

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday, August 31, 2015

County Administration Center, Board of Supervisors Chambers

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 / Roll Call / Appointment of Chair Pro Tem. The meeting was called to order at 1:37 p.m. with Directors Jackman (Caltrans/PAC), Alternate Scott Deitz, Larry Stranske, Alternate Michael Carter, Alternate John McCowen, and Tom Woodhouse present. Director Trevor Sanders was excused. Director Steve Scalmanini was absent.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; and Loretta Ellard, Deputy Planner.

Ms. Orth conducted a brief process in accordance with the bylaws to appoint a Chair Pro Tem in the absence of both the Chair and Vice Chair. Executive Committee member Woodhouse volunteered to serve. Alternate McCowen moved to nominate Director Woodhouse, seconded by Alternate Carter. There were no further nominations. **The motion carried** unanimously (*5 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that Director Woodhouse is the Chair Pro Tem for this meeting.

2. Convene as RTPA

3. Recess as RTPA - Reconvene as Policy Advisory Committee. Executive Director Dow requested an addition to the agenda and explained the need to add “Consideration of Endorsement of California Statewide Federal Surface Transportation Reauthorization Consensus Principles.” Staff verified the required process as described on the agenda. A handout was distributed, consisting of an email dated August 24, 2015 from Caltrans Director Malcolm Dougherty and a copy of the consensus principles as developed by a coalition of transportation stakeholders. It was confirmed that the materials were received after the agenda posting date of August 20.

Upon motion by McCowen, second by Stranske, and carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that 1) there is a need to take immediate action, 2) the need for action arose after the agenda was legally posted, and 3) the following item is added to the agenda.

Addition to Agenda: Consideration of Endorsement of California Statewide Federal Surface Transportation Reauthorization Consensus Principles. Mr. Dow briefly summarized the eight pages of principles that had been vetted by various statewide committees over the summer. He recommended that the members contact him with further questions or comments by noon on Wednesday. He then highlighted the most significant issues to MCOG: Long-Term Reauthorization Bill; Fix-It-First and Safety; Freight/Goods Movement; Funding and Finance; Public Transportation; and Streamlining Planning, Programs and Project Delivery. He acknowledged there are some important aspects to the categories he skipped over in giving this summary. The Chair Pro Tem invited board questions. A brief discussion ensued as to whether the requested action might constitute a serial meeting; it was agreed that it would not. The Chair Pro Tem invited public comment; no one wished to speak to the item.

Upon motion by McCowen, second by Stranske, and carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that the Consensus Principles are endorsed as discussed, and the Executive Director is authorized to receive further board comments over the next two days for inclusion in the letter of endorsement to be transmitted to Caltrans Director Dougherty.

Public Expression. None.

4 - 6. Regular Calendar.

4. Executive Committee Recommendation of August 6, 2015: Approval of Resolution Adopting Fiscal Policies in Compliance with GASB (Government Accounting Standards Board) Statement No. 54. Ms. Orth summarized her written staff report. The purpose of this action is compliance with a fiscal audit recommendation. This would define and classify how cash assets will be reported when there is a balance at year end. It improves public disclosure of how decisions are made as to the use of available funds. The resolution would adopt definitions of fund classifications; the exhibit assigns those attributes to each of MCOG's 14 cash accounts.

Upon motion by McCowen, second by Carter, and unanimously on roll call vote (*6 Ayes – Jackman/PAC, Deitz/Alt., Stranske, Carter/Alt., McCowen/Alt., and Woodhouse; 0 Noes; 0 Abstaining; 2 Absent – Scalmanini and Sanders*): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2015-15

Adopting Fiscal Policies in Compliance with GASB Statement No. 54
(Reso. #M2015-15 is incorporated herein by reference)

5. Technical Advisory Committee Recommendations of August 19, 2015:

- a. 2016 Regional Transportation Improvement Program (RTIP) Priorities and Policy Guidance. Mr. Dow reviewed the matter, emphasizing the importance of looking more into the future, so as not to lose sight of priorities that might not be funded until much later on. This item has been considered by both the Executive Committee and the Technical Advisory Committee, with no material changes to staff's proposed draft resolution. He recommended discussion today and action at a following meeting, his customary policy with significant issues. He noted several points in the staff report and proposed resolution, including:

- Definitions of short, intermediate, and long-term timeframes
- Long-term (over 20 years) priority for the second phase of US-101 Bypass of Willits
- A new item identifying a strategy of leveraging funds with State for rehabilitation projects, and crucial nature of pavement management projects to address deteriorating condition
- Another new item addressing the State's Active Transportation Program (ATP), noted since this grant program added more funds in its first cycle than the STIP provided; Mr. Dow's recommendation was to look to this source for bicycle and pedestrian capital projects before going to the STIP, which has many more competing needs.

