



**Board of Directors
Regular Meeting Minutes**

Wednesday, October 29, 2025,

1:30 p.m.

MTA Directors in Attendance

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

MTA Directors Absent

Staff in Attendance

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

Staff Absent

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– Albin-Smith- Chair, called the meeting to order at 1:33 pm

B. PUBLIC COMMENT-

A community member, Mary Miles, reported that an MTA vehicle hit their parked car near her home, causing damage. Miles does not feel that she has been adequately responded to in

the matter and needs to have a follow up to ensure that MTA meets its obligations in the matter.

Chair Albin-Smith told Miles that she will personally follow up with her after the board meeting to discuss the issue in more detail and work toward an amicable resolution. She stated she would contact them offline.

C. CONSENT CALENDAR

1. Approval of Minutes of August 27, 2025, Regular Board Meeting

Action: Approve August 27, 2025, Meeting Minutes

2. Acceptance of Preliminary Unaudited Financial Statements July-August 2025

Action: Approve Preliminary Unaudited Financial Statements

Upon Motion by Director **Mulheren** seconded by Director **West**, the Board accepted the Consent Calendar C1 and C2 by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, Mulheren, Alaniz and Chair Albin-Smith

NOES: 0, ABSTAIN: 0, ABSENT:0

C.3 was pulled out for further discussion

3. Acceptance of Service Performance Reports FY 24/25 and June 2025 – September 2025

Action: Approve Service Performance Report

Director Tarbell noted that only the labels needed correction, and Director Mulheren requested a copy of the updated version for the record.

Upon Motion by Director **Alaniz** seconded by Director **Mulheren**, the Board accepted the Consent Calendar C3 with the amended changes. by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, Mulheren, Alaniz and Chair Albin-Smith

NOES: 0, ABSTAIN: 0, ABSENT:0

D. ACTION & DISCUSSION

1. Unmet Needs

Action: Solicit Public Input- NONE

2. Discussion and Possible Approval of Resolution 2025-12 Approving MTA's updated EEO Policy

Action: Accept Updated EEO Policy

“The Executive Director explained that the document was updated to reflect new laws and to meet Caltrans’s requirement for a review every three years. The updated version was reviewed and revised by legal counsel, and everything is now compliant.”

The Board directed staff to have Susan submit her proposed changes in writing so the attorney can review them, incorporate what is appropriate, and explain anything that cannot be included. Susan will send her suggestions to Jacob and Sara, and the item will be brought back at the next meeting. Chair Albin-Smith requested that legal attend the next meeting to discuss possible changes.

3. Discussion and Possible Approval of Resolution 2025-13 Approving the updated Capital Budget

Action: Approve Updated Capital Budget

Upon Motion by Director **Mulheren** seconded by Director **Alaniz**, the Board Approve undated Capital Budget by roll call vote: **AYES:** Doyle, Sher, West, Tarbell, Mulheren, Alaniz, and Chair Albin-Smith

NOES: 0, ABSTAIN: 0, ABSENT:0

4. Discussion of Systemwide Fare Realignment and Simplification

Action: Provide Direction to initiate a systemwide fare review

The Executive Director explained that this is the beginning of a discussion on simplifying fares and is asking the Board for directions to further explore fare recommendations. MTA has a pilot fare that it has been testing successfully through its tap-to-pay program.

A simplified fare structure would reduce MTA’s current 28 different fares down to one regular fare and one reduced fare systemwide, helping eliminate confusion and making fares more equitable. Other agencies have seen increased ridership after implementing similar systems.

Staff requested Board approval to spend time evaluating these options and return with a more detailed, refined report.

The Board members confirmed that staff have the direction they need and stated they look forward to receiving the fare comparison information.

E. DIRECTOR AND MANAGEMENT REPORTS

1. Matters from Management

Dawn White, Mobility Manager, reported that MTA participated in the 2025 Pumpkin Fest, which was highly successful with strong community engagement and record demand for schedules. Next, MTA will take part in the Hometown Holidays event using the trolley, working in partnership with the Greater Ukiah Business and Tourism Alliance. She also encouraged referrals for potential sponsors and noted that confirmation for the staff and board dinner is expected soon, with email invitations to follow.

Luis Martinez, Operations Manager, reported that MTA is getting closer to being fully staffed across all locations—South Coast, Fort Bragg, and Ukiah. The final South Coast driver is in training, two more drivers are still needed in Fort Bragg, and one driver is currently in training for Ukiah. Progress is steady.

Mark Harvey, CFO, reported that instructions and updates for signature cards will be emailed individually to each authorized signer. Harvey also noted that the county officially closed MUNIS on October 14th, allowing MTA to move forward with the 2024–2025 audits.

Jacob King, Executive Director,

The Executive Director King reported that he and Bret Byrd, Maintenance Manager, are actively working on multiple projects:

- Charging Infrastructure & Solar Canopy:

A design team has been working for three weeks on plans for charging infrastructure and a solar canopy.

- Shop SOPs & Electrical Safety Program:

Consultants are developing new Shop Standard Operating Procedures and an Electrical Safety Program to ensure compliance with Cal-OSHA and federal high-voltage safety regulations.

- Endura Buses:

The Indera buses have been built and are in California; however, the manufacturer failed to apply for HVIP funding (\$78,000 per bus). MTA will not accept delivery until the funding is secured. Operations are temporarily paused pending resolution.

- Transit Center Project:

MTA is in discussions with the City of Ukiah, MCOG, and PEP Housing regarding a potential mixed-use Transit Center near the new Ukiah courthouse. The concept includes a transit hub combined with senior housing and possibly other uses. Discussions are ongoing as partners explore feasibility, funding and design.

2. Matters From MCOG

James Sookne reported that MCOG is finalizing the update to the 2026 Regional Transportation Plan. While the goal is to present it to the Board in December, it may be delayed until February. He noted that the transit element has been updated in coordination with MTA staff and primarily incorporates the Capital Improvement Program (CIP).

3. Matters from Directors

Director Albin-Smith reported successful recent community events and noted preparations for Trunk-or-Treat. Upcoming events include the Day of the Dead celebration on November 2, Symphony of the Redwoods concerts on November 15–16, and Winterfest on December 6.

Director Alaniz reported strong attendance at Willits' Harvest Moon Carnival and shared that a new entertainment zone policy may expand local events. Willits is also preparing for its 100th anniversary Rodeo in 2026. He highlighted MTA's role in supporting community connectivity and tourism.

Director Sher reported ongoing community concern regarding School Street trees due to sidewalk and infrastructure impacts. No decisions have been made, and further assessments are underway. A community meeting is planned to discuss options, including possible sidewalk modifications or gradual tree replacement.

Saskia Burnett, Transit Planner for Caltrans District 1, reported that Caltrans has been working with all four regional transit agencies on the District Transit Plan, gathering input on transit stop conditions and overall transit needs along the state highway system. All agency comments, including MTA's, are being entered into a survey tool due Friday. A meeting with the statewide team is planned for mid-November to review data and discuss next steps. Phase one focuses on technical input from transit agencies, while phase two—beginning in early 2026—will include public input from board members, community members, cities, counties, and other stakeholders.

F. ADJOURN

The meeting adjourned at 2:48 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.