



**Board of Directors  
Regular Meeting Minutes**

Wednesday, May 29, 2024,

1:30 p.m.

**MTA Directors in Attendance**

Saprina Rodriguez, Chair  
Jim Tarbell, Vice Chair  
Tess Albin-Smith  
Dan Gjerde  
George West  
Susan Sher  
Dan Doyle

**MTA Directors Absent**

**Staff in Attendance**

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

**Staff Absent**

Luis Martinez, Operations Manager

*Under 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 under 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

Chair Rodriguez introduced the new board director George (Willie) West, who will replace Director Richard. Willie West has been riding the MTA buses since 1991 and has advocated for people with disabilities, West feels ready to be on the MTA Board.

## B. Recognition and Appreciation of Retiring MTA Board Member Bruce Richard

Chair Rodriguez announced the retirement from the MTA Board of Directors for Bruce Richard. Bruce, as we know, was the executive director and the manager for MTA for 30+ years and has been serving on our board from 2019 to 2024. Mendocino Transit Authority deeply appreciates his contribution, Thank you.

## C. PUBLIC COMMENT

A member of the public, Shelley Green, lives in Fort Bragg/Mendocino and is a community organizer and program coordinator. She's hoping that more buses to relieve parking congestion in Fort Bragg. Chair Rodriguez recommended Shelley be added to the Unmet needs list. Hopefully, directors will have a discussion later on the topic.

## D. CONSENT CALENDAR

1. Approval of Minutes of March 27, 2024, Regular Board Meeting
2. Acceptance of Preliminary Unaudited Financial Statements July 2023 – March 2024
3. Acceptance of Service Performance Report
4. Acceptance of Single Audit  
MTA Single Audit Report 6.30.23

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

## E. ACTION & DISCUSSION

1. Unmet Needs- add Mendocino from public comments
2. FY 24/25 Preliminary Draft Operating Budget

The Board acknowledges that received the draft of the Operating Budget and gave directions to staff to continue to work on the operating budget.

3. Adoption of Resolution No. 2024-02 Authorizing the FY 24-25 State of Good Repair funds to procure the two (2) buses approved January 31, 2024

**Upon Motion** by Director **West** seconded by Director **Sher**, the Board accepted Adoption of Resolution No. 2024-02 Authorizing the FY 24-25 State of Good Repair funds to procure the two (2) buses approved January 31, 2024 by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

4. Adoption of Resolution No. 2024-03, Authorizing the FY 24-25 Caltrans 5311 and 5311f application

**Upon Motion** by Director **Tarbell** seconded by Director **Gjerde**, the Board accepted the Adoption of Resolution No. 2024-03, Authorizing the FY 24-25 Caltrans 5311 and 5311f application by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

5. Discussion and Possible Adoption of Resolution 2024-04, Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the following project(s): Purchase Zero Emission Vehicle.

**Upon Motion** by Director **West** seconded by Director **Tarbell**, the Board accepted the Adoption of Resolution No. 2024-04, by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

6. Discussion of required training for Directors, AB 1234 and AB 1661.

Executive Director King reminded all directors about the Ethics and sexual harassment prevention training, that is required, by state law. If they haven't already taken the class, or if have, directors need to submit their certificates before June 30, 2024, to Sara Marquez, assistant clerk of the Board. MTA can also send links to take those classes and get certifications.

7. LSC Short Range Transit Development Plan Presentation and Possible Acceptance

Genevieve Evans with LSC Transportation Consultants gave a presentation on the LSC Short Range Transit Development Plan, a short-range transit plan. It gives guidance to staff on the board as to what investments and improvements you should make over the next five years, to help folks in Mendocino County get around better within a financially constrained budget.

**Upon Motion** by Director **Albin-Smith** seconded by Director **Sher**, the Board accepted the LSC Short Range Transit Development Plan by roll call vote: **AYES:** Tarbell, West, Albin-Smith, Gjerde, Sher, and Chair Rodriguez **NOES:**0 **ABSTAIN:** Doyle **ABSENT:**

## F. DIRECTOR AND MANAGEMENT REPORTS

### 1. Matters from Management

**Mark Harvey**, CFO reported that he is looking forward to finishing the budgets, the operations budget, and the capital budget for next month's meeting.

**Executive Director Jacob King**, Executive Director reported that he won the Cal Act Transportation Manager of the Year Award.

King also reported that he and MTA staff are still working on The Symposium which is going to be on July 10th and 11th at the Ukiah Conference Center. There is a link on the MTA website with all the information. Folks are coming from FTA, Caltrans, and hopefully from Sacramento. There's also a big night out, at Nelson's Vineyards, where there'll be food a band and, time for networking.

King also announced that MTA is hiring an HR Director. Lastly, King mentioned that the CHP audit is June 5th for the agency, CHP audit needs to be done to comply, and to get the LTF and STA we have to have a CHP audit.

### 2. Matters From MCOG.

No reports

### 3. Matters from Directors

**Director West**, wanted to mention about the tied down for the wheelchairs on the electric buses that there's not enough space to get tied down, Bret from maintenance will look at the buses and get that fixed.

**Director Sher** shared that she participated in Earth Day in Ukiah and saw Dawn White Mobility Manager doing MTA outreach and taking the Electric bus to the event. Sher, mentioned that she thought it was a great event and people were asking a lot of questions about EVs.

The meeting was adjourned into Closed session at 3:09 pm

**G . CLOSED SESSION-** Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(d)(1): Rebecca Oseguera Claim

The MTA board reconvened back to open session at 3:33 pm

## H. ANNOUNCEMENT OUT OF CLOSED SESSION

**Chair Rodriguez** reported that during the closed session, the board of directors had a first motion by Gjerde a second by Albin- Smith and a vote of five to zero to reject the claim for the government tort claim with the litigation with Rebecca Oseguera.

## H. ADJOURN

The meeting adjourned at 3:49 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.*