Questions and discussion included:

- When will funds be available for local streets and roads? The Pavement Condition Index reports indicate the burden on local agencies. No new funds are expected before 2016, which will be applied first to repayment of committed funds for the bypass; then if no other state highway projects are ready, funds would be available for street and road projects. Funds will likely not be available until four years from now, possibly from a new legislated transportation revenue source by that time. (Stranske, Dow)

- Remarks about the Council's action of December 2014 committing funds for the bypass and members' intentions as to future funding for that project; an argument could be made that delays and cost overruns were not attributable to MCOG; comparison to funding of cost increases for railroad crossings. In reference to the draft policy resolution, East Side Potter Valley Road might not be the only community project located off a state highway; Brooktrails' second access road meets this definition; the resolution could be amended to reflect this. (McCowen)
- Discussion of other funding sources. (Deitz, Dow)

The Chair Pro Tem invited public comments; none were heard. No action was taken.

b. Approval of First Amendment to Fiscal Year 2015/16 Transportation Planning Overall Work Program (OWP). Ms. Ellard introduced this item, as an annual routine matter, referring to her written staff report for details. The recommended changes are as follows.

- Eight work elements would have an increase in funds carried over from FY 2014/15, and one work element would have a reduction, to reflect actual remaining funds in each element after the fiscal year closed.
- \$500 would be added to Work Element 20, Grant Development & Assistance, from available local funds, for direct expenses.
- A need for additional services by the consultant was identified for Work Element 21, Hopland Engineered Feasibility Study, including another community meeting, so \$8,500 of local funds would be added to complete the project.
- Funding of the work program would increase by \$82,829, from \$1,961,470 to a new total of \$2,044,299.

Chair Pro Tem Woodhouse invited questions and public comment, with none heard.

A motion was made by Director McCowen, seconded by Director Carter, to approve the amendment as recommended. **Discussion on the motion:** Mr. Dow commented on the need to amend the Hopland project, noting results of the two Hopland community meetings in which the second group did not agree with the first group as to its recommendations. He recommended a third community meeting to resolve some planning issues, address funding opportunities and get a consensus on what the stakeholders want to prioritize. He referred to a similar experience in Gualala, which took many years to resolve.

The motion carried unanimously on roll call vote (*6 Ayes – Jackman/PAC, Deitz/Alt., Stranske, Carter/Alt., McCowen/Alt., and Woodhouse; 0 Noes; 0 Abstaining; 2 Absent – Scalmanini and Sanders*): IT IS ORDERED that the First Amendment to the Fiscal Year 2015/16 Overall Work Program (OWP) is approved as recommended by the Technical Advisory Committee, and the Executive Director is authorized to sign appropriate certifications and a revised OWP Agreement as needed, and to forward to Caltrans as required.

6. Consideration of Letter of Support for Fix Our Roads Coalition's Principles to Address the Transportation Funding Crisis as Sent to the Governor and Legislature. Mr. Dow outlined the pending legislative situation, noting that SB 16 (Beall), previously endorsed by the Council, had been amended and several other related bills had been introduced. A single bill does not seem to be adequate to address all relevant issues. A broad coalition of stakeholders including other local and regional governments, business, labor and transportation advocates have been collaborating to achieve new funding in 2015. The coalition's principles have a good deal of support. The written staff report and attachments show changes to SB 16 and the coalition framework to increase funding. The emphasis is on maintenance and rehabilitation.

Chair Pro Tem Woodhouse invited questions and comments. Mr. Dow confirmed that the amended SB 16 (SBX1-1) eliminated a five-year expiration.

A motion was made by Director Stranske, seconded by Alternate McCowen, to approve the recommended action. **Discussion on the motion:** The Chair Pro Tem invited public comment.

Howard Dashiell, Director, Mendocino County Department of Transportation, noted the Board of Supervisors had also taken action in support of SB16. The SBX1-1 amendment changed the proposed term from a five-year transition period to a new ongoing funding source. He noted the amendment increases proposed taxes on gasoline and diesel fuel, which would likely result in more funds for Counties and Cities. The needs likely require even more funding than in the bill.

The motion carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that the Executive Director is authorized to send a letter to Governor Brown and legislators in support of a transportation funding bill that addresses the priorities identified in the coalition letter of July 30, 2015.

7 - 8. Consent Calendar. Staff requested that Agenda Item #8 be pulled from Consent.

7. Approval of June 1, 2015 Minutes. Upon motion by Carter, second by Stranske, and carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that the minutes are approved as written.

8. Appointments to Social Services Transportation Advisory Council. Ms. Orth distributed Nephele Barrett's revised staff report and reported that an additional volunteer had been nominated to the SSTAC after the agenda packet was distributed, and other details concerning membership.

