

MEMORANDUM OF UNDERSTANDING

Between Mendocino-Lake Community College District and Point Arena USD

Regarding Transportation Services – Summer Term 2025

I. Purpose

The purpose of this agreement is to facilitate student access to educational opportunities offered by the DISTRICT by supporting transportation from Point Arena USD to the Mendocino College Coast Center during the summer term, as well as for one educational trip scheduled for July 29, 2025.

II. Responsibilities of the AGENCY

1. Transportation Services:

- The AGENCY shall provide a vehicle appropriate to transport summer program participants and a qualified driver to transport students between High School (270 Lake St, Point Arena, CA 95468) and the Mendocino College Coast Center (1211 Del Mar Dr, Fort Bragg, CA 95437), as well as for the additional educational trip on July 29, 2025.

2. Schedule:

- The vehicle shall depart from the high school with sufficient time to arrive at the Mendocino College Coast Center by 8:45 AM.
- The vehicle shall return to pick up students from the Center at 3:00 PM.
- This service shall operate Monday through Thursday, from June 9, 2025, through July 17, 2025.
- An additional educational field trip will take place on July 29, 2025, for an end-of-summer celebration designed to build bonds among students participating in summer programs at all three Mendocino College Centers.
- Students will be transported from the high school to the Mendocino College Coast Center, then depart from the Coast Center by 8:00 AM to travel to Mendocino Redwoods RV Resort (1600 CA-20, Willits, CA 95490).
- Around 12:00 PM, students will be transferred to Recreation Grove Park (S. Lenore Ave., Willits, CA 95490).
- The return pickup will occur at Recreation Grove Park, with the final return time to be determined.

3. Invoicing:

The AGENCY agrees to submit a single invoice to the DISTRICT at the end of the summer term. The invoice shall include:

- A fixed payment of \$2,500 for hiring the driver.
- Reimbursement at a rate of \$0.70 per mile for:
 - 2112 miles of regular summer transportation, totaling \$1478.40, and
 - 160 miles for the July 29, 2025, educational trip, totaling \$112.

The total transportation reimbursement will be \$1590.40, in addition to the fixed driver payment.

4. Documentation:

The AGENCY shall include with the invoice a log of total miles driven and the dates of service, including the educational trip.

III. Responsibilities of the DISTRICT

1. The DISTRICT agrees to provide the AGENCY with \$2,500 for driver compensation and \$0.70 per mile for documented transportation mileage.
2. Payment will be issued within 45 days of receiving a complete and valid invoice.
3. The DISTRICT will coordinate with the AGENCY to confirm summer program and trip details.

IV. Term and Termination

This MOU shall be in effect from June 16, 2025 through July 29, 2025. Either party may terminate this agreement with 14 days' written notice. Services rendered prior to termination will be compensated as outlined above.

If both the DISTRICT and the AGENCY mutually agree that transportation services are no longer needed—such as in the event of consistently low student ridership—the transportation may be discontinued prior to the end date without penalty. In such cases, the AGENCY shall invoice only for services actually rendered up to the point of discontinuation.


V. Indemnification

Each party shall be responsible for the acts and omissions of its employees, officers, and agents. The AGENCY agrees to maintain appropriate insurance coverage for its vehicles and personnel used to fulfill this agreement.

VI. Signatures

Mendocino-Lake Community College District

Debra Polak Vice President of Academic Affairs

Signature: 

Date: _____

Point Arena USD

Authorized Representative Name & Title: **Superintendent**

Signature: 
warren Galletti (May 22, 2025 08:49 PDT)

Date: 05/22/2025










MOU_Point_Arena_USD_Transportation and Trip

Final Audit Report

2025-05-22

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