



**Board of Directors
Regular Meeting Minutes**

Wednesday, September 28, 2022

1:30 p.m.

MTA Directors in Attendance

Bruce Richard
Tess Albin-Smith
Maureen Mulheren
Jim Tarbell, Vice Chair
Saprina Rodriguez, Chair

Director Tarbell was attempting to be present but was having connection issues

MTA Directors Absent

Josefina Dueñas

Staff in Attendance

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

Staff Absent

Rebekkah Mendez HR Assistant

Pursuant to Governor Newsom's Executive Orders N-29-20 revised on June 11, 2021, and Executive Order N-08-21 revised on June 11, 2021, and pursuant to 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 1:39 pm
- B. PUBLIC COMMENT**

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of July 27, 2022 Regular Board Meeting
2. Approval of Minutes of August 22, 2022 Special Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Preliminary Unaudited Financial Statements July 2021 – June 2022
5. Acceptance of GASB 68 report

Upon Motion by Director **Mulheren** seconded by Director **Albin-Smith** the Board approved Consent Calendar items C.1 through C.5 by roll call vote. **AYES:** Tarbell, Richard , Albin-Smith, Mulheren, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Dueñas

Chair Rodriguez put a side Items C6 and C7 for further discussion and approval

6. Adoption of Resolution No. 2022-22 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of September 28th, 2022 through October 26, 2022 Pursuant to Brown Act Provisions.

Discussion was due to the new laws and chair Rodriguez would like to know if MTA can still do the 2 standing locations (inland and coastal) with the new laws, like they would do it before the pandemic.

Upon Motion by Director **Albin-Smith** seconded by Director **Richard** the Board approved items C.6 roll call vote. **AYES:** Tarbell, Richard, Mulheren Albin-Smith, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Dueñas

7. Approval of Executive Director Conference Request – CALACT Fall Conference & Expo November 1-4, 2022, in Santa Rosa Ca and CTA Fall Conference November 16-18, 2022 in Ontario Ca

Executive director King, mention that this will be a good opportunity for board directors to participate on these conferences if they are interested, since there are a lot of changes and regulations on public transportation.

Upon Motion by Director **Albin-Smith** seconded by Director **Richard** the Board approved Executive Director Conference Request – CALACT Fall Conference & Expo November 1-4, 2022, in Santa Rosa Ca and CTA Fall Conference November 16-18, 2022 in Ontario Ca by roll call vote. **AYES:** Tarbell, Richard, Mulheren, Albin-Smith, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Dueñas

D. ACTION & DISCUSSION

1. Unmet Needs: Brooktrails in Willits to meet up with local buses to make connections.
2. Operating Reserve Policy Review- **CFO Harvey** explain that it will be a good recommendation to get opinion from the auditors on what to needs to be include on this Operating Reserve Policy. This item will be back for final review.
3. Discussion and Possible Adoption of Resolution 2022-23 Approving Application for FY 22-23 State of Good Repair Funds.

Upon Motion by Director **Richard** seconded by Director **Albin-Smith** the Board approved Resolution 2022-23 Approving Application for FY 22-23 State of Good Repair Funds by roll call vote. **AYES:** Tarbell, Richard, Mulheren, Albin-Smith, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:** Dueñas

4. Discussion and Possible Approval of MTA Procurement Policy Addendum: Protest Procedures & Dispute Resolution Process.

There are 2 amendments changes to this item.

Upon Motion by Director **Mulheren** seconded by Director **Albin-Smith** the Board approved items D.4 with 2 amendments by roll call vote. **AYES:** Tarbell, Richard, Mulheren, Albin-Smith, and Chairwoman Rodriguez **NOES:0 ABSTAIN:0 ABSENT:** Dueñas

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Luis Martinez, Operations Manager reported that ridership has increase in the last two months MTA staff has restored trips in Ukiah and that has been a positive effect. He also mentioned that as far as inland drivers there are adequate numbers for the trips that are being served, as far as South Coast there is a driver in training and should be able to complete soon and still recruiting for Fort Bragg drivers. Finally, he shared that they started testing the annunciator and it has been working pretty well, it is a GPS system that announces each bus stop.

Bob Butler, Maintenance Manager, announced that after 41 years at MTA, he will be retiring the 1st of December 2022, and introduce the new Maintenance Manager Brett Byrd who has been with MTA for the past 38 years. Butler also reported that he is still working with Executive Director King on current projects in Ukiah and Fort Bragg. He also reported that the electric buses in Willits are saving a 1/3 of the cost per fuel within 3 months on today's gasolines prices.

Dawn White, Mobility Manager, reported that she's gearing up for Pumpkinfest in Ukiah, and will be recruiting for drivers. Chair Rodriguez asked Mobility Manager White, if she can maybe work with Willits Senior Center to work on a plan for transportation for seniors in the Willits community, Mobility Manager White will get in contact and put something together to

work together with them.

Mark Harvey CFO reported that he will be busy preparing for 2022-23 audit. have the 2022 Financials thru June 30th. and bring back the operation reserve with additional information.

Jacob King, Executive Director reported that CALITP for routes still ongoing. He also reported that he will be working with MCOG on the Short-Range Transit Plan RFP. King talked about the Gen fare which he will be working on the RFP in November. He also mentions that he and Maintenance manager Bob Butler and Brett Byrd will be attending the First production meeting in Livermore about fleet all electric 35-foot-long buses.

2. Matters from MCOG

James Sookne from MCOG, talked about the mobility solutions ongoing project study, and the transit center for Ukiah assuming that they get enough proposals by November 2 and they process might take as long as a year to be presented to the board and then with grants and state will stay in schedule the project will take a few years. The grant offers public participation.

Approved

3. Matters from Directors

Director Richard would like to see the ridership report back up approaching pre pandemic.

Chair Rodriguez, would like a report at the next Board meeting on the Boards budget for Board expenses and Board participation expenses at conferences.

Meeting adjourned at 3:10 p.m.

Americans with Disabilities Act (ADA) Compliance

Mendocino Transit Authority complies with 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 pursuant to 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 in order 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 prior to the meeting.