



Board of Directors Regular Meeting Minutes

August 26, 2020

1:30 p.m.

MTA Board of Directors in Attendance

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

MTA Staff Present:

Jacob King, Operations Manager
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Dawn White, Mobility Manager
Heather Lindsteadt, Recording Secretary

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

A. CALL TO ORDER

Chairwoman Rodriguez called the meeting to order at 1:35 p.m.

B. PUBLIC COMMENT

Dianna Clarke, Former Senior Center Executive Director expressed appreciation for Jacob King. She reported that Jacob reached out to each of the Senior Centers. She reported that she feels optimistic knowing MTA and the Senior Centers will be able to move forward with a more unified relationship.

C. CONSENT CALENDAR

1. Approval of Minutes of July 29, 2020 Board Meeting

2. Approval of Minutes of August 3, 2020 Special Board Minutes
3. Acceptance of Service Performance Report
4. Acceptance of Financial Statements – July 2019 through June 2020

Item C.4 was removed from the agenda.

Upon Motion by Director **Tarbell** and seconded by Director **Albin-Smith** the Board approved Consent Calendar Items C1, C2, and C3 unanimously by roll call vote. **AYES: 5, NOES: 0, ABSTAIN: 0, ABSENT: 2** – Gjerde, Mulheren.

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input

Acting Executive Director Jacob King reported he is currently working to resume Route 65 effective September 14. He said the Route was recently added to the Unmet Needs list due to Covid19 related service reductions.

2. Discussion and Possible Approval of MTA Credit Card Usage Policy No. 7.6.12

The Board requested changes to the Credit Card Usage Policy No 7.6.12 directed staff to bring the policy back to the Board after changes have been made. No action taken.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Acting Executive Director Jacob King reported that the MTA employees have stepped-up to assist with the transition. He continues to meet with CalTrans and MCOG with a goal of updating grant reporting. He said MTA is currently on the State of California delinquency list. He has been able to close-out 4 grants. Mr. King also reported that he submitted the CARES Phase 2 application for \$1,068,573 and he is currently requesting funds under the CARES Phase 1 project.

HR Generalist Heather Lindsteadt reported on current staffing levels and the status of the temporary layoffs. She reported that she will begin submitting policy updates for legal counsel review and subsequent Board approval. Heather was directed to send the current policy manual to the board.

Mobility Manager Dawn White reported she is continuing to process ADA applications and stay in contact with local agencies so when they are ready to begin utilizing transportation again, she can quickly coordinate with them. Ms. White reported that she is also handling MTA's Advertising and Marketing.

CFO Mark Harvey reported he is working to produce June 2020 unaudited statements. He said he will present July 2020 Financial Statements and cash flow in September.

Bob Butler, Maintenance Manager, reported on progress with far north county transit authorities related to submitting a plan to meet required zero-emission vehicle requirement.

2. Matters from Directors

Chairwoman Rodriguez thanked Director Richard for meeting with MTA staff. She said that Director Richard's institutional knowledge is invaluable right now.

Director Tarbell asked staff to turn on their cameras at the next meeting.

Director Cross reported that he may be resigning his position on the MTA Board due to professional commitments.

Director Mulheren reported that the Census closes September 30 and reminded everyone to complete the 2020 Census as soon as possible.

The Board adjourned to Closed Session at 2:28 p.m.

F. CLOSED SESSION

The Board will adjourn into Closed Session on two items:

1. Closed session pursuant to Government Code 54957
Public Employee Appointment – Interim Executive Director
2. Closed session pursuant to Government Code 54957.6
Conference with Labor Negotiator Agency Designated Representative: Agency Chair
Unrepresented Employee: Interim Executive Director

Chairwoman Rodriguez reconvened Open Session at 3:31 p.m.

G. ANNOUNCEMENT OUT OF CLOSED SESSION

H. Potential Action to Appoint Interim Executive Director and Approve an Agreement and Salary Schedule for Interim Executive Director.

Upon Motion by Director **Tarbell** seconded by Director **Richard** the Board appointed Jacob King to the position of Interim Executive Director with an annual salary of \$112,203. Motion carried unanimously by roll call vote. **AYES:** 6 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 1- Gjerde

I. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 3:34 p.m.