



## Board of Directors Regular Meeting Minutes

August 28, 2019

1:30 p.m.

### Point Arena

COAST COMMUNITY LIBRARY  
Community Room  
225 Main St.  
Point Arena, CA

### Teleconference Location

MTA Chair Saprina Rodriguez – Willits City Hall  
111 E. Commercial Street  
Willits, CA 95490

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## AGENDA ITEMS

### 1. Call to Order

Chair Rodriguez called the meeting to order at 1:30 p.m. and requested Vice Chair Tarbell chair the meeting because he was in attendance in Point Arena.

Directors Present in Point Arena: Richard, Tarbell, Cross  
Directors Present by Teleconference in Willits: Rodriguez, Gjerde  
Directors Absent: Albin-Smith, Mulheren

Staff Present in Point Arena: Carla Meyer, MTA General Manager  
Bob Butler, MTA Maintenance Manger  
Mark Harvey, MTA CFO  
Jacob King, MTA Operations Manager  
Heather Lindsteadt, Recording Secretary

Also Present in Willits: Loretta Ellard, MCOG

### 2. Public Comment

No public comment in Willits.

Diana Clarke, Executive Director of the Ukiah Senior Center and MCOG TPC Senior Center Representative expressed appreciation of the collaborative relationship with MTA for over 30 years. She requested the Board reconsider adoption of Resolution No. 2019-13 in order to provide the Board an opportunity to review the impacts that increasing MTA's service area and reducing fares will have on the Ukiah Senior Center and also requested the Board postpone the date of implementation.

Diana Clark reported that the Senior Center vehicles do not carry more than 10 people, including the driver, and therefore can be operated by drivers with a Class C license. She provided documentation outlining the requirements for Senior Center drivers which is hereby made part of these minutes by reference.

## CONSENT CALENDAR

3. **Minutes of July 31, 2019 Board Meeting**
4. **Board Meeting Calendar 2019-2020**
5. **Service Performance Report**
6. **Financial Statements July 1, 2018 to June 30, 2019**

Director **Richard** requested that items #5 and #6 be pulled for further discussion.

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

The Board directed staff to provide the Service Performance Reports quarterly and requested staff only include quarterly with previous year comparison information rather than month-to-month. Director **Richard** asked that the reports be provided in larger print as well.

**Upon Motion** by Director **Richard**, seconded by Director **Cross**, Consent Calendar items #5 and #6 were approved with direction given to staff by roll call vote. **AYES:** Gjerde, Tarbell, Cross, Richard, Rodriguez  
**NOES:** 0 **ABSTAIN:** 0 **ABSENT:** Mulheren, Albin-Smith

## ACTION & DISCUSSION

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

Item added to Unmet Needs:

1. Round trip service - City of Ten Thousand Buddhas

8. **Discussion Only GASB 68 Report**

Discussion only. No action taken.

9. **Discussion and Possible Approval of Amendment to MTA Policy Section 3.7 Nepotism.**

The Board directed staff to remove paragraph 8 as it is duplicative. The Board also directed staff to add wording to the policy which would include a Personnel Review Committee to ensure the policy is followed if there is a candidate that could be considered high-risk in accordance with the Nepotism Policy.

Chair **Rodriguez** confirmed the goal is to have a review of any employee hired if there is the possibility of the appearance of nepotism. She also requested creation of a Personnel Committee when the Nepotism Policy is approved.

Chair **Rodriguez** requested that staff contact legal counsel for a review of the policy and incorporation of Board direction.

Direction given. No action taken.

**10. Discussion and Possible Adoption of Resolution No. 2019-14 Authorizing the General Manager to Apply for Federal Funding Under FTA Section 5310 (49 U. S. C. Section 5310) with California Department of Transportation.**

Staff was directed to amend the staff report memo to reflect the maximum 5310 grant award amount is \$400,000 not \$450,000.

**Upon Motion** by Director **Cross**, seconded by Director **Rodriguez**, the Board adopted Resolution No. 2019-14 Authorizing the General Manager to Apply for Federal Funding Under FTA Section 5310 (49 U. S. C. Section 5310) with California Department of Transportation by roll call vote. **AYES:** Gjerde, Tarbell, Cross, Richard, Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Mulheren, Albin-Smith

**11. Discussion and Possible Adoption of Resolution No. 2019-15 Approving Collective Bargaining Agreement with Teamsters Local 665 for the Term of July 1, 2019 to June 30, 2022.**

Item was tabled to the September 25, 2019 Board meeting.

**12. Formation of MTA Contracted Transportation Services Ad Hoc Committee and Appointment of 3 Directors to Newly Formed Committee.**

Public Comment on Item #12:

Diana Clarke, Executive Director of the Ukiah Senior Center and MCOG TPC Senior Center Representative expressed concern stating that the Senior Centers are unsure if they can directly apply for TDA funding. She also stated decisions made by the MTA Ad Hoc Committee could have unintended negative consequences for the Senior Centers if all stakeholders are not included in the discussions.

The Board formed the MTA Contracted Transportation Services Ad Hoc Committee and Chair Rodriguez appointed Directors Tarbell, Gjerde, and Rodriguez to the Committee. The Board directed staff to adhere to all Brown Act public noticing requirements to ensure stakeholder participation.

**13. Matters from Management**

Jacob King, MTA Operations Supervisor updated the Board on the recent Dispatcher training associated to the new Dial-A-Ride service area and fare structure changes.

Bob Butler, MTA Maintenance Manager updated the Board on installation of the generator for administration building.

Mark Harvey, MTA CFO reported that the P&L for July 2019 will be presented at the September Board meeting and he said MTA will be ready for the annual financial audit once MCOG selects the audit team.

General Manager Meyer asked the Board to provide direction related to a letter dated August 21, 2019 which was sent to the Board by Diana Clarke requesting reconsideration of Resolution No 2019-13 or delay the implementation date of September 1, 2019. Letter is hereby made part of these minutes by reference. Chair Rodriguez directed staff to not agendaize rescission of Resolution 2019-13 at this time.

General Manager Meyer reported that she will bring back an MTA Travel Policy, which will include a section related to Director participation in training and transit related events, for Board approval because she received a request from a Director to attend an event and she is unsure which types of Director travel expenses are paid for by MTA.

General Manager Meyer handed out a report entitled FTA Mendocino Transit Authority (MTA) DBE Program Compliance Review, Final Report March 2016. The report is hereby made part of these minutes by reference. She reported that she was unaware of the FTA report and is unsure if the Corrective Actions and Schedules were addressed. She reported she will meet with FTA representatives to discuss the report.

#### **14. Matters from Directors**

Director Gjerde requested a meeting of the MTA Finance Committee to discuss MTA's CalPERS contribution rate and Unfunded Liability. He requested that Mark Harvey invite Mary Beth at Bartell Associates, LLC to explain MTA's options related to the Unfunded Liability and rate of return.

#### **Adjournment**

Vice Chair Tarbell adjourned the meeting at 2:40 p.m.