

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday June 5, 2017

County Administration Center, Board of Supervisors Chambers

ADDITIONAL MEDIA:

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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. The meeting was called to order at 1:30 p.m. with Directors Steve Scalmanini, Richey Wasserman, Michael Cimolino, Susan Ranochak, Georgeanne Croskey, Rex Jackman (Caltrans/PAC), and Dan Gjerde; Chair Gjerde presiding. Larry Stranske was excused.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Nephela Barrett, Program Manager; and Marta Ford, Administrative Assistant.

2. Convene as SAFE

3. Adoption to Approve Agreement with State of California Department of Highway Patrol. A copy of the agreement was provided in the agenda packet. Executive Director Dow explained the period covers three fiscal years, not to exceed \$2,160. The agreement includes that California Highway Patrol (CHP) is to work collaboratively with MCOG staff through the Mendocino SAFE program by participating as the Primary Answering Point and also reporting condition of call boxes when problems are observed by CHP officers. MCOG staff recommends the Council approve the CHP agreement #17R048004 and to adopt Resolution #S2017-01 to approve the agreement for Fiscal Years 2017/18, 2018/19, and 2019/20.

Upon motion by Scalmanini, second by Ranochak, and carried unanimously on roll call vote (6 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that Agreement #17R048004 between the Department of California Highway Patrol and the Mendocino County Service Authority for Freeway Emergencies is approved by adoption of the following resolution.

Resolution No. S2017-01

To Approve Agreement With

The State of California Department of Highway Patrol (CHP)

(Reso. #S2017-01 is incorporated herein by reference)

4. Recess as SAFE – Convene as RTPA.

5. Recess as RTPA – Reconvene as Policy Advisory Committee

Public Expression. None

6 – 10. Regular Calendar.

6. Fiscal Year 2017/18 RTPA Budget. Ms. Orth reported on the final budget proposal, the result of all recommendations by the Executive Committee, Technical Advisory Committee, Transit Productivity Committee, and staff. She identified changes since the May budget workshop and the

action required to adopt the budget, as written in her staff report. Total revenues are estimated at \$7.54 million and total allocations are recommended at \$7.47 million. Her summary included:

- Brief description of the proposed resolutions;
- Six Unmet Transit Needs identified as “reasonable to meet”;
- Additional Local Transportation Fund (LTF) 2% Bike and Pedestrian allocation from set aside unallocated LTF funds;
- Release of further phases of Active Transportation Program (ATP) grant funding anticipated from California Transportation Commission (CTC) for the Covelo trail project;
- Increase in Transportation Planning Program funding from prior-year carryover;
- Eligibility findings for Mendocino Transit Authority’s annual claim for funds;
- New apportionment funds that are to come in from the State Controller Regional Surface Transportation Program (RSTP) fund balances and new allocations for Partnership Funding, Local Assistance, and Formula Distribution to member agencies.

Discussion and questions included:

- Chair Gjerde questioned about the Local Assistance - Project Delivery staff services, whether the scope of work includes actually writing grant applications or only work on projects that have already been funded. Mr. Dow answered that the Regional Project Manager may primarily collect data such as accident records and traffic counts that can assist the entities to complete an application.

The Chair invited public comment: no one wished to speak to this agenda item. **Upon motion** by Ranochak, second by Wasserman, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske); IT IS ORDERED that the following four resolutions are adopted as recommended by staff and committees.

- a. Adoption of Resolution Finding That There Are Unmet Transit Needs That Are Reasonable To Meet For Fiscal Year 2017/18.

Resolution No. M2017-03

Finding That There Are Unmet Transit Needs
 That Are Reasonable To Meet For Fiscal Year 2017/18
 (Reso. #M2017-03 is incorporated herein by reference)

- b. Adoption of Resolution Allocating Fiscal Year 2017/18 Funds and 2016/17 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves.

