



## Board of Directors Regular Meeting Minutes

January 29, 2020

1:30 p.m.

### Fort Bragg

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

*Teleconference with:*

### Ukiah

Ukiah Valley Conference Center  
200 South School Street

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## AGENDA ITEMS

### 1. Call to Order

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

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

Directors Present in Fort Bragg: Gjerde, Albin-Smith, Tarbell

Directors Absent: None

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

Also Present: Loretta Ellard, MCOG - Ukiah

### 2. Ukiah Public Comment

Diana Clarke, Executive Director Ukiah Senior Center and designated representative for Mendocino County Senior Centers on the MCOG Social Services Advisory Council. She reported the 5310 Grant for a new wheelchair equipped passenger van has been preliminarily approved and thanked MTA Board for its support of the project. She also requested that the MTA Ad Hoc Senior Center Committee convene a meeting in February to discuss the items

related to MTA/Senior Center contracts for fiscal year 20-21. Letter is hereby made part of these minutes by reference.

Roland Krausen, Ukiah Resident, requested MTA coordinate its schedule with SMART Santa Rosa departures to minimize the wait time. He requested public support to change to the 5311(f) grant requirements that require MTA coordination with Greyhound rather than the SMART train.

Chair Rodriguez suggested that Executive Director Meyer draft a letter for MTA Board review outlining the scheduling conflicts with the SMART train and requesting review of the grant requirements.

### **Fort Bragg Public Comment**

Jill Rexrode, Executive Director Redwood Coast Senior Center reported that the MTA phone system at the Fort Bragg Yard is not functioning properly. Executive Director Meyer requested the Operations Manager resolve the issue.

Kathy Fenner, Fort Bragg Resident and daily MTA passenger reported that she is concerned about driver fatigue and drivers being overworked. She requested that MTA hire more drivers.

Executive Director Meyer reported on Fort Bragg staffing shortages.

### **CONSENT CALENDAR**

3. **Minutes of December 11, 2019 Board Meeting**
4. **Board Meeting Calendar 2019-2020**
5. **Customer Service Summary**
6. **Service Performance Report**
7. **Financial Statements**

Director **Richard** asked that Consent Calendar Item # 6 – Service Performance Report be pulled from the consent calendar for further discussion.

**Upon Motion** by Director **Richard**, seconded by Director **Albin-Smith**, Consent Calendar items 3, 4, 5, and 7 were approved with a correction to item # 3 as follows: December 11, 2019 minutes correct Tess-Albin to Albin-Smith in 2 of the roll call votes. Motion carried by unanimous roll call vote: **AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0**

**Upon Motion** by Director **Cross**, seconded by Director **Albin-Smith**, the Board approved item # 6 – Service Performance Report by unanimous roll call vote: **AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0**

### **ACTION & DISCUSSION**

8. **Unmet Needs**  
**Action:** Solicit Public Input

Director **Gjerde** corrected his Unmet Needs request. He clarified that he received a request from a Leggett resident requesting roundtrip service from Leggett.

Director **Richard** asked that the SMART train connection be added to Unmet Needs.

Chair **Rodriguez** requested MTA conduct a poll to see how many passengers would use a Saturday Willits service.

Chair **Rodriguez** asked about driver clean-up kits for biohazard circumstances and added that she received a concern from Willie West about a biohazard event that may not have been cleaned properly. She also asked about how MTA can correct the Evergreen Shopping Center stop to prevent offloading wheelchair passengers in the wrong location at the stop.

**9. Discussion and Possible Approval of Amendment to MTA Policy - Vacation Policy Section 7.4 and Removal of Policy 6.1.4**

No Action taken

Chair **Rodriguez** formed an Ad Hoc Vacation Policy Committee to review possible updates to the Vacation Policy and make recommendations to the full Board at a future meeting. Chair Rodriguez appointed Directors **Richard**, **Cross**, and **Gjerde** to the newly formed Ad Hoc Vacation Policy Committee.

**10. Discussion and Possible Adoption of Resolution 2020-01 Authorizing the Federal Funding under FTA section 5311(f) (49 U.S.C. section 5311) with California Department of Transportation**

**Upon Motion** by Director **Gjerde**, seconded by Director **Tarbell** the Board adopted Resolution 2020-01 Authorizing the Federal Funding under FTA section 5311(f) (49 U.S.C section 53111) with the California Department of Transportation by unanimous roll call vote. **AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0**

**11. Discussion and Possible Adoption of Resolution 2020-02 Authorizing the Federal Funding under FTA section 5311 (49 U.S.C. section 5311) with California Department of Transportation**

**Upon Motion** by Director **Gjerde**, seconded by Director **Richard**, the Board adopted Resolution 2020-02 Authorizing the Federal Funding under FTA Section 5311 (49 U.S.C. section 5311) with California Department of Transportation by unanimous roll call vote. **AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0**

**COMMUNICATIONS RECEIVED**

**12. Brooktrails Township Community Services District – December 10, 2019**

Chair **Rodriguez** reported that she has reached out the Director of the Brooktrails Township Community Services District and has also talked with the Richard Baker, Executive Director at Willits Senior Center, regarding the letter received and will update the Board as needed.

**DIRECTOR AND MANAGEMENT REPORTS**

**13. Matters from Management**

Operations Manager Jacob King reported updated the Board on the Caspar bus stop as well as the Brush Street bus stop. He also said that the Alder Bus stop in Willits is now active and passengers are relaying positive opinions about the new stop.

CFO Mark Harvey reported that the Board can expect to see the fiscal year 18-19 draft audit at its March meeting.

Maintenance Manager Bob Butler reported that the fuel island upgrade is complete. He updated the Board on the new shelter stop at the Ukiah Co-Op saying that MTA has purchased the shelter and it will be installed soon. He said is still waiting to hear about the Volkswagen Mitigation funds as well as the HPIV electric bus funding.

Mobility Manager Dawn White reported that she worked with Jennifer Calvert at ABC to provide transportation for 73 passengers Ukiah to Santa Rosa to do Christmas shopping and it was very fun. She also reported the 2019 Trolley statistics.

Executive Director Meyer reported that MTA is still waiting to hear about the 5339 Grant, and she is working closely with CalTrans on any issues that may arise.

#### **14. Matters from Directors**

Director Mulheren asked if MTA could consider providing free transit rides for the 50<sup>th</sup> Earth Day celebration. She also asked if the Board would like to receive a presentation about the upcoming Census.

The Board requested the Executive Director prepare a cost analysis related to providing free rides for the Earth Day celebration. The Board directed the Executive Director to prepare a one-day free ride analysis as well as a week-long free ride analysis.

Director Gjerde asked about the requirements for 5311 grant funds and if the Senior Center would be eligible for those funds.

#### **ADJOURN**

Chair Rodriguez adjourned the meeting at 2:38 p.m.