

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES
Monday, June 1, 2020

Teleconference Only
In compliance with Governor's Executive Order N-29-20

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 1:36 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Larry Stranske, Tess Albin-Smith, John Haschak, Michael Carter and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding. Richey Wasserman was absent.

Staff present on the call: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Transportation Planner; James Sookne, Program Manager; Alexis Pedrotti, Project Manager; Danielle Casey, Transportation Planner; and Monica Galliani, Administrative Assistant.

Note: Public comment was invited via online comment form; staff monitored for incoming comments throughout the meeting, reporting periodically.

2. Convene as RTPA

3. Recess as RTPA – Reconvene as Policy Advisory Committee

4. Public Expression. John Bower of Gualala expressed concern about the lack of fire protection around the cell tower in Sea Ranch.

5 - 8. Regular Calendar.

5. Acceptance of Plan and Presentation: SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study – Fehr & Peers. Ms. Ellard reported that the study is nearly complete with a draft final version out for review, then introduced the consultants. Rod Brown and Ron Milam of Fehr & Peers gave their presentation, explaining the process of the project and how the end goal is to measure and reduce environmental impact. Board questions included:

- Will the project reduce cost and time spent going through the environmental process for projects in Mendocino County? (Gjerde) – Yes.
- Will it have an effect on the California Environmental Quality Act guidelines? (Barrett) – No, it only effects standard transportation guidelines.
- Could mitigation credits be added by making new/more electric vehicle charging stations? (Albin-Smith) – No, there is no differentiation between electric and standard vehicles for VMT. However, the State has goals to promote Active Transportation (bicycle and pedestrian modes) and infill development.
- Will the VMT amount be the same on a stretch of road when it has a high level of traffic vs. when it doesn't? (Haschak) – Yes, as long as the distance is the same.

Upon motion by Haschak, second by Carter, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Wasserman): IT IS ORDERED that the final VMT report is accepted as presented by Fehr & Peers.

6. Presentation: Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan – Category Five Professional Consultants, Inc. Ms. Ellard briefly reviewed the project status and introduced Sheri Eibschutz and Bob Neumann of Category Five Professional Consultants. Ms. Barrett added that the County may adopt parts of the plan as an annex to its Emergency Operations Plan. The consultants and several officials and project partners gave the presentation, highlighting safety measures such as proper preparation for fire and strategies for evacuation. Board discussion included:

- How will rural areas such as Brooktrails in the Willits area be prepared/protected? (Haschak) – There is still work to be done to resolve the threat to the area. All areas are threatened; Brooktrails has the most risk.
- Director Carter had viewed the first draft and was pleased with its progress. Director Haschak had contacted County Planning & Building regarding codes.
- Ms. Barrett asked the board to continue to review the draft plan and submit any comments.

The Chair invited public comment. Ms. Orth proceeded to read John Bower’s written submission asking to consider the Gualala airport as an emergency evacuation center, as well as adding more protection for the cellphone tower in Sea Ranch. Mr. Bower added verbal remarks. Chair Gjerde commented that PG&E had reported that they have been installing fire cameras; Mr. Bower suggested placing cameras higher up. Mr. Neumann stated he would discuss it further with Mr. Bower.

Keith Rutlege of Sherwood Firewise Communities submitted written comments and verbally summarized that he liked the look of the plan but was concerned about making an evacuation plan for Brooktrails and neighboring subdivisions.

Chair Gjerde thanked all involved and Caltrans for the Climate Adaptation planning grant. Staff advised that the report would be on the August agenda for acceptance and a presentation would be made to the Board of Supervisors. Comments would be accepted by MCOG through July 1. No action was taken.

7. Technical Advisory Committee Recommendations of May 20, 2020: Adoption of Final Fiscal Year 2020/21 Planning Overall Work Program (OWP). Ms. Pedrotti referred to her written staff report. Ms. Pedrotti explained the final program that includes 15 work elements that totals \$968,745. The Chair invited public comment; none was heard.

Upon motion by Director Carter, second by Director Haschak, and carried unanimously on roll call vote (7 Ayes - Brown, Stranske, Carter, Haschak, Albin-Smith, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining, 1 Absent): IT IS ORDERED THAT the FY 2019/20 Final Overall Work Program is adopted as recommended by the Technical Advisory Committee; in addition, Work Element 8 (Mendocino County Fire Vulnerability Assessment & Emergency Preparedness project), Task 2.1 is amended to add representation on the Technical Advisory Group from Caltrans District One and Caltrans Headquarters; and the Executive Director or designee is authorized to sign certifications and the OWP Agreement and to forward to Caltrans, as required.

8. Fiscal Year 2020/21 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, Social Services Transportation Advisory Council 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 \$12,856,866, and total allocations are recommended at \$10,393,983.

The Chair invited public comment. Diana Clarke, formerly of the Ukiah Senior Center, submitted written comments and summarized her concern over whether or not MTA planned to

renew their contracts with the county Senior Centers, as well as the amount of LTF funds they will receive. Ms. Orth read a written comment from Richard Baker, Executive Director of the Willits Senior Center, who was also concerned about their own MTA contract and LTF funds. Ms. Barrett explained that the funds that MTA receives from MCOG will be based on the approved MCOG budget allocations, which will not be reduced initially, while MCOG monitors incoming revenues. Changes to the budget could occur through a formal amendment later in the fiscal year. MTA will also be receiving federal relief funding through the CARES Act. The Senior Center funding is local through MTA as the primary claimant, so there would be no immediate change until an amendment were made. Board discussion followed, with direction to staff to 1) research eligibility of the senior centers for CARES funding, and 2) make stipulations for distribution of the Local Transportation Funds to senior centers contracts in the annual allocation instructions to the County Auditor.

