

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday, February 4, 2019

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*

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 Jim O. Brown, Larry Stranske, Richey Wasserman, Michael Carter/Alt., John Haschak, Rex Jackman (Caltrans/PAC), and Dan Gjerde present; Chair Gjerde presiding. Director Tess Albin-Smith arrived soon after.

Staff present: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner, and Phil Dow, Principal of Dow & Associates. (Additional staff in the audience.)

Guest: California Transportation Commission Executive Director Susan Bransen.

Executive Director Barrett welcomed Ms. Bransen and the new Board Directors: from the City of Ukiah, Jim O. Brown; County District 3 Supervisor, John Haschak; and from the City of Fort Bragg, Tess Albin-Smith, who joined the meeting at 1:47 p.m. during the following presentation. Ms. Barrett notified the Board members that a Board Orientation will be presented at the March 4, 2019 MCOG meeting.

2. Presentation & Discussion of Regional Transportation Issues Executive Director Barrett conducted a presentation on Regional Transportation Issues:

- Regional Overview – reported on demographic, streets and road information on the cities and the County.
- Highlights and accomplishments – highlighted programs and funding, Willits Bypass, Simpson Lane State Route (SR) 1 Roundabout, Rail Trails, California Coastal Trail in Fort Bragg, Branscomb Road Pedestrian Bridge in Laytonville, Countywide Safe Routes to School, Call Boxes, and Electric Vehicle Charging Stations.
- Current and upcoming projects – Ukiah Downtown Streetscape and “Road Diet” projects from the State Transportation Improvement Program (STIP) and Highway Safety Improvement Program (HSIP), Gualala Streetscape, US 101 and North State Interchange in Ukiah area, the Pedestrian Needs Inventory Study, and Covelo SR 162 Multi-Use trail through the Active Transportation Program (ATP).
- Unresolved issues – emergency evacuation routes/secondary access and difficulty to obtain funding for rural projects; reported incidents/accidents on SR 162 in Covelo.

Discussion included:

Director Haschak reiterated the importance of wildfire preparedness and evacuation needs and improving SR 162 in Covelo. Ms. Bransen responded that the California Transportation Commission (CTC) recognizes the need for projects in rural areas. CTC toured the town of Paradise along with the former Caltrans Director and Mayor Jody Jones. Caltrans has planning grants to

research challenges in rural areas. CTC will be working with Rural Counties Task Force and others to prioritize improved access.

Chair Gjerde reported he had received calls with the similar access to emergency route concerns for the North Coast area as well. Some of the emergency access roads that have been identified are on private property; owners will often lock out or completely block access. He requests for the plan to address maintenance and monitoring emergency access roads for accessibility. Ms. Bransen responded that this issue would probably require legislative authority. She intends to share this information with CTC and request recommendations. Active Transportation Program (ATP) has been oversubscribed; they have had over \$2 billion in requests for this funding statewide. She likes to hear about the projects that have come out of the ATP in this region.

Ms. Barrett said MCOG applied for an Adaption Planning Grant for a two-year project, the Fire Vulnerability Assessment Emergency Evacuation Preparedness Plan. The assessment will allow MCOG to prioritize the roads and areas to focus emergency access.

Director Albin-Smith introduced herself and explained that she worked for 28 years at CalFire in the Fort Bragg area and is familiar with emergency access roads in that area. A highly fire-prone area with limited road access is the Pygmy Forest area; she hopes the assessment identifies that area.

3. Approval of Proclamation Honoring Phil Dow and Presentation of CTC Resolution. Ms. Barrett read a proclamation prepared by staff honoring the retired Executive Director, and he expressed his appreciation of the recognition.

Upon motion by Carter, second by Wasserman, and carried unanimously (*7 Ayes; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the proclamation honoring Phil Dow is approved.

Ms. Bransen summarized Mr. Dow's contributions to the CTC that has benefitted statewide rural counties. She said members of the CTC have tremendous respect for Mr. Dow. She presented a resolution from the commission to honor him and let the Board know that resolutions to recognize outgoing Executive Directors are not a common practice. She read part of the resolution that recognized his efforts, work, and contributions throughout the years with special mention of the Willits Bypass. Mr. Dow spoke about the importance of remaining involved and continuing an active presence at the CTC to voice rural county concerns.

Public comments included:

Brad Mettam, Caltrans District 1 – Mr. Mettam gave an example of how Mr. Dow had influenced people's decisions in a meeting he attended due to the respect he has earned from the members.

Tim Erickson, Public Works Director – He extended his appreciation for Mr. Dow's support over the years.

Howard Dashiell, Director Mendocino County Department of Transportation– He extended his appreciation for Mr. Dow and the MCOG staff.

Chair Gjerde – Mentioned Mr. Dow's support of a half-cent sales tax for Fort Bragg and extended his appreciation.

The Chair called a recess at 2:30 p.m. for an informal reception in honor of Mr. Dow, and reconvened the meeting at 2:55 p.m.

4. Election of Officers – Chair and Vice Chair – Deputy Director Orth introduced this item, and conducted the election with usual method, consistent with Robert's Rules of Order. She opened the nominations for the office of Chair; Director Gjerde was nominated. With no further nominations, Ms. Orth closed nominations for the office of Chair.

Nominations were opened for office Vice Chair; Alternate Director Carter was nominated. After a brief discussion in regards to eligibility due to his pending status as an appointee, the nomination was confirmed contingent on his reappointment by the Board of Supervisors.

Upon motion by Carter, second by Wasserman, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that **Director Gjerde is re-elected Chair and Alternate Director Carter was provisionally elected Vice Chair.**

5. Convene as RTPA

6. Recess as RTPA – Reconvene as Policy Advisory Committee

7. Public Expression. None.

8 - 10. Regular Calendar.

8. Public Hearing. Unmet Transit Needs for Fiscal Year 2019/20 – Including Social Services Transportation Advisory Council (SSTAC) Recommendation of November 15, 2018. Ms. Orth presented proofs of publication in different public media forums: Ukiah Daily Journal on 1/4; The Willits News on 1/5; the Fort Bragg Advocate-News on 1/10; and the Independent Coast Observer on 1/11. It was also posted on MCOG’s website and emailed to interested stakeholders. **Upon motion** by Carter, second by Wasserman, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that this public hearing on FY 2019/20 Unmet Transit Needs was properly noticed.

Chair Gjerde opened the hearing 3:03 p.m.

Ms. Orth submitted the list of Unmet Transit Needs from the SSTAC that included 10 unmet transit needs and a list from Mendocino Transit Authority (MTA) that identified 15 unmet transit needs. MTA also submitted two additional needs submitted after the initial report to MCOG, which Ms. Orth read into the record. She described the next steps of the process. No additional unmet transit needs were submitted as testimony and the public hearing was closed at 3:14 p.m.

Upon motion by Brown, second by Haschak, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that MCOG receives as testimony all needs reported by the Social Services Transportation Advisory Council (SSTAC), Mendocino Transit Authority (MTA), and the public hearing; the testimony heard includes Unmet Transit Needs that appear to qualify under MCOG’s adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the Transit Productivity Committee and Social Services Transportation Advisory Council.

9. Annual Appointments to Standing Committees and Possible Scheduling of Meeting Dates

- a. Executive Committee. According to MCOG bylaws, Chair and Vice Chair are members of this committee with addition of a third member reflecting a city. Director Wasserman volunteered as the third member of the Executive Committee.
- b. Transit Productivity Committee. According to the bylaws, appointments are made by the Chair. Chair Gjerde appointed **Directors Brown and Carter.**
- c. California Association of Councils of Governments (CALCOG). Duties and upcoming events were noted. The annual Regional Leadership Forum is scheduled for March 14-17, 2019 as the next delegate meeting. The Council appointed **Directors Albin-Smith as the delegate with Director Haschak as the alternate.**

Upon motion by Brown, second by Haschak, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the Council approves the above slate of committee appointments.

10. Adoption of 2019 Board Calendar. Ms. Barrett referred to the Board Calendar included in the agenda packet. She highlighted the mobile workshop tour, scheduled in April for the South Coast.

Upon motion by Haschak, second by Carter, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED the 2019 Board Calendar is adopted.

11-13. Consent Calendar. Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith, Haschak, Jackman, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

11. Approval of December 8, 2018 Minutes – as written

12. Technical Advisory Committee (TAC) Recommendations of January 16, 2019. Approval of Third Amendment to Fiscal Year 2018/19 Transportation Planning Overall Work Program (OWP) – Ms. Ellard included her staff report in the Agenda Packet that explained the TAC’s recommendation for a third amendment. The proposed revisions are to correct an error in the allocation for Work Element 9, Fort Bragg Street Safety Plan. No change to the total, program funding remains at \$1,381,130.

13. Adoption of Resolution Authorizing the Executive Director to Execute Agