



**Board of Directors
Regular Meeting Minutes**

Wednesday, August 27, 2025,

1:30 p.m.

MTA Directors in Attendance

Jim Tarbell, Vice Chair
Susan Sher
Dan Doyle
George West
Maureen Mulheren

MTA Directors Absent

Tess Albin-Smith- Interim Chair
Matthew Alaniz

Staff in Attendance

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

Staff Absent

Dawn White, Mobility Manager
Bret Byrd, Maintenance Manager

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—Tarbell, Vice Chair, called the meeting to order at 1:30 pm

B. PUBLIC COMMENT-

MTA received an email from David Schlieff following up on a previous board meeting discussion about connections between CC Rider and transit agencies in Sonoma County. He highlighted the importance of the board being aware of potential route and schedule changes in the

upcoming project, which could affect MTA riders connecting in Santa Rosa. Schlieff noted that if MTA aligns Route 65 with the new plan, it could significantly reduce travel times between Mendocino County and San Francisco or the East Bay.

A community member raised awareness about the new Fire Severity Hazard Zones (FSHZ) being designated by CAL FIRE.

C. CONSENT CALENDAR

1. Approval of Minutes of June 25, 2025, Regular Board Meeting

Action: Approve June 25, 2025, Meeting Minutes

2. Acceptance of Preliminary Unaudited Financial Statements

Action: Approve Preliminary Unaudited Financial Statements

Upon Motion by Director **Mulheren** seconded by Director **Sher**, the Board accepted the Consent Calendar C1- C2 by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES: 0**, **ABSTAIN: 0**, **ABSENT:** Albin-Smith and Alaniz

D. ACTION & DISCUSSION

1. Unmet Needs

Action: Solicit Public Input- NONE

2. Presentation from Mendocino County Tobacco Prevention Coalition. Presented by Larry Olson

Larry Olson, a long-time volunteer with the American Cancer Society, spoke to the board about ongoing tobacco-related issues, especially in public transit areas. He highlighted his involvement in efforts to create a uniform tobacco retail ordinance for Mendocino County, which is nearing completion. Olson emphasized the persistent health and economic costs of tobacco use, estimating that it costs Mendocino County approximately \$102 million per year, including healthcare, lost income, and product expenses.

He shared concerns raised at a recent tobacco prevention meeting about people smoking at bus stops, particularly in MTA enclosures. After discussing the issue with a driver and MTA staff, he was referred to Executive Director King, who acknowledged that enforcing no-smoking rules is a challenge. They discussed the potential impact of improved signage at transit stops to deter smoking. Olson concluded by stressing the influence of visible signs in shaping public behavior and recommended increased efforts to address smoking in MTA spaces, particularly across the county's 245 stops and 120 enclosures.

The board expressed general agreement to move forward without needing another detailed report. One director acknowledged that the issue is understood, instructed Executive Director King to develop a solution, and suggested that a progress report be provided later. It was clarified that no official vote was necessary, as the discussion served as a directional decision rather than formal action.

3. Discussion and Possible Acceptance of 24/25 Single Audit

Upon Motion by Director **West** seconded by Director **Doyle**, the Board accepted the 24/25 Single Audit by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

4. Discussion and Possible Approval of Resolution 2025-10 Transit and Intercity Rail Capital Program Master Agreement

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board accepted Resolution 2025-10 Transit and Intercity Rail Capital Program Master Agreement by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

5. Discussion and Possible Adoption of Resolution No. 2025-11 Authorizing Application to State of Good Repair for FY 25-26, State of Good Repair.

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board accepted Resolution No. 2025-11 Authorizing Application to State of Good Repair for FY 25-26, State of Good Repair. by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

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

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board approved of West America Bank, Savings Bank of Mendocino County, and Umpqua Bank Signatories, by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, and Mulheren. **NOES:** 0, ABSTAIN: 0, ABSENT: Albin-Smith and Alaniz

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Mark Harvey, CFO, reported that the FY 2024–25 financials will be closed once the county finalizes its records, which last year occurred around September 24. After that, the audit for FY 2024–25 can begin.

In addition to regular ongoing tasks, the CFO is also working on updating signature cards for the agency's bank accounts. This will require action from some board directors, especially those without existing relationships with the three banks. In such cases, directors will need to fill out personal information forms.

There is some uncertainty due to Columbia Bank's recent name change, which may affect whether the signature updates can be done online. For West America Bank, directors may need to visit the Gualala or Ukiah branch, and for Savings Bank, likely the Fort Bragg or Ukiah branch.

The CFO will follow further instructions once more details are confirmed.

Luis Martinez, Operations Manager, reported that driver recruitment is ongoing in Ukiah, Fort Bragg, and the South Coast. One driver has been hired in Fort Bragg, another is in training in Ukiah, and a third candidate recently passed the driving test for the South Coast. Progress is being made slowly but steadily in building up the driver's team.

Jacob King, Executive Director, reported that the grant season is wrapping up, with all remaining applications expected to be completed by the end of the week. The focus will now shift to reporting duties, including the upcoming NTD (National Transit Database) report.

A key update involved a recent site visit to Chico with Bret Byrd to inspect potential electric vehicles for the Covelo-Laytonville transit project. They identified a new Ford Transit van with two independent battery systems, one for driving and the other for heating/air conditioning. These vans are fully electric, ADA- compatible, and can transport up to three wheelchairs or five passengers. The range is over 100 miles, possibly up to 140 miles with both batteries, though the vehicle would still need to recharge mid-route for longer trips.

The proposed service model would operate once a week, with the vehicle stationed and charged in Willits, then serving Covelo residents in a deviated fixed-route/demand-response hybrid. Riders could then connect from Willits to other MTA routes, including R20 to Ukiah, R65 to Santa Rosa, or northward to Humboldt County.

This project addresses a long-standing unmet need (over 12 years) for reliable transit in the Covelo-Laytonville area, especially for people needing access to shopping, medical appointments, or school. The next step is to secure the vehicle and launch the service, which the Director sees as a major benefit for the community.

Executive Director King also reported some negative news- An oak tree from the county museum property fell onto power lines at the Willits facility, nearly causing a fire and leading PG&E to red-tag the site. Power can't be restored without a new pole, box, and wiring. This outage has taken zero-emission vehicles off the road, affected advertiser exposure, and worsened staff working conditions. The issue has been submitted to insurance, and

emergency repairs are underway. While the situation caused delays in other jobs, progress is now being made.

2. **Matters From MCOG.** – No Report.

3. Matters from Directors

West: Director West shared that a client with special needs asked when the bus stop signs in Willits would have arrival times posted again, as they currently do not. Due to the client's disability, reading full schedules is difficult, and having simple posted times was much more accessible. Director West brought the concern to the board for consideration.

Luis Martinez, operations manager, acknowledged that some of the posted bus stop times were incorrect, which is why they were removed. The issue had been deprioritized due to other ongoing matters, but he committed to making it a priority and aims to have the corrected times reposted within the next couple of weeks.

F. ADJOURN

The meeting adjourned at 2:42 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 at least 72 hours before the meeting.