

# MENDOCINO COUNCIL OF GOVERNMENTS

## Approved MINUTES

Monday, December 4, 2017

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

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

**2. Convene as RTPA**

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

**4. Public Expression.** None.

**5 - 8. Regular Calendar.**

**5. Public Hearing: Unmet Transit Needs for Fiscal Year 2018/19 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of November 13, 2017. Finding of Proper Notice.** Ms. Orth confirmed proofs of publication were received from three local publishing media: Ukiah Daily Journal, published on November 3, 2017, The Mendocino Beacon, published on November 9, 2017, and Independent Coast Observer, published on November 11, 2017. The notice was posted on MCOG's website and emailed directly to interested Transit Stakeholders. Recommendation of finding of proper notice, then to hold the public hearing.

**Upon motion** by Wasserman, second by Ranochak, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Stranske, Wasserman, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes, 0 Abstained; 1 Absent): IT IS ORDERED that this public hearing on Fiscal Year 2018/19 Unmet Transit Needs was properly noticed.

Public Hearing. Chair Gjerde opened the hearing at 1:33 p.m. Ms. Orth reported findings from the Social Services Transportation Advisory Council (SSTAC) workshop conducted on November 13, 2017. An outcome of the meeting was a list of five unmet needs that were identified in the workshop. Mendocino Transit Authority (MTA) separately provided a list of 12 unmet needs from public input collected at their meetings. The Hearing was closed at 1:39. The hearing was reopened at 1:51 p.m. after Agenda Item #6 to receive additional testimony from a late arrival to the Public Hearing on Unmet Transit Needs. Pam Jansen of Ukiah Valley Association for Habilitation (UVAH) gave testimony on the needs of UVAH clients. UVAH serves approximately one hundred Adults with Developmental Disabilities in the community. They provide Day Services and Employment Services in the area. She requested that MTA Fixed Routes and Dial-a-Ride service start about half an hour earlier in the morning to provide adequate time for the participants in the program to get to their jobs. The hearing was closed at 1:53 p.m.

**Board Action. Upon motion** by Ranochak, second by Stranske, and carried unanimously on roll call vote [list votes]: IT IS ORDERED that that 1) MCOG receives as testimony all needs reported by the SSTAC, MTA, and the public hearing; 2) the testimony received includes “unmet transit needs” as qualified by MCOG’s adopted definitions; and 3) all testimony is directed to Mendocino Transit Authority for analysis and for further review by the Transit Productivity Committee and Social Services Transportation Advisory Council.

**6. Public Hearing: Approval of Resolution Adopting the 2018 Regional Transportation Improvement Program (RTIP). Finding of Proper Notice.** Ms. Barrett confirmed proof of publication from Ukiah Daily Journal, published on November 24, 2017. Recommendation of finding of proper notice, then hold the public hearing.

**Upon motion** by Croskey, second by Wasserman, and carried unanimously by roll call vote (7 Ayes – Scalmanini, Stranske, Wasserman, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes, 0 Abstained; 1 Absent): IT IS ORDERED that this public hearing on Approval of the 2018 RTIP was properly noticed.

Ms. Barrett referred to her written staff report. The Council was given the opportunity to review the Draft RTIP, included in the November MCOG meeting agenda packet. The Fund Estimate (FE) for the 2018 State Transportation Improvement Program (STIP) identified \$3,000,000 for the Mendocino County region over the next five years. The improvement over the 2016 STIP, which required MCOG to deprogram projects, was primarily due to SB1 passing into law. The Technical Advisory Committee supported MCOG staff throughout development of the 2018 RTIP and recommended the projects and funding identified in the proposed RTIP and resolution. The RTIP includes an analysis of how the projects support the goals and policies of the Regional Transportation Plan. It also establishes future funding commitments for some Ukiah projects that were cut from the 2016 STIP.

**Public Hearing.** Chair Gjerde opened the hearing at 1:49 p.m. With no one testifying, and no written testimony received from the public, the hearing was closed at 1:50 p.m.

**Upon motion** by Wasserman, second by Croskey and carried unanimously on roll call vote (7 Ayes – Scalmanini, Stranske, Wasserman, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes, 0 Abstained; 1 Absent): IT IS ORDERED that the following resolution is adopted, and staff is authorized to submit the adopted RTIP to Caltrans and the California Transportation Commission.

