



**Board of Directors  
Regular Meeting Minutes**

Wednesday October 25, 2023

1:00 p.m.

**MTA Directors in Attendance**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Bruce Richard  
Dan Gjerde  
Tess Albin-Smith  
Susan Sher

**MTA Directors Absent**

Dan Doyle

**Staff in Attendance**

Jacob King, Executive Director  
Mark Harvey, CFO  
Dawn White, Mobility Manager  
Bret Byrd, Maintenance Manager  
Bob Butler, Retired Annuitant  
Vince Knight, Operations Supervisor  
Sara Marquez, Assistant Clerk of the Board

**Staff Absent**

Becky Oseguera HR Director  
Luis Martinez, Operations Manager

*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 1:32 pm
  
- B. PUBLIC COMMENT** – None

## C CONSENT CALENDAR

1. Approval of Minutes of August 30, 2023 Regular Board Meeting
2. Approval of Minutes of September 22, 2023 Special Board Meeting
3. Acceptance of Preliminary Unaudited Financial Statements July – August 2023
4. Acceptance of Service Performance Report
5. Acceptance of GASB 68 Report

Director Sher had questions on Item C.4. She wants to know if Executive Director King was able to get individual trip routes ridership on which Director King mentioned that the request would take about 6 months to obtain.

**Upon Motion** by Director **Gjerde** seconded by Director **Albin-Smith**, the Board accepted the Consent Calendar C1– C4 with few notations by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Sher, Gjerde, and Chair Rodriguez **NOES:**0 **ABSTAIN:** **ABSENT:** Doyle.

**Upon Motion** by Director **Richard** seconded by Director **Gjerde**, the Board accepted the Amended minutes of August 30, 2023 Director Albin-Smith was present at the August meeting by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Sher, Gjerde, and Chair Rodriguez **NOES:**0 **ABSTAIN:** **ABSENT:** Doyle.

Director Albin-Smith pulled out Item C. 5 for further discussion.

**Upon Motion** by Director **Albin-Smith** seconded by Director **Gjerde**, the Board accepted Item C.5 by roll call vote: **AYES:** Tarbell, Richard, Albin-Smith, Sher, Gjerde, and Chair Rodriguez **NOES:**0 **ABSTAIN:** **ABSENT:** Doyle.

## D. ACTION & DISCUSSION

1. Unmet Needs-None

2. Virtual Presentation- Ukiah Transit Center Feasibility Study Presentation by LSC and Design Workshop to Present the Draft Renderings.

Justine and Gordon from LSC gave a presentation of the initial draft renderings of the selected site, north of Kohl's. LSC has worked with Design Workshop to create a site plan that includes multimodal improvements (electric vehicle chargers, improved pedestrian, and bicycle access to and from the site, and other improvements). Gordon mentioned that there is plenty of flexibility on this land for any changes. No actions are needed from directors at this time, it

was just a presentation. The final Draft will be presented at the Board meeting on December 6, 2023, and in January will be the final study.

### 3. Discussion In-Person Board Meetings

The board decided that teleconferencing between the different locations is appropriate as long as it's posted per brown act and there is equipment to make it possible. Executive Director King recommended a Board of Directors Training/ Retreat Day so that all members can meet once a year.

### 4. Discussion on Clara Avenue- Community Concerns

Director Sher was asked to recuse herself and asked the board to consider her as part of the public during this discussion because she has a personal interest in this Item.

Chair Rodriguez mentioned that she and Executive Director King going to address the concerns on their street.

### 5. Discussion on SB125 and TIRCIP

Executive Director King explained that back on July 5<sup>th</sup> 2023 Governor Newsom signed SB125.

SB125 (Chapter 54, Statutes of 2023) guides the distribution of \$11,018,389 through the Transit and Intercity Rail Capital Program and ZETCP on a population-based formula to regional transportation planning agencies, which will have the flexibility to use the money to fund transit operations or capital improvements and is broken into different funds from the State to get into that final number. The executive director mentioned that he and Chair Rodriguez are working with MCOG (Regional Transportation Planning Agency) on the first plan for the funding which is due December 31<sup>st</sup> and the State needs MCOG's Board Approval.

The board agreed to go with the projects as planned.

### 6. Bus Procurements

Executive Director King mentioned that this item was brought back to the board because the board wanted to know about the bus procurements how we go about purchasing buses and why we purchased buses.

## E. DIRECTOR AND MANAGEMENT REPORTS

### a. Matters from Management

**Bret Byrd**, Maintenance Manager reported 2 catastrophic failures this month one coach and a Van we had an EDR go out, and we got rear-ended but everything is up and running by now.

**Dawn White**, Mobility Manager reported that The Pumpkin-Fest 2023 was a success in handling all kinds of schedules, free bus passes, and ADA applications. Now preparing

everything for the Parade of Lights and the Christmas Trolley.

**Mark Harvey**, CFO reported that he is working on the audit and operations budget.

**Bob Butler**, Retired Annuitant reported that still waiting for a switch wear to be able to use the 35' electric bus and start procurements on the buses.

**Jacob King**, Executive Director reported that MTA completed the NTD a yearly report for the Federal government. King is also working on a tri-annual audit from CALTRANS. And the SB125 is a priority.

King reported that he will be attending CAL ACT with Byrd Maintenance Manager in a week and they are going to be looking at some of the new technology and hopefully looking at a zero-emission bus for Covelo and Laytonville.

b. Matters From MCOG  
No report.

c. Matters from Director

**Tess Albin-Smith**, reported about Fort Bragg's Magic Market which will be happening on Saturday, October 28<sup>th</sup>.

Magic Market celebrates fall, Halloween, and all things magical in Downtown Fort Bragg. Parts of Laurel and Franklin Street will be closed to traffic and there are going to be around 90 vendors and fall festivities. All activities go from 11 am to 4 pm.

**Bruce Richard**, mentioned that he had a concern about the State of Counties- Mendocino County's books. Financial reporting. He would like MTA to take over and do our books independently. Harvey CFO responded that MTA has their books separate and independent from the county.

The meeting was adjourned at 3:56 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](mailto:sara@mendocinotransit.org) at least 72 hours before the meeting.*