



**Board of Directors
Regular Meeting Minutes**

Wednesday, March 30, 2022

1:30 p.m.

MTA Directors in Attendance

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

Staff in Attendance

Jacob King, Executive Director
Mark Harvey, CFO
Dawn White, Mobility Manager
Bob Butler, Maintenance Manager
Luis Martinez, Interim Operations Manager
Sara Marquez, Assistant Clerk of the Board

Staff Absent

Heather Lindsteadt, HR Director

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

Chair Rodriguez called the meeting to order at 1:33 p.m.

B. PUBLIC COMMENT

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of February 23 Regular Board Meeting
2. Approval of Minutes of March 23 Special Board Meeting
3. Approval of Minutes of March 25 Special Board Meeting
4. Acceptance of Service Performance Report
5. Acceptance of Financial Reports – July 2021 through January 2022
6. Adoption of Resolution No. 2022-07 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of March 30, 2022, through April 27, 2022, Pursuant to Brown Act Provisions.
7. Surplus Vehicle Disposal

Upon Motion by Director **Albin-Smith** seconded by Director **Mulheren** the Board approved Consent Calendar items C.1 through C.7 by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

D. ACTION & DISCUSSION

1. Unmet Needs: none
2. Discussion and Possible Acceptance of 2020-2021 Draft Fiscal & Compliance Audit/Single Audit

Mark Harvey, CFO explained that there are two separate audits. One is the regular 20-21 Draft Compliance audit and the other is the Single audit there were no current year observations the board only needs to approve them so that the draft can be removed.

3. **Upon Motion** by Director **Tarbell** seconded by Director **Albin-Smith** the Board Approved Resolution 2020-2021 Draft Fiscal & Compliance Audit/Single Audit by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

3. Discussion and Possible Adoption of Resolution 2022-08 Approving the PG&E and Mendocino Transit Authority's Ten-Year Agreement for PG&E's EV Fleet Program.

Director Richard recommended to review this contract with legal staff/ Counsel

Upon Motion by Director **Richard** seconded by Director **Dahlhoff** the Board approved the PG&E and Mendocino Transit Authority's Ten-Year Agreement for PG&E's EV Fleet Program by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and

Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

4. Presentation, Discussion and Possible Adoption of Resolution 2022-09 For a Three-Year Contact between Carahsoft, Swiftly and Mendocino Transit Authority for CAD/AVL and GTFS Real Time for \$172,260.00

Hazel from Swiftly, presented to the Board the Realtime GTFS program which will provide transit customers in Northern California the ability to pay their fares through a contactless fare collection system and also provides real time information about when the bus will arrive at stops along with a number of operational tools. GTFS Realtime currently supports the following types of information:

- o Trip updates - delays, cancellations, changed routes
- o Service alerts - stop moved, unforeseen events affecting a station, route, or the entire network
- o Vehicle positions - information about the vehicles including location and congestion level

GTFS Real-Time will be launching Spring 2022, If MTA decides to contract with Cal-ITP, the costs will be reimbursable through the CARES funding.

Upon Motion by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved Resolution 2022-09 For a Three-Year Contact between Carahsoft, Swiftly and Mendocino Transit Authority for CAD/AVL and GTFS Real Time for \$172,260.00 by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

5. Discussion and Possible Adoption of Resolution 2022-10 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Cutaway Vehicle.

Upon Motion by Director **Dahlhoff** seconded by Director **Richard** the Board approved Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Cutaway Vehicle by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

6. Presentation Discussion and Possible Approval of Resolution 2022-11 for Validator Contactless Payment Between Cal-ITP and Mendocino Transit Authority.

Executive Director King explained that MTA is looking for approval for this Validator program from Calitp and Caltrans Cares funding will cover for this cost of this project After the presentation and discussion, the board decided to bring this item back in April.

7. Discussion and Possible Approval of Resolution 2022-12 Authorizing the Federal funding under FTA section 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) with California Department of Transportation

Executive director explained that now 5311, 5311f and 5339 is consolidated grant process for buses and facilities and Operations if the boards authorize this will authorize MTA will apply for both the 5311, 5311f and 5339.

Upon Motion by Director **Richard** seconded by Director **Tarbell** the Board approved Resolution 2022-12 Authorizing the Federal funding under FTA section 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) with California Department of Transportation by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

8. Approval of Special Event: Point Arena Special Event Fringe Festival

Director Dahlhoff requested bus shuttle for the Fringe Festival that will occur on April 23rd in Point Arena from the Lighthouse to the pier back and forth, the event will be from 11am to 6pm and the trip will take like around 30-45 minutes each way.

Upon Motion by Director **Dahlhoff** seconded by Director **Tarbell** the Board approved Point Arena Special Event Fringe Festival by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Albin-Smith, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT: 0**

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Maintenance Manager Bob Butler reported that he is having a meeting with PG & E in Ukiah about the electric bus charging system. He also reported that he has a day set for the next 3 buses that we have purchase orders out and it will be in 2023.

On the other hand, the electric buses have been successfully operating for over 2 weeks in Willits and been getting good feedback from the public.

Luis Martinez Operations Manager reported that he has been working on restoring the routes in Ukiah and Fort Bragg and the new service to The Woods in Fort Bragg to make connections with Route 75.

Jacob King, Executive Director, reported that he applied for LCTOP and currently working with Mark Harvey, CFO on the budget and claim to MCOG.

Mark Harvey, CFO reported that he will be working to Executive Director Jacob King on the budget.

2. Matters from Directors

Chairwoman Rodriguez congratulated Luis Martinez on his new position of Operations Manager, she also mentioned that City of Willits is planning a ceremony in celebration of the electric buses, once she has the date, she will share it with MTA. Chairwoman Rodriguez also recommended to add the presenters name on the next agendas and lastly, she announced that the deadline to turn in the 700 form is due today for all directors.

Director Richard mentioned that by looking at this agenda he believes that Executive Director Jacob King and staff will be overwhelmed for next year or so. He recommended to watch and see if we can back up on a few things going forward.

F. ADJOURN

Meeting adjourned at 2:57 p.m.

DRAFT