**Resolution No. M2017-14**

Adopting the 2018 Regional Transportation Improvement Program

(Reso. #M2017-14 is incorporated herein by reference)

Planning, Programming & Monitoring	\$ 298,000
New STIP Programming:	
North State Street Intersection/Interchange Improvement	
Environmental & Permits (E&P)	132,000
Plans, Specifications, and Estimates (PS&E)	336,000
Fort Bragg S. Main Street Pedestrian Improvements	
E&P	45,000
PS&E	110,000
Construction (CON)	1,330,000
Gualala Downtown Streetscape – PS&E (APDE Funds)	575,000
Sherwood Road Geometric Upgrade – CON	100,000
Willits Bypass Relinquishment	
Right of Way (ROW)	15,000
CON	83,000
<b>TOTAL</b>	<b>\$ 3,024,000</b>

Ms. Orth added that MCOG staff plans to submit a press release, as part of a statewide effort that highlights projects funded by SB1. She invited the Board to add comments to include in the press release. Director Croskey volunteered to meet with Ms. Orth to add comments.

**7. Approval of Resolution Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; Making Related Findings in Accordance With the California Environmental Quality Act Relating to the Covelo State Route 162 Corridor Multi-Purpose Trail in the Town of Covelo, California; Approving the Project; and Authorizing the Executive Director to Execute and File the Notice of Determination on Behalf of the Mendocino Council of Governments.**

Mr. Sookne presented a final draft of the Covelo State Route 162 Corridor Multi-Purpose Trail Initial Study / Proposed Mitigated Negative Declaration. He introduced Micha Schwarz, Senior Scientist with GHD, the consultant leading the studies for the required California Environmental Quality Act (CEQA) document. Dr. Schwarz explained the CEQA process and discussed the public environmental concerns that were received through public comments. He explained changes made in Appendix D to ensure public concerns were addressed. He explained the actions recommended for the Board in order to proceed with the project. Chair Gjerde invited public comments; no comments were received.

**Upon motion** by Croskey, second by Stranske, and carried unanimously by roll call vote. (7 Ayes – Scalmanini, Stranske, Wasserman, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes, 0 Abstained; 1 Absent): IT IS ORDERED that the following resolution is adopted.

**Resolution N. M2017-15**

Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; Making Related Findings In Accordance With the California Environmental Quality Act Relating To the Covelo State Route 162 Corridor Multi-Purpose Trail In the Town Of Covelo, California; Approving the Project; and Authorizing the Executive Director To Execute and File The Notice Of Determination on Behalf of the Mendocino Council of Governments  
(Reso. #M2017-15 is incorporated herein by reference)

Director Gjerde asked about the next steps advancing towards construction after the approval by resolution. Mr. Sookne explained that directly after the meeting, the Notice of Determination will be filed with the County to start the necessary 30-day public comment period. He will then take the information to the California Transportation Commission (CTC) in January, to approve allocating the money for design for Phases I and II. Then work will start on the design, permits and right of way. Construction is programed to go out to bid for construction in FY 2019-20.

**8. Discussion/Direction: 2018 MCOG Board Calendar.** Ms. Orth referred to the proposed draft calendar included in the board packet. The calendar was not scheduled to be adopted at this time. MCOG staff requests input and direction from the Board prior to submitting for approval at the next MCOG meeting. The February MCOG meeting will include any newly appointed Board members. The schedule includes two placeholders for On Location Tour/Mobile Workshops to be determined for spring and/or autumn. There are no scheduled meetings in January and July, due to conflicts with holidays. The August meeting was proposed for the third Monday of the month to bridge the gap between the June and October meetings. The schedule will be on the February meeting agenda for adoption. No action was taken.

**9. Consent Calendar.** Upon motion by Wasserman, second by Ranochak, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Stranskey, Wasserman, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that consent items are approved:

**9. Approval of November 6, 2017 Minutes** – *As amended, Agenda Item #11e1, MCOG Planning Staff: the Caltrans Transportation Planning Grant Cycle was reported due on January 21; the actual due date for proposals is February 23.*

**10. Adoption of Resolution Approving the Updated Title VI Program and Associated Limited English Proficiency Plan; Authorizing the Executive Director to Execute Said Policy on Behalf of the Mendocino Council of Governments and Appoint a Title VI Coordinator.**

**Resolution No. M2017-16**

Approving the Updated Title VI Program and Associated Limited English Proficiency Plan; Authorizing the Executive Director to Execute Said Policy On Behalf of the Mendocino Council of Governments and Appoint a Title VI Coordinator

(Reso. #M2017-16 is incorporated herein by reference)

**11. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee.** Upon motion by Director Croskey, second by Ranochak, and carried unanimously on roll call vote (6 Ayes – Scalmanini, Stranskey, Wasserman, Ranochak, Croskey, 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.

