

MINUTES

**MENDOCINO COUNCIL OF GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE**

January 17, 2018
MCOG Conference Room

Members Present

Alicia Meier, County DOT
Tom Varga, City of Fort Bragg
Rick Seanor, City of Ukiah
Dusty Duley, City of Willits
Jacob King, MTA
Tasha Ahlstrand, Caltrans
Richard Shoemaker, City of Point Arena

Staff Present

Phil Dow, MCOG Administration
Janet Orth, MCOG Administration
Loretta Ellard, MCOG Planning
Nephele Barrett, MCOG Planning
Lisa Davey-Bates, MCOG Planning

Others Present

Trenton O'Daye, Pinoleville Pomo Nation

Members Absent

Mitch Stogner, NCRA (*Non-Voting*)
Barbara Moed, AQMD
Jesse Davis, County DPBS

1. **Call to Order/Introductions** – Phil called the meeting to order at 10:05 a.m. Self-introductions were made.
2. **Public Expression** – None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow input from tribal representatives. Trenton O'Daye, representing Pinoleville Pomo Nation, advised that he was attending today's meeting as an observer, and had no specific item to address.

10:07 a.m. Richard Shoemaker arrived

4. **Approval of 10/25/17 Minutes** – Motion by Rick Seanor, seconded by Tom Varga, and carried unanimously, the minutes of 10/25/17 were approved as submitted.
5. **2018 TAC Meeting Schedule** – Loretta advised that four TAC meeting dates in 2018 conflict with California Transportation Commission (CTC) meetings, so she is proposing alternate dates since Executive Director Dow attends most CTC meetings.

Richard Shoemaker suggested moving TAC meetings regularly to the fourth Wednesday, but other members noted conflicts on that day. A brief discussion ensued and additional alternate meeting dates were suggested. There was a *general consensus* to continue this matter to the next meeting, with staff to poll members on preferred dates and morning/afternoon preferences.

6. **"Willits Before and After Study" (Willits Bypass)** – The item was continued to later in the meeting, pending arrival of Caltrans staff.

7. **FY 2017/18 Overall Work Program – First Quarter Report** – Loretta referenced the quarterly report, and noted that it's too early in the fiscal year to be concerned about individual work elements' progress. No concerns were mentioned. She advised that MCOG staff will soon be working on scheduling the community meetings included in Work Element 3 (Community Transportation Planning & Coordination) to revisit priorities established in previously completed downtown plans/community plans, and studies. Phil advised that MCOG's new website will have individual pages dedicated to community plans/studies that have been completed.

8. **FY 2017/18 Overall Work Program – Proposed Third Amendment** – Loretta reviewed the proposed amendment and explained the need to: (1) program a recently awarded Caltrans Sustainable Communities Transportation Planning grant, and local match; and (2) move Rural Planning Assistance funds not expected to be needed in W.E. 10 to other projects where most needed, to avoid potential carryover issues. This proposed amendment will:

- W.E. 1 (MCOG) Regional Government & Intergovernmental Coordination – add \$15,000 in RPA funds to this work element from W.E. 10.
- W.E. 3 (MCOG) Community Transportation Planning & Coordination – add \$10,000 in RPA funds to this work element from W.E. 10.
- W.E. 10 (MCOG) Regional Transportation Plan 2017 Update, Ph. 2 – Carryover – Transfer \$32,000 in RPA funds out of this work element into *Work Elements 1, 3, and 16 (as described herein)*
- W.E. 16 (MCOG) Multi-Modal Transportation Planning – add \$7,000 in RPA funds to this work element from W.E. 10.
- Add New W.E 21 (MCOG) Pedestrian Facilities Needs Inventory/Engineered Feasibility Study – Inland/North Coast Area – program Caltrans Sustainable Communities Grant project totaling \$202,450 (*\$179,229 grant; \$23,221 local match – from LTF carryover*).

This proposed amendment would increase the FY 2017/18 OWP from \$1,488,176 to \$1,690,626, an increase of \$202,450. A brief discussion ensued, with Loretta responding to questions.

Motion by Rick Seanor, seconded by Alicia Meier, and carried unanimously, to recommend to MCOG approval of the Third Amendment to FY 2017/18 Overall Work Program.

9. **FY 2018/19 Draft Overall Work Program – Summary of Applications Received** – Loretta reviewed her staff report outlining funding requests and expected revenue for the Draft FY 2018/19 OWP. She advised that four applications were received, totaling \$178,125. In addition, MCOG's approved contract for staff transportation planning services with Davey-Bates Consulting is expected to be in the range of \$370,000+- (*including an estimated 3% CPI increase*). Other annual direct costs are estimated at \$32,850; for an estimated total of \$580,975.

Loretta advised that revenues are estimated at \$530,750, but that number will change once carryover amounts are known. At this early stage in the process, there would be an estimated shortfall of \$50,225 when comparing funding requests to expected revenue. TAC input on funding priorities will be needed for preparation of the Draft OWP, which is due by March 1.

Applicants were invited to review their requested projects. Tom Varga reviewed Fort Bragg's proposed project: Transportation Planning for Mill Site Reuse & Rezoning Project, explaining that the requested funding is for the transportation portion of a larger project. Alicia Meier reviewed the

County's requested Combined Special Studies work element, which systematically addresses problems on County roads. Jacob King reviewed MTA's request for a Transit Designs Guide Manual and advised that MTA is working on bringing bus stops into Americans with Disabilities Act compliance. Janet Orth reviewed MCOG Administration's application for a Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update, advising that the 2013 Readiness Plan has been used for partnering with others, but is already out of date.

A brief discussion ensued. Richard and Tom expressed support for the ZEV project, and Tasha expressed support for Fort Bragg's project. Loretta will prepare the Draft FY 2018/19 OWP for TAC recommendation at the February TAC meeting, for submission to Caltrans by March 1. TAC members were invited to contact her with any concerns.

10. Regional Transportation Plan – 2017 Update – Nephele reviewed her staff report and summarized outreach efforts conducted during development of the Regional Transportation Plan. She advised that the final draft has been prepared and incorporates comments received. The final plan was posted on MCOG's website (<http://mendocinocog.org>), and hard copies will be provided to TAC members upon request. She also advised that a draft Negative Declaration for the RTP has been prepared and distributed for review through the State Clearinghouse, as well as posted on MCOG's website. Since the Willits Bypass project has been completed and a Hopland Bypass is no longer on the table, staff determined that an Environmental Impact Report was not needed, as no significant cumulative impacts are expected.

The official 30 day review period for the Negative Declaration ends on February 2, 2018. The RTP and Negative Declaration are scheduled to be considered by MCOG on February 5, 2018.

Nephele advised that she received comments today on the final Plan from Janet Orth (MCOG Administration) regarding electric vehicles and alternate fuels readiness, a climate change policy, and minor formatting comments. Janet briefly addressed her comments, and stated that the electric vehicle charging station policy is inconsistent with MCOG's adopted Readiness Plan. A brief discussion ensued, and Nephele proposed suggested wording in the Climate Change policies to "*encourage public and private investment in the countywide electric vehicle charging station network*" Richard Shoemaker requested that wording also be included for cooperation in regional activities, and Nephele agreed that could be added to the objective to participate in regional planning efforts.

Nephele summarized that she is seeking a TAC recommendation to approve the electric vehicle charging station policy change and allow staff to make minor editorial changes to the RTP, and recommend that MCOG adopt the RTP and Negative Declaration.

Motion by Tom Varga, seconded by Richard Shoemaker, and carried (with Tasha Ahlstrand abstaining), to recommend approval of the Final RTP 2017 Update and Negative Declaration as recommended by staff, with any substantial changes to be provided to TAC members by e-mail, and a special TAC meeting to be called, if needed.

Nephele advised that the adoption of the RTP will start the Regional Housing Needs Allocation (RHNA) process, and there will be six months to complete that process.

11. FY 2017/18 Local Transportation Funds (LTF) 2% Bike & Pedestrian Program Applications – Loretta advised that there is approximately \$137,000 available to award in MCOG's

LTF 2% Bike & Pedestrian program. Three applications were received (totaling \$274,832), as follows: (1) City of Willits- Elm Lane Pedestrian Ramp Improvements (\$48,000); (2) County Dept. of Transportation - Branscomb Road Multi-Use Bridge Over Ten Mile (\$137,000); and (3) City of Point Arena - Port Road Rehab & Overlay (\$89,832).

Applicants were invited to review their applications. Dusty Duley reviewed the City of Willits’ application, advising that the project would construct six ADA-compliant ramps to create an accessible path to essential services for residents of southwest Willits and Muir Mill Road. Alicia Meier reviewed the County’s application, explaining that bids for the Branscomb Road pedestrian bridge came in too high last year, and the County is trying to get this project (which includes prior LTF 2% funding, as well as other MCOG funding) fully funded. She added that it is currently out for bid, with bids due Jan. 25. The County is concerned that bids may be higher than last year, but if bids are favorable, it’s possible that these additional funds would not be needed. Richard Shoemaker reviewed Point Arena’s application for rehabilitation of the bike lane on Port Road, noting the bike lane portion is a component of a larger project.

A discussion ensued, and a question arose of whether the TAC would prefer to wait until the Branscomb Road Bridge bids came in before voting. There was *consensus* to rank projects today. Members submitted their ranking forms, ranking projects #1, #2, and #3 (*with #1 being the highest*).

Break 11:53 a.m. – 12:07 p.m. (approx.)

Scores were tallied during the break, and Phil announced the following results:

Applicant	Project	Funds Requested	TAC Ranking (lower points are better)
County Dept. of Transportation	Branscomb Road Multi-Use Bridge Over Ten Mile Creek along Branscomb Road in Laytonville	\$137,000	#1 - 11 points
City of Point Arena	Port Road Rehab & Overlay (<i>Bike Lane Portion</i>)	\$ 89,832	#2 – 15 points
City of Willits	Elm Lane Pedestrian Ramp Improvements	\$ 48,000	#3 - 16 points

Phil advised that the Branscomb Road pedestrian bridge bids will be known before the MCOG meeting, and asked if lower ranked projects would accept partial funding, if the County’s project does not need the whole \$137,000. Both Dusty and Richard advised that they would accept partial funding if offered.

Motion by Rick Seanor, seconded by Jacob King, and carried unanimously, to recommend to MCOG full funding of the #1 ranked project “Branscomb Road Multi-Use Bridge Over Ten Mile Creek along Branscomb Road in Laytonville”, if needed; and if it does not require all of the requested \$137,000 (once construction bids are known, next week), any remaining funding should be awarded to the #2 and #3 ranked projects, in order of ranking.

12. Request from City of Fort Bragg for Regional Surface Transportation Program (RSTP) Funds for EV Charging Stations – ADA Compliance Improvements – Tom Varga reviewed the City of Fort Bragg’s request for MCOG funding to help bring two EV charging stations in Fort Bragg into ADA compliance. He explained that one of the two charging stations installed by the Mendocino Land Trust

has resulted in a problem since parking spaces adjacent to the charger are not ADA compliant. He said he is working on obtaining quotes and preliminary cost estimates are \$18,000 - \$24,000.

Phil advised that MCOG participated in funding an EV charging station last year in Point Arena, and there are funds available in MCOG's Partnership Funding Program, but he wants the City to partner on the funding. Tom advised that the City could come up with half of the cost, and he is requesting that MCOG also contribute half.

Motion by Richard Shoemaker, seconded by Alicia Meier, and carried (*with Tom Varga abstaining*), to recommend to MCOG to use MCOG's Partnership Funding Program funds up to \$12,000, to offset costs for this project.

Janet Orth advised of a webinar this Friday for ADA requirements for charging stations.

6. **"Willits Before and After Study" (Willits Bypass)** – Tasha requested that this report be continued to the next meeting, as the expected Caltrans staff is unable to attend today's meeting. Phil displayed a plaque that MCOG recently received for the Willits Bypass project receiving the "Best Rural Project 2017 Excellence in Transportation" award from Caltrans.

13. **Pedestrian Facility Needs Inventory & Engineered Feasibility Study - Consultant Selection Committee Formation** – Loretta asked TAC members if they wanted to participate on the Consultant Selection Committee that will soon be reviewing proposals for the Pedestrian Facility Needs Inventory & Engineered Feasibility Study.

Rick, Richard, and Tasha agreed to participate. Dusty, Alicia and Tom advised that they will check with others from their agencies, and follow up with Loretta.

14. **SB 1 – Road Repair & Accountability Act of 2017** – An updated report on the various programs under SB 1, prepared by Phil Dow, was included in the agenda packet. Phil distributed information on CTC staff recommendations for the 2018 Local Partnership formulaic program. He advised that one of the statewide initiative efforts to repeal SB 1 has failed, but another is underway in an effort to qualify for the November ballot.

12:30 p.m. Richard Shoemaker excused

15. **TAC Training Funds (FY 2017/18 Overall Work Program, W.E. 14)** – Loretta explained that the total funding budgeted for local agencies in the FY 2017/18 Overall Work Program for transportation-related training (W.E. 14 Training) is \$12,332. Funds claimed to date (*or reserved*) total approximately \$3,700, leaving approximately \$8,632 available for the balance of the fiscal year.

She explained the purpose of this agenda item is to obtain input on expected training needs this fiscal year, because the County Department of Transportation has requested a higher level of training funds than in the past, which could impact available funding for other agencies. The County's pending request is approximately \$2,240. After brief discussion, there was a *consensus* to support approving the County's request.

16. **Staff Reports**

16a. **Active Transportation Plan - Adopted by MCOG on 11/6/17-** Nephela advised that local

agencies may take the adopted Active Transportation Plan to their Board/Councils and have it accepted via resolution, if desired.

16b. SB 1 Local Partnership Program Competitive Program – Applications due 1/30/18 – Phil noted the due date for the competitive program, and advised that much of the application requirements are in the same format as the application for the regular formula share.

16c. 2018 Caltrans Transportation Planning Grant Workshop – 1/30/18 – Tasha encouraged members to attend this workshop which will be held in Eureka and video-conferenced in Ukiah (*at Caltrans maintenance yard conference room*). In response to a question about the “black cat” program used for transit grants, Tasha advised that there has been talk of using that program for these grants, but that has not happened. Lisa commented that training on “black cat” is needed.

16d. Caltrans Sustainable Communities & Adaptation Planning Grants – Applications due 2/23/17- This grant deadline was noted and Loretta advised that staff is available to assist with applications.

16e. Active Transportation Program (ATP) Cycle 4 (3/26/18 – 5/30/18) – The next grant cycle was noted, and Phil advised that SB 1 added a lot of funding into this program, so it would be a good time for agencies to apply if they have a good project. He said that there are now five different applications requiring various levels of detail, depending on project size and type.

17. Miscellaneous

Local Streets and Roads Funding Estimates - Tom Varga commented that Fort Bragg’s estimates for local streets and roads funding appeared to be off, and there were some questions related to Maintenance of Effort amounts. Phil suggested checking with the League of Cities.

Urban Greening Grant Program, Round 2 – Loretta said she received an announcement about the next round of Urban Greening grants, which she will forward to TAC members.

Local Streets and Roads Assessment Survey – Lisa asked members to complete the Local Streets and Roads Assessment Survey which they should soon be receiving.

SB 1 Repeal/ACA 5- Lisa advised that one SB 1 repeal effort has failed, but another effort is ongoing. ACA 5 (legislation to protect transportation funding) will be on the June 2018 ballot, and supporters are hoping it will protect against the SB repeal effort.

Lake Transit Authority – General Manager – Lisa announced that LTA is recruiting for a general manager, and a flyer will be soon be sent to the TAC.

City of Willits - Dusty announced that the City of Willits will be hiring an assistant planner.

18. Adjournment – 1:05 p.m.

Respectfully Submitted,

Loretta Ellard
Deputy Planner
/le