



**Board of Directors
Regular Meeting Minutes**

Wednesday, June 25, 2025,

1:30 p.m.

MTA Directors in Attendance

Tess Albin-Smith- Interim Chair
Jim Tarbell, Vice Chair
Susan Sher
Dan Doyle
George West
Matthew Alaniz

MTA Directors Absent

Maureen Mulheren

Staff in Attendance

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

Staff Absent

Dawn White, Mobility Manager

Governor Newsom's Executive Order N-29-20 was revised on June 11, 2021, and Executive Order N-08-21 was revised on June 11, 2021. 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– Tess Albin-Smith- Interim Chair called the meeting to order at 1:30 pm

B. PUBLIC COMMENT- None

C. CONSENT CALENDAR

1. Approval of Minutes of May 28, 2025, Regular Board Meeting
Action: Approve May 28, 2025, Meeting Minutes
2. Acceptance of Preliminary Unaudited Financial Statements
Action: Approve Preliminary Unaudited Financial Statements
3. Acceptance of Service Performance Report
Action: Approve Service Performance Report
4. Acceptance of the Board Meeting Schedule
Action: Approve Board Schedule
5. Acceptance of the Special Events Calendar
Action: Approve Special Events Calendar

Upon Motion by Director **West** seconded by Director, **Tarbell** the Board accepted the Consent Calendar C1- C5 by roll call vote: **AYES:** Albin- Smith, Doyle, Sher, West, Tarbell, and Alaniz. **NOES: 0**, **ABSTAIN: 0**, **ABSENT:** Mulheren.

D. ACTION & DISCUSSION

1. Unmet Needs
Action: Solicit Public Input

Director Albin-Smith shares a personal story about her husband taking MTA Route 65 to get to UCSF in Santa Rosa. He often misses the SMART train connection because the bus bypasses the station, goes to the airport, and only returns after the train has already left. He would prefer to be dropped off earlier, near the SMART station, but that isn't a regular stop. As a result, he ends up using other transit options like Golden Gate Transit. Director Albin-Smith suggests a potential solution involving a slight route adjustment.

In response, Executive Director King acknowledged the issue and mentioned that many agencies changed their schedules during COVID, causing poor coordination. They suggest that now may be a good time to bring together regional transit agencies (via MTC) to find a solution, possibly by adjusting Route 65 to better serve the SMART train stop without major changes.

2. Acceptance of MTA Triennial Audit Report April 2025
Action: Accept the Triennial Audit Report

Kathy Chambers from Moore and Associates gave a presentation for the Triennial Audit Report.

Kathy Chamber reported that out of the two compliance findings, one has already been resolved and the other will be implemented before the next triennial audit. As for the two functional recommendations, they may need additional funding and might not be fully completed by the next audit. However, the next auditor will primarily look for evidence of progress or a clear decision on whether to proceed with them. Specifically, if the modernization of the maintenance facility isn't completed, it's acceptable as long as there's documentation showing the issue has been addressed in some form.

Upon Motion by Director **Sher** seconded by Director, **Alaniz** the Board accepted the Triennial Report 22/23 – 23/24 by roll call vote: **AYES:** Albin- Smith, Doyle, Sher, West, Tarbell, and Alaniz. **NOES:** 0, ABSTAIN: 0, ABSENT: Mulheren.

3. Public Hearing: FY 2025 Workforce Report

Action: Accept the Workforce Report

Upon Motion by Director **Tarbell** seconded by Director, **Sher** the Board accepted the Workforce Report by roll call vote: **AYES:** Albin- Smith, Doyle, Sher, West, Tarbell, and Alaniz. **NOES:** 0, ABSTAIN: 0, ABSENT: Mulheren.

4. FY 25/26 Final Operating Budget Resolution 2025-08

Action: Approve Final Operating Budget Resolution 2025-08

Upon Motion by Director **West** seconded by Director, **Alaniz** the Board approved Final Operating Budget Resolution 2025-08 by roll call vote: **AYES:** Albin- Smith, Doyle, Sher, West, Tarbell, and Alaniz. **NOES:** 0, ABSTAIN: 0, ABSENT: Mulheren.