Upon motion by McCowen, second by Carter, and carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that the following members are appointed to the SSTAC:

- *Allyn Nonneman, Executive Director, Willits Seniors Inc., as Local Social Service Provider for Seniors - reappointed*
- *Priscilla Tarver, Outreach Coordinator, Willits Seniors Inc., as Alternate Local Social Service Provider for Seniors – reappointed*
- *Charles Bush, Executive Director, Redwood Coast Seniors, as Local Social Service Provider for Seniors that Provides Transportation - reappointed*
- *Steve Jordan, Operations Manager, Redwood Coast Seniors, as Alternate Local Social Service Provider for Seniors that Provides Transportation*
- *Sheila Keys, Community Services Resource Manager, Redwood Coast Regional Center, as Local Social Service Provider for the Handicapped*
- *Diana Clarke, Executive Director, Ukiah Senior Center, as Alternate Local Social Service Provider for the Handicapped that Provides Transportation*
- *Michelle (Micki) Dolby, Area Agency on Aging, as additional Local Social Service Provider for Seniors*

9. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by McCowen, second by Deitz, and carried unanimously (*5 Ayes; 0 Noes; 0 Abstaining; 2 Absent*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

10. Reports - Information

- a. Mendocino Transit Authority. Sally Webster, MTA Finance & Personnel Manager, reported on two intercity grants recently awarded for the expansion of service to Santa Rosa. The first

new service adding trips from Willits is doing very well, with ridership growing considerably. The second grant, to start January 1, includes a new bus and additional trips from Fort Bragg. She described the route and hours of service.

- b. North Coast Railroad Authority. Ms. Ellard reported highlights from the last meeting. Holly Madrigal was appointed to the City seat, and it was her first meeting serving NCRA. The Ukiah depot property sale is now before the State's public works board; if approved, construction of the new County courthouse could start as soon as next year. A representative of NWP said the railroad is doing well, with increased interest in freight and additional spurs. Overall the report was positive.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written staff report. There were no questions.
- d. MCOG Administration Staff
 1. *2016 State Transportation Improvement Program (STIP) Fund Estimate*. Mr. Dow noted there are no new funds available in the 2016 cycle. The draft Fund Estimate typically is developed by the California Transportation Commission (CTC) in June and adopted in August, as was done last week in San Diego. It does not call for any new projects in the STIP. Further, because revenues failed to materialize, and with what is already programmed including some scheduling changes, there will be no new projects in MCOG's 2016 RTIP. He reported the current funding situation with gas taxes and annual adjustments under recent law (the "gas tax swap"), which are not favorable for transportation revenues this year.
 2. *Active Transportation Program (ATP) Update*. Mr. Dow summarized the six project proposals submitted by Mendocino County. He noted status of the CTC's evaluation process, with scoring by teams of volunteers concluded, and Caltrans now reviewing certain questions of feasibility and prior performance on other grant projects. The CTC's staff recommendation for grant awards is expected by September 15.
 3. *US-101 Bypass of Willits Update*. The report was prepared as usual by Mauricio Serrano, Caltrans Project Manager. The project was 73 percent complete at the time. Caltrans District 1 Director Fielder recently estimated approximately 80 percent completion by the end of this year's construction season. Director Woodhouse asked status of the Main Street relinquishment. Mr. Jackman (PAC) offered to research and reply.
 4. *Zero Emission Vehicle (ZEV) Regional Readiness Plan – Implementation Outlook*. Ms. Orth reported funding opportunities being monitored for the envisioned countywide public network of electric vehicle charging stations. While MCOG has been working on the planning and readiness aspects, an implementing agency has yet to be identified. She noted MCOG's present lack of staffing capacity and a dedicated funding source to install, maintain and operate such a system. Public and private charging networks to meet electric vehicle demand are growing rapidly. She will continue to monitor progress.
 5. *Community Planning Updates*. Mr. Dow introduced his concept to revisit each of the communities in which MCOG has participated in a planning process, to share status of progress in meeting the goals and priorities of each, and to consider what remains to be done. He described how these community plans relate to the Regional Transportation Plan and Active Transportation Program. This effort applies mainly to the outlying communities than the cities. In the absence of any objections from the Council, he expressed his intention to proceed.

6. *Miscellaneous*. Staff reminded the Council of the next meeting in Hopland on October 5 including a tour of transportation plans and projects in the area.
- e. MCOG Planning Staff.
 1. *Hopland "Main Street" Engineered Feasibility Study*. Ms. Ellard reported there would be a third community meeting on September 10, with details available online at <http://hoplandmainstreetstudy.com>, including a summary of the consultant's draft report. Presentation and acceptance of the report will be on MCOG's October 5 agenda, on location in Hopland.
 2. *Local Transportation Sales Tax Initiative*. Mr. Dow read from notes provided by Nephele Barrett. Progress included a Pavement Management Program training for Ukiah and County public works staff, coordination with California Alliance for Jobs to devise strategies for a successful ballot measure campaign, and preparation of a Request for Proposals to conduct the voter polling effort.
 3. *Active Transportation Program (ATP) Safe Routes To School Non-Infrastructure Project*. Ms. Ellard reported status of the countywide project that Mendocino County Health & Human Services Agency had applied for and later transferred to MCOG, at \$1.1 million over three years. Staff had completed and widely advertised to consultants its Request for Proposals, for imminent posting on MCOG's website.
 4. *Miscellaneous*. None.
- f. MCOG Directors. None.
- g. California Association of Councils of Governments (CALCOG) Delegates. None.

11. Adjournment. The meeting was adjourned at 3:13 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director/CFO