



Board of Directors Regular Meeting Minutes

December 11, 2019

1:30 p.m.

Ukiah

Ukiah Valley Conference Center
200 South School Street

Video-Conference with:

Fort Bragg

Diana Stuart Fort Bragg Division
190 East Spruce
Conference Room

AGENDA ITEMS

1. **Call to Order**

Chair Rodriguez called the meeting to order at 1:34 p.m.

Directors Present Ukiah: Mulheren, Richard, Gjerde, Chair Rodriguez

Directors Present in Fort Bragg: Cross

Directors Absent: Tarbell, Albin-Smith

Staff Present: Carla Meyer, MTA General Manager
Jacob King, Operations Manager
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Dawn White, Mobility Manager
Heather Lindsteadt, Recording Secretary

Also Present: Loretta Ellard, MCOG

2. **Public Comment**

Willie West expressed concerns regarding service on the day after Thanksgiving. He said there were no signs at the bus stops or in the buses letting passengers know that there was Saturday service rather than regular service. He also asked why there was no service after Thanksgiving. He said MTA needs to provide additional wheelchair securement training to the drivers.

Chair Rodriguez requested that Mr. West submit a letter to MTA regarding holiday service recommendations and said the letter can be included during future union negotiations.

Diana Clarke, Ukiah Senior Executive Director, reported that the Ukiah Senior Center operates a van to transport passengers to and from medical appointments and suggested Mr. West call the Ukiah Senior Center.

CONSENT CALENDAR

- 3. Minutes of August 28, 2019 Board Meeting**
- 4. Minutes of September 25, 2019 Board Meeting**
- 5. Minutes of November 18, 2019 Special Board Meeting**
- 6. Board Meeting Calendar 2019-2020**
- 7. Service Performance Report**
- 8. Financial Statements**

Upon motion by Director **Gjerde**, seconded by Director **Richard**, Consent Calendar items #3 through #8 were approved by roll call vote: **AYES**: 5, Rodriguez, Cross, Richard, Gjerde, Mulheren **NOES**: 0, **ABSTAIN**: 0 **ABSENT**: 2, Tess-Albin, Tarbell,

ACTION & DISCUSSION

- 9. Unmet Needs**
Action: Solicit Public Input

Full service for the day after Thanksgiving will be added to the unmet needs list.

Director **Mulheren** reported that the new housing on Brush and Orchard is currently accepting tenants and advocated for a bus stop be placed at that location. MTA Operations Manager Jacob King reported that MTA has applied for an encroachment permit for a bus shelter at Brush street and it is in process.

Chair **Rodriguez** asked for a report on any other bus stops that are in process.

Director **Gjerde** asked for a report on Fort Bragg, Laytonville, Leggett to Fort Bragg service (Hwy 101 to Hwy 1). Chair **Rodriguez** requested a cost analysis for the Hwy 101 to Hwy 1 loop.

- 10. Discussion and Possible Approval of Agency Non-Represented Job Descriptions, Classifications, and Wage Table Adjustments**

Staff was directed to move the listed educational requirements to the Education

Requirements section.

Upon motion by Director **Gjerde**, seconded by Director **Richard**, Item # 10, Approval of Agency Non-Represented Job Descriptions, Classification, and Wage Table adjustments was approved with change by roll call vote: **AYES:** Gjerde, Richard, Cross, Mulheren, Chair Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 2 – Tess-Albin, Tarbell.

11. Discussion and Possible Approval of Additions to MTA Special Events Schedule - City of Willits Annual Harvest Moon Celebration

Upon motion by Director **Gjerde**, seconded by Director **Cross**, the Board approved addition of the City of Willits Annual Harvest Moon Celebration to the Special Events schedule by roll call vote. **AYES:** Cross, Gjerde, Mulheren, Richard, Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Tarbell, Albin-Smith

12. Discussion and Possible Approval of Amendment to MTA Policy - Vacation Policy Section 7.4

Item was tabled. Staff was directed to incorporate Board comments and return to the Board with two versions for Board review.

The Board convened Closed Session at 2:10 p.m.

CLOSED SESSION

**13. Closed session pursuant to Government Code 54957.6: Conference with Labor Negotiator
Agency Designated Representative: MTA Chair
Unrepresented Employee: General Manager**

The Board reconvened Open Session at 2:19 p.m.

ANNOUNCEMENT OUT OF CLOSED SESSION

14. Discussion and Possible Adoption of Resolution No. 2019-17 General Manager Employment Agreement Amendment: Potential Action to Approve an Amendment to the General Manager's Compensation and Title.

Upon motion by Director **Mulheren**, seconded by Director **Cross**, the Board adopted Resolution 2019-17 approving a title change from General Manager to Executive Director effective Jan 1, 2020 and also approving a 3.5 % COLA increase for the General Manager position to \$128,048, as amended, effective retroactively to July 1, 2019. **AYES:** Cross, Gjerde, Mulheren, Richard, Rodriguez, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Tarbell.

15. Matters from Management

General Manager Carla Meyer reported the she had successfully submitted the 5339 Consolidated Grant for a 35-foot electric bus. She reported that she has not heard back about

grant award through the Volkswagen Mitigation. She also said staff will update the Board on MTA Succession Planning at a future meeting per Director Richard's request. Director **Mulheren** suggested that the plan be in writing. There was a discussion related to salary increase levels for employees serving in interim positions and the length of time an employee would need to be in an interim position before a salary increase would take effect.

Maintenance Manager Bob Butler reported that he has received the preliminary studies from Sonoma Clean Power and consultant studying MTA converting to electric power. Ukiah Local 9 does not fit electric due to the miles of the route. Fort Bragg routes may be able to utilize an electric vehicle. Mr. Butler reported that the generator for administrative building is up and running. He also reported that he is in the process of installing new fuel meters and dispensers.

CFO Mark Harvey reported that the MTA has almost 3.5 years recorded in QuickBooks. He said he will provide the July through November financial statements at the January meeting. He also reported that auditor will come in to assist MTA with 18-19 audit.

Operations Manager Jacob King said the MTA Route Committee has been reviewing inland routes with an eye for adjustments related to time issues and future electrification of vehicles. He reported the Ukiah Circular route is moving forward and the new stops have progressed through the Traffic Engineering Committee and are now awaiting Ukiah City Council approval. He is also working with County of Mendocino on a new Casper stop (sign only) at corner of Caspar Road and Caspar Frontage Road and has submitted the encroachment permit to the County.

Mobility Manager Dawn white reported that she is in contact with NCO and Redwood Coast Regional Center regarding MTA's travel training program and she also reported on the Christmas Trolley event which was held in coordination with the Executive Director of Ukiah Chamber of Commerce, Una Wirkebau and the annual City of Ukiah ice skating rink opening.

16. Matters from Directors

Director **Richard** asked for an update on the FTA DBE Audit and asked if the audit could have a negative consequence related to MTA obtaining federal grants. General Manager Meyer reported that she will provide a report to the Board after she has talked to the FTA.

Director **Gjerde** reported that Sonoma Clean Power, as part of the 20-21 budget, are looking into providing customer grants for battery backup for homes and businesses. He reported that Sonoma Clean Power may be hiring a micro grid specialist which may be a benefit to MTA and added that MTA could possibly qualify for grant to look at reengineering the MTA Maintenance Facility so MTA could, in the future, separate from the grid during PSPS events and continue to have electricity.

Director **Mulheren** reported on the City of Ukiah streetscape plan. She said bids will be opened in January with a possible award in February and that studies have shown that traffic will flow more efficiently downtown. Director **Mulheren** also said Rick Seanor is retiring

December 27, 2019.

ADJOURN

Chair Rodriguez adjourned the meeting at 2:55 p.m.

DRAFT