



**Board of Directors  
Regular Meeting Minutes**

Wednesday, August 28, 2024,

1:30 p.m.

**MTA Directors in Attendance**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Tess Albin-Smith  
Dan Gjerde  
Susan Sher  
Dan Doyle  
George West

**MTA Directors Absent**

None

**Staff in Attendance**

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

*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. 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 1:31 pm

**B. PUBLIC COMMENT-**

A member of the public Steve Henderson (Gizmo) read aloud a letter to directors from the Mendocino Climate Action Advisory Consultant and the letter is attached to these minutes. A member of the public, Gabriel Vaca Mesa a Redwood Valley resident mentioned that he has used buses from MTA quite a bit throughout his life and he is very grateful that this is a service that we have here in this community.

## C. CONSENT CALENDAR

1. Approval of Minutes of June 26<sup>th</sup>, 2024 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2023 – June 2024
3. Acceptance of Service Performance Report

**Upon Motion** by Director **Albin-Smith** seconded by Director **Tarbell**, the Board accepted the Consent Calendar C1 & C3 by roll call vote: **AYES:** Tarbell, Albin-Smith, Doyle, Gjerde, Sher, West and Chair Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

Director Albin-Smith pulled out item C.2 for further discussion.

After discussion

**Upon Motion** by Director **Albin-Smith** seconded by Director **Gjede**, the Board accepted the Consent Calendar C2 by roll call vote: **AYES:** Tarbell, Albin-Smith, Doyle, Gjerde, Sher, West and Chair Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

## D. ACTION & DISCUSSION

1. Unmet Needs- in July we had a member of the public coming to the MTA office to request an addition to serve from the College to Potter Valley and we were able to talk about the rural mobility study, they were trying to get funding for, and it fell through. It did not get funded. So, we're still looking for a pilot program that could be funded.

A member of the public, requested to consider reinstating the stop at the Consolidated Tribal Health Clinic.

2. Discussion and Possible Adoption of Resolution No. 2024-07 Authorizing Application to State of Good Repair for FY 24-25.

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board Authorized the Application to State of Good Repair for FY 24-25. by roll call vote: **AYES:** Tarbell, Albin-Smith, Doyle, Gjerde, Sher, West, and Chair Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

3. Discussion and Possible Approval of MTA Procurement Policy

**Upon Motion** by Director **West** seconded by Director **Rodriguez**, the Board Approved the MTA Procurement Policy - by roll call vote: **AYES:** Tarbell, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:0 ABSTAIN:0 ABSENT:0**

## E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

**Luis Martinez, Operations Manager**, mentioned that the night service started on August 19, this is an extension of our Local 9 route which serves the college until 10 pm. Anyone can ride, and college students ride for free. It runs hourly 5-11 pm.

**Mark Harvey, CFO**, reported that he will be working on revising the FY 2023-2024 financial statements for the next board meeting and he will be contacting the auditor to schedule an audit. He will be working on preparing all the documents that they'll need for the audit.

**Bret Byrd, Maintenance Manager**, No report

**Dawn White, Mobility Manager**, reported that she received the new contracts and all the documents for the senior centers for fiscal year 24/25. White also mentioned the MTA & MCOG reconciliation was completed. So MCOG was able to release the last quarter of Senior Center payments to us. Also, Pumpkinfest is coming up on October 19 and 20, its one of the largest events MTA participates in.

**Executive Director Jacob King** MTA is working with MCOG, an outside accountant, along with our actual auditor, in a situation where we were over-eligible for LTF funds according to the TDA. MTA is working with MCOG to put it into an operating reserve.

**King** also mentioned that MTA is also collaborating with Humboldt Transit since Greyhound pulled out of the 101 corridor. In January the MTA started working and connecting with the Redwood Coast Express out of Humboldt.

**King** reported that he received a call from Caltrans. Caltrans is going to break ground in two weeks in their right of way moving the MTA bus stop and improving it with nine parking spots on West Road.

**King** reported that MTA just finished a three-day security assessment by the Transportation Security Administration. This security assessment of MTA gives perspective on what we need to do going forward.

Executive Director King would like to thank the TSA and Ukiah Police Department and all that actively participated.

## 2. Matters From MCOG.

Loretta Ellard reported that MCOG is going to be updating it's four-year plan, the Regional Transportation Plan. It's a little over a year process, so we'll be starting it in the next few months. We're going to have some kind of online outreach capability and possibly a mix of in-person and online public outreach events. I'm working on the planning project in Noyo Harbor, it's a multimodal circulation plan in Noyo Harbor in Fort Bragg, MTA needs to be involved in that. I'm going to be retiring from MCOG, I'll be here for another month or so, and then after that for the next year, I will only be working 1 day a week so I don't know if that day will accommodate MTA.

## 3. Matters from Directors

**Director Sher** mentioned that she thinks that a presentation from Sonoma Clean Power would

be a good idea. Executive director King commented that most likely the first week in December Sonoma Clean Power will come and give a presentation if time allows it.

**Director West** shared that he got to check out the new electric bus and thought the tie-down system was very awesome and he thinks that it would work for a lot of people. So, he wants to thank the MTA for letting him come down and check that out.

**Director Albin-Smith** mentioned a couple of events that are happening over on the coast in September, Noyo Harbor Festival, and the Festival of Lights, and in October there is the Big-Time event which is organized by the Pomo Indians and Police Department and the October Fest.

**Saprina Rodriguez, Chair** questioned why doesn't MTA have the pull stop?

The Executive Director answered the chair's questions that All MTA buses have the pull cord the buses can stop when people pull the cord to stop. For example, in Willits, MTA is only allowed to stop at an MTA bus stops. In Ukiah, there are areas where if it's safe to stop, we can stop. If there's a red curb we don't stop.

**Rodriguez** also mentioned that some of the directors might be up for election, and they might or might not be on this board in the next couple of months. So, there might be some changes.

**F. ADJOURN**

The meeting adjourned at 3:13 p.m.

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

*Mendocino Transit Authority complies with the 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 under 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 before the meeting.*

PO Box 943  
Redwood Valley, CA 95470  
707-621-0500

Mendocino Transit Authority  
241 Plant Rd.  
Ukiah, CA 95482  
June 27<sup>th</sup>, 2024

To: MTA

From: Steve Henderson (aka Gizmo), Mendocino County Climate Action Advisory Consultant

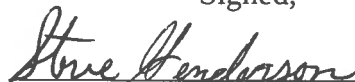
Due to extreme heat conditions, PSPS-s, extreme particulates in the air, and increased emergency room visits, the MCCAAC would suggest the MTA institute a program called "Days at the Lake". The program would provide transportation to low and fixed income people to Lake Mendocino during high heat advisory days.

The program would consist of one shuttle run per day on those particular days, with pick up and drop off occurring at fixed points. Pick up points in Ukiah would occur mid-morning (11:00 am) with drop off at the lake. Returning passengers would be picked up at Lake Mendocino in late afternoon (5:00 pm) and dropped off at their original pick up points.

The MCCAAC believes the cost of this program should be borne by PG&E, health insurance companies, grants from lawsuits leveled against big pharma companies, and grants from lawsuits leveled against big oil producers.

In conclusion, there also seems to be funds allocated from the CDC under Heat Health, Recreational Justice, and the federal Emergency Climate Action Relief.

Signed,

  
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Steve Henderson

cc: MCOG  
MCOES  
Department of Public Health  
Adventist Health of Ukiah  
The Arbor (teen center)  
The Army Corps of Engineers at Lake Mendocino, attn. Poppy