Resolution No. M2017-04

Allocating Fiscal Year 2017/18 Funds and 2016/17 Carryover Funds for
 Administration, Bicycle & Pedestrian Facilities, Planning and Reserves
 (Reso. #M2017-04 is incorporated herein by reference)

Local Transportation Fund (LTF)		
Reserved LTF prior-year unallocated revenue	409,135	
LTF prior-year unallocated rev. to LTF Reserve	68,364	
MCOG Administration	435,333	
2% Bicycle & Pedestrian	73,052	
Planning Program – new funds	122,750	
LTF carryover – Planning program	71,475	
Total LTF		1,180,109
Regional Surface Trans. Program – Admin.		90,000

Fuel Cell Vehicle Plan – Admin.		2,000
ATP Infrastructure Grants – Admin.		802,768
ATP Non-Infrastructure Grants - Planning		585,000
PPM Funds – Planning		166,325
RPA Funds – Planning		294,000
Total Allocations		3,120,202

- c. Adoption of Resolution Allocating Fiscal Year 2017/18 Local Transportation Funds, State Transit Assistance, and Capital Reserve Funds and FY 2016/17 Carryover Funds to Mendocino Transit Authority.

Resolution No. M2017-05

Allocating Fiscal Year 2017/18 LTF, STA, and Capital Reserve Funds to Mendocino Transit Authority

(Reso. #M2017-05 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	2,549,564	
Unmet Transit Needs	0	
Senior Center Operations	473,057	
Capital Reserve Fund	0	
Total LTF		3,022,621
State Transit Assistance (STA)		
MTA Operations	175,000	
MTA & Senior Center Capital	180,000	
MTA Capital – Reclaimed Carryover	0	
Capital Reserve Fund	0	
Total STA		355,000
Capital Reserve Program		
Current Year – MTA	39,375	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	283,865	
Total Capital Reserve		323,240
Total Transit Allocations		3,700,861

- d. Adoption of Resolution Allocating Regional Surface Transportation Program Funds for Fiscal Year 2017/18 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies.

Resolution No. M2017-06

Allocating Regional Surface Transportation Program Funds For Fiscal Year 2017/18 MCOG Partnership Funding Program, Local Assistance, And Distribution By Formula To Member Agencies

(Reso. #M2017-06 is incorporated herein by reference)

MCOG Partnership Funding Program		100,000
Local Assistance – Project Delivery		90,000
Formula Distribution to Members		
Mendocino County DOT	119,211	
City of Ukiah	160,431	
City of Fort Bragg	107,116	
City of Willits	100,538	
City of Point Arena	66,449	
Total Formula Distributions		553,745

Total RSTP Allocations		743,745
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7. Technical Advisory Committee Recommendations of May 31, 2017: Adoption of Final Fiscal Year 2017/18 Planning Overall Work Program (OWP). Ms. Ellard introduced the program. The final program funding totals \$1,239,550. Ms. Ellard explained that carryover funds and carryover projects were added to the draft OWP. The final program includes 18 work elements and reserves funds for future projects. The Chair invited comment: no one wished to speak to this agenda item.

Upon motion by Croskey, second by Cimolino, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that the 2017/18 Final Overall Work Program is adopted as recommended by the Technical Advisory Committee, and the Executive Director is authorized to sign certifications and the OWP Agreement and to forward to Caltrans as required.

8. Review and Comment on the Draft Active Transportation Plan (ATP). Ms. Barrett discussed the Draft 2017 Mendocino County Regional Active Transportation Plan; she explained how it was developed and gave an overview of the types of different projects included. The process of reviewing projects was previously presented at a series of public outreach workshops, various committees, and councils to collect input. The draft plan replaces the old Regional Bikeway Plan, includes pedestrian projects, and serves as the Non-Motorized Transportation Element of the Regional Transportation Plan. The final draft of the plan will include maps and additional data obtained from input of the Technical Advisory Committee, which met after the MCOG Board agenda packet was released. Comments from today’s meeting will also be incorporated into the final plan, which will be presented for adoption at the August MCOG Meeting. Questions and comments included:

