



Board of Directors Special Board Meeting Minutes

Wednesday, May 12, 2021

1:30 p.m.

MTA Board of Directors in Attendance

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Bruce Richard
Eric Dahlhoff
Maureen Mulheren

MTA Board of Director Absent

Tess Albin-Smith
Josefina Dueñas

Staff in Attendance

Jacob King, Executive Director
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Heather Lindsteadt, HR Director/Recording Secretary
Dawn White, Mobility Manager
Sara Marquez, Assistant Clerk of the Board

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 will participate in this meeting via teleconference or videoconference.

Executive Order N-29-20 further provides that a legislative body that holds a meeting via teleconference and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with notice and accessibility requirements as set forth in the Order, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

AGENDA ITEMS

A. CALL TO ORDER

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

B. PUBLIC COMMENT

No written or public comment

C. CONSENT CALENDAR

1. Approval of Minutes of March 31, 2021 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 1, 2020 through February 28, 2021

Upon motion by Director **Tarbell**, seconded by Director **Dahlhoff** the Board approved Consent Calendar items C.1 through C.3 by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith Dueñas

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input

Director Tarbell would like to see the South Coast returned to regular schedule pre-pandemic level of service.

Chair Rodriguez added Covelo to Laytonville service to the list for 2021.

2. **Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2021-2022**

Upon motion by Director **Richard**, seconded by Director **Tarbell** the Board approved the Draft Operations Budget for Fiscal Year 2021-2022 by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

3. **Discussion and Possible Adoption of Resolution #2021-08 Amending Resolution #2021-06 Approving the Amended Project Title for FY 20-21 LCTOP Application to Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations)**

Upon motion by Director **Tarbell**, seconded by Director **Richard** the Board adopted Resolution 2021-08 Amending the Project Title for FY 20-21 LCTOP Application to: Purchase Zero Emission Bus to Replace Old Gas-Powered Bus (Capital) and System Wide Fare Free Rides (Operations) by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

4. Discussion and Possible Approval of Ukiah East-West Connecting Route

Upon motion by Director **Mulheren**, seconded by Director **Richard** the Board approved the Ukiah East-West Connecting Route by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

5. Adoption of Resolution #2021-09 Approving Mendocino Transit Authority Record Retention Schedule

Upon motion by Director **Richard**, seconded by Director **Tarbell** the Board approved the Mendocino Transit Authority Record Retention Schedule by roll call vote. **AYES:** Tarbell, Mulheren, Richard, Dahlhoff and Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith, Dueñas

E. PRESENTATION

1. Recruitment of Transit Vehicle Operators

Human Resources Director, Heather Lindsteadt, presented a PowerPoint outlining the process for recruitment of Transit Vehicle Operators.

F. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Executive Director, Jacob King, reported he has been researching available grants which may allow MTA to restart planning for the Administration Building.

Mr. King also reported that he has been meeting with other transit agencies (Del Norte, Lake County, Humboldt Transit and others) to talk about connecting bus routes. He said in order for the agencies to work together a Transit Center will be necessary. He reported he is also searching for funding for the Transit Center project.

Maintenance Manager, Bob Butler, reported that CHP completed its annual audit of MTA and the audit was satisfactory.

Mobility Manager, Dawn White, reported that she started an ad campaign to reassure passengers that the MTA buses are a safe, clean way to travel.

CFO, Mark Harvey, reported that he has been working on budgets and updating QuickBooks.

2. Matters from Directors

Director Dahlhoff, wanted to know if MTA will be returning to in-person meetings.

Director Mulheren reported that City of Ukiah has renovated the council chambers and MTA may be able to conduct meetings at that facility.

G. ADJOURN

Chair Rodriguez adjourned the meeting at 2:45 p.m.

DRAFT