

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES
Monday, May 4, 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 1:46 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Richey Wasserman, Larry Stranske, Tess Albin-Smith, John Haschak, Michael Carter and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding.

Staff present on the call: Nephele Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, 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; no written public comments were received.

2. Convene as RTPA

3. Recess as RTPA – Reconvene as Policy Advisory Committee

4. Public Expression. None.

5. Regular Calendar.

5. Presentation and Acceptance of Triennial Performance Audits – *Michael Baker International.*

Ms. Orth gave a brief summary of her written staff reports, noting the audits are required by the Transportation Development Act, and introduced Derek Wong of Michael Baker International. Both agencies received favorable reports. Mr. Wong described the audit process and presented his findings to the Board for the period of 2016 to 2018. He then listed the recommendations for MCOG and MTA.

- a. Mendocino Council of Governments. Mr. Wong reported that MCOG fully complied with all 12 applicable requirements. He listed two recommendations for MCOG:
 - Considering an alternate funding formula for senior center TDA funds (in progress, carried forward)
 - Confirming alignment of MCOG personnel roles and responsibilities with RTPA functions.
- b. Mendocino Transit Authority. Mr. Wong explained that there have been various changes in standards and recommendations for MTA over time. MTA fully complied with six of nine requirements, as well as partial compliance. He listed the four recommendations for MTA, including three carried forward:
 - Improving data reporting to the State controller
 - Expanding data analysis using new technology systems
 - Updating short range transit development plan
 - Considering an alternate funding formula for senior center TDA funds.

In Board discussion, Director Haschak and Richard Baker, Willits Senior Center Executive Director, reported that they had discussed new funding formulas and the parameters of revised performance standards are starting to be established. - *Refer also to Agenda #6e*

Upon motion by Haschak, second by Albin-Smith, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the triennial performance audits of MCOG and MTA are accepted as presented.

6. Fiscal Year 2020/21 RTPA Budget Presentation & Workshop. Ms. Orth referred to her staff report and presentation slides. She summarized the changes made in preparation for results of the COVID-19 pandemic impacts on the economy. She reported that the total available revenues from all sources are estimated at over \$12 million, citing two items driving that figure higher than the typical \$8 million: federal relief funds for transit and grant funds for construction of the trail in Round Valley. Local and state revenues are likely to be lower than the original estimates from the auditor and State Controller, so the proposed budget assumes that amendments will be likely. More progress will be made in the new fiscal year.

Ms. Barrett added that since LTF revenues were likely to fall short, the optional Bicycle & Pedestrian allocations were cut out of the proposal. She clarified that there is no harm in waiting to allocate the bike and pedestrian funds as no one is relying on them at this time. In response to a question from Director Haschak, Ms. Barrett explained that the expected drop in LTF funds will be supplemented by CARES Act relief through the federal 5311 transit program.

- a. Report of Revenues Fiscal Year to Date 2019/20. Ms. Orth referred to her staff report and presentation.
- b. Executive Committee Recommendations of February 24, 2020 – Revenues & Allocations. Ms. Orth referred to her staff report and presentation.
- c. Technical Advisory Committee Recommendation of February 19, 2020 – Draft Planning Overall Work Program. Ms. Ellard referred to Ms. Pedrotti's staff report.
- d. Transit Productivity Committee Recommendations of April 13, 2020. Ms. Orth explained that the TPC recommended full funding of MTA's claim as presented, with the expectation that one or more revised claims will be necessary later in the year, as more information becomes available. They also recommended a finding that "there are no unmet transit needs that are reasonable to meet" based on the current fiscal situation.
- e. Report of Senior Centers Transportation Program Workshops of September 17, 2019 and March 17, 2020. Ms. Barrett reported that MCOG has been working with the TPC and Senior Centers to revise the Senior Center funding formula since the TPC meeting in 2019. The performance auditor had recommended a formula based partially on performance. Richard Baker has taken Diana Clarke's place as the new primary appointee of the TPC with Jill Rexrode serving as alternate. The TPC met in April and decided to wait until the next in-person meeting to make a recommendation on the new funding formula. Staff discussed opening senior center transportation workshops to the public to include interested Board members.

The Chair invited public comment. Diana Clarke commented that the revision process for the senior center funding formula has been a large collaborative effort that is extremely necessary, being as the formula has not been revised since 1997.

The budget workshop was for information only and no action was taken.

7-8. Consent Calendar. Upon motion by Carter, second by Brown, and carried unanimously on roll call vote (8 Ayes – *Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

7. Approval of April 6, 2020 Minutes – as written

8. Approval of April 13, 2020 Transit Productivity Committee Minutes – as written

9. 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 (7 Ayes – *Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

10. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Jackman reported that he would like to give his previously scheduled presentation at a later date to determine the best option for orientation for online mapping tools. Ms. Barrett reported that in a recent Caltrans meeting, she learned that almost all projects are still moving forward as planned without delays. Director Haschak reported that at the last Board of Supervisors meeting, board members wanted to place shelter-in-place warning signs at entry points into Mendocino County on major highways. Director Wasserman reported that Caltrans crews were working on Main Street in Point Arena; all construction projects in the Manchester/Point Arena areas are still going as planned, and possibly sooner. Ms. Barrett replied that projects have accelerated schedules to take advantage of less traffic on the roads.

Director Jackman left the meeting at 2:55 p.m.

- b. Mendocino Transit Authority. Chair Gjerde reported that MTA had suspended trips across the border to Sonoma County during the COVID-19 emergency.
- c. North Coast Railroad Authority. Ms. Ellard reported that NCRA is now meeting quarterly and that the next meeting will be held on June 8 at the Board of Supervisors Chambers in Ukiah.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written report. Ms. Orth reported that she has been attending California Electric Vehicle Infrastructure Project (CALeVIP) meetings; the Sonoma Coast Incentive Project will open up for applications on July 8.
- e. MCOG Administration Staff
 - i. Miscellaneous. Ms. Barrett reported that the amendment to the Joint Powers Agreement would not take effect until all member agencies ratify it. To date, the cities of Fort Bragg and Point Arena have approved the amendment. MCOG staff is still waiting for the County of Mendocino, City of Ukiah and City of Willits to ratify.
 - ii. Next Meeting Date. Monday, June 1, 2020.
- f. MCOG Planning Staff.
 - i. SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study. Referred to written staff report.

- ii. *Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan.* Ms. Ellard reported that MCOG staff have gone over the draft report for the evacuation plan and have provided comments to the consultant. The project is still on track for consultant presentation in June, but public forums have been delayed until further notice.
- iii. *Miscellaneous.* None.
- g. MCOG Directors. There were no reports.
- h. California Association of Councils of Governments (CALCOG) Delegates. None.

15. Adjournment. The meeting was adjourned at 3:04 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant