



**Board of Directors
Regular Meeting Minutes**

Wednesday, January 25, 2023

1:30 p.m.

MTA Directors in Attendance

Saprina Rodriguez, Chair
Tess Albin-Smith
Bruce Richard
Dan Doyle
Dan Gjerde

MTA Directors Absent

Jim Tarbell, Vice Chair
Josefina Dueñas

Staff in Attendance

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

Staff Absent

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**

A member of the public requested to have zoom- call options meetings available to the public if they can't attend in person.

Director Albin- Smith join the meeting at 1:44pm

C. CONSENT CALENDAR

1. Approval of Minutes of October 26, 2022 Regular Board Meeting
2. Approval of Minutes of November 11, 2022 Special Board Meeting
3. Acceptance of Service Performance Report
4. Acceptance of Preliminary Unaudited Financial Statements July – November 2022

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

D. ACTION & DISCUSSION

1. Unmet Needs-None

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Dawn White, Mobility Manager, reported that the Christmas trolley ran this year with a total of 1218 passengers. The Trolley ran from November 25 to December 24, 2022. Dawn thanked Katrina from The Greater Ukiah Business and Tourism Alliance for getting all the sponsors and Marianna from City of Ukiah for coordinating all the bus stops.

Bret Byrd, Maintenance Manager reported that they are very busy in the shop, he hired a mechanic and new bus cleaner. The two hires are a great addition to the team.

Becky Oseguera, HR Director reported that she has been very busy since she arrived at MTA. She mentioned that the bus cleaner, mechanic, and a temporary HR assistant were hired back in November 2022, also hired 3 drivers, 2 for Ukiah and 1 for Fort Bragg. And still recruiting for Financial Assistance, all positions are posted on our MTA website and indeed.

Luis Martinez, Operations Manager reported that in November and December had the NO FARE program and had a great turnout of passengers and is not going to be able to show if we were able to retain the passengers because it will take some time to reflect on the ridership report. Luis also mentioned that are in process to get more drivers to fully operate pre pandemic services.

Jacob King, Executive Director reported that there was a misunderstanding between MTA and Mendocino College, King had previously told the College that there wasn't going to be a FREE PROGRAM for students for the semester due to funds from LCTOP running out, but now everything has changed and worked out things with Mendocino College and now MTA will offer FREE RIDE Program for this semester, MTA will be reimbursed from the college.

King also reported that routes 95, 60 had to close service for 3 days during the storm do to trees falling off on the highways, people were in sheltering so we didn't get a lot of feed back on ridership, and we were in close contact with Point Arena fire chiefs with daily updates and advise us for the following day if it was safe for us to run, Caltrans was advising public to ovoid travel. This is the first time in years that we had to shut down those routes due to storms.

The board requested executive director King to agendize and give summary or updates on grants and projects that are going on MTA for new directors that are coming along.

1. **Matters From MCOG**

Loretta Ellard from MCOG, gave a update on the feasibility study and location analysis for MTA's new Ukiah Transit Center planning project that recently got underway. The purpose of this project is to evaluate potential locations (including opportunities for multi-modal improvements) for a new transit center in the greater Ukiah area. MCOG staff administered a competitive procurement process for this project, in which two proposals were received. A Consultant Selection Committee of MCOG & MTA staff reviewed the proposals and unanimously recommended the firm of LSC Transportation Consultants (with subconsultant – Design Workshop). The contract was executed in November, and a project kick-off meeting was held in early December, followed by an initial stakeholder meeting and site visits to potential locations.

The anticipated project schedule is as follows:

December 2022: Kick-off meeting, Potential Site Location Tour, Stakeholder Workshop – completed

February 2023: Tech Memo 1: Program and Potential Site Analysis

April 2023: Online Survey, Planning Charrette, and Stakeholder Interviews

July 2023: Tech Memo 2: Scoring Criteria and Site Selection

September 2023: Draft Final Report

November 2023: Final Report

MTA will utilize the recommendations in the feasibility study to pursue next steps of property acquisition, environmental process, design, and construction of the new facility and multimodal improvements. This study is funded in the current year's Overall Work Program (Work Element 3).

Ellard, also gave an update on the grant-funded "Mobility Solutions for Rural Communities of Inland Mendocino County – Feasibility Study" project.

This consultant-led project is a study of the remote rural communities of Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley, to research potential mobility solutions and alternatives to traditional transit service for these hard-to-serve areas.

As previously reported, community workshops and stakeholder meetings were held in these five communities last August, followed by a successful five-community survey which received a total of 339 responses.

The consultant team (AMMA Transit Planning, Inc.) has completed analysis of the survey results and developed a range of potential mobility solutions that are currently being reviewed by the project team (Consultant, MCOG, MTA and Caltrans). Next steps include a meeting of the TAG in February, followed by another round of community meetings (virtual) to review potential mobility solutions for each community.

The consultant team continues to work with MCOG, MTA and Caltrans to identify appropriate funding sources to implement the identified mobility solutions, which is an ongoing challenge.

The timeline for this study runs through this summer, with presentation of the final plan anticipated to occur at the August 2023 MCOG Board meeting. We will be coordinating with the MTA to invite MTA Board members to this presentation, possibly as a joint meeting.

2. Matters from Directors

Director Richard, mention that he's delighted to hear all the planning stuff, with the being said he would like to recommend MTA to have a marketing ad hoc discussion on how it can help the organization, director Richard and director Gjerde are willing to participate in the ad hoc. Executive Director King will reach out to other people and set up the dates.

Director Albin- Smith, suggested to having a better speaker sounds system in the Fort Bragg facility for the meeting.

F. CLOSED SESSION

Closed session pursuant to Government Code 54957: Public Employee Performance Evaluation – Executive Director

G. ANNOUNCEMENT OUT OF CLOSED SESSION

Chair Rodriguez announced no action was taken in closed session.

The meeting adjourned at 2:45 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.

APPROVED