



**Board of Directors  
Regular Meeting Minutes**

Wednesday December 6, 2023

1:30 p.m.

**MTA Directors in Attendance**

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

**MTA Directors Absent**

Jim Tarbell, Vice Chair  
Dan Gjerde  
Dan Doyle

**Staff in Attendance**

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

**Staff Absent**

Becky Oseguera HR Director

*Under 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 under 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 1:35 pm
  
- B. PUBLIC COMMENT** – None

## C CONSENT CALENDAR

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

**Upon Motion** by Director **Albin-Smith** seconded by Director **Richard**, the Board accepted the Consent Calendar C1– C3 with notations on minutes Director Sher recused herself and spoke as a member of the public. Roll call vote: **AYES:** Richard, Albin-Smith, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** **ABSENT:** Tarbell, Gjerde, and Doyle.

## D. ACTION & DISCUSSION

1. Unmet Needs-None
2. Virtual Presentation- Ukiah Transit Center Feasibility Study Presentation by LSC and Design

Due to technical difficulties, the Virtual Presentation- Ukiah Transit Center Feasibility Study Presentation couldn't be presented. The presentation will be presented in January's meeting.

Sage Sangiacomo – City of Ukiah Manager and Shannon Riley -Deputy City Manager and the team from the City of Ukiah, presented a new possible location for the Ukiah Transit Center.

Loretta Ellard from MCOG mentioned that they reached out to the consultants to ask about how much additional budget to investigate another site and they offered to review this particular site, within the budget.

2 members of the public spoke on behalf of the new site, they like the option to be able to walk and bike downtown to connect with shopping centers and such. 1 member of the public stated that she's hoping that the new Transit Center in Ukiah will NOT be the same as the Petaluma Center.

All directors agreed on adding this new site to the Feasibility Study and gave directions to staff and MCOG to go forward.

3. Redwood Valley Bus Stop Project  
This item was removed due to technical issues.

## E. DIRECTOR AND MANAGEMENT REPORTS

### a. Matters from Management

**Dawn White**, Mobility Manager reported that The Holiday Trolley started service on the 24 of November, the day after Thanksgiving. The Trolley runs 4 days a week, with a total of 312 passengers so far.

**Bret Byrd**, Maintenance Manager reported that they attended an all-electrical 3-day class the past week and everyone was very happy to take the class they learned a lot.

**Bob Butler**, Retired Annuitant reported he is working on the canopy for charging for Ukiah and Fort Bragg yard. The switch gear that has been ordered will be arriving in July.

**Jacob King**, Executive Director reported that the virtual Tri-Annual audit went well with no findings. King mentioned that he will be working with Mr. Harvey on the budget revision in January and some of the shortfalls on how is going to affect our budget.

**Mark Harvey**, CFO reported that he is working on revising the budgets for the January Board Meeting and working on getting the audit together for the auditors.

**Luis Martinez**, Operations Manager reported that he completed the Paratransit certificate program through the University of Pacific.

### b. Matters From MCOG

Loretta Ellard reported that the consultants are coming in person to the board meeting in January to give a final report on the Ukiah Transit Center Feasibility Study.

### c. Matters from Director

No matters from directors this month.

The meeting was adjourned at 3:05 p.m.

### **Americans with Disabilities Act (ADA) Compliance**

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