



Board of Directors Regular Meeting Minutes

Wednesday, July 28, 2021

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Jim Tarbell

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 1:31 p.m.

B. PUBLIC COMMENT

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of June 30, 2021 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 2020 through May 2021

Agenda Item C.1 was pulled for revision, will bring back on next meeting.

Upon Motion by Director **Mulheren**, seconded by Director **Dahlhoff** the Board approved Consent Calendar items C.2 through C.3 by roll call vote. **AYES:** Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell

D. ACTION & DISCUSSION

1. Unmet Needs:

Executive Director King would like to add the Transit Center to the unmet needs.

2. Discussion and Possible Action - Employee Incentive Program

Executive Director King mention that as we know MTA drivers have been working hard and everyone has been supportive and stepping up. The management team would like to offer an incentive program related to attendance.

Upon Motion by Director **Richard**, seconded by Director **Dahlhoff** the Board approved Employee Incentive Program by roll call vote. **AYES:** Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Tarbell

3. Discussion and Possible Action - MTA Policy Manual (First Draft)

Heather Lindsteadt, HR Director, provided the first draft of the MTA Policy Manual for review.

Staff was directed to send to legal counsel for a final review and add to the August 2021 agenda for Board approval.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Dawn White, Mobility Manager, reported that on July 15 her and Executive Director King did a presentation to the residents of The Woods Senior Community in Little River. She reported that they are looking forward for Route 60 servicing The Woods soon.

Bob Butler, Maintenance Manager, reported that he is in the process of paving all three yards. He reported the 2 electric buses are currently in Tulsa from there they are going to

Colorado and MTA hopes to take delivery the first week in September.

Mark Harvey, CFO, nothing to report.

Heather Lindsteadt, HR Director, provided an update on current recruitments. She reported that staff will be conducting an open house job fair in Fort Bragg on August 19.

Jacob King, Executive Director reported that on July 14 he traveled to Humboldt to meet with Humboldt County Transit.

Mr. King also reported that MTA did not receive the Sustainable Communities grant, but CalTrans mentioned that MTA may be able to reapply.

Mr. King has been asked to speak at the Cal Act conference in October as a Rural Transit Provider.

2. Matters from Directors

Director **Mulheren** reported that she is monitoring vaccine mandates and potential new laws related to vaccines.

Director **Albin-Smith** mentioned that mask will be required in Fort Bragg public buildings.

F. CLOSED SESSION

1. Public Employee Performance Evaluation (§ 54957)
Title: Executive Director

G. ANNOUNCEMENT OUT OF CLOSED SESSION

The Board received information. No action taken.

H. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 2:41 p.m.