- Have local walk/bike stakeholders received and reviewed this plan and have they submitted comments? They are considered part of the Non-Infrastructure project in the Overall Work Program (OWP); they have not specifically been sent copies. Ms. Barrett will be sure to send copies of this project for their review. (Scalmanini, Barrett)
- In regards to the California Coastal Trail and the Pacific Coast Bike Route, because they are recreational and commuter trails for bike and pedestrians, is there flexibility within the plan that will allow for resurfacing these existing trails that are deteriorating? Is the language in the plan sufficient enough to cover those projects? Yes, language can be added to the plan to better identify this part of the discussion of the Coastal Trail and the Pacific Coast Bike Route. While the issues with those areas are already identified within the plan, it was agreed to specify State Parks Haul Road needs under Priority Improvements – Short and Long Range. (Gjerde, Barrett, Dow)
- Are there any plans or documents to see what is being proposed to do for the Coastal Trail and the Pacific Coast Bike Route? Yes, there is a description in last year’s Active Transportation Program (ATP) grant application. (Cimolino, Gjerde)

The Chair invited public comment; no one wished to speak to this agenda item. No action is required; only to review and add comments, if any, to the final draft plan to be approved at the August meeting. Staff recorded Board comments for the plan.

9. Approval of Local Agency Sub-Recipient Funding Agreement Template. Ms. Orth explained the need for Local Agency Sub-Recipient Funding Agreements and how the draft template (included in the agenda materials) was developed by staff from comparable samples. A comprehensive agreement that covers all funding sources MCOG allocates to local agencies is necessary for consistency with various state and federal regulations. It provides instructions on what the funds can be spent on and defines the obligations to assist in maintaining and enforcing compliance. The template was submitted to legal counsel for review and comments were pending as of this meeting.

Upon motion by Wasserman, second by Cimolino, and carried unanimously on roll call vote (6 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent – Jackman/PAC stepped out of the meeting during this item, and Stranske): IT IS ORDERED that MCOG staff is authorized to enter into Sub-Recipient Agreements using the template provided to the Council, for execution by local agencies receiving funds from MCOG in FY 2017/18, effective July 1, 2017, subject to any changes advised by County Counsel.

10. Approval of Two-Year Extension for Independent CPA Engagement for MCOG and Mendocino Transit Authority Fiscal Audits – R.J. Ricciardi, Inc. Ms. Orth referred to her staff report and requested a two-year extension of MCOG’s authorization to engage R.J. Ricciardi, Inc., as the independent auditor for MCOG and Mendocino Transit Authority fiscal audits. The Council had previously approved a five-year authorization, of which another firm fulfilled two years, and Ricciardi completed the remaining three. Five years is considered an acceptable standard for engagements according to auditing best practices. The extension will allow for more adequate preparation to issue a request for proposals (RFP) prior to the end of FY 2018-19. There are a limited number of companies that conduct audits of similar government agencies, making it difficult to find Certified Public Accountants to submit bids.

Upon motion by Wasserman, second by Croskey, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that MCOG extends the fiscal audit contract with R.J. Ricciardi, Inc. for two more years and authorizes MCOG’s Executive Director to execute the annual engagement agreements.

11-15. Consent Calendar. Upon motion by Ranochak, second by Wasserman and carried unanimously (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that consent items listed below are approved:

11. Approval of May 1, 2017 Minutes – as written.

12. Acceptance of April 19, 2017 Transit Productivity Committee Minutes – as written. Director Scalmanini asked why the Consent agenda did not reflect the May 12, 2017 scheduled TPC meeting. Mr. Dow responded that the May meeting was for one item only and per decision of MCOG and MTA staffs, the meeting was postponed.

13. Adoption of Resolution Approving Mendocino Transit Authority’s Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program – Annual Regional Apportionment for Transit Operating Assistance

Resolution No. M2017-07

Approving the Programming of
FTA Section 5311 Non-Urbanized Program Funds for
Mendocino Transit Authority Transit Operating Assistance
(Reso. #M2017-07 is incorporated herein by reference)

14. Adoption of Resolution Approving the Programming of FTA Section 5311(f) Intercity Bus Program Funds for Mendocino Transit Authority’s Project Proposal: Continuation of Route 65 Service – Operating Assistance. Director Scalmanini asked about the ridership of the Route 65 service. Carla Meyer, MTA General Manager, answered that the ridership has been consistent but the past scheduling process may have obstructed possible growth. Recent changes in personnel and the new service schedule should increase ridership for the Route 65 Service.

