



## Board of Directors Regular Meeting Minutes

Wednesday, December 9, 2020

1:30 p.m.

### **MTA Board of Directors**

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

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

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 will participate in this meeting via teleconference or videoconference.*

## **AGENDA ITEMS**

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

Chair Rodriguez called the meeting to order at 1:31 p.m.

### **B. PUBLIC COMMENT**

No written or verbal public comment.

### **C. CONSENT CALENDAR**

1. Approval of Minutes of October 28, 2020 Board Meeting

2. Acceptance of Service Performance Report
3. Approval of Board Meeting Calendar January 2021 – July 2021
4. Acceptance of Financial Statements - July 2020 through October 2020

Director Richard pulled item C.1 for further discussion.

**Upon motion** by Director **Tarbell**, seconded by Director **Cross** the Board approved Consent Calendar items C.3 through C.4 by roll call vote. **AYES:** Tarbell, Albin-Smith, Mulheren, Richard, Cross, Chairwoman Rodriguez. **NOES:** 0 **ABSTAIN:** 0, **ABSENT:** Gjerde

**Upon motion** by Director **Richard**, seconded by Director **Tarbell** the Board directed staff to complete the header in the minutes of October 28, 2020 (Item C.1) and return the minutes to the Board in January by roll call vote. **AYES:** Tarbell, Cross, Richard, Albin-Smith, Mulheren, Chairwoman Rodriguez. **NOES:** 0 **ABSTAIN:** 0, **ABSENT:** 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 Authorizing the Interim Executive Director to apply to the San Joaquin Valley Air Pollution Control District for \$160,000 of VW mitigation funding.**

**Upon Motion** by Director **Richard**, seconded by Director **Tarbell**, the Board adopted Resolution No. 2020-14 Authorizing the Interim Executive Director to apply to the San Joaquin Valley Air Pollution Control District for \$160,000 of VW mitigation funding. roll call vote. **AYES:** Tarbell, Cross, Richard, Albin-Smith, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Gjerde

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

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

Maintenance Manager Bob Butler talked about the agreement with CALACT which makes it easier for MTA to procure vehicles. Mr. Butler also reported that they finish refurbishing the administration office and they are now working on the operations facility.

Interim Executive Director Jacob King reported that he attended two conferences and related to the current situation surrounding the Covid-19 pandemic. He also reported that on January 13<sup>th</sup> there will be a vehicle demonstration at the MTA office from Sun line transit and creative bus sales. He said he is also preparing for the virtual audit.

CFO Mark Harvey reported that they started working with the auditors for the 2020 audits and will be able to present a statement on the January board meeting.

Human Resources Director Heather Lindsteadt reported that she was pleased to announce that all but one employee has been recalled. MTA will not have a Christmas Party, but will have some other events employees can participate in so they know how much they are appreciated.

Mobility Manager Dawn white reported that they will be able to operate the Trolley for a few special community events but due to the Covid-19 pandemic normal operations would not be possible.

## 2. Matters from Directors

Director **Cross** reported that the December meeting was going to be his last meeting. He said he is very proud to have been a part of the MTA board.

Chair **Rodriguez** thanked Director **Cross** for his time spent on the board and for his hard work and dedication while serving.

Director **Mulheren** reported that this might be her last meeting with the board because she's move to her new position as Mendocino County Board of Supervisor in January.

Chair **Rodriguez** requested that HR send a message to all MTA employees and express the board's appreciation for their hard work and dedication this past year.

## F. CLOSED SESSION

The Board will adjourn into Closed Session on one item:

Employee Performance Evaluation  
Interim Executive Director Evaluation of Performance  
Pursuant to Government Code §54957

## G. ANNOUNCEMENT OUT OF CLOSED SESSION

Chair Rodriguez appointed an Ad Hoc Evaluation Committee to perform the task of evaluating Jacob King for the previous 6-months. Members of the committee are Albin-Smith, Richard, Rodriguez.

## H. ADJOURN

Anticipated adjournment is 3:30 p.m.

### **Americans with Disabilities Act (ADA) Compliance**

*Mendocino Transit Authority complies with AMERICANS WITH DISABILITIES ACT (ADA). Upon request, MTA will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats pursuant to Government Code Section 54953.2 and Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Anyone requiring reasonable accommodation in order to participate in the meeting should contact Heather Lindsteadt at Mendocino Transit Authority*

*by calling (707) 234-6447 or by email at [heather@mendocinotransit.org](mailto:heather@mendocinotransit.org) at least 72 hours prior to the meeting.*