



**Board of Directors  
Regular Meeting Minutes**

Wednesday, April 26, 2023

1:30 p.m.

**MTA Directors in Attendance**

Saprina Rodriguez, Chair  
Tess Albin-Smith  
Bruce Richard  
Dan Doyle  
Susan Sher

**MTA Directors Absent**

Jim Tarbell, Vice Chair  
Dan Gjerde

**Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bret Byrd, Maintenance Manager  
Luis Martinez, Operations Manager  
Becky Oseguera HR Director  
Bob Butler, Retired Annuitant  
Sara Marquez, Assistant Clerk of the Board

**Staff Absent**

*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** Chair Rodriguez called the meeting to order at 1:30 pm
- B. PUBLIC COMMENT** None

## C. CONSENT CALENDAR

1. Approval of Minutes of March 29, 2023 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Preliminary Unaudited Financial Statements July – February 2023
4. Approval of CTAA and OTA Expo for the Executive Director
5. Approval of special event for Bureau of Land Management's event to Celebrate the Coast

**Upon Motion** by Director **Richard** seconded by Director **Albin- Smith** the Board accepted the Consent Calendar items C.1 through C.5 by roll call vote. **AYES:** Richard, Albin-Smith, Doyle and Chair Rodriguez **NOES:**0 **ABSTAIN:** 0 **ABSENT:** Tarbell, Gjerde, and Sher

Director Sher joined the meeting at 1:36 pm

## D. ACTION & DISCUSSION

1. Unmet Needs-none
2. Discussion and Possible Approval of Draft Operations Budget for Fiscal Year 2023-2024

**Mark Harvey**, CFO mentioned that this item didn't need an approval at this time, it is the first draft and is just for review on all of the research that it was done.

3. Informational Audit Management Letter

After the informational audit letter, there were no questions from directors.

## E. DIRECTOR AND MANAGEMENT REPORTS

### 1. Matters from Management

**Dawn White**, Mobility Manager, reported that she successfully participated at the Earth Day Celebration on April 22, 2023, there wasn't a great turn out like the previous years, but it was a great event. White also reported that she's now working on reviewing the Title VI regulations and make sure that is in compliance, which it is in compliance and it needs to be updated every 3 years and it has been 3 years so White mention that she will be working in

reviews and updating the policy if there are any changes, and bringing it back to the board in the next months.

**Bret Byrd**, Maintenance Manager reported that they completed the work on the Fort Bragg yard fencing.

**Becky Oseguera HR Director** provided an update on current hires. She reported That 1 driver was hired in March and 3 in April, and now there are 3 trainees and still recruiting for Transit Vehicle Operator positions 1 for Ukiah, 3 in Fort Bragg, and 1 on the South Mendocino Coast. All positions are posted on the MTA website and she's hosting a hiring event on May 11, 2023 at the career point office in Ukiah from 1-4pm.

The board suggested HR director to get in contact with the previous transit vehicle operator that had a problem during covid and had to stop and maybe they can now come back. Director Richard asked if we are on where we need to be before the pandemic and HR Director Oseguera responded, no we are still recruiting 5 more Operators.

**Mark Harvey**, MTA CFO, reported that is continuing to work with Executive Director King and staff on operating capital budgets for 23-24.

**Luis Martinez**, Operations Manager reported over the weekend they completed almost Fringe Festival in Point Arena, and it was a great success according to supervisor Candy Lodge from the S. Coast.

Martinez also reported that recently they started to use the validators and receive contactless payments.

**Bob Butler, Retired Annuitant** reported that he is working with everybody in structure for Fort Bragg and Ukiah. The 3 electric buses are still scheduled to be built in the next couple months and possible be on the road by February 2024. The next electric Gillig bus is scheduled to be here by the end of May. The charging station is expected to take the same time as the one in Willits. Butler will be updating the board on the project and if there are changes, he will report it.

**Jacob King**, Executive Director reported that he went to the CALACT conference last week and the regulations that are coming up are extensive for all transit agencies. A year ago, the board approved GTFS-RT and now is one of the regulations for all transit agencies, so that means that MTA is a year ahead of compliance. King also reported that the Union negotiations begin next month (May) so staff and himself will be doing a lot of background research on what is going on with the industry and our sisters' agencies as far as wage scales and other transit.

King is also working on grants for Capital and Operating, we have on opportunity TIRCP in the fall. Short range study monthly online meeting will be on the 27<sup>th</sup> of April at 3:00pm. The board is welcome to participate, and the executive director can send the invite to attend.

## 2 Matters From MCOG

### **Loretta Ellard from MCOG,**

MCOG is 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. She also mentioned that MCOG participated in a pop-up at the farmers markets handing information and taking surveys for different locations that are being look at and there's will be a screening of the locations. They had 50 surveys completed at the farmers market and if anyone is interested in taking the survey, is posted on the MCOG website: [Mendocino Council of Governments \(mendocinocog.org\)](https://mendocinocog.org)

MCOG continues with the mobility solutions for rural communities, for the inland part of the county. The consultant presented a solution that may not be popular for MTA but to have a second CTSA (Consolidated Transportation Services Agency) MTA is currently the CTSA for the county. The final report will be brought to the MCOG August meeting.

Chair Rodriguez recommended having this topic on the agenda and have full discussion on this at our May meeting.

## 3 Matters from Directors

**Dan Doyle**, asked MTA if they were going to provide bus shuttle for the 4 of July celebration that they do every year over in Point Arena. Executive director confirm that event is still on the special events calendar, so MTA will be providing bus transportation.

**Director Albin- Smith**, reported that they had Earth Day Celebration on April 22, 2023 on which she wasn't able to attend but according to city council it was very well attended.

**Director Richard**, reported some sad news, that previous long time chair Jim Mastin has Cancer and he is at UCSF, Mastin is very optimistic that some type of recovery will happened, Chair suggested to get a get well card so everyone is welcome to sign. Directors over on the coast agree to send an email to Sara Marquez, Assistant clerk of the board to write on the card for them.

**Susan Sher**, mentioned that at the last meeting she made a comment regarding the local bus #9 a gas bus that is very unhealthy for the environment going through her neighborhood. She was curious about how many people rode that bus and took a field trip with Ukiah Mayor Mari Rodin, southbound for like around 1 hr. to bus yard and then back to downtown she mentions that the bus driver was great and polite and knew all the passenger and schedules, but was upset to see that there was on average of 4 people on the big bus and the most passengers on board were 7.

Started Closed Session at 2:34pm.

**F. CLOSED SESSION**

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

**G. ANNOUNCEMENT OUT OF CLOSED SESSION**

Came back from Closed Session at 3:32pm

**Chair Rodriguez** reported from Closed session that Executive Director Jacob King received satisfactory evaluation with glowing comments from directors at his performance it was unanimous that directors found his performance to be quite good. Directors Voted 5-0 all in favor to received step increase King is currently on step D \$119,351.23 and will be moving to step E \$126,651.97

The meeting adjourned at 3:34 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](mailto:sara@mendocinotransit.org) at least 72 hours prior to the meeting.*