



Board of Directors Regular Meeting Minutes

Wednesday, June 30, 2021

1:30 p.m.

MTA Directors Present

Saprina Rodriguez
Bruce Richard
Tess Albin-Smith
Maureen Mulheren
Eric Dahlhoff
Josefina Dueñas

MTA Directors Absent

Jim Tarbell, Vice Chair

Staff in Attendance

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

AGENDA ITEMS

A. CALL TO ORDER

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

B. PUBLIC COMMENT

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of May 26, 2021 Board Meeting
2. Approval of Minutes of June 1, 2021 Special Board Meeting
3. Acceptance of Service Performance Report
4. Approval of Amended Board Meeting Schedule for Fiscal Year 21-22
5. Acceptance of Financial Statements – July 1, 2020 through April 30, 2021

Upon Motion by Director **Dahlhoff**, seconded by Chair **Rodriguez** the Board approved Consent Calendar items C.1 through C.5 by roll call vote. **AYES:** Richard, Dahlhoff, Mulheren Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell, Albin-Smith

Director **Albin-Smith** joined the meeting at 1:43

D. ACTION & DISCUSSION

1. Unmet Needs: Solicit Public Input: None
2. Adoption of Resolution 2021-11 Approving and Adopting a Final Operations Budget and Non-Represented Wage Table for Fiscal Year 21-22

Upon Motion by Director **Albin-Smith**, seconded by Director **Dahlhoff** the Board adopted Resolution 2021-11 approving a Final Operations Budget and Non-Represented Wage Table for Fiscal Year 21-22 by roll call vote. **AYES:** Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell

3. Adoption of Resolution 2021-12 Approving and Adopting a Final Capital Budget for Fiscal Year 21-22

Upon Motion by Director **Richard**, seconded by Director **Albin-Smith** the Board adopted Resolution 2021-12 approving a Final Capital Budget for Fiscal Year 21-22 by roll call vote. **AYES:** Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell

4. Adoption of Resolution 2021-13 Adopting Mendocino Transit Authority's Section 125 Program Document

Upon Motion by Director **Richard**, seconded by Director **Albin-Smith** the Board adopted Resolution 2021-13 approving Mendocino Transit Authority's Section 125 Program Document by roll call vote. **AYES:** Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell

5. Election of Officers to Serve from July 2021 through June 2023

- a. Chair (2-year term)
- b. Vice-Chair (2-year term)

Director Albin-Smith nominated Chair Rodriguez to serve as Chair and Director Mulheren seconded. Rodriguez accepted the nomination.

Director Albin-Smith nominated Director Tarbell to serve as the Vice-Chair, whom was absent, but she said that if Director Tarbell doesn't accept it, she will serve as Vice-Chair.

Upon Motion by Director **Albin-Smith**, seconded by Director **Richard** the Board approved the Election of Officers to serve from July 2021 through June 2023 by roll call vote. **AYES:** Richard, Albin-Smith, Dahlhoff, Mulheren, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell

6. Discussion and Possible Action: 6-Month Informal Performance Review of Executive Director:

Chairwoman **Rodriguez** appointed Directors **Albin-Smith, Richard, Rodriguez** to the Ad Hoc Executive Director Evaluation Committee and instructed staff to place a Closed Session on the Agenda for the July Board Meeting to discuss the evaluation.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Jacob King, Executive Director, reported that MTA is now approaching social services, Senior Centers, Mayacama etc. to determine what their transportation needs are. Mr. King also reported that MTA is working closely with Public Health and working on free trips to and from vaccination clinics. MTA will be offering free fixed route bus rides utilizing CARES funding during the last week in July.

Bob Butler, Maintenance Manager, reported that he will be traveling to Kansas to inspect 2 more electric buses being built. He also reported that the buses should be ready in 2 months.

Heather Lindsteadt, HR Director, reported that the new policy manual is being reviewed by MTA's legal counsel and she will be sending to Teamsters for their review and comment. She will try to get the policy manual on the agenda in July. Mrs. Lindsteadt provided an update on current recruitments.

2. Matters from Directors

Chairwoman Rodriguez thanked the managers for their hard work at MTA.

Director Richard, congratulated all staff for the great job on the budget. He recommended numbering the pages in the board packet and looks forward for expanding service.

Director Dahlhoff wanted to let staff know that they are doing a great job.

Director Mulheren reported that she is willing to help with the marketing campaigns.

F. ADJOURN

Anticipated adjournment is 2:45 p.m.

DRAFT