



**Board of Directors
Regular Meeting Minutes**

Wednesday, October 26, 2022

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Josefina Dueñas
Maureen Mulheren

Staff in Attendance

Jacob King, Executive Director
Mark Harvey, CFO
Dawn White, Mobility Manager
Bob Butler, Maintenance Manager
Bret Byrd, Maintenance Manager
Luis Martinez, Interim Operations Manager
Rebekkah Mendez HR Assistant

Staff Absent

Sara Marquez, Assistant Clerk of the Board

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 1:33 pm
- B. PUBLIC COMMENT**

No public comments.

C. CONSENT CALENDAR

1. Approval of Minutes of September 28, 2022 Regular Board Meeting
2. Acceptance of Service Performance Report
3. Acceptance of Preliminary Unaudited Financial Statements July 2022 – August 2022
4. Adoption of Resolution No. 2022-24 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.

Upon Motion by Director **Albin-Smith** seconded by Director **Richard** the Board approved Consent Calendar items C.1 through C.4 by roll call vote. **AYES:** Tarbell, Richard , Albin-Smith, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Dueñas and Mulheren.

D. ACTION & DISCUSSION

1. Unmet Needs- Director Albin-Smith just wanted to make MTA aware that there is no MTA schedule at the Santa Rosa Airport, and MTA will take care of that.
2. Review Triennial Performance Audit Final Report: Executive Director gave a review of the performance report from the auditor. Nov. 7th there is a MCOG meeting in which MTA Directors are invited to attend.

Upon Motion by Director **Rodriguez** seconded by Director **Albin-Smith** the Board approved The Triennial Performance Audit Final Report. by roll call vote. **AYES:** Tarbell, Richard , Albin-Smith, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Dueñas and Mulheren.

3. Signatories West America, Umpqua and Savings Bank- Executive director is asking the board approved to removed Bob Butler since he is retiring and adding Operation Manager Luis Martinez, Bret Byrd Maintenance Manager and Jacob King Executive Director, to be put on official signer's account.

Upon Motion by Director **Tarbell** seconded by Director **Albin-Smith** the Board approved Signatories West America, Umpqua and Savings Bank by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Dueñas and Mulheren.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Jacob King, Executive Director reported that this is report season and he's working through all of them and has a few to go. Also reported that there's NO FARE IN NOVEMBER on ALL fixe routes with LCTOP funds. King also announced that now MTA has a new HR Director, her name is Becky, she will be starting on October 31st and also Becky will be at the next board meeting.

Luis Martinez, Operations Manager reported that starting October 31st route #60 will have a round trip route to Mendocino in the afternoon. And still recruiting for Fort Bragg drivers. And South Coast is full for now. And there are no changes for Ukiah routes.

Rebekkah Mendez HR Assistant reported that MTA is recruiting for mechanics and has some applicants, they will begin to interview the applicants.

Bret Byrd, Maintenance Manager reported that they are recruiting a mechanic and has the first interview with the applicant on the following Friday. Also reported that they are in the process of getting estimate for material for siding for the Willits office. TSA is going to perform a complimentary security inspection and give suggestions on safety practices in the Ukiah yard layout.

Bob Butler, Maintenance Manager, reported that he is working with the contract for PG& E and rebates. He also mentioned that Byrd now has all the contact information for contractor and services for the Maintenance department. Electric buses are scheduled to be here in the next year.

Dawn White, Mobility Manager, reported that she just finished with the Pumpkinfest in Ukiah, had a lot of people stopping at the MTA booth with a great success and connected with the manager from the senior mobile home park in Ukiah and now has ADA applications and guides on site for residents. Mobility Manager, also reported that MTA is advertising the NO FARE NOVEMBER in all local newspapers and social media. White also announced that she's working with Katrina from the Ukiah Chamber finishing up to have the Christmas Trolley back running this year.

Mark Harvey CFO reported that he is working on the 2022-23 audit and the auditor will include more detailed documentation on the operating reserve and fare box ratio.

2. Matters From MCOG

Loretta Ellard from MCOG, is advertising a selection committee because they want to do a Ukiah Transit Center visibility study, mobility solutions which is funded by MCOG's current budget and there's 150,000 for consulting and hopefully by next month will more information and then give MTA a report on that.

Second report is the MCOG is currently in the mobility solutions ongoing project study in 5 rural county cities which includes Laytonville, Covelo, Brooktrails, Potter Valley and Hopland where there's no public transportation, this project will wrap up next summer and hoping that the consultant will give a presentation to the MTA Board on some type of mobility solution that it can be implementing.

3. Matters from Directors

Director Tarbell thanked Bob Butler Maintenance manager for all the years of service at MTA. And he is also glad that there was a smooth transition for the HR department. Tarbell also wanted to know if there was a Director from Point Arena, And Executive Director King mentioned that as of right now we do not have a new Director from Point Arena.

Director Richard, had questions concerning performance summary measures comparing past years fluctuations.

Director Albin- Smith, thanked MTA for donating the bus/ transportation for the Blue Economy festival, and she also wishes Bob Butler a happy retirement.

Chair Rodriguez wanted to hear the update about Employee Appreciation Dinner which will be December 4th at the Broiler Steak House from 3pm- 6pm.

The meeting adjourned at 2:21 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 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.



**Board of Directors
Special Meeting Minutes**

Friday, November 11, 2022

1:30 p.m.

MTA Directors in Attendance

Bruce Richard
Jim Tarbell, Vice Chair
Josefina Dueñas
Maureen Mulheren
Saprina Rodriguez, Chair

MTA Directors Absent

Tess Albin-Smith

Staff in Attendance

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

Staff Absent

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AGENDA ITEMS

- A. CALL TO ORDER** Chair Rodriguez called the meeting to order at 11:05 pm
- B. PUBLIC COMMENT** No public comments.
- C. ACTION & DISCUSSION**

1. Adoption of Resolution No. 2022-25 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of November 11, 2022 through December 11, 2022 Pursuant to Brown Act Provisions.

Upon Motion by Director **Mulheren** seconded by Director **Tarbell** the Board approved Resolution No. 2022-25 Authorizing Remote Teleconference Meetings of the Board of Directors of Mendocino Transit Authority for the period of November 11, 2022 through December 11, 2022 Pursuant to Brown Act Provisions by roll call vote. **AYES:** Tarbell, Richard, Dueñas, Mulheren and Chairwoman Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** Albin-Smith,

CI. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management- No reports
2. Matters from Directors- No Reports

CII. ADJOURN

The meeting adjourned at 12:00 p.m.

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