5. FY 25/26 Final Capital Budget Resolution 2025-09

Action: Approve Final Capital Budget Resolution 2025-09

Upon Motion by Director **Alaniz** seconded by Director, **Sher** the Board approved Final Operating Budget Resolution 2025-09 by roll call vote: **AYES:** Albin- Smith, Doyle, Sher, West, Tarbell, and Alaniz. **NOES:** 0, ABSTAIN: 0, ABSENT: Mulheren.

6. Election of Chair to serve from July 1, 2025 to June 30, 2027

Action: Elect a Chair to the Board.

At the Regular Board Meeting held on June 25, 2025, the Board of Directors nominated Director Tess Albin-Smith to serve as Chair of the Board for the term beginning July 1, 2025, and ending June 30, 2027.

Upon Motion by Director **Tarbell** seconded by Director, **Doyle** the Board approved Director Albin- Smith to serve as Board Chair by roll call vote: **AYES:** Albin- Smith, Doyle, Sher,

West, Tarbell, and Alaniz. **NOES: 0**, ABSTAIN: 0, ABSENT: Mulheren.

Director Albin-Smith formally accepted the nomination, and the Board approved the appointment in accordance with its bylaws and procedures.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Mark Harvey, CFO reported that the Single Audit was not ready for the current board meeting and will be presented at the next board meeting. In the meantime, the CFO is focusing on year-end financial tasks, including handling complex journal entries and properly separating accounts payable and payroll between the two fiscal years, with the year ending in five days. Additionally, the CFO is continuing to collaborate with Jacob on fundraising efforts and making budget adjustments as needed.

Luis Martinez, Operations Manager, highlighted several upcoming events for the Fourth of July week, including **Frontier Days**, the **Salmon Barbecue in Fort Bragg**, and the **Fireworks display in Point Arena**. Due to a **shortage of drivers** during this busy period, it's **all hands on deck**. The manager expressed appreciation to the drivers for their increased participation in these community events and noted that **staff have been generally receptive and willing to go the extra mile**. Continued support and engagement from the team is valued and encouraged.

Bret Byrd, Maintenance Manager, shared that he will be traveling to Ohio on July 7th for a final inspection and sign-off of three Endura cutaway vehicles. This trip is part of the final steps to ensure that previously identified issues have been addressed. Byrd expressed excitement about the trip and the progress toward acquiring the new vehicles.

Saskia Rymer Burnett -Caltrans District 1 - Eureka

Saskia provided several updates from Caltrans:

- The FTA 5310 Call for Projects was released on June 30, with applications due by September 3. An information session to assist agencies with the application process will be held in July, date TBD. This has already been shared with SSTAC and local transit agencies.
- FTA formula funding for FY 2025 appears solid, with full apportionments in place.
- LCTOP funds for FY 2024–25 is already set, but, as in past years, there's some

uncertainty in timing. Funds are expected to be distributed in late summer.

- District Transit Plans are underway. These two-year plans aim to identify transit needs along the state highway system and comply with SB 960 by integrating transit into Caltrans SHOPP projects. The stakeholder engagement phase is about to begin, involving MTA, HTA, and other District 1 agencies.
- A draft of the Director's Policy on Transit will soon be released for public comment. MTA will receive an invitation to provide feedback in the coming weeks.

2. **Matters From MCOG.** – No Report.

3. **Matters from Directors**

Alaniz shared that this year will be the 99th year celebrating Frontier Days in Willits and thanked MTA, who will be participating in the parade.

Albin-Smith shared that the Fourth of July festivities, including the world's largest salmon barbecue on July 5th, are major community events. The salmon is brought in from Alaska, and the event serves around 5,000 people, with Director Albin-Smith personally involved in ticket sales.

She also noted an important and highly controversial Mill Site Review Workshop happening tomorrow at 5:30 PM at Cotton Auditorium, due to the scale and significance of the topic.

F. ADJOURN

The meeting adjourned at 3:20 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 at least 72 hours before the meeting.