

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday February 6, 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 1:35 p.m. with Directors Rex Jackman, Steve Scalmanini, Saprina Rodriguez/Alternate, Susan Ranochak, Richey Wasserman, and Dan Gjerde present; Chair Gjerde presiding. There is currently no representative for Third District. Absent: New Director Michael Cimolino representing Fort Bragg.

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

Executive Director Dow introduced returning director Richey Wasserman, representing Point Arena, and Saprina Rodriguez as an alternate representing Willits.

2. Election of Officers – Chair and Vice Chair. Deputy Director Orth introduced this item, reviewing staff's recommended procedure for the election as outlined in her written report. She suggested to follow last year's method of voting, consistent with Robert's Rules of Order. With no one objecting or proposing another method, Ms. Orth conducted the election.

Nominations were opened for office of Chair. Director Gjerde was nominated. With no further nominations, Ms. Orth closed nominations for the office of Chair.

Upon motion by Ranochak, second by Scalmanini, and carried unanimously (*5Ayes; 0 Noes; 0 Abstaining; 1 Absent – Cimolino*): IT IS ORDERED that **Director Gjerde is re-elected Chair.**

Nominations were opened for office of Vice Chair. Director Stranske was nominated; his interest in serving on the committee was announced by alternate Rodriguez. With no further nominations, Ms. Orth closed nominations for the office of Vice Chair.

Upon motion by Wasserman, second by Ranochak, and carried unanimously (*5 Ayes ; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that **Director Stranske is elected Vice Chair.**

3. Convene as RTPA.

4. Recess as RTPA - Reconvene as Policy Advisory Committee.

Public Expression: No one spoke for Public Expression.

5 – 11. Regular Calendar

5. Annual Appointments to Standing Committees

- a. Executive Committees: According to MCOG bylaws, the Chair and Vice Chair are members of this committee (formalized by following board action) with the addition of a third

member, reflecting a city-county balance of representation. Ms. Orth requested a meeting in February for annual business. Director Scalmanini volunteered to serve on the Executive Committee.

Upon motion by Wasserman, second by Rodriguez and carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the Council appoints **Chair Gjerde, Vice Chair Stranske, and Director Scalmanini** to the Executive Committee.

- b. **Transit Productivity Committee:** Ms. Orth itemized the four topic areas of duties on this committee. Director Ranochak volunteered to serve. **Chair Gjerde** appointed himself and **Director Ranochak** to the Transit Productivity Committee. (According to the Bylaws, appointments are made by the Chair.)
- c. **California Association of Councils of Governments (CALCOG).** Duties and upcoming events were noted, with the annual Regional Leadership Forum late March as the next delegates meeting. After discussion on issues of conflicting schedules it was determined to continue this discussion and appoint members at the next MCOG meeting. The Chair continued this item to the next MCOG meeting.

6. Adoption of 2017 Board Calendar. Ms. Orth submitted a proposed agenda for the Board to adopt. In discussion of the “To Be Determined” date for the April meeting to conduct the *On-Location Tour/Mobile Workshop* in Fort Bragg, the date of April 11 was established, contingent on participation of City staff. The calendar also includes another *On-Location Tour/Mobile Workshop* proposed for September. The August 21 meeting will be considered a Special Meeting (since it varies from the policy to meet on first Mondays), to include a report on the State Transportation Improvement Program (STIP) Fund Estimate.

Upon motion by Rodriguez, second by Wasserman, and carried unanimously (*6 Ayes; 0 Noes; 0 Abstained; 1 Absent*): IT IS ORDERED that the 2017 Board Meeting Calendar is adopted with the amended date of April 11 for the *On-Location Tour/Mobile Workshop*.

7. Consideration of Letters of Support for Transportation Funding Legislation – SB 1 and AB 1: Executive Director Dow explained benefits the Senate Bill 1 and Assembly Bill 1 would bring to the State and more specifically Mendocino County. Mr. Dow included the agenda attachment of AB1(Frazier)/SB1(Beall): Transportation Funding/Reform - CSAC Review and Expenditure Analysis as basis of the information he provided to the Board.

Upon motion by Scalmanini, second by Rodriguez and carried unanimously (*6 Ayes; 0 Noes; 0 Abstained; 1 Absent*): IT IS ORDERED that MCOG supports Assembly Bill 1 and Senate Bill 1 and directs staff to prepare letters of support for delivery to Senator McGuire and Assemblymember Wood.

8. Public Hearing: Approval of Resolution Amending the Mendocino County Coordinated Public Transit – Human Services Transportation Plan. Mr. Dow introduced Nephel Barrett, Program Manager. Ms. Barrett asked for a Public Hearing to consider an amendment to the Mendocino County Coordinated Public Transit – Human Services Transportation Plan (referred to as the “Coordinated Plan”) to include establishment of a Mobility Management program as a priority strategy and to include other non-profits in the strategy to expand demand response service. Ms. Barrett provided attachments to the agenda that show proposed changes and additions to the Coordinated Plan that would be applied to the grant applications for Federal Transit Administration (FTA) Section 5310 grant funding, offered annually. Caltrans requires that projects funded through the 5310 program are included in the Coordinated Plan.

The Chair opened the hearing at 2:23 p.m. With no one testifying and no written testimony received from the public, the hearing was closed at 2:24 p.m. A separate legal notice is not required; in this case the agenda provided proper notice.

Chair Gjerde commented on his understanding about the Mobility Management software, explained some of the benefits it would bring to MTA, and expressed in favor of implementing it. No further comments were made by the Board.

Upon motion by Scalmanini second by Rodriguez, and carried unanimously on roll call vote (6 Ayes – Jackman/PAC, Scalmanini, Rodriguez/Alt., Wasserman, Ranochak, Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Cimolino): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2017-01

Amending the Mendocino County

Coordinated Public Transit – Human Services Transportation Plan

(Reso. #M2017-01 is incorporated herein by reference)

9. Approval of Request for Regional Surface Transportation Program (PSTP) Funds – City of Point Arena Electric Vehicle Charging Station, Not to Exceed \$17,500. Mr. Dow reported on his communication with Richard Shoemaker, City Manager for Point Arena, regarding the installation of an electric vehicle (EV) charging station within the City of Point Arena instead of the previously planned Manchester State Park site. Relocating to the City of Point Arena will allow for better visibility, accessibility and security. The request is for MCOG to commit funding from the Partnership Funding Program to supplement existing grant funding, awarded to the Mendocino Land Trust by the California Energy Commission, for construction of a fee recovery type EV charging station. Mr. Dow reported the Technical Advisory Committee’s unanimous vote of support on January 31.

Ms. Orth noted the site was identified in the Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan with community support and has already received improvements that could accommodate the installation of an EV charging station. Some of the site improvements were funded by a federal Transportation Enhancement (TE) grant from MCOG.

Director Wasserman reported that since the Point Arena-Stornetta Public Lands addition to the California Coastal National Monument was established, the City has received up to 25 percent more visitors and this investment would be compatible with tourism.

Upon motion by Wasserman, second by Scalmanini, and carried unanimously on roll call vote (6 Ayes – Jackman/PAC, Scalmanini, Rodriguez/Alt., Wasserman, Ranochak, Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Cimolino): IT IS ORDERED to commit up to \$17,500 from the Partnership Funding Program, of the Regional Surface Transportation Program fund, to supplement existing grant funding for construction of a fee recovery type electric vehicle charging station in Point Arena.

10. Approval of Subcontract with Redwood Coast Energy Authority to Participate in the “North Coast and Upstate Fuel Cell Vehicle Readiness Project” Pursuant to a California Energy Commission Grant, Not to Exceed \$2,000 to MCOG. Ms. Orth explained that MCOG was invited to participate in this project. The project is ongoing funded by a grant from the California Energy Commission (CEC). The Mendocino County Air Quality Management District had been written into the grant, one of eight subcontractor agencies, but was unable to participate. Ms. Orth described the activity as similar to MCOG’s recent involvement with RCEA’s alternative fuels readiness project, while lesser in scope. She requested that the Council approve the agreement as described in her written report.

Upon motion by Scalmanini, second by Ranochak, and carried unanimously on roll call vote (6 Ayes – Jackman/PAC, Scalmanini, Rodriguez/Alt., Wasserman, Ranochak, Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Cimolino): IT IS ORDERED that 1) the Executive Director is authorized to sign the agreement as a subcontractor to Redwood Coast Energy Authority (RCEA) for participation in the North Coast and Upstate Fuel Cell Vehicle Readiness Project funded by the California Energy Commission, to perform a minor scope of work as approved in the grant award, and 2) staff is directed to include \$2,000 of grant funding in MCOG’s Administration budget to support participation in the program.

11. Consideration/Discussion of State Route 1 Traffic Issues in Elk. Mr. Dow briefed his work with Caltrans Safety Engineer Darron Hill regarding traffic speed issues along Highway 1 in and around the community of Elk. He was also contacted by former Supervisor Norman deVall about his concerns of congestion in that area. On December 2, Mr. Dow conducted site visits to address these issues. He determined a sufficient location to have a radar-feedback speed sign installed on the northbound approach to the community. Mr. Dow also assessed the area Mr. deVall has concerns with and found that there was no congestion issue in traffic engineering terms. However, there is a high volume of street parking that creates a lack of access to provide safe areas for pedestrians and bicyclists. Due to the way streets in Elk are constructed, there are no other areas to provide on-street parking. Caltrans has widened the area to allow for pedestrians and bicyclists; instead people use it for on-street parking. Mr. Dow explained that this is a local issue and suggests that private citizens look into developing off-street parking as a form of resolution.

Mr. deVall had planned to attend this meeting; however, a conflict prevented his attendance. This item on the agenda was to provide a forum to discuss traffic speed, pedestrian and general traffic safety issues in Elk, obtain input from Mr. de Vall, and to provide direction to staff as appropriate. Mr. Dow will continue to work with Caltrans to address the speed issues and with Mr. deVall to address his concerns in Elk.

Board discussion ensued including funding options for a downtown planning process, traffic calming measures, and potential parking solutions. No action was taken.

12-13. Consent Calendar: Upon motion by Ranochak, second by Wasserman and carried unanimously on roll call vote (5 Ayes – Jackman/PAC, Scalmanini, Wasserman, Ranochak, Gjerde; 0 Noes; 1 Abstaining – Rodriguez/Alt.; 1 Absent – Cimolino): IT IS ORDERED that consent items are approved:

12. Approval of December 5, 2016 Minutes – as written

13. Approval of Third Amendment to Fiscal Year 2016/17 Transportation Planning Overall Work Plan (OWP)

- *Transfers \$15,000 in State Rural Planning Assistance (RPA) funds from Work Element 3 (MCOG – Active Transportation Plan) to Work Element 1 (MCOG – Regional Government & Intergovernmental Coordination)*
- *The Overall Work Program total funding remains unchanged at \$1,752,991.*

14. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. **Upon motion by Ranochak**, second by Wasserman and carried unanimously (5 Ayes ; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

15. Reports - Information

- a. Mendocino Transit Authority. Chair Gjerde reported that MTA ratified a three-year employee contract.
- b. North Coast Railroad Authority. Ms. Ellard reported that NCRA canceled their December meeting but did have a special meeting that she did not attend; she plans on attending the next meeting on February 8 in Healdsburg.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his standard written report on the meetings that staff attended since the last MCOG meeting, with nothing specific to highlight.
- d. MCOG Administration Staff.
 1. *North State Super Region Project Proposals – Garcia River/Windy Hollow Rd. Bridge*. Flood concerns have been brought to attention by the local public in that area periodically. Mr. Dow has been working with California Transportation Commission (CTC) staff to ensure that the 16 counties that make up the North State Super Region provide input to a transportation needs report that the CTC is compiling. He explained the presentation he submitted to the CTC of the implications if Garcia Bridge was closed due to flooding, that a person would have to travel 219 miles, about five hours, to get to the other side by way of paved roads. The interest is to raise the level of consciousness to this project. Federal funds known as “TIGER” (Transportation Investment Generating Economic Recovery) grants will be available, and there are plans to apply for this specific project. Mr. Jackman brought up that Caltrans is working on an internal feasibility study to explore a range of alternatives and costs to help inform funding proposals to address this problem. They anticipate a draft of this study to come out for comment in June. A brief discussion followed on pedestrian bridges. Mr. Jackman offered to suggest adding this to Caltrans’ scope of study.
 2. *Rural Counties Task Force Administrative Training – January 12-13, 2017*. Ms. Orth reported that she and several staff members attended a two-day compliance training presented by California Transportation Commissions’ Rural Counties Task Force. The training focused on regional planning, procurement, and financial and audit requirements.
 3. *Statements of Economic Interest (Form 700)*. Ms. Orth let the Board know that letters were distributed to the Board members and alternates informing them of the requirement to list MCOG as one of the boards they serve on and that MCOG needs to receive a copy for their files. Director Ranochak explained that the 700 form can be completed electronically or, as in the past, in paper form. She also stated she will provide applicable copies to MCOG that are submitted to her office.
 4. *Miscellaneous*. Ms. Orth reported that the joint grant proposal of ChargePoint and MCOG that was submitted last summer has been approved by the California Energy Commission, to install fast chargers for electric vehicles at five locations on the 101 corridor. About \$850,000 was awarded for this proposal, with matching funds from ChargePoint, for a total of \$1.25 million. Another company also submitted an application that, if approved, will add more fast chargers in some of the same communities along the 101 Corridor and others as well.
- e. MCOG Planning Staff.
 1. *Fiscal Year 2017/18 Transportation Planning Overall Work Program (OWP) Proposals*. Ms. Ellard reported that she is working on developing the Work Program for next fiscal year. Five applications from local agencies have been received to be included for planning projects: two from the City of Ukiah; County Department of Transportation; City of Fort Bragg; and MTA. The Technical Advisory Committee had their first initial

discussion of the applications in January and will meet in February to review the draft Work Program. The main change that affects developing the updated Overall Work Program is to implement the requirements that staff learned of from the Rural Counties Task Force Administration Training. When completed and after Caltrans comments, the final draft will be submitted to MCOG for adoption in June.

In Board discussion of the work elements, Director Scalmanini expressed concerns the City of Ukiah must spend money to update existing ADA ramps that are not up to the current standard instead of putting in additional ones that are more needed. Mr. Jackman will take his question about this to the Division of Local Assistance that works with the cities and counties to ensure they meet requirements. Alternate Rodriguez announced that the City of Willits has an expert coming to conduct a workshop for business owners on ADA regulation.

2. *Miscellaneous.* None.

- f. MCOG Directors. Mr. Dow offered orientation to new MCOG Council Members and/or a refresher for existing MCOG Council Members; either in a group or individually. Interested parties are to contact the office.

Director Scalmanini announced that he has seen four Tesla electric vehicles using the downtown Ukiah Tesla chargers during the holiday season at the same time. Currently, two parking spaces are reserved for Teslas only; at a City Council meeting it was agreed that if more than two at a time are in use they may request more of the eight parking spaces to be reserved. Ms. Orth questioned if they know when the four universal charging stations will be installed for general public use; Director Scalmanini will bring that question up and report at the next MCOG Meeting.

- g. California Association of Councils of Governments (CALCOG) Delegates. CalCOG's Annual Regional Leadership Forum is March 29-31 in Monterey.

16. Adjourn. The meeting was adjourned at 3:27 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant