



Board of Directors Regular Meeting Minutes

Wednesday, September 29, 2021

1:30 p.m.

MTA Directors in Attendance

Saprina Rodriguez
Bruce Richard
Jim Tarbell
Eric Dahlhoff
Tess Albin-Smith

MTA Directors Absent

Josefina Dueñas
Maureen Mulheren

Staff in Attendance

Jacob King, Interim Executive Director
Mark Harvey, CFO
Heather Lindsteadt, HR Director
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 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 August 25, 2021 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Reports - July 2020 through June 2021
4. Acceptance of Financial Reports - July 2021
5. Approval of Board Meeting Calendar (Dates Only) October 2021 through June 2022

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

D. ACTION & DISCUSSION

1. Unmet Needs: None
2. Discussion and Possible Adoption of Resolution 2021-15 Approval of Updated Record Retention Schedule

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

3. Discussion and Possible Adoption of Resolution No 2021-16 of MTA Drug and Alcohol Testing Policy

Upon Motion by Director **Tarbell** seconded by Director **Albin-Smith** the Board approved to adopted Resolution of Resolution No 2021-16 of MTA Drug and Alcohol Testing Policy by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

4. Discussion and Possible Adoption of Resolution No 2021-17 Adopting and Approving an MTA Policy Manual

Upon Motion by Director **Richard** seconded by Director **Albin-Smith** the Board approved Resolution No 2021-17 Adopting and Approving an MTA Policy Manual by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

5. Discussion and Possible Adoption of Resolution No 2021-18 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of September 30, 2021 through October 30, 2021 Pursuant to Brown

Act Provisions

Upon Motion by Director **Dahlhoff** seconded by Director **Richard** the Board approved Resolution No 2021-18 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of September 30, 2021 through October 30, 2021 Pursuant to Brown Act Provisions by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Chairwoman Rodriguez **NOES:**0, **ABSTAIN:** 0, **ABSENT:** Dueñas, Mulheren

E. Presentation

1. GenFare Presentation

GenFare presented a PowerPoint on how to improve fare collection in transit agencies and possibly implement the fare collection system within MTA in the future. The Board thought that this sounds like a good idea but would like the Executive Director King to investigate more opportunities and come up with a list of other projects where CARES funding could be utilized.

DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Heather Lindsteadt, HR Director, provided an update on current recruitments for Ukiah and Fort Bragg.

Mark Harvey, CFO, reported that he is focusing on finishing the audit for 2021.

Jacob King, Executive Director, reported that he and Bob Butler, MTA Maintenance Manager, met with City of Ukiah City Manager Sage Sangiacomo to discuss possible locations for a Transit Center.

Dawn White, Mobility Manager, no report.

2. Matters from Directors

Director Dahlhoff: Commented that maybe one of the causes of it might be difficult to get drivers is due to marijuana being legal in California. He asked if the Board or staff have done any outreach to Congressman to go over these issue. Chair Rodriguez said that majority of the Board had to approve the idea to send the letter to a congressman. This idea will be tabled for when there's more support from the Board.

Vice-Chair Tarbell: nothing to report.

Director Richard: thanked Heather Lindsteadt, HR Director, for all the great work that she put into the policies. Director Richard also requested Executive Director King contact him so

that he could watch the GenFare presentation and discuss the 5-year plan due to not being connected to the internet.

Chairwoman Rodriguez: Nothing to report.

F. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 2:48p.m.

DRAFT