-Smith** MTA's Customer Complaint Policy was approved and the Board requested monthly customer complaint logs be presented to the Board for review. Motion carries by roll call vote: **AYES:** Mulheren, Richard, Albin-Smith, Gjerde, Chair Rodriguez **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Cross

10. Discussion and Possible Approval of MTA Travel Reimbursement Policy Section 7.6.

Upon Motion by Director **Albin-Smith**, seconded by Director **Gjerde** MTA's Travel Reimbursement Policy Section 7.6 was approved with the following changes:

1. Staff was directed to add Government Rate in Lodging section;
2. Add "hereafter referred to as employees" in the first paragraph after Board of Directors;

3. General Provisions, item 3, change “will approve” to “is authorized to”

Motion carries by roll call vote: **AYES:** Mulheren, Richard, Albin-Smith, Gjerde, Chair Rodriguez **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Cross

Staff was directed to prepare a policy specifically for Board of Directors travel and meeting stipends and present to the Board at a future meeting.

11. Discussion and Possible Adoption of Resolution No. 2019-15 Approving Collective Bargaining Agreement with Teamsters Local 665 for the Term of July 1, 2019 to June 30, 2023.

Upon Motion by Director **Richard**, seconded by Director **Gjerde** Resolution 2019-15 Approving the Collective Bargaining Agreement with Teamsters Local 665 for the term of July 1, 2019 to June 30, 2023 was approved by roll call vote: **AYES:** Mulheren, Richard, Albin-Smith, Gjerde, Chair Rodriguez **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Cross

12. September 13, 2019 - Ad Hoc Contracted Transportation Services Committee Meeting Report.

Chair Rodriguez reported on the Ad Hoc Contracted Transportation Services Committee meeting which was conducted on September 13, 2019. She reported that the Senior Center Administrators were in attendance and it was a productive meeting.

Diana Clarke, Ukiah Senior Center, and Richard Baker, Willits Senior Center, expressed appreciation for MCOG and MTA staff for assisting with planning moving forward.

Carla Meyer reported that having uniform reporting will be beneficial for both MTA and the Senior Centers and said she looks forward to working with MCOG and the Senior Centers to resolve outstanding issues.

13. Matters from Management

General Manager Carla Meyer reported that she received an email from Mr. Doug Mosel regarding renewable energy vehicles. Mr. Mosel requested that a copy of his email be provided to the Board. Communication is hereby made part of these minutes by reference.

The Board directed staff to send talking point to Directors related to the environmental benefits of utilizing public transportation to assist the Board with communications with constituents.

CFO Mark Harvey reported that the 19-20 audit will begin soon. He said the goal is to have the audit complete by the end of December 2019.

Operations Manager Jacob King reported that the MTA Operations Department is

evaluating efficiencies in operations with a focus on driver routines. He also reported that MTA All Staff training will be conducted in November and drivers will be retrained on areas of efficiencies that require improvement.

Mobility Manager Dawn White reported that she had an opportunity to meet with Greater Ukiah Business & Tourism Alliance Executive Director, Una Wirkebau, and is excited to begin working with her to provide new transportation ideas and promote tourism in the Ukiah Valley.

14. Matters from Directors

Director Richard asked for an update on the FTA Disadvantaged Business Enterprise audit. General Manager Meyers reported that she would provide an update on the issue after she has talked to the FTA.

Director Mulheren reported that the Ukiah 2040 General Plan updates is progressing and requested that comments and feedback be submitted online or in-person.

ADJOURN

Chair Rodriguez adjourned the meeting at 2:24 p.m.

Final Approved