



**Board of Directors
Regular Meeting Minutes**

Wednesday, September 25, 2024,

1:30 p.m.

MTA Directors in Attendance

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Dan Gjerde
Dan Doyle
George West

MTA Directors Absent

Tess Albin-Smith
Susan Sher

Staff in Attendance

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

Staff Absent

Bob Butler, Retired Annuitant
Bret Byrd, Maintenance Manager

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 1:32 pm

B. PUBLIC COMMENT- None

C. CONSENT CALENDAR

1. Approval of Minutes of August 28, 2024 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2023 – June 2024
3. Acceptance of Service Performance Report
4. Acceptance of GASB 68 Report

Upon Motion by Director **West** seconded by Director **Tarbell**, the Board accepted the Consent Calendar C1 & C4 by roll call vote: **AYES:** Tarbell, Doyle, Gjerde, West and Chair Rodriguez **NOES:0 ABSTAIN:0 ABSENT:** Albin-Smith and Sher.

D. ACTION & DISCUSSION

1. Unmet Needs- Willits Service in the Brook trails and Valley and additional stop across from the hospital.
2. APC Automatic Passenger Counter pilot project discussion.

Lauren Gilbert from Rebel Group provided an update on the Automatic Passenger Counter (APC) Pilot, which supports transit agencies in implementing new technology. Contracted by Caltrans and the CallTP project, Rebel has been providing technical assistance to Caltrans for five years. APCs are now a state priority, and the pilot project will start on local routes, potentially funded by surplus capital. APCs offer a more accurate way of counting passengers compared to MTA's current pen-and-paper method. The MTA is considering a pilot with CallTP and Swiftly, which would track passengers at trip, run, and stop levels, with oversight agencies gaining access to real-time data. Local Transportation Funds (LTF) may be a possible funding source, and the board has directed staff to continue discussions.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

CFO Mark Harvey reported that he will begin working with the auditor to start the audit process, noting that the auditor has the staff to complete it early. Harvey plans to coordinate with the auditor next week and provide the necessary documents. He also mentioned that he will prepare the 2024-2025 financial statement and collaborate with Executive Director King on any needed budget revisions for the operating and capital budgets.

Dawn White, Mobility Manager, reported that she is preparing the fall ad campaign and organizing events such as the PumpkinFest on October 19-20, along with the Holiday Trolley activities. Chair Rodriguez reminded her that it's also time to start planning the MTA staff Christmas dinner.

Luis Martinez, Operations Manager, announced that the Annual All Staff Training will take place on Veterans Day November 11th. The training will include sessions with the insurance company and TSA, which will review the August assessment. Additionally, the required annual VTT training for all drivers will be conducted. Martinez noted that this is a key operational event for November.

Executive Director Jacob King reported that he has been attempting to contact Adventist Health per the board's direction but has yet to receive a response. He will continue to reach out.

King also announced that MTA recently received two Greyhound buses, which turned out to be smaller than expected. The buses will be repaired and put into service soon.

Additionally, King is working with MCOG on revising the 2024-2025 LTF claim and had meetings earlier this month with MCOG, Kathy Chambers, and Kate Stornetta to discuss the LTF surplus. Further discussions are ongoing regarding the legal aspects of the funds.

King also highlighted ongoing talks with Caltrans, the North State Super Region, and other transit agencies, including Lake County, about improving the 101 and Route 20 corridors. These efforts aim to enhance transit connections, though final decisions and cost estimates are still being developed.

Furthermore, King reported on a low-income housing project south of Willits, led by RCHDC. As part of the grant program, RCHDC is considering giving MTA a bus. Similar efforts in 2015 resulted in a bus stop in Ukiah. Discussions continue with the City of Willits about integrating transit services to support future low-income residents.

King mentioned progress on a new bus stop in Redwood Valley, A Caltrans project, designed similarly to the Cloverdale Depot, which will soon serve the residents of Redwood Valley. The Caltrans project is moving forward with MTA's involvement.

Lastly, on behalf of Maintenance Manager Bret Byrd, King reported that two coaches are currently out of service due to significant mechanical issues, including leaks and engine problems. The team is conducting diagnostics, but the outlook is concerning. King emphasized the need for zero-emission buses to arrive soon to address these issues.

2. Matters From MCOG. No report.

3. Matters from Directors

Saprina Rodriguez, Chair followed up on a question from last month's meeting regarding why MTA buses can't stop when passengers pull the cord in Willits. After discussing the issue with the Willits City Attorney and conducting research, she confirmed that there are no legal limitations preventing buses from stopping anywhere that is safe and legal within the City of Willits. The official word from the City of Willits is that buses can stop as needed, and there is no risk of anyone receiving a ticket.

F. ADJOURN

The meeting adjourned at 2:30 p.m.

Americans with Disabilities Act (ADA) Compliance

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