



Board of Directors Regular Meeting Minutes - DRAFT

April 29, 2020

1:30 p.m.

MTA Board of Directors

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Lloyd Cross
Bruce Richard
Dan Gjerde
Tess Albin-Smith
Maureen Mulheren

Due to the Shelter In Place Order issued by Mendocino County Public Health on March 17, 2020, and pursuant to Governor Newsom's Executive Orders N-33-20 and N-25-20, members of the MTA Board of Directors participated in this meeting via teleconference or videoconference. Members of the public were asked to submit comments via email or participate in the meeting by telephone.

AGENDA ITEMS

1. Call to Order

Vice-Chair Tarbell called the meeting to order at 1:34 p.m.

2. Public Comment

No written or verbal public comment.

CONSENT CALENDAR

3. Minutes of January 29, 2020 Board Meeting

4. Minutes of March 27, 2020 Special Board Meeting

5. Service Performance Report 2019, Q4

6. Financial Statements

Director **Richard** pulled Item 5: Service Performance Report 2019, Q4 for further discussion.

Upon Motion by Director **Tarbell**, seconded by Director **Albin-Smith**, the Board approved Consent Calendar Items 3, 4, and 6 by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

Upon Motion by Director Richard, seconded by Director Tarbell the Board approved Consent Calendar Item 5 by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

ACTION & DISCUSSION

7. Unmet Needs

Action: Solicit Public Input

Executive Director Carla Meyer reported that she received an email requesting MTA research clean mobility grants for bikes and scooters and she said she would add it to unmet needs list.

8. Discussion and Possible Acceptance of Draft Fiscal Year 2018-2019 Annual Fiscal Compliance Audit – R.J. Ricciardi Inc.

Upon Motion by Director **Albin-Smith**, seconded by Director **Tarbell** the Board approved the Draft Fiscal Year 2018-2019 Annual Fiscal Compliance Audit by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

9. Discussion of FY 20/21 MTA Operating Budget.

No action taken.

10. CARES Federal Funding Update, COVID19 expenditures to date and estimated through May 31, 2020.

No action taken.

11. Discussion and Possible Adoption of Resolution 2020-03 Implementation of Project and Signing Authority for Volkswagen Environmental Mitigation Trust Funding Administered through San Joaquin Valley Air Pollution Control District and the California Air Resources Board.

Upon Motion by Director **Richard**, seconded by Director **Cross** the Board adopted Resolution 2020-03 Implementation of Project and Signing Authority for Volkswagen Environmental Mitigation Trust Funding Administered through San Joaquin Valley Air Pollution Control District and the California Air Resources Board by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

12. Discussion and Possible Adoption of Resolution 2020-04 for FY 17/18 LCTOP Capital Funds.

Upon Motion by Director **Cross**, seconded by Director **Richard** the Board adopted Resolution 2020-04 FY 17/18 LCTOP Capital Funds by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

13. Discussion and Possible Adoption of Resolution 2020-05 for FY 18/19 LCTOP Capital Funds.

Upon Motion by Director **Cross**, seconded by Director **Richard** the Board adopted Resolution 2020-05 FY 18/19 LCTOP Capital Funds by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

14. Discussion and Possible Adoption of Resolution 2020-06 for FY 19/20 LCTOP Capital Funds.

Upon Motion by Director **Albin-Smith**, seconded by Director **Tarbell** the Board adopted Resolution 2020-06 FY 19/20 LCTOP Capital Funds by the following roll call vote: **AYES:** Gjerde, Mulheren, Cross, Tarbell, Richard, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0, **ABSENT:** 0

DIRECTOR AND MANAGEMENT REPORTS

15. Matters from Management

Executive Director Carla Meyer thanked MTA's Operation Manager Jacob King and MTA staff for their forward thinking and diligence during this crisis.

Operations Manager Jacob King reported that he is very thankful for the employees who have really stepped up and continued to provide transportation to residents of the county. He also reported on distribution of PPE and safety precautions MTA is taking to protect both drivers and passengers. Mr. King reported that he continues to participate in weekly conference calls with other transit systems and said he appreciates being able to communicate with other agencies about how they are handling the Covid19 emergency. He reported on the senior shopping program and the weekly Hopland route and said that both programs are going well and providing much needed essential transportation for seniors and residents of Hopland.

Maintenance Manager Bob Butler thanked MTA Operations Manager Jacob King for his hard work and diligence during the shelter-in-place. He also reported that MTA successfully passed its CHP audit which includes the maintenance department, training department and MTA's drug & alcohol program. He reported that he has other transit agencies contacting him to see if MTA will help them design their plexiglass shields and he thanked Jack and Bret in the maintenance department for their assistance with the design aspects.

Mobility Manager Dawn White reported that she continues to process the ADA

applications and reported that the customers are really pleased with the service MTA is providing right now.

CFO Mark Harvey thanked Michael with R.J. Ricciardi Inc. for preparing and presenting the audit.

16. Matters from Directors

Chair Rodriguez reminded staff that the Board still wants to review the Succession Plan and Policy at a future meeting.

Director Cross thanked MTA staff for the way they have stepped up.

Director Richard asked if any employees or passengers have been tested for Covid19.

Director Gjerde updated the board and staff on the county's Covid19 testing plans.

Director Albin-Smith thanked MTA's management on their response to the emergency,

Director Mulheren said she appreciates MTA staff for doing such a great job during this crisis. She also encouraged people to complete the census and check with others in the community to request they complete the census.

ADJOURN

Chair Rodriguez adjourned the meeting at 2:47 p.m.