



Meeting Date: August 27, 2025

Agenda Item: D.6

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion and Possible Approval of West America Bank, Savings Bank of Mendocino County and Umpqua Bank Signatories.

### **SUMMARY:**

Due to the recent changes in the officers on the Mendocino Transit Authority Board of Directors, it is necessary to update the authorized signatories with our banks. The MTA uses the West America Bank to deposit our South Coast Route 75 and 95 passenger fares. The MTA uses the Saving Bank of Mendocino County to deposit our North Coast Route 5, 60, 65 and Dial-A-Ride passenger fares. The MTA uses the Umpqua Bank to deposit our Inland Route 1, 7, 9, 20 and Dial-A-Ride passenger fares and MTA payroll. Each bank will accept a copy of MTA minutes appointing the signatories.

The following individuals are authorized on behalf of Mendocino Transit Authority to open/close/withdraw and perform maintenance on account(s) for Mendocino Transit Authority:

1. Executive Director - Jacob King
2. Chief Financial Officer - Mark Harvey

These individuals are authorized to sign checks drawn on Mendocino Transit Authority account(s):

1. Chair - Tess Albin-Smith
2. Vice Chair - Jim Tarbell
3. Executive Director - Jacob King
4. Maintenance Manager - Bret Byrd
5. Operations Manager-Luis Martinez

Staff recommends approval of the updated signatories on the Bank Accounts.



SERVING MENDOCINO COUNTY SINCE 1976

August 27, 2025

Update Accounts  
West America Bank

Re: Account # 204-16073-3

The following individuals are authorized on behalf of Mendocino Transit Authority to open close withdraw and perform maintenance on account(s) for Mendocino Transit Authority:

1. Executive Director - Jacob King
2. Chief Financial Officer - Mark Harvey

These individuals are authorized to sign checks drawn on Mendocino Transit Authority account(s):

1. Chair - Tess Albin-Smith
2. Vice Chair - Jim Tarbell
3. Executive Director - Jacob King
4. Maintenance Manager - Bret Byrd
5. Operations Manager - Luis Martinez

Sincerely,

Tess Albin-Smith  
Chairperson of the Board

Jacob King  
Executive Director



SERVING MENDOCINO COUNTY SINCE 1976

August 27, 2025

Update Accounts  
Savings Bank of Mendocino County

Re: Account # 2467

The following individuals are authorized on behalf of Mendocino Transit Authority to open close withdraw and perform maintenance on account(s) for Mendocino Transit Authority:

1. Executive Director - Jacob King
2. Chief Financial Officer - Mark Harvey

These individuals are authorized to sign checks drawn on Mendocino Transit Authority account(s):

1. Chair - Tess Albin-Smith
2. Vice Chair - Jim Tarbell
3. Executive Director - Jacob King
4. Maintenance Manager - Bret Byrd
5. Operations Manager - Luis Martinez

Sincerely,

Tess Albin-Smith  
Chairperson of the Board

Jacob King  
Executive Director



SERVING MENDOCINO COUNTY SINCE 1976

August 27, 2025

Update Accounts  
Umpqua Bank

Re: Account # 2534, 2776, 4715, 5909, 6154 & 7578

The following individuals are authorized on behalf of Mendocino Transit Authority to open close withdraw and perform maintenance on account(s) for Mendocino Transit Authority:

1. Executive Director - Jacob King
2. Chief Financial Officer - Mark Harvey

These individuals are authorized to sign checks drawn on Mendocino Transit Authority account(s):

1. Interim Chair - Tess Albin-Smith
2. Vice Chair - Jim Tarbell
3. Executive Director - Jacob King
4. Maintenance Manager - Bret Byrd
5. Operations Manager - Luis Martinez

Sincerely,

Tess Albin-Smith  
Interim Chairperson of the Board

Jacob King  
Executive Director