Upon motion by Brown, second by Stranske, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent); IT IS ORDERED that the following four resolutions are adopted as recommended by staff and committees:

- a. Adoption of Resolution #M2020-04 Allocating Fiscal Year 2020/21 Funds and 2019/20 Carryover Funds for Administration, Planning, and Reserves

Resolution No. M2020-04
 Allocating Fiscal Year 2020/21 Funds and 2019/20 Carryover Funds for
 Administration, Planning and Reserves
 (Reso. #M2020-04 is incorporated herein by reference)

Local Transportation Fund (LTF)		
Temporary Reserves	102,906	
MCOG Administration & Other Direct Costs	485,808	
2% Bicycle & Pedestrian	0	
Planning Program – new funds	159,501	
LTF carryover – Planning program	56,333	
Total LTF		804,548
Regional Surface Trans. Program – Admin.		90,000
ATP Infrastructure Grants – Admin.		2,862,000
PPM Funds - Planning		212,925
RPA Funds - Planning		329,000
Climate Adaptation Planning Grant		30,986
Highway Safety Improvement Program - Planning		180,000
Total Allocations		4,509,459

- b. Adoption of Resolution #M2020-05 Finding That There Are No Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2020/21

Resolution No. M2020-05
 Finding That There Are No Unmet Transit Needs
 That Are Reasonable To Meet for Fiscal Year 2020/21
 (Reso. #M2020-05 is incorporated herein by reference)

- c. Adoption of Resolution #M2020-06 Allocating Fiscal Year 2020/21 Local Transportation Funds, State Transit Assistance, and FY 2019/20 Carryover Capital Reserve Funds to Mendocino Transit Authority

Resolution No. M2020-06
 Allocating Fiscal Year 2020/21 LTF, STA, and 2019/20 Carryover
 Capital Reserve Funds to Mendocino Transit Authority
 (Reso. #M2020-06 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	2,993,124	
Unmet Transit Needs	0	
Senior Center Operations	555,499	
Capital Reserve Fund	0	
Total LTF		3,548,623
State Transit Assistance (STA)		
MTA Operations	834,637	
MTA & Senior Center Capital	0	
Capital Reserve Fund	0	
Total STA		834,637
Capital Reserve Program		
Current Year - MTA	0	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	685,021	
Total Capital Reserve		685,021
Total Transit Allocations		5,068,281

- d. Adoption of Resolution #M2020-07 Allocating Surface Transportation Block Grant Program Funds for Fiscal Year 2020/21 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies

Resolution No. M2020-07
 Allocating STBGP Funds for Fiscal Year 2020/21 MCOG Partnership Funding
 Program, Local Assistance, and Distribution by Formula To Member Agencies
 (Reso. #M2020-07 is incorporated herein by reference)

MCOG Partnership Funding Program		100,000
Local Assistance – Project Delivery		90,000
Formula Distribution to Members		
Mendocino County DOT	130,566	
City of Ukiah	175,713	
City of Fort Bragg	117,320	
City of Willits	110,115	
City of Point Arena	72,780	
Total Formula Distributions		606,494
Total RSTP Allocations		796,494

9 - 11. Consent Calendar. Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that consent items are approved:

9. Approval of May 4, 2020 Minutes – as written

10. Acceptance of 2018/19 Fiscal Audit of Mendocino Transit Authority – MTA received a clean audit, as presented by R. J. Ricciardi, Inc., CPAs

11. Appointments to Social Services Transportation Advisory Council (SSTAC)

- Sheila Keys, Redwood Coast Regional Center, for “Local social service provider for the handicapped” – reappointed through April 2023

- *Doris Sloan, Consolidated Tribal Health, for “Local social service provider for persons of limited means” – reappointed through April 2023*

12. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy

Advisory Committee. Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (6 Ayes – *Brown, Stranske, Carter, Albin-Smith, Haschak, and Gjerde*; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

13. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Jackman reported that he will be giving a demonstration of the Caltrans map tool soon. Ms. Barrett offered to distribute the link to board members.
- b. Mendocino Transit Authority. None.
- c. North Coast Railroad Authority. Director Haschak summarized the last meeting held on May 26 regarding the Great Redwood Trail, stating that NCRA will transfer its contract with NWP to Sonoma-Marín Area Rail Transit (SMART) as part of phasing down.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written report.
- e. MCOG Administration Staff
 - i. *Miscellaneous.* None.
 - ii. *Next Meeting Date.* Monday, August 17, 2020.
- f. MCOG Planning Staff. There were no further reports.
- g. MCOG Directors. None.
- h. California Association of Councils of Governments (CALCOG) Delegates. Director Albin-Smith made brief remarks as Delegate. Ms. Barrett noted fewer legislative bills than usual were under consideration, mostly COVID-19 related.

14. Adjournment. The meeting was adjourned at 4:02 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant