



Meeting Date: June 25, 2025

Agenda Item: C.1

## Board of Directors Regular Meeting Minutes

Wednesday, May 28, 2025,

1:30 p.m.

### **MTA Directors in Attendance**

Jim Tarbell, Vice Chair  
Susan Sher  
Dan Doyle  
George West  
Matthew Alaniz

### **MTA Directors Absent**

Tess Albin-Smith- Interim Chair  
Maureen Mulheren

### **Staff in Attendance**

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

### **Staff Absent**

*Governor Newsom's Executive Order N-29-20 was revised on June 11, 2021, and Executive Order N-08-21 was 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**– Vice Chair Tarbell called the meeting to order at 1:30 pm

**B. PUBLIC COMMENT**- A Member of the public commented/questioned: if MTA participating in the Willits emergency siren test today?

### **The Executive Director responded:**

MTA was not involved in the siren test in Willits, but they were aware of it. The event was well-

organized, with good communication tools like DOT trailer boards. MTA drivers were informed, and in the case of a real emergency, MTA is connected with the County Office of Emergency Services, which contacts them promptly, as was the case during last year's tsunami.

## **A. CONSENT CALENDAR**

1. Approval of Minutes of March 26, 2025, Regular Board Meeting

Action: Approve March 26, 2025, Meeting Minutes

2. Acceptance of Preliminary Unaudited Financial Statements

Action: Approve Preliminary Unaudited Financial Statements

3. Acceptance of Service Performance Report

Action: Approve Service Performance Report

**Upon Motion** by Director **Alaniz** seconded by Director **West**, the Board accepted the Consent Calendar C1- C3 by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

## **D. ACTION & DISCUSSION**

1. Unmet Needs

Action: Director Doyle requested a new bus sign.

2. FY 25/26 Preliminary Operating Budget

Action: Continue working on Preliminary Operating Budget and Submit Claim-Resolution 2025-07

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board approved the preliminary budget and directed staff to prepare a final budget for approval at the next board meeting. As part of this action, also approve the related funding claim to be submitted to MCOG- Resolution 2025-07 by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

3. Discussion and Possible Adoption of Resolution 2025-04, Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s):  
Purchase Zero Emission Vehicle.

Action: Adopt Resolution 2025-04 and Authorize the Execution of Authorized Agent Forms

**Upon Motion** by Director **West** seconded by Director **Alaniz**, the Board approved Resolution

---

May 28, 2025, MTA Regular Board of Directors Meeting Minutes

2025-04 and Authorize the Execution of Authorized Agent Forms by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

4. Discussion and Possible Adoption of Resolution 2025-05, Approving Executive Director to apply for the FTA 5311 & 5311f Operating Funds and 5339 Bus and Bus Facilities Grant for Capital Expenditures.

Action: Adopt Resolution 2025-05 and Authorize the Execution of Authorized Agent Forms

**Upon Motion** by Director **Sher** seconded by Director **West**, the Board approved Resolution 2025-05 and Authorize the Execution of Authorized Agent Forms by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

5. Discussion and Possible Adoption of Resolution 2025-06, Approving Executive Director to apply for the FTA 5310 Mobility Management Grant in the amount of \$300,000.

Action: Adopt Resolution 2025-06 and Authorize the Execution of Authorized Agent Form

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board approved Resolution 2025-06 and Authorize the Execution of Authorized Agent Forms by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Alaniz.

**NOES: 0 ABSTAIN: 0 ABSENT:** Albin-Smith and Mulheren.

6. Hosting June 25, 2025 Board Meeting at Fort Bragg Office

Discuss: Discuss and determine feasibility and interest in holding the June 25, 2025 Board Meeting at the Fort Bragg Office in person.

#### **Executive Director's Comment:**

There's interest in holding the next board meeting in person at the Fort Bragg office, including lunch. It's up to the board to decide if they want to move forward with this plan and how they'd like to handle the lunch arrangements.

The board directed staff to coordinate lunch before the next in-person meeting in Fort Bragg. Staff will inform every one of the plan and is to send a reminder to RSVP.

## **E. DIRECTOR AND MANAGEMENT REPORTS**

## 1. Matters from Management

**Bret Byrd, Maintenance Manager:** There are exciting developments in the maintenance department. Three electric cutaway buses are currently being built, and the lead mechanic is on-site at the factory and pleased with the progress. The Maintenance Manager will inspect them before delivery. Additionally, three full-size Gillig electric buses are being built early next year in Livermore, and staff is confident in the quality of that manufacturer. The department is also awaiting infrastructure improvements, with bids currently out. Once built, it will mark the end of a long and challenging process.

**Dawn White, Mobility Manager,** Contract revisions are underway to support senior centers in maintaining their programs. Additionally, an extension was granted for the remaining 5310 funds, which were used for advertising in partnership with senior centers to boost their visibility and support. This has been the primary focus over the past month.

**Mark Harvey, CFO** reported that he will be working with Executive Director King to finalize the FY 2025–26 operating and capital budgets. At the next meeting, they will present the FY 2023–24 federal single audit, which is required when receiving \$750,000 or more in federal funds. Starting in FY 2025–26, the audit threshold will increase to \$1 million.

### **Executive Director Jacob King reported**

**Hydrogen Study:** MTA secured \$250,000 grant from the Carbon Reduction Program for hydrogen feasibility and use case study in the Ukiah valley. An RFP for a consultant is expected by the end of summer. The study will explore site feasibility, usage, and potential partnerships with local municipalities. Hydrogen fuel cell buses offer greater range and operational advantages over battery-electric vehicles.

**Support for Senior Centers:** MTA is working with MCOG and senior centers to address a funding shortfall. MTA is contributing to LTF overage funds to help maintain senior center service levels from last year, with positive feedback from those centers.

**Capital Budget:** There is no preliminary capital budget this month due to many uncertainties. Staff are working to develop a more complete budget for next month's meeting, particularly considering new 5339 federal funding that was recently announced.

**Triennial Audit:** MTA recently completed a successful TDA triennial audit, with only two minor findings—one being that the Executive Director is overextended. The executive director King reported that MTA's staff has done an exceptional job, especially over the past three years.

**Looking Ahead:** A full budget discussion and a report from Moore & Associates on the audit findings are expected at the next board meeting in Fort Bragg.

2. Matters From MCOG. – No Report.

No report.

3. Matters from Directors

**Sher** shared that the Ukiah City Council recently passed a long-awaited Climate Action Plan. As part of public feedback, transportation was a key topic, with several community members expressing interest in micro transit services. Some noted they would use MTA more if it offered a more direct, on-demand option, comparing it to a taxi, rather than the current fixed-route system with many stops. Sher acknowledged previous discussions on micro transit, especially in Willits, but highlighted that there is public interest in exploring it for Ukiah as well.

**The Executive Director, King**, acknowledged the interest in micro transit but emphasized the high cost and limited return. Ukiah's existing dial-a-ride service is already at full capacity, and adding micro transit would require significant resources.

**F. ADJOURN**

The meeting adjourned at 2:46 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.*