



**Board of Directors
Regular Meeting Minutes**

Wednesday, August 30, 2023

1:30 p.m.

MTA Directors in Attendance

Saprina Rodriguez, Chair
Jim Tarbell, Vice Chair
Bruce Richard
Dan Gjerde
Dan Doyle

MTA Directors Absent

Tess Albin-Smith
Susan Sher

Staff in Attendance

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

Staff Absent

Bob Butler, Retired Annuitant

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 1:30 pm
- B. PUBLIC COMMENT** - None

Director Tarbell joined the meeting at 1:32 p.m.

C. CONSENT CALENDAR

1. Approval of Minutes of July 26, 2023 Regular Board Meeting

Upon Motion by Director **Sher** seconded by Director **Richard** the Board accepted the Consent Calendar C1. with few notations by roll call vote: **AYES:** Tarbell, Richard, Doyle, Sher Gjerde, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Albin-Smith **ABSENT:** 0

2. Acceptance of Preliminary Unaudited Financial Statements July – June 2023

Upon Motion by Director **Gjerde** seconded by Director **Albin-Smith** the Board accepted the Preliminary Unaudited Financial Statements July -June 2023 by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Doyle, Gjerde, Sher and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:** 0

3. Acceptance of Service Performance Report

The board gave directions to the executive director to get information about the software that tracks ridership per trip and bring it back to the board.

Upon Motion by Director **Albin-Smith** seconded by Director **Tarbell** the Board accepted the Consent Calendar items C.3 Acceptance of Service Performance Report by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Doyle, Gjerde, Sher and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:**0

D. ACTION & DISCUSSION

1. Unmet Needs- None
2. Ukiah Transit Center Feasibility Study Presentation by LSC Transportation Consultants.

Loretta Ellard from MCOG presented Justine Mermesh and Gordan Shaw from LSC Transportation who gave a presentation about the analysis of the preferred site plans that are been looked for in the possible Transit Center Feasibility Study, After the presentation Mermesh and Shaw were looking for concurrence from the board on a preferred site. The board gave directions to the executive director to coordinate a meeting to go over to proposed sites in person and bring back comments and concerns at the next board meeting. These are the sites 1st site on Mason St. (Great Redwood Trail), 2nd site Perkins St. (Savings Bank) 4th site is North Orchard Ave. (North of Kohl's)

3. Discussion and Possible Adoption of Resolution 2023-11 Approving a Collective Bargaining Agreement with Teamsters Local #665 – Jacob King

Upon Motion by Director **Gjerde** seconded by Director **Albin-Smith** the Board accepted Resolution 2023-11 Approving a Collective Bargaining Agreement with Teamsters Local #665 – Jacob King with modification if approved by the lawyers, Director Sher suggestions on changing the wording on the pregnancy part of the information by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Doyle, Gjerde, Sher and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:**0

4. Discussion and Possible Adoption of Resolution 2023-12 Approving Application for FY 23-24 State of Good Repair Funds, Funding the Ukiah Transit Center project.

Upon Motion by Director **Richard** seconded by Director **Albin-Smith** the Board approved Resolution 2023-12 Approving Application for FY 23-24 State of Good Repair Funds, Funding the Ukiah Transit Center project. by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Doyle, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:**0

5. Discussion and Possible Approval for MTA to host the 2024 North State Transit Symposium in Ukiah

Upon Motion by Director **Richard** seconded by Director **Sher** the Board approved for MTA to host the 2024 North State Transit Symposium in Ukiah by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Doyle, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:**0

6. Discussion and Possible Adoption of Resolution No. 2023-13 Approving 23/24 Capital Budget Amendment, Gillig 35' All Electric Bus and Charging Infrastructure

The amended expenditure in the MTA Capital Budget is for the procurements of 35' All Electric Gillig Bus and accompanying Charging infrastructure and installation these funds will be funded by the MCOG Capital Reserve and FTA 5339.

Upon Motion by Director **Albin-Smith** seconded by Director **Sher**, the Board approved Resolution No. 2023-09 Approving 23/24 Capital Budget Amendment, Electronic Fare Box Procurement by roll call vote. **AYES:** Tarbell, Richard, Albin-Smith, Doyle, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:**0 **ABSENT:**0

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Jacob King, Executive Director, reported that currently he is working on the procurement policies, gearing up for LTD, and updating it with new regulations. Also working with Caltrans on reimbursement forms. Have worked at the Redwood Valley bus stop because CALTRANS has requested to move it a little bit west, so it will be safe for passengers. King also mentioned that he and Luis Martinez, the Operations manager finished the validator demonstration project, and at next month's meeting King will bring information about fares, so this is a step forward to have a better structure. King also has been working on the budget and amendment capital budget this month and submitted the 5310 grants and State of Good repair grant. Finally, King also reported that he has been working with Bob and Brett at the shop on the PG&E project.

Bret Byrd, Maintenance Manager, reported that he has been working with executive director King to send the maintenance team to Humbolt for high voltage classes from GILLIC, The team was very excited to take the class and they have mentioned that they learned a lot of safety procedures and are very happy to have been able to take the class.

Becky Oseguera HR Director reported that MTA has a new finance account assistant that just started and she's a great addition to the team. Currently have a position open for a vehicle operator for Ukiah, Fort Bragg, and South Coast, and 2 open positions for cleaners in Ukiah. All open positions are posted on the MTA website and indeed. Oseguera mentioned that she has been working with Executive Director King on CDA.

Luis Martinez, Operations Manager reported that he and Executive Director King have scheduled a meeting to meet with Swiftly. Martinez also mentioned that the school just started back up in session 2 weeks ago, so he has been updating the driver to be safe and to look out for pedestrians.

Mark Harvey, MTA CFO, reported that he will be working on the budget.

2 Matters From MCOG

No matters

3 Matters from Directors

Sher: suggested meeting in person for the board meeting at least 4 times a year. (Quarterly). Sher would like to put the ad hoc with board members and MTA staff committee on the next agenda to discuss the size of the buses.

Tarbell, supports the suggestion of having the board meeting in person.

Gjerde: supports the suggestion of having the board meeting in person. Gjerde also passed out the information from one of the MTA rides, which is looking for a display of the different scheduled times that the 65 CC rider runs.

Chair Rodriguez – mentioned that she supports the suggestion of having the board meeting in different communities, but it also worries her that travel will increase the absences of directors. And there is travel reimbursement in case any directors would like to utilize it.

The meeting was adjourned at 4:15 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 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