



Board of Directors Regular Meeting Minutes

Wednesday, January 27, 2021

1:30 p.m.

MTA Board of Directors in Attendance

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

Staff

Jacob King, Interim Executive Director
Bob Butler, Maintenance Manager
Mark Harvey, CFO
Dawn White, Mobility Manager
Heather Lindsteadt, HR Director/Recording Secretary
Sara Marquez, Assistant Clerk of the Board

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 1:34pm

B. PROCLAMATION OF APPRECIATION FOR OUTGOING BOARD DIRECTORS

1. Adoption of Resolution 2021-01 Proclamation of Appreciation for Lloyd Cross
The Board expressed appreciation and thanks for Director Cross and his time and expertise while serving on the MTA Board of Directors. Director Cross thanked MTA for all the work they do for the community.

Upon motion by Director **Richard**, seconded by Director **Tarbell** the Board approved

Proclamation of Appreciation for Lloyd Cross by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith

C. INTRODUCTION OF NEWLY APPOINTED DIRECTOR

1. Eric Dahlhoff – City of Point Arena

Director Cross introduced newly appointed Director, Eric Dahlhoff, Director Cross said he has known Eric for a few years and Eric is currently serving as a Point Arena City Councilmember. The Board welcomed Director Dahlhoff to the Board.

D. PUBLIC COMMENT

No written or verbal public comments.

E. CONSENT CALENDAR

1. Approval of Minutes of October 28, 2020 Board Meeting
2. Approval of Minutes of December 9, 2020 Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Financial Statements – July 2020 through November 2020

Upon motion by Director **Tarbell**, seconded by Director **Richard** the Board approved Consent Calendar items E.1 through E.4 by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** Albin-Smith

F. ACTION & DISCUSSION

1. **Unmet Needs:**

Director Dahlhoff requested an addition to the Unmet Needs list. He suggested service between Gualala to Manchester. Interim Executive Director King will investigate and provide an update on this service.

2. **Discussion and Possible Approval of Resolution 2021-02 Authorizing the Interim Executive Director to Apply for Funding Through Caltrans Sustainable Transportation Planning Grant Program.**

Director Albin-Smith join the meeting at 1:50pm

Upon motion by Director **Richard**, seconded by Director **Mulheren** the Board approved adoption of Resolution 2021-02 by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

3. **Discussion and Possible Approval of Policy - Disposition of Agency Owned Surplus Equipment, Supplies, and Other Tangible Agency Property**
Operations manager King mention that there are vehicles at MTA that they either need to auction or donate.

Upon motion by Director **Tarbell**, seconded by Director **Mulheren** the Board approved Policy - Disposition of Agency Owned Surplus Equipment, Supplies, and Other Tangible Agency Property by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Dahlhoff, Mulheren, Chairwoman Rodriguez **NOES:** 0, **ABSTAIN:** 0, **ABSENT:** 0

G. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Interim Executive Director Jacob King report that MTA will be getting an electric Gillig coach.

Maintenance Manager Butler shared that he is still working on remodeling the operations facility/ break room and it is coming along very well. Director Dahlhoff requested photos of the remodels. Butler will send the Board some photos.

HR Director Heather Lindsteadt introduced Sara Marquez to the Board. Sara will be helping with the board meeting preparation and board agendas. Heather also reported that she's working on an FTA virtual Drug and Alcohol program desk audit.

She also reported that MTA is recruiting for South Mendocino Coast Transit Vehicle Operator and accepting applications for the Maintenance Specialist/ Data Entry Clerk. All the information about how to apply for a position with MTA is located on MTA's Career website at <https://mendocinotransit.org/careers/>.

CFO Mark Harvey reported that he will be presenting the draft audit. He is planning on doing a revised 2021 budget as well and will work closely with Jacob, Dawn and Bob.

2. Matters from Directors

Director **Tarbell** is very happy to hear about the electric buses.

Director **Mulheren** reported that she has been attending the Ukiah Unified School District meetings and they are planning on opening in February and she wanted to know if MTA knows when full service will resume.

Interim Executive Director Jacob King said that as of right now MTA doesn't have a date for resumption of full service.

H. CLOSED SESSION

The Board adjourned into Closed Session on one item:

Employee Performance Evaluation

I. ANNOUNCEMENT OUT OF CLOSED SESSION

Chairwoman Rodriguez reported that the Board will consider item I.1.

1. Discussion and Possible Appointment of Executive Director

Upon Motion by Director Richard, Seconded by Director Tarbell the Board appointed Jacob King to the position of Executive Director with the following salary:

Salary: \$115,323.82 per year, use of an MTA vehicle, and 5 additional comp days. The Board directed staff to agendize an employment contract for approval at the February 24, 2021 meeting with an effective date of January 27, 2021. Motion carried by roll call vote:

AYES: Tarbell, Richard, Dahlhoff, Albin-Smith, Chair Rodriguez **NOES:** 0, **ABSTAIN:**0
ABSENT: Mulheren

J. ADJOURN

Chairwoman Rodriguez adjourned the meeting at 2:46.

Approved