**12. Reports - Information**

- a. Mendocino Transit Authority. MTA General Manager Carla Meyer reported.
  - They held their first Annual Board Retreat in late October. They hired an outside facilitator from Sacramento; all the board members and management attended. Ms. Meyer said they created an MTA strategic vision and identified three main goals to focus the direction for the future of MTA to create their five-year plan.
  - They held their first All Staff Training Day on November 11. California law requires that bus operators receive eight hours of refresher training per year. Due to various schedules of the employees, it makes this requirement difficult to fulfill. They received required training and were given dedicated time to focus on the subject matter. The guest speakers' training materials included safety training functions, wheelchair securement, and new department policies and procedures.
  - The RouteMatch installation is in progress; the computer hardware and software components for the buses will make communicating with customers and the dispatcher easier and more efficient.
  - They recently hired a new dispatcher, which will allow for full coverage for the duration of operation.
- b. North Coast Railroad Authority (NCRA). Ms. Ellard reported on the November NCRA meeting in Ukiah. NCRA reported they are ahead of schedule on the Ukiah Depot Improvement Project. The bridge was completed and they are out of the creek bed. They are currently working on mitigation; the project deadline is June, 2018. NCRA staff has been working with Senator McGuire's office to develop legislation with intent to introduce to the State in 2018. If passed, the bill would provide annual NCRA funding and a one-time sum to assist in repayment of their debt. They have plans to conduct a public workshop to discuss issues surrounding the proposed legislative bill in January; Senator McGuire's staff will be invited to participate.

- c. MCOG Staff - Summary of Meetings. Executive Director Dow referred to his written staff report. He remarked that the multitude of meetings involving the implementation of SBI programs have slowed down as components of the programs and guidelines have been adopted. Mr. Dow will attend the California Transportation Commission (CTC) meeting the following Thursday in Riverside.
- d. MCOG Administration Staff
1. *Senate Bill 1 Implementation – Road Repair and Accountability Act of 2017*. Mr. Dow referred to his written staff report. He said this week the CTC will adopt formulas for the Local Partnership Program shares. The formulas will be set for a couple of years then the CTC will revisit to discuss whether changes are necessary.
  2. *2017 Caltrans Excellence in Transportation Award for Willits Bypass Project – Plaque Presented to MCOG for Partnership Role*. Mr. Dow presented a plaque from Caltrans that commemorates MCOG’s partnership with Caltrans. The mitigation project will take a few years to complete, now that construction has been completed.
  3. *Miscellaneous*. Mr. Dow announced the Regional Transportation Plan (RTP) was going to be on this agenda for adoption; however, Ms. Barrett found out it was not critical at this specific time and is taking the opportunity to add to it. This will also allow more time for review and comment prior to requesting the Board to adopt the RTP. The RTP will be on the next agenda for the Board to adopt.
- e. MCOG Planning Staff.
1. *Proposals Received for FY 2018/19 Transportation Planning Overall Work Program (OWP)*. Ms. Ellard gave an update of local grant processes. The proposals for next year’s Transportation Overall Work Program (OWP) were due on December 1. There were four applications received for next year’s OWP:
    - City of Fort Bragg – Transportation Planning for Mill Site Reuse & Rezoning Project
    - County DOT – Combined Special Studies
    - MTA – Transit Designs Guidelines Manual
    - MCOG Administration – Zero Emissions Vehicle (ZEV) & Alternative Fuels Readiness Plan Update
 The applications will be reviewed by the Technical Advisory Committee (TAC) over the next few months as the FY 2018-19 OWP is developed.
  2. *Proposals Received for MCOG’s Local Transportation Fund (LTF) Two Percent Bicycle & Pedestrian Program*. Ms. Ellard reported applications were due on November 1. From the past two years of budget allocations, the total fund balance available is \$137,000. Three applications were submitted:
    - City of Willits – Elm Lane Pedestrian Ramp Improvements
    - County DOT – Branscomb Road Multi-Use Bridge Over Ten Mile
    - City of Point Arena – Port Road Rehab & Overlay
 The TAC will look at the applications in January and will bring their recommendations to the February MCOG Meeting.
  3. *Miscellaneous*. Today, Ms. Ellard learned that the application MCOG submitted to Caltrans for the Sustainable Communities Grant Program for the Pedestrian Facility Needs Inventory and Engineered Feasibility Study was recommended by Caltrans staff for CTC approval. The application covers most of the County, with the exception of the South Coast. The South Coast project is currently covered by an OWP element. If Notice of Approval for this application comes, the project is expected to begin in February. Ms. Ellard will start the State RPA funded portion on the South Coast project, as outlined in

the OWP, soon. She would like to get approval from Caltrans to combine both projects on one Request for Proposal (RFP) and procurement process to use one consultant, as it would be more efficient.

The next Caltrans planning grant cycle applications are due February 23; local agencies have been notified and MCOG has offered assistance. The Active Transportation Plan Guidelines are being developed, and the next grant cycle begins in March.

f. MCOG Directors. None.

g. California Association of Councils of Governments (CALCOG) Delegates. None.

**13. Adjournment.** The meeting was adjourned at 2:37 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant