



**Board of Directors
Regular Meeting Minutes**

Wednesday, March 29, 2023

1:30 p.m.

MTA Directors in Attendance

Jim Tarbell, Vice Chair
Tess Albin-Smith
Bruce Richard
Dan Doyle
Dan Gjerde
Susan Sher

MTA Directors Absent

Saprina Rodriguez, Chair

Staff in Attendance

Jacob King, Executive Director
Mark Harvey, CFO
Dawn White, Mobility Manager
Bret Byrd, Maintenance Manager
Luis Martinez, Operations Manager
Sara Marquez, Assistant Clerk of the Board

Staff Absent

Becky Oseguera 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** Vice Chair Tarbell called the meeting to order at 1:35 pm

B. PUBLIC COMMENT

Representative Ashley from the Bureau of Land management is requesting support for their upcoming event on May 6, 2023 to “Celebrate the Coast”, In the past MTA had shuttle service running every 40 minutes from 9:30am -4pm.and they would like to request the same help for this year.

C. CONSENT CALENDAR

1. Approval of Minutes of January 25, 2023 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Preliminary Unaudited Financial Statements July – January 2023

Upon Motion by Director **Gjerde** seconded by Director **Albin- Smith** the Board accepted the Consent Calendar items C.1 through C.3 by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Doyle and Gjerde, **NOES:**0 **ABSTAIN:** Sher **ABSENT:** Chairwoman Rodriguez

D. ACTION & DISCUSSION

1. Unmet Needs- none
2. Presentation of Draft 2021-2022 Audit by CPA Recommendation for Approval of Preliminary Fiscal Year 2021-2022

Upon Motion by Director **Gjerde** seconded by Director **Albin- Smith** the Board approved **Draft audit** by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Doyle and Gjerde, **NOES:**0 **ABSTAIN:** Sher **ABSENT:** Chairwoman Rodriguez. Director Richard requested to agenized management report for next board meeting.

3. Report on Grants and Projects informational only

As directed by the MTA Board of Directors January 2023 board meeting, executive director presented a summary of the Grants and current Projects list, and one of the major focus areas is zero emission buses and contactless payments.

4. Discussion and Possible Adoption approving Caltrans 5311f resolution 2023-01.
This item was pull out from the agenda.
5. Discussion and Possible Adoption approving Caltrans LCTOP resolution 2023-02

Upon Motion by Director **Gjerde** seconded by Director **Albin- Smith** the Board adopted the Caltrans LCTOP resolution 2023-02 by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Doyle Gjerde, and Sher **NOES:**0 **ABSTAIN:** **ABSENT:** Chairwoman Rodriguez.

6. Discussion and Possible Adoption of Resolution 2023-03 Approving for Retired Annuitant

Bob Butler who recently retired had been asked by Executive Director King and current Maintenance Manager Byrd if he can come back as a retired annuitant to help them with some projects due to his expertise of the special projects. There are a lot of restrictions for a Retired Annuitant and Mr. Butler has agreed to come back with those restrictions. Butler will be working 8-10 hrs. a week for this year and the upcoming fiscal year.

Upon Motion by Director **Albin-Smith** seconded by Director **Richard** the Board adopted Resolution 2023-03 Approving for Retired Annuitant by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Doyle Gjerde, and Sher **NOES:**0 **ABSTAIN:** **ABSENT:** Chairwoman Rodriguez.

7. Discussion and Possible Approval, Cal-Act Spring Conference Approval for the Executive Director

Upon Motion by Director **Gjerde** seconded by Director **Tarbell** the Board approved Cal-Act Spring Conference for Executive Director by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Doyle Gjerde, and Sher **NOES:**0 **ABSTAIN:** **ABSENT:** Chairwoman Rodriguez.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Bret Byrd, Maintenance Manager reported that they are very busy in the shop, working on older vehicles, changing motors to extend their use while waiting to replace with electric vehicles.

Mark Harvey, MTA CFO, reported that will be working with Executive Director King to finalize the budget.

Luis Martinez, Operations Manager reported last week route #60 has fully restore the 4 trips. Also for the past 3 weeks MTA started a pilot program for the contactless payment technology with all fixed routes and Dial-A-Ride and he won't know how it is performing until further down the road.

Dawn White, Mobility Manager, reported that the next event is to participate in networking with the community at the Earth Day event in Ukiah, which is on the 22 of April, 2023.

Jacob King, Executive Director reported that he is working on the ITP plan, on the audit with CFO Mark Harvey, budget, and unmet needs for the Transit Productivity Committee who meets next month. King also said an expense report for the grant spending will be available for the May 2023 board meeting.

1. Matters From MCOG

James Sookne from MCOG, MCOG continues with mobility solutions for rural communities, for the inland part of the county and there will be a draft presentation at the MCOG Board meeting to go over some potential solutions and recommendations, which MTA's Board is welcome to join and it will not be a violation of The Brown Act. MCOG is also doing a feasibility study to try to figure out the best location for the new MTA Transit Center here in town, MCOG is doing a survey to get feedback on various locations.

He also mentioned that MCOG will be participating in various pop-up events one of them is coming up on Earth Day.

2. Matters from Directors

Susan Sher, thanked staff for answering her question, and that relates to a bus route that goes on Clara Avenue in downtown Ukiah. Her personal opinion is she's getting a little bit tired of the buses going up and down the street spilling emission and dust, so she was very happy to find out there will be electric buses replacing fuel buses.

Director Albin- Smith, reported that there will be an event in Fort Bragg to celebrate Earth Day April 22, 2023, and there will be a fair. She thought it would be a great idea to have an electric bus there if we had availability.

Director Richard, asked what has happened with the short-range plan because it wasn't discussed at the meeting. Executive Director King responded to Director Richard that they had the kick off meeting last week and will have a report in the next month, A stakeholder meeting will be planned sometime in the next month.

Vice Chair, Tarbel, had a question regarding in person meetings, Executive Director King responded that, that's not going to be in effect until the end of this fiscal year and it will be brought to the board in June for more discussion about the changes for in person meetings for Ukiah, NC and SC. , he also mentioned about lunches in Ukiah or on the coast he wanted to know if that was going to happen again like in the previous years before the pandemic, Executive Director King mentioned that there's funds in the budget for that, so directors can meet in Ukiah or SC for lunch before the meeting. That way it is consistent until June.

F. CLOSED SESSION

Closed session pursuant to Government Code 54957: Public Employee Performance Evaluation – Executive Director

G. ANNOUNCEMENT OUT OF CLOSED SESSION

Vice Chair Tarbell announced no action was taken in closed session. the board requests that in the next meeting there is to be an agenda Item dealing with Executive director salary increase and that it will be a closed session item.

The meeting adjourned at 3:15 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 to participate in the meeting should contact Sara Marquez at Mendocino Transit Authority by calling (707) 234-6456 or by email at sara@mendocinotransit.org at least 72 hours prior to the meeting.