



Board of Directors Regular Meeting Minutes

June 24, 2020

1:30 p.m.

MTA Board of Directors Present:

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Bruce Richard
Dan Gjerde
Tess Albin-Smith
Maureen Mulheren

MTA Board of Directors Absent:

Lloyd Cross

MTA Staff Present:

Carla Meyer, Executive Director
Bob Butler, Maintenance Manager
Jacob King, Operations Manager
Mark Harvey, CFO
Dawn White, Mobility Manager
Heather Lindsteadt, 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. Members of the public were asked to submit comments via email or participate in the meeting by telephone.

AGENDA ITEMS

1. CALL TO ORDER

Chair Rodriguez called the meeting to order at 1:35 p.m.

2. PUBLIC COMMENT

There were no verbal or written public comments.

The Board convened Closed Session at 1:38 p.m.

3. CLOSED SESSION

Conference with Labor Negotiators (\$54957.6)

Designated Agency Representative: Executive Director Carla Meyer

Employee Organization: Teamsters Local 665

The Board reconvened Open Session at 2:34 p.m.

4. ANNOUNCEMENT OUT OF CLOSED SESSION

Chair **Rodriguez** announced that the Board met in closed session, received information and gave direction on one item of Conference with Labor Negotiators. No action taken.

5. CONSENT CALENDAR

a. Approval of Minutes of May 27, 2020 Board Meeting

b. Acceptance of Service Performance Report

c. Approval of July 2020 – December 2020 Board Meeting Schedule

Upon Motion by Director **Tarbell**, seconded by Director **Albin-Smith** the Board approved Consent Calendar items a. through c. by roll call vote. **AYES:** 6, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross

6. ACTION & DISCUSSION

a. Unmet Needs

Action: Solicit Public Input

Chair **Rodriguez** reported that she has received requests from members of the community for resumption of Route 65.

b. Discussion and Possible Adoption of Resolution 2020-07 Adopting the MTA Operating Budget for FY 20/21.

Public Comment on Item 6.b.

Janet Orth with MCOG clarified that MCOG will review revenues throughout the year and may have to formally amend the budget. She also reported that the MCOG Board directed staff to continue to make the regular payments for the the Senior Center contracts until a budget adjustment is approved later in the year.

Upon Motion by Director **Gjerde**, seconded by Director **Richard**, the Board adopted Resolution 2020-07 approving the Fiscal Year 20/21 Operating Budget by roll call vote: **AYES:** 6, **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross

c. Discussion and Possible Adoption of Resolution 2020-08 Adopting the MTA Capital Budget for FY 20/21.

Upon Motion by Director **Albin-Smith**, seconded by Director **Gjerde**, the Board adopted Resolution 2020-08 approving the Fiscal Year 20/21 Capital Budget with the addition of addition of a line item for battery electric buses by roll call vote: **AYES: 6, NOES: 0, ABSTAIN: 0, ABSENT: Cross**

d. Discussion and Possible Approval of MTA Operations Supervisor Job Descriptions.

Upon consensus, the Board directed staff to update the EOE statement and return job descriptions to the Board in July. No action taken.

e. Discussion and Possible Approval of Amendment to Wage Table for Non-Represented Employees.

Upon Motion by Director **Albin-Smith**, seconded by Director **Tarbell**, the Board approved the Wage Table Amendment for Non-Represented Employees by roll call vote: **AYES: 6, NOES: 0, ABSTAIN: 0, ABSENT: Cross**

7. DIRECTOR AND MANAGEMENT REPORTS

a. Matters from Management

Operations Manager Jacob King reported that he is working with Bob Butler on passenger counts and on/off locations in an attempt to ensure needed transportation to the community during the Covid19 emergency.

Maintenance Manager Bob Butler reported that he is working on permanent barriers in the buses. He is also working with PG&E on site visit to get an appropriate transformer set in the future.

CFO Mark Harvey reported that the end of the fiscal year is fast approaching, and he is currently working on reconciling accounts in anticipation of the new year.

Mobility Manager Dawn White reported that she is working with Jacob and outside agencies to be sure that MTA is prepared to meet their needs when they begin utilizing public transportation in the future.

Human Resources Generalist Heather Lindsteadt reported that she is working on the succession plan with the goal of presenting to the Board in July or August.

b. Matters from Directors

Director Gjerde reported that most businesses are reopening now and explained the tourism aspect of the closure. Director Gjerde asked the Executive Director to submit any Public Health Director questions to him.

Director Albin Smith reported MCOG conducted a public forum with multiagency and the public to discuss the draft fire hazard assessment and evacuation plan for Mendocino County. She reported that MTA and the school districts may be called upon for evacuations in the event of a fire.

Director Albin-Smith said that it is important for drivers to have specialized training related to driving through smoke, around downed power lines, through crowds, and transportation of prisoners. She said public information officer training is conducted through CalFire and it would be good for MTA to research additional training for any driver who would be involved in emergency transportation.

Operations Manager Jacob King reported he is currently researching training availability through TSI and CalOES on emergency transportation training.

Director Mulheren thanked Jacob and the MTA team for navigating the current construction throughout the city.

Chair Rodriguez reported that Route 65 is important and said that some of the individuals that need Route 65 to resume are using other travel alternatives, including hitch-hiking and that Route 65 is an important transportation option for the community.

Chair Rodriguez asked staff to review the Agenda ADA language to ensure that there are appropriate hours or days listed and that the statement adheres to the noticing requirement for public meetings.

8. ADJOURN

Chair Rodriguez adjourned the meeting at 2:46 p.m.

Approved