



Meeting Date: September 28, 2022

Agenda Item: #C.1

## Board of Directors Regular Meeting Minutes

Wednesday, July 27, 2022

1:30 p.m.

### **MTA Directors in Attendance**

Saprina Rodriguez, Chair  
Tess Albin-Smith  
Eric Dahlhoff  
Maureen Mulheren  
Josefina Dueñas

### **MTA Directors Absent**

Jim Tarbell, Vice Chair  
Bruce Richard

### **Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bob Butler, Maintenance Manager  
Luis Martinez, Interim Operations Manager  
Rebekkah Mendez HR Assistant  
Sara Marquez, Assistant Clerk of the Board

### **Staff Absent**

Heather Lindsteadt, HR Director

*Pursuant to Governor Newsom's Executive Orders N-29-20 revised on June 11, 2021, and Executive Order N-08-21 revised on June 11, 2021, and pursuant to AB 361, members of the MTA Board of Directors will participate in this meeting via teleconference or videoconference.*

## **AGENDA ITEMS**

**A. CALL TO ORDER**

**B. PUBLIC COMMENT**

No public comments.

## C. CONSENT CALENDAR

1. Approval of Minutes of June 21, 2022 Special Board Meeting
2. Approval of Minutes of July 19, 2022 Special Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Financial Reports – July 2021 through May 2022
5. Adoption of Resolution No. 2022-20 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of July 27, 2022 through August 27, 2022 Pursuant to Brown Act Provisions.
6. Board of Directors Meeting Calendar

**Upon Motion** by Director **Albin-Smith** seconded by Director **Mulheren** the Board approved Consent Calendar items C.1 through C.6 by roll call vote. **AYES:** Dahlhoff, Albin-Smith, Mulheren, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:** Dueñas, Tarbell, Richard

*Director Dueñas joined the meeting at 1:33 pm and Director Richard at 1:38*

## D. ACTION & DISCUSSION

1. Unmet Needs: none
2. 22/23 Capital Budget Amendment

**Upon Motion** by Director **Mulheren** seconded by Director **Albin-Smith** the Board approved 22/23 Capital Budget Amendment by roll call vote. **AYES:** Dahlhoff, Albin-Smith, Mulheren, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:** Tarbell, Richard

3. 22/23 Wage table for Executive Level Staff

**Upon Motion** by Director **Albin-Smith** seconded by Director **Dahlhoff** the Board approved 22/23 Wage table for Executive Level Staff by roll call vote. **AYES:** Dahlhoff, Albin-Smith, Mulheren, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:** Tarbell, Richard

*Director Tarbell joined the meeting at 1:51*

4. Operating Reserve Policy review

After the discussion on this item the board gave directions to staff to present the 10-year potential plan for the operating reserve and how it is going to impact our budget

in the current year and where MTA might receive future funds from. The board requests that they would like to see all updated information at the next meeting.

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

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

**Mark Harvey** CFO reported that he will have the 2022 Financials thru June 30<sup>th</sup> . and bring back the operation reserve with additional information.

**Bob Butler**, Maintenance Manager, reported that he still working with PG&E, doing a sidewalk. And poles for Fort Bragg and Ukiah. all-electric buses are doing all fine in Willits.

**Rebekkah Mendez** HR Assistant, reported that we are still recruiting for South Coast and Fort Bragg

getting ready for construction in Ukiah and Fort Bragg. Making sure how much solar he can put in with grants and funds for the all-electric buses, at the same time working with.

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

No reports.

Meeting adjourned at 2:06 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 Sara Marquez at Mendocino Transit Authority by calling (707) 234-6458 or by email at [sara@mendocinotransit.org](mailto:sara@mendocinotransit.org) at least 72 hours prior to the meeting.*



Meeting Date: September 28, 2022

Agenda Item: #C.2

## Board of Directors Special Meeting Minutes

Monday, August 22, 2022

1:30 p.m.

### **MTA Directors in Attendance**

Jim Tarbell  
Eric Dahlhoff  
Tess Albin-Smith  
Josefina Dueñas  
Saprina Rodriguez  
Maureen Mulheren  
Bruce Richard

### **MTA Directors Absent**

### **Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bob Butler, Maintenance Manager  
Luis Martinez, Interim Operations Manager  
Rebekkah Mendez HR Assistant

### **Staff Absent**

Heather Lindsteadt, HR Director  
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 participated in this meeting via teleconference or videoconference.*

## **AGENDA ITEMS**

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

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

**B. PUBLIC COMMENT:**

No public comments.

**C. ACTION & DISCUSSION**

1. Adoption of Resolution No. 2022-21 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of August 22, 2022 through September 22, 2022 Pursuant to Brown Act Provisions.

**Upon Motion** by Director **Tarbell** seconded by Director **Albin-Smith** the Board approved Resolution No. 2022-21 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of August 22, 2022 through September, 2022 Pursuant to Brown Act Provisions by roll call vote. **AYES:** Tarbell, Richard, Dahlhoff, Albin-Smith, Mulheren, Dueñas, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:**

**D. DIRECTOR AND MANAGEMENT REPORTS**

1. Matters from Management

No reports from management. Will present any report from the team at the regular scheduled Board meeting on August 31, 2022

2. Matters from Directors

Director Dahlhoff reported that this was his last meeting, Council will appoint someone new. We thanked director Dahlhoff for serving on our MTA board.

Director Richard, would like to see the performance report ridership comparison to precovid. At the next regular board meeting.

**E. ADJOURN**

Meeting adjourned at 1:40 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 Sara Marquez at Mendocino Transit Authority by calling (707) 234-6458 or by email at [sara@mendocinotransit.org](mailto:sara@mendocinotransit.org) at least 72 hours prior to the meeting.*