Resolution No. M2017-08

Approving the Programming of FTA Section 5311(f)
Intercity Bus Program Funds for Mendocino Transit Authority's Project Proposal:
Continuation of Route 65 Service – Operating Assistance
(Reso. #M2017-08 is incorporated herein by reference)

15. Adoption of Resolution Approving the Allocation of California Proposition 1B Funds, Fiscal Year 2014/15 (and Residual) Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA), for Mendocino Transit Authority's Eligible Project.

Resolution No. M2017-09

Approving the Allocation of California Proposition 1B Funds,
FY 2014/15 (and Residual) Public Transportation Modernization, Improvement,
and Service Enhancement Account (PTMISEA), for
Mendocino Transit Authority's Eligible Project
(Reso. #M2017-08 is incorporated herein by reference)

16. Recess as Polity Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Wasserman, second by Ranochak, and carried unanimously (6 Ayes – *Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde*; 0 Noes; 0 Abstaining; 1 Absent - *Stranske*): IT IS ORDERED the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

17. Reports - Information

- a. Mendocino Transit Authority. Ms. Meyer reported that:
 - The grant application for FTA Section 5310 funds for Mobility Management Operating Assistance was approved. This position will assist in delivering several of the identified Unmet Transit Needs such as: the non-emergency medical transportation including trips to out-of-county locations; service for isolated seniors where buses are unable to go; and improved transit access to tribal communities. A Mobility Manager is an individual who will pull all of the transportation providers in the county together to the same table and research what providers are doing so they can be pooled together instead of operating individually. She stated that the process takes time but has worked in other counties.
 - MTA formed a Route Committee within the agency to get a better perspective from drivers of consumers' needs and reduce operation redundancy. The goal is to take the money saved from reducing redundancy and put it towards other Unmet Transit Needs.
 - Advertisements on the buses are successful. As of last week, their annual total for this year's net profit is \$144,000. They anticipate by the end of next fiscal year it will be up to \$175,000-\$200,000 from advertisement revenue.
 - MTA intends to request local transportation funds to purchase a communications software system to replace a failing radio system and database, for consideration by MCOG's Transit Productivity Committee and Board of Directors. There was a brief discussion of meeting schedules over the next few months.
- b. North Coast Railroad Authority. Ms. Ellard had nothing to report.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written report, with nothing specific to highlight.
- d. MCOG Administration Staff.

1. *Senate Bill 1 Implementation – Road Repair and Accountability Act of 2017.* Mr. Dow referred to his staff report and an attachment of a Memorandum on the *Implementation Plan for Senate Bill 1*, the Road Repair and Accountability Act of 2017, prepared by California Transportation Commission (CTC) staff. The report includes preliminary information of the different components. The CTC is putting together committees that will include Regional Transportation Planning Agencies (RTPAs) to create guidelines and recommend programs. MCOG’s focus will be on monitoring requirements and appropriate projects that can receive funding from the bill for the cities and county. Discussions will continue on how the funds will be distributed. Meetings in Sacramento are planned to discuss SB 1 over the following week; additional information will be available then.
 2. *Miscellaneous.* Ms. Orth announced the “soft launch” of a new website in progress for MCOG at <https://mendocinocog.specialdistrict.org/>. The new website is more user friendly, more compliant, provides search engines, and is a cost effective solution to updating the old website. It is available for preview; the old site is still active. Ms. Orth also reminded the board that the next MCOG meeting is scheduled for August 21, 2017.
- e. MCOG Planning Staff. There were no further reports.
 - f. MCOG Directors. None.
 - g. California Association of Councils of Governments (CALCOG) Delegates. There is an Executive Directors association meeting at the end of June.

18. Adjourn. The meeting was adjourned at 3:26 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant