

MENDOCINO COUNCIL OF GOVERNMENTS

APPROVED MINUTES Monday, December 4, 2023

Primary Location:

County Administration Center, Board of Supervisors Chambers
Room 1070, 501 Low Gap Road, Ukiah

Teleconference Locations:

Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg
Point Arena City Hall, 451 School St., Point Arena
Caltrans District 1, 1656 Union St., Eureka

General Public Teleconference by Zoom

ADDITIONAL MEDIA:

[Mendocino County Video](https://www.mendocinocog.org) or find
[YouTube link at http://www.mendocinocog.org](http://www.mendocinocog.org) under *Meetings*

The Mendocino Council of Governments (MCOG) meets as the Board of Directors of:
Mendocino Regional Transportation Planning Agency (RTPA) and
Mendocino County Service Authority for Freeway Emergencies (SAFE)

1. Call to Order and Roll Call. The meeting was called to order at 1:30 p.m. with Directors present: John Haschak, Mike Carter, Josefina Duenas in Ukiah; Bernie Norvell and Dan Gjerde in Fort Bragg; Jeff Hansen in Point Arena; and Tatiana Ahlstrand (Caltrans/PAC) in Eureka. Greta Kanne was excused. Chair Gjerde presiding.

Staff present in Ukiah: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; James Sookne, Program Manager; Loretta Ellard, Deputy Planner; Jody Lowblad, Administrative Assistant.

Staff present by Zoom: Michael Villa, Project Coordinator.

2. Assembly Bill 2449 Notifications and Considerations. This item is to receive and address requests from Board members to participate in the meeting from a non-posted location, subject to conditions set forth in AB 2449. There were no such requests.

3. Convene as Convene as RTPA

4. Recess as RTPA – Reconvene as Policy Advisory Committee

5. Consent Calendar. Upon motion by Norvell, second by Haschak, and carried unanimously on roll call vote (*7 Ayes – Haschak, Carter, Duenas, Norvell, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne*): IT IS ORDERED that consent items are approved.

5. Approval of November 6, 2023 Minutes – as written

6. Public Expression. Mr. Dave Shpak of Gualala thanked MCOG for its generosity in allowing participation, noting the past couple of years of activity have been interesting. He expressed admiration for the skills and dedication of all involved, and wished happy holidays to everyone.

7. Public Hearing at 1:30 p.m. or as soon thereafter as possible: Technical Advisory Committee (TAC) Recommendation of November 15, 2023 – Approval of Resolution Adopting the 2024 Regional Transportation Improvement Program (RTIP). Program Manager Sookne

reported legal notice in Ukiah’s newspaper of general circulation; proof of publication was included in the agenda packet materials. With no objections, a finding of proper notice was made by consensus.

He then reported this is the final action of the two-year cycle and summarized his written staff report, noting both maximum and target amounts available. A call for projects was issued, and the TAC reviewed and recommended a scored, prioritized list. The Council then voted on direction to staff at the November 6 board meeting for developing the final RTIP now presented for adoption. Mr. Sookne also clarified several details concerning specific projects and funding sources.

The Chair opened the public hearing at 1:38 p.m. Dave Shpak expressed appreciation for the board and committee members’ work, recognizing limited funds available. Fellow members of the Gualala Municipal Advisory Council and the community join him in thanks to MCOG and Caltrans for advancing the streetscape project, understanding that the cost dips into future STIP allocations to accomplish this long-term effort. Thanks also for supporting much needed Mountain View Road rehabilitation, an important connector to the South Coast.

The hearing was closed at 1:40 p.m.

Upon motion by Carter, second by Duenas, and carried unanimously on roll call vote (7 Ayes – Haschak, Carter, Duenas, Norvell, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne): IT IS ORDERED that the following resolution is adopted, to program \$17,507,000 for transportation projects in the Mendocino County region over the next five years, and staff is authorized to submit the adopted RTIP to Caltrans and the California Transportation Commission.

Resolution No. M2023-12

Adopting the 2024 Regional Transportation Improvement Program
(Reso. #M2023-12 is incorporated herein by reference)

Project Name and Location	Amount	Total
Planning, Programming & Monitoring	\$ 407,000	
North State Street Intersection & Interchange Improvement, Ph. 1 - CON	13,900,000	
Gualala Downtown Enhancement Streetscape Project - CON	1,200,000	
2024 Road Rehabilitation on Mountain View Road - CON	2,000,000	
Total New Programming		\$ 17,507,000
North State Street Bridge Replacement over Ackerman Creek	\$ 602,300	
Unprogrammed Funding Commitment		\$ 602,300

8. Approval of Resolution Adopting the SB 125 Formula-Based Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) Allocation Plan for Fiscal Year 2023/24. Ms. Barrett summarized her written staff report, noting three project activities requested by Mendocino Transit Authority, as discussed and directed by the Council for allocation in the plan. She noted changes since the first draft presented in November. The Laytonville and Covelo service remained flexible to resolve logistics of the project. Staff consulted with CalSTA, whose advice for best eligibility was to combine the three activities into one project. This also has the advantage of being able to make future budget adjustments among these elements, allowing MCOG greater flexibility. A draft resolution was provided in the agenda packet to adopt the allocation plan. The narrative portions of the plan were presented, and staff will work to complete the allocation package with all required forms and data by the December due date. There was no further discussion.

The Chair invited public comment, with none heard for this item.

Upon motion by Norvell, second by Carter, and carried unanimously on roll call vote (7 Ayes – Haschak, Carter, Duenas, Norvell, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne): IT IS ORDERED that the following resolution is adopted, and staff is authorized to submit the allocation package, along with relevant forms and data, to the California State Transportation Agency (CalSTA) by December 31, 2023.

Resolution No. M2023-13

Adopting the SB 125 Formula-Based
 Transit & Intercity Rail Capital Program (TIRCP) and
 Zero Emission Transit Capital Program (ZETCP) Allocation Plan
 for Fiscal Year 2023/24
 (Reso. #M2023-13 is incorporated herein by reference)

Project Elements	TIRCP	ZETCP
Administration – MCOG	\$110,636	
Ukiah Transit Center Development	\$2,000,000	
Zero Emission Vehicles	\$2,237,593	\$505,296
Laytonville & Covelo Service	\$500,000	

9. Discussion/Direction and Possible Adoption of 2024 MCOG Board Calendar. Ms. Orth reviewed staff’s proposed schedule, noting highlights and options available. The California Transportation Commission’s visit in April for a Town Hall community meeting is suggested to replace the regular April meeting. Typically just one meeting is needed during March and April, so there may be little if any business to conduct. The August meeting differs from the first Monday custom, scheduled for second Monday to even the span from June to October. A transportation tour is tentatively proposed for October; staff noted the Covelo Trail project may be completed by then and a good location to visit.

In brief discussion, Director Haschak noted the Board of Supervisors’ calendar is pending, which may affect August dates. Chair Gjerde noted since the calendar may be amended during the year, it would be acceptable to adopt the calendar as proposed.

Upon motion by Haschak, second by Carter, and carried on unanimously on roll call vote (7 Ayes – Haschak, Carter, Duenas, Norvell, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne): IT IS ORDERED that staff’s recommended 2024 MCOG Board Calendar is adopted, subject to later amendment as needed.

10. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. **Upon motion** by Norvell, second by Haschak, and carried unanimously on roll call vote (6 Ayes – Haschak, Carter, Duenas, Norvell, Hansen and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

11. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand announced a public open house for the SR-222 Talmage Road Corridor Plan on December 7 at Mendocino County Office of Education. There will be a ribbon cutting ceremony for downtown Covelo’s downtown project on December 15. The Caspar large-item Dump Day is on Saturday, December 16. Laytonville Dump Day vouchers will be handed out on December 15 at

Harwood Hall. She then answered questions about projects in the Milestones report provided in the agenda packet.

- b. Mendocino Transit Authority. Jacob King, MTA General Manager, reported the MTA Board will meet and receive a presentation of the Ukiah Transit Center draft feasibility study on Wednesday, December 6. Also they are developing the Short Range Transportation Development Plan (SRTDP); the consultant will hold a community workshop January 9 in Fort Bragg, and a virtual workshop on January 11. Updates will be posted and comments accepted on the project website: <https://www.2023mendocinotransitplan.com/contact>.
- c. Great Redwood Trail Agency. Director Haschak reported on the November 9 meeting, when the Board contracted with Elaine Hogan as the new Executive Director. The December 21 meeting is scheduled for Ukiah, here in the Supervisors chambers.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.
- e. MCOG Administration Staff
 - i. *Social Services Transportation Advisory Council's Unmet Transit Needs Workshop of November 29, 2023 – Findings to MCOG Public Hearing on February 5, 2024*. Ms. Orth reported a list of seven needs and two non-service needs will be brought forward as testimony in the hearing. Staff is optimistic that some of the needs may be considered feasible and reasonable to meet for funding in the coming fiscal year. She outlined the annual process through MCOG's committees and budget adoption in June. Also, there are currently four vacancies on the SSTAC, so suggestions for nominations are invited and participation encouraged.
 - ii. *Miscellaneous*. Ms. Barrett reported that an anticipated Caltrans presentation on the Gualala Downtown Streetscape project will likely come to MCOG on the February agenda.
 - iii. *Next Meeting Date*. Monday, February 5, 2024.
- f. MCOG Planning Staff
 - i. *Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center*. Deputy Planner Ellard added to MTA's status report. The updated draft plan was received from the consultant and will be posted to MCOG's website. Also a request was received from City of Ukiah to look into one additional site, so staff is working with the consultant to see how that may be accommodated. The project is moving forward.
 - ii. *Miscellaneous*. None.
- g. MCOG Directors. Director Haschak planned to attend the ribbon cutting ceremony for Covelo downtown project December 15, with a meet-and-greet event at the Veteran's Hall.
- h. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak reported a board retreat in Riverside December 8; he will attend most of the meeting remotely by teleconference.

12. Adjournment. The meeting was adjourned at 2:10 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO