

# MENDOCINO COUNCIL OF GOVERNMENTS

## Approved MINUTES

Monday, June 4, 2018

County Administration Center, Board of Supervisors Chambers

### ADDITIONAL MEDIA:

*Find YouTube link at <http://www.mendocinocog.org> under Meetings  
or search Mendocino County Video at [www.youtube.com](http://www.youtube.com)*

**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 Larry Stranske, Richey Wasserman, Michael Cimolino, Michael Carter (Alternate), Georgeanne Croskey, and Rex Jackman (Caltrans/PAC); Chair Dan Gjerde presiding. Director Steve Scalmanini was absent.

Staff present: Phil Dow, Executive Director; Nephel Barrett, Program Manager (executive director successor); Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; and Marta Ford, Administrative Assistant. Additional staffs present for Agenda #2; Lisa Davey-Bates, Transportation Planner, and James Sookne, Regional Project Manager.

**2. Report of Executive Director Succession.** Executive Director Dow announced his retirement as Executive Director and introduced Nephel Barrett as his successor under the current contract. Mr. Dow has worked as MCOG staff in various positions leading up to Executive Director since 1981. He gave a brief description of his history with MCOG, description of tasks that have been completed, and explained his decision for retirement at this time. He gave a brief background of Ms. Barrett's history with Dow & Associates and as an MCOG staff member. He reminded the group MCOG has two staffing contracts, one for administrative services with Dow & Associates, and one for planning services with Davey-Bates Consulting (DBC), together they have worked as MCOG staff for many decades. He conveyed his assurance in staff's abilities to continue working at the same level to provide high quality service; he plans to maintain a presence to provide support and mentor opportunities until the end of the contract, September 2019. Ms. Barrett indicated that a more formal retirement celebration will be planned in his honor.

Chair Gjerde invited the staff and audience members to respond; participants expressing appreciation for Mr. Dow's service and offering anecdotes included:

- Nephel Barrett, Executive Director - successor
- Rex Jackman, Branch Chief, Transportation Planning, Caltrans District 1
- John McCowen, Mendocino County District 2 Supervisor, former MCOG Board member
- Dan Gjerde, MCOG Chair
- Matt Brady, District Director, Caltrans District – presenting a custom highway sign
- Janet Orth, Deputy Director / CFO, Dow & Associates
- Lisa Davey-Bates, Principal for Davey-Bates Consulting (DBC)
- Loretta Ellard, Deputy Planner, DBC

**3. Public Hearing: Adoption of Resolution #M2018-07 Adopting Methodology for the 2018 Regional Housing Needs Assessment (RHNA).** Ms. Barrett explained the RHNA process, why it is necessary, what the determination numbers are used for, and the requirement to adopt a methodology. A public hearing on the RHNA requires a 60-day notice. Executive Director Barrett

presented proof of publication from the Ukiah Daily Journal dated April 4, 2018 as evidence of compliance.

**Upon motion** by Carter, second by Stranske and carried unanimously (*7 Ayes – Stranske, Wasserman, Cimolino, Carter/Alt., Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that this public hearing on adopting the Methodology for the 2018 Regional Housing Needs Assessment was properly noticed.

Ms. Barrett referred to her written staff report that included the RHNA Draft Methodology Statement. The recommendation for MCOG was to adopt the Methodology by resolution and continue to advance the process.

Chair Gjerde opened and closed the public hearing at 2:06 p.m., with no testimony offered. **Upon motion** by Cimolino, second by Carter and carried unanimously on roll call vote (*7 Ayes – Stranske, Wasserman, Cimolino, Carter/Alt., Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the following resolution is adopted.

**Resolution No. M2018-07**

Adopting the Methodology for the 2018 Mendocino County  
Regional Housing Needs Assessment (RHNA)  
(Reso. #M2018-07 is incorporated herein by reference)

**4. Convene as RTPA**

**5. Recess as RTPA - Reconvene as Policy Advisory Committee.**

**6. Public Expression.** None.

**7 - 9. Regular Calendar.**

**7. Fiscal Year 2018/19 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 \$7.6 million, and total allocations are recommended at \$7.3 million. Her summary included:

- The proposed resolutions;
- 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;
- Seven Unmet Transit Needs identified as “reasonable to meet”;
- Eligibility findings for Mendocino Transit Authority’s annual claim for funds;
- New apportionment funds that are to come in from the Regional Surface Transportation Program (RSTP), fund balances available and current allocations for Partnership Funding, Local Assistance, and Formula Distribution to member agencies.

The Chair invited public comment; no one volunteered. **Upon motion** by Croskey, second by Carter, and carried unanimously on roll call vote (*7 Ayes – Stranske, Wasserman, Cimolino, Carter (Alternate), Croskey, 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 M2018-03 Allocating Fiscal Year 2018/19 Funds and 2017/18 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves.

**Resolution No. M2018-03**

Allocating Fiscal Year 2018/19 Funds and 2017/18 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves  
(Reso. #M2018-03 is incorporated herein by reference)

Local Transportation Fund (LTF)		
Reserved LTF prior-year unallocated revenue	29,135	
MCOG Administration	442,444	
2% Bicycle & Pedestrian	66,181	
Planning Program – new funds	147,816	
LTF carryover – Planning program	36,008	
Total LTF		721,584
Regional Surface Trans. Program – Admin.		90,000
ATP Infrastructure Grants – Admin.		673,173
ATP Non-Infrastructure Grants - Planning		400,151
Sustainable Communities Grant		138,992
PPM Funds - Planning		176,659
RPA Funds - Planning		321,500
<b>Total Allocations</b>		<b>2,522,059</b>

- b. Adoption of Resolution #M2018-04 Finding That There Are Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2018/19.

**Resolution No. M2018-04**

Finding That There Are Unmet Transit Needs  
That Are Reasonable To Meet for Fiscal Year 2018/19  
(Reso. #M2018-04 is incorporated herein by reference)

- c. Adoption of Resolution #M2018-05 Allocating Fiscal Year 2018/19 Local Transportation Funds, State Transit Assistance, and Capital Reserve Funds and FY 2017/18 Carryover Funds to Mendocino Transit Authority.

**Resolution No. M2018-05**

Allocating Fiscal Year 2018/19 LTF, STA, and Capital Reserve Funds and  
2017/18 Carryover Funds to Mendocino Transit Authority  
(Reso. #M2018-05 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	2,661,288	
Unmet Transit Needs	0	
Senior Center Operations	493,777	
Capital Reserve Fund	0	
Total LTF		3,155,065
State Transit Assistance (STA)		
MTA Operations	300,000	
MTA & Senior Center Capital	49,000	
Capital Reserve Fund	331,645	
Total STA		680,645
Capital Reserve Program		
Current Year - MTA	0	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	632,138	
Adjustment for STA Contribution (duplication)	-331,645	
Total Capital Reserve		300,493
<b>Total Transit Allocations</b>		<b>4,136,203</b>

- d. Adoption of Resolution #M2018-06 Allocating Regional Surface Transportation Program Funds for Fiscal Year 2018/19 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies.

**Resolution No. M2018-06**

Allocating RSTP Funds for Fiscal Year 2018/19 MCOG Partnership Funding Program, Local Assistance, and Distribution by Formula To Member Agencies  
(Reso. #M2018-06 is incorporated herein by reference)

MCOG Partnership Funding Program		100,000
Local Assistance – Project Delivery		90,000
Formula Distribution to Members		
Mendocino County DOT	117,729	
City of Ukiah	159,438	
City of Fort Bragg	105,786	
City of Willits	99,289	
City of Point Arena	65,624	
Total Formula Distributions		546,865
<b>Total RSTP Allocations</b>		<b>736,865</b>

**8. Technical Advisory Committee Recommendations of May 21, 2018: Adoption of Final Fiscal Year 2018/19 Planning Overall Work Program (OWP).** Ms. Ellard referred to her written staff report. Ms. Ellard explained the final program that includes 19 work elements and totals \$1,221,126. Ms. Ellard invited public comment.

**Upon motion** by Director Croskey, second by Director Stranske, and carried unanimously on roll call vote (*7 Ayes – Stranske, Wasserman, Cimolino, Carter/Alt., Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the FY 2018/19 Final Overall Work Program is adopted as recommended by the Technical Advisory Committee, and the Executive Director or designee is authorized to sign certifications and the OWP Agreement and to forward to Caltrans, as required.

**9. Consideration of Endorsement of Senate Bill 1029 – North Coast Railroad Authority Right-of-Way, Great Redwood Trail Agency / Sonoma-Marín Area Rail Transit District.** This item was brought forward prior to Agenda #8 out of respect for a participant’s schedule. Ms. Ellard summarized the events that brought this agenda item back to the MCOG Board and clarified the location of the mile marker location in question at the May 8, 2018 MCOG Board meeting. Jason Liles, Senior Policy Advisor for Senator Mike McGuire, gave an update on Senate Bill 1029 and answered questions from the Board. North Coast Railroad Authority (NCRA) acquired about \$9.8 million in debt. He explained that in 1989, the governor signed a bill to assemble the NCRA but the mechanism to fund the bill was vetoed; therefore no public funding was approved to support the organization’s efforts. Caltrans has a discrepancy with California Transportation Commission (CTC) regarding the amount of the debt. He summarized the tasks and timelines to get the bill to the Assembly. The goal is to create a trail from San Francisco Bay to Humboldt Bay by connecting the new trails with existing trails along the way, to reduce cost and delays. There is a \$92 billion outdoor recreation industry than can contribute to the region’s economy. Questions and comments from the Council included:

- *Does the Senator’s office have any feedback on MCOG’s request for changes to the composition of the two boards? (Gjerde)* Mr. Liles explained his experience with larger boards. He cautioned against a large number of representatives on a board. He justified the decision for the appointees and explained the preference to limit the representation, yet create fair representation for all.

- *Could the proposed joint member be a person selected by the Board of Supervisors of Humboldt and Mendocino? (Carter)* Mr. Liles said it could but suggested that the terms may rotate every couple of years with representatives from the areas within the League of Cities that have a right-of-way contained within their city.
- *Suggestion to maintain the request for more local representation on both boards; it may be a disservice if representation is overloaded with people not affiliated with this area. (Cimolino)* Mr. Liles explained that the Governor appoints representatives, one that is anticipated to be from Caltrans. Of the proposed seven seats on the new trail agency, there will be three local people appointed, one board member from Humboldt, one board member from Mendocino, and one likely municipal member. He took note of the request for two additional local representatives on the SMART board to be included for approval in the amendment.
- *Asked for more clarification on changes that were made and that were struck from the draft. (Croskey)* Mr. Liles said these were amendments that the Appropriations Committee put in that involved funding, which is still under negotiations. Until funding is determined, those changes may or may not be included. It remains as temporary language.
- *Why was Caltrans removed from its role to temporarily serve as the new trail agency? (Staff)* Mr. Liles explained that Caltrans declined to undertake this role. They were involved in keeping updated on the process but, with their other duties, did not find it necessary to serve in this manner.
- *An additional comment on the number of representatives on the SMART Board that involves more people from the Bay Area than from local communities. (Stranske)* Mr. Liles explained that Marin and Sonoma counties had already invested in the infrastructure. Chair Gjerde explained further that the voters from Marin and Sonoma counties approved an eighth-cent sales tax for the SMART passenger train by a two-thirds vote. Due to those counties funding this project, they have earned the privilege for more representation on the SMART Board.
- *What is the anticipated cost of the entire project? (Cimolino)* Mr. Liles says it can vary widely depending on the areas and the type of materials used; there is no estimate.
- *How much will it cost to maintain the trail? (Cimolino)* It depends on the type of materials used for the trails; parts of the trail will be paved, part dirt. There are national specifications available based on thousands of miles of trail; urban areas cost more.
- *Will this be funded through General Fund revenue from the State? (Cimolino)* Mr. Liles said there are bond funds available for the construction; for maintenance would be a different type of funding. General funds could be used to retire debt; SB 5 California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 and Parks Bonds may be used for to maintain the trail.
- *How will the operations of the agency that will maintain it be paid?* The bill includes \$1 million for startup of the Great Redwood Trail Agency in FY 2018/19.

Director Stranske asked for more clarification of various milemarkers and the intended location of where the train would let people off in Willits. Mr. Liles said that at this time it is too early to tell with certainty; the plans for that location will take years to formulate.

**Upon motion** by Wasserman, second by Cimolino, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 1 Absent):: IT IS ORDERED that MCOG will send a letter of support for SB 1029 and to reiterate the previous request of additional local representation. Chair Gjerde directed MCOG staff to write the letter.

**10 - 12. Consent Calendar.** Ms. Orth provided updated information for Agenda #12, explaining that, at the time the staff report was written, MTA had not provided a specific requested amount. The draft resolution provided in the agenda packet states “up to the amount of available funds for

Mendocino County.” Ms. Orth would like to amend the resolution to specify MTA’s request of “up to \$350,000 of available funds for Mendocino County.”

**Upon motion** by Carter, second by Stranske, and carried unanimously on roll call vote (7 Ayes –, Stranske, Croskey, Carter (Alt.), Cimolino, Wasserman, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that consent items are approved as amended:

**10. Approval of May 7, 2018 Minutes – as written**

**11. Adoption of Resolution #M2018-08 Approving Mendocino Transit Authority’s Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program – Annual Regional Apportionment for Transit Operating Assistance**

**12. Adoption of Resolution #M2018-09 Approving the Programming of FTA Section 5311(f) Intercity Bus Program Funds for Mendocino Transit Authority’s Project Proposal. – as amended to specify request of up to \$350,000**

**13. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee.** Upon motion by Wasserman, second by Carter, and carried unanimously (6 Ayes; 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.

**14. Reports - Information**

- a. Mendocino Transit Authority. None.
- b. North Coast Railroad Authority. As discussed earlier in Agenda Item #9. No further information to report.
- c. MCOG Staff - Summary of Meetings. Mr. Dow’s staff report was distributed as a handout; no more information was highlighted.
- d. MCOG Administration Staff. Ms. Orth reminded MCOG Board that the next MCOG meeting is scheduled for August 20, 2018. The Council typically does not meet in July due to the July 4 holiday or in September due to Labor Day. Scheduling a meeting for late August bridges the four-month gap in a manageable way.
- e. MCOG Planning Staff. Mrs. Ellard announced the first community workshop for the Mendocino County Pedestrian Needs Assessment and Engineered Feasibility Study scheduled for June 19, 2018 in Point Arena.
- f. MCOG Directors. None.
- g. California Association of Councils of Governments (CALCOG) Delegates. Director Croskey was unable to attend the last meeting on May 30, 2018.

**15. Adjournment.** The meeting was adjourned at 3:20 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant