



## Board of Directors Regular Meeting Minutes

Wednesday, September 30, 2020

1:30 p.m.

### **MTA Board of Directors Present**

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

### **MTA Board of Director Absent**

Lloyd Cross  
Dan Gjerde

### **Staff Present**

Jacob King, Interim Executive Director  
Bob Butler, Maintenance Manager  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Heather Lindsteadt, HR Director/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**

### **A. CALL TO ORDER**

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

### **B. PUBLIC COMMENT**

No written or verbal public comment.

## C. CONSENT CALENDAR

1. Approval of Minutes of August 26, 2020 Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 2019 through June 2020
4. Acceptance of Financial Statements – July 2020
5. Acceptance of GASB 68 Report

**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:** Albin-Smith, Tarbell, Mulheren, Richard, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross, Gjerde

## D. ACTION & DISCUSSION

### 1. Unmet Needs: Solicit Public Input

There were no additions to Unmet Needs.

### 2. Discussion and Possible Adoption of Resolution No. 2020-11 Approving a Retroactive Employment Agreement between MTA and Interim Executive Director Jacob King.

**Upon Motion** by Director **Tarbell**, seconded by Director **Mulheren**, the Board adopted Resolution 2020-11 approving a retroactive employment agreement between MTA and Interim Executive Director Jacob King by roll call vote. **AYES:** Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross, Gjerde, Richard.

### 3. Discussion and Possible Adoption of Resolution No. 2020-12 Authorization for the Execution of the Certifications and Assurances and Authorized Agent for the California State of Good Repair Program for Fiscal Year 20-21.

**Upon Motion** by Director **Mulheren**, seconded by Director **Tarbell**, the Board adopted Resolution 2020-12 authorizing the execution of the Certifications and Assurances and Authorized Agent for the California State of Good Repair Program for Fiscal Year 20-21 by roll call vote. **AYES:** Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Cross, Gjerde, Richard

### 4. Discussion and Possible Authorization of Amendment to State of Good Repair Project Description for Fiscal Year 20-21 (17-18 SGR Allocation) State of Good Repair.

**Upon Motion** by Director **Richard**, seconded by Director **Mulheren**, the Board approved the amendment to State of Good Repair Project Description for Fiscal Year 20-21 (17-18 SGR Allocation) by roll call vote. **AYES:** Richard, Tarbell, Mulheren, Chairwoman

Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde, Albin-Smith

**5. Discussion and Possible Adoption of Resolution No. 2020-14 Approving Jacob King as the Authorized Agent for the Low Carbon Transit Operations Program (LCTOP) Programs.**

**Upon Motion** by Director **Richard**, seconded by Director **Tarbell**, the Board adopted Resolution 2020-14 approving Jacob King as the Authorized Agent for the Low Carbon Transit Operations Program (LCTOP) by roll call vote. **AYES**: Richard, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde, Albin-Smith

**6. Discussion and Possible Adoption of Resolution No. 2020-15 Appointing Interim Executive Director Jacob King to the Board of Directors of the California Transit System Joint Powers Insurance Authority (CALTIP).**

**Upon Motion** by Director **Richard**, seconded by Director **Tarbell**, the Board adopted Interim Executive Director Jacob King to the Board of Directors of the California Transit System Joint Powers Insurance Authority (CALTIP). **AYES**: Richard, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde, Albin-Smith

**7. Discussion and Possible Action Approving Mendocino Transit Authority Credit Card Usage Policy No. 7.6.12. (Second Draft).**

**Upon Motion** by Director **Richard**, seconded by Director **Tarbell**, the Board approved the MTA Credit Card Policy section 7.6.12 by roll call vote: **AYES**: Richard, Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde

**8. Discussion and Possible Action Approving Job Description for MTA Operations Supervisor/Transit Vehicle Operator Instructor.**

**Upon Motion** by Director **Richard**, seconded by Director **Tarbell**, the Board approved Job Description for MTA Operations Supervisor/Transit Vehicle Operator Instructor by roll call vote: **AYES**: Richard, Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde

**9. Discussion and Possible Action Approving an Updated Wage Table for Non-Represented Positions.**

**Upon Motion** by Director **Tarbell**, seconded by Director **Albin-Smith** the Board approved the updated wage table by roll call vote: **AYES**: Richard, Albin-Smith, Tarbell, Mulheren, Chairwoman Rodriguez **NOES**: 0, **ABSTAIN**: 0, **ABSENT**: Cross, Gjerde

**10. Discussion Only – Resumption of Temporarily Reduced Service Route 65 & Route 95.**

Interim Executive Director Jacob King updated the Board on the resumption of Routes 65 and 95.

## **E. DIRECTOR AND MANAGEMENT REPORTS**

### **1. Matters from Management**

Interim Executive Director Jacob King provided a status update related to his recent training courses he is attending and MTA grant funding status and progress. He reported that MTA's Operations Supervisor, James Criss and Luis Martinez, staged in Willits when the evacuations were taking place due to the Oak Fire.

CFO Mark Harvey reported that he is currently preparing for the 19-20 audit and said he will be presenting a cash flow worksheet at the October meeting.

Maintenance Manager Bob Butler reported that MTA was chosen to receive a Thelma USA test retarder (brake) system for free due to MTA's exemplary record keeping. MTA will keep the retarder when Thelma USA is done with their testing. He also reported that maintenance staff is currently conducting weekly training on the bus/computer interface.

Mobility Manager Dawn White reported that she is gaining momentum learning about MTA's social media platforms and advertising.

HR Director Heather Lindsteadt provided a status update on current staffing levels.

### **2. Matters from Directors**

Director **Richard** asked when the title change from General Manager to Executive Director was made. He said he thinks transit agency executive leaders are generally called General Manager rather than Executive Director. He also said that he is concerned that new service or cancellation of service is not being approved by the board and suggested that the board be given the opportunity to review discontinuation or addition of new service. He recommended staff prepare a policy related to this situation.

The consensus of the board was that staff should return to the board with a draft policy for future board consideration.

Director **Mulheren** requested everyone complete the 2020 census and she also reported that Mask Up Mendocino is conducting contests related to incentivizing mask wearing with fun giveaways.

Chairwoman **Rodriguez** asked for information related to when MTA can resume meetings in-person rather than virtually. Director **Tarbell** supported in-person meetings but said it may be a struggle to adhere to social distancing requirements.

## **F. ADJOURN**

Chairwoman Rodriguez adjourned the meeting at 3:16 p.m.