



**Board of Directors  
Regular Meeting**  
Approved Minutes

May 29, 2019

1:30 p.m.

**Fort Bragg**

Diana Stuart Fort Bragg Division  
190 East Spruce  
Conference Room

*Video-Conference with:*

**Ukiah**

Ukiah Valley Conference Center  
200 South School Street  
Chardonnay Room

**AGENDA ITEMS**

**1. Call to Order**

Chair Mastin called the meeting to order at 1:34 p.m.

Directors Present Ukiah:	Gjerde, Rodriguez, Mulheren, Chair Mastin
Directors Present Fort Bragg:	Tarbell, Cross
Directors Absent:	Albin-Smith

Staff Present:	Bob Butler, MTA Maintenance Manger Mark Harvey, MTA CFO Jacob King, MTA Operations Manager Heather Lindsteadt, Recording Secretary
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Also Present:	Loretta Ellard, MCOG Bruce Richards, Former MTA General Manager
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**2. Public Comment**

Marian Brannan and Richard Hubacek, Representatives from The Woods Retirement Community Transportation Committee. See # 8 Unmet Needs for further information.

**CONSENT CALENDAR**

**3. Minutes of April 24, 2019 Board Meeting**

4. **Minutes of May 10, 2019 Special Board Meeting**
5. **Board Meeting Calendar 2019-2020**
6. **Service Performance Report Fiscal Year 18-19**
7. **Capital Program: Update/Progress Report**

Items #5 and #6 were pulled from the Consent Calendar for further discussion.

**Upon Motion** by Director **Rodriguez**, seconded by Director **Tarbell**, Consent Calendar items #3, #4, and #7 were approved. Motion carried by roll call vote. **AYES:** Gjerde, Rodriguez, Mulheren, Cross, Tarbell, Chair Mastin, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith

**Upon Motion** by Director **Tarbell**, seconded by Director **Rodriguez**, Item # 5 – staff was directed to adjust the locations of the meetings to reflect 2 meetings in Point Arena and 2 meetings in Willits and present to the Board on June 26. Motion Carried by roll call vote: **AYES:** Gjerde, Rodriguez, Mulheren, Cross, Tarbell, Chair Mastin, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith

Staff was directed to table item #6 – Service Performance Report until June as there were errors in the spreadsheet. No action taken.

## **ACTION & DISCUSSION**

8. **Unmet Needs**  
**Action:** Solicit Public Input

Fort Bragg Public Comment: Representatives from The Woods Retirement Community Transportation Committee, Marian Brannan and Richard Hubacek presented the Board with two letters requesting MTA add to the unmet needs list possible service to The Woods Retirement Community. Letter dated May 29, 2019 signed by Marian Brannan and letter dated May 29, 2019 signed by Sarah Peters are hereby made part of these minutes by reference.

**Director Mulheren** requested that MTA consider providing summer service to Todd Grove Park and Anton Stadium.

**Director Rodriguez** requested that staff provide an update on the Unmet Needs list and any progress that has been made.

9. **Financial Statements July 2018 – March 2019**  
**Action:** Acceptance of Unaudited Financial Statements for July 2018 – March 2019
  - A. July 2018 – March 2019 Balance Sheet
  - B. July 2018 – March 2019 Profit & Loss Statement

CFO Mark Harvey reviewed the financial statements for July 2018 - March 2019. He reported that June 30, 2019 is the close of the fiscal year and MTA will begin preparing for the audit.

The Board asked specific questions related to line items and requested that staff prepare a comparison of fiscal year 18-19 to fiscal year 17-18, a year-to-date report, a source and use summary for the capital funds held with Mendocino County Auditor-Controller's Office, MCOG as well as the capital reserve funds at MCOG.

**Director Rodriguez** suggested that it may be possible to have the Senior Center service The Woods Retirement Community.

**Upon Motion** by Director **Rodriguez**, seconded by Director **Cross**, the Board accepted the unaudited Balance Sheet and Profit and Loss Statement for July 2018 - March 2019 by roll call vote. **AYES:** Gjerde, Rodriguez, Mulheren, Cross, Tarbell, Chair Mastin, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith

## 10. Matters from Management

Bob Butler, MTA Maintenance Manager, provided an update on his recent trip to Michigan to inspect two new MTA Cutaways and said that MTA will accept the vehicles in two weeks. He also reported on the status of the Zonar and the new maintenance inventory software and related training.

Jacob King, MTA Operations Manager reported on the progress of the MTA Route Committee which includes adding a stop at the Hospital to Route 9.

Mark Harvey, MTA CFO, reported that the end of the year is fast approaching, and he said that his department continues to stream-line processes and they are currently preparing for the next audit.

## 11. Matters from Directors

Director **Tarbell** is concerned about the stop in Caspar. He offered to contact the Caspar Inn, or the Community Center to discuss MTA possibly pulling into their parking lots for the stop in Caspar.

Director **Rodriguez** asked for a status update related to the summer MTA service to the Willits Pool.

Chair **Mastin** reported that he has served on the MTA Board for 25 years and that the May 2019 meeting may be his last meeting.

## ADJOURN

Chair Mastin adjourned the meeting at 2:19 p.m.