



## Board of Directors Regular Meeting Minutes

July 29, 2020

1:30 p.m.

### **MTA Board of Directors**

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

### **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**

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

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

#### **B. PUBLIC COMMENT**

No public comment

#### **C. CONSENT CALENDAR**

1. Approval of Minutes of June 24, 2020 Board Meeting

2. Acceptance of Service Performance Report
3. Acceptance of Financial Statements – July 2019 through May 2020

**Upon Motion** by Director **Albin-Smith**, seconded by Director **Tarbell** the Board approved Consent Calendar by the following roll call votes: AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0

#### **D. ACTION & DISCUSSION**

##### **1. Unmet Needs: Solicit Public Input**

Loretta Ellard – MCOG reported that the MCOG is working on the Coordinated Public Human Services Transportation Plan. She said that in order for MCOG to continue to receive 5310 funding the plan must be updated every 5 years and asked who with MTA could assist with updating the plan.

**Director Richard** asked that round trip service from Ukiah to the South Coast and round trip from Ukiah to Fort Bragg/Mendocino be added to the Unmet Needs.

##### **2. Discussion and Possible Approval of MTA Job Descriptions for Operations Supervisor (Inland, North Coast, South Coast).**

Item was tabled.

##### **3. Discussion and Possible Adoption of Resolution 2020-09 Approving and Adopting Mendocino Transit Authority Title VI Program - Revision 3.**

**Upon Motion** by **Director Richard** seconded by **Director Cross** the Board adopted Resolution 2020-09 approving and adopting Mendocino Transit Authority Title VI Program Revision 3 by the following roll call vote: AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0

##### **4. Discussion and Possible Adoption of Resolution 2020-10 Authorizing the Executive Director to File and Execute Applications for the Federal Funding under FTA Section CARES Phase/5311 (49 U.S.C Section 5311) with California Department of Transportation.**

**Upon Motion** by **Director Albin-Smith** and seconded by **Director Tarbell** the Board Adopted Resolution 2020-10 Authorizing the Executive Director to File and Execute Applications for the Federal Funding under FTA Section CARES Phase 2 - 5311 (49 U.S.C. Section 5311) with California Department of Transportation by the following roll call vote, AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 0

## **E. PRESENTATIONS**

### **1. Transportation Development Act (TDA) Statutes and California Code of Regulations as pertains to MTA Funding Sources.**

Executive Director Meyer presented a PowerPoint related to MTA Grant Funding.

The Board directed staff to provide a cash flow projection monthly as well as budget amendments quarterly going forward if necessary.

#### **Public Comment**

Janet Orth with MCOG reported that the TDA funding requires an eligibility test which is determined through the fiscal audit process. She said if MTA ever needed to return money because it did not meet the eligibility MTA could reply for those funds but it does not reduce the funding. She also said that MTA has been setting aside TDA funds into a reserve account which MTA can request at any time if needed.

## **F. DIRECTOR AND MANAGEMENT REPORTS**

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

Operations Manager Jacob King updated the Board on employee emergency training, and he reported that CalOES is preparing transit specific training for MTA.

Maintenance Manager Bob Butler reported that the flooring is being replaced in the administration building. He also reported that there is a current internal recruitment for Maintenance Specialist posted until August 7, 2020.

CFO Mark Harvey reported that he is working on making changes to the financials per the Executive Director.

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

Director Mulheren reported that she is working on a project with the Ukiah Chamber of Commerce called Mask Up Mendocino which will supply masks and hand sanitizer to local businesses.

## **G. CLOSED SESSION**

The Board adjourned into Closed Session on one item:

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

## **ANNOUNCEMENT OUT OF CLOSED SESSION**

The Board met in closed session on one item of Employee Performance Evaluation and no action was taken.

**H. ADJOURN**

Due to technical difficulties the meeting was adjourned by the Clerk at 4:48 p.m.

Approved