



**Board of Directors  
Regular Meeting Minutes**

Wednesday, October 30, 2024,

1:30 p.m.

**MTA Directors in Attendance**

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

**MTA Directors Absent**

**Staff in Attendance**

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

**Staff Absent**

None

*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 1:30 pm
  
- B. PUBLIC COMMENT**- A public member wanted to give input on transit hub locations.
  
- C. CONSENT CALENDAR**

1. Approval of Minutes of August 28, 2024 Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2024 to August 2024
3. Acceptance of Service Performance Report

**Upon Motion** by Director **Gjerde** seconded by Director **Albin-Smith**, the Board accepted the Consent Calendar C2 & C3 by roll call vote: **AYES:** Tarbell, Doyle, Gjerde, Albin-Smith, Sher and director West **NOES:0 ABSTAIN:0 ABSENT:**

**Director Albin-Smith** pulled out item C1. For questions regarding minutes regarding the Botanical Gardens request for a bus stop at the holiday lights, nothing was discussed at the previous meeting, but Executive Director King will address this, and he mentioned that MTA doesn't have the drivers to be able to do that.

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

Chair Rodriguez joined the meeting at 1:50 pm

#### **D. ACTION & DISCUSSION**

1. Unmet Needs- None
2. Acceptance of the Drug & Alcohol Policy update

Executive Director King explained that in 2023, changes were made to 49 CFR Part 40 to update drug and alcohol policies. The updates address zero tolerance and second chances for agencies. As a second-chance agency, compliance was mandatory, and the necessary adjustments were made.

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board accepted the Drug & Alcohol Policy update by roll call vote: **AYES:** Tarbell, Albin-Smith, Doyle, Sher, Gjerde, West and Chair Rodriguez **NOES:0 ABSTAIN: 0 ABSENT:0**

3. Rural Communities Housing Development Corporation Presentation

Beth Matsumura, Director of Multifamily Development, along with Angie Figueroa and Yessica Figueroa, presented updates on their current properties with RCHDC and MTA's involvement in the projects.

## DIRECTOR AND MANAGEMENT REPORTS

### 1. Matters from Management

**CFO Mark Harvey** stressed the importance of updating MTA's outdated financial policies and procedures manual to modernize the framework and align it with current purchasing and HR practices.

**Executive Director King** added that he and Harvey attended the executive committee meeting earlier this month, where they discussed the 2022-23 audit and the issue of receiving excess LTF funds due to an overestimation of TDA funding by the county auditor.

**Bret Byrd, Maintenance Manager** reported that some positive developments are underway, with the long-awaited Fort Bragg and Ukiah switch gears finally arriving on site tomorrow.

**Luis Martinez, Operations Manager**, highlighted the upcoming All Staff Training scheduled for November 11th.

**Executive Director Jacob King** shared several updates:

Free fixed-route and dial-a-ride services to polling locations are being offered on election day.

Fleet Challenges due to aging vehicles require constant repairs, including engine and transmission issues. A budget amendment in January will address some of these expenses. Efforts to secure zero-emission buses are underway, with collaboration with CARB to develop long-term solutions.

Staffing shortages persist in Fort Bragg despite two recent hires. Ukiah employees are covering gaps, resulting in overtime and travel costs, which will be addressed in the budget amendment.

Hydrogen infrastructure is being considered to improve grant eligibility, particularly for TIRCP grants. Hydrogen fuel cell technology is gaining attention in the industry as a complementary technology to battery electric and could enhance funding opportunities. Collaboration with MCOG and others is underway to explore funding.

Efforts are being made to add a Hospital Drive bus stop to a 60-foot section across the street from the existing bus stop. While city collaboration has been positive, challenges remain scheduling a meeting with the hospital.

### 2. Matters From MCOG.

**James Sookne** shared that the upcoming MCOG board meeting will feature a tour of Covelo, with an MTA driver providing transportation. The meeting will prioritize the tour, with funding discussions postponed until December.

3. Matters from Directors

**Director Tarbell** – Inquired about Chair Rodriguez's position regarding elections.

**Saprina Rodriguez, Chair** responded to Director Tarbell, explaining that her term on the MTA board ends at the end of the calendar year, as she also serves on the city council. If she does not win her election in January, the MTA board will need to elect a new chair. This will be discussed further in January.

**Director Gjerde** announced that this would be his last meeting on the MTA board. He expresses his appreciation for the leadership of Executive Director King and the MTA team, noting that the organization has never been as innovative as it is now. He also shares that he will be stepping down from the Board of Supervisors later this month.

**All directors and MTA staff thanked Director Gjerde for serving on the MTA Board of Directors.**

F. **ADJOURN**

The meeting adjourned at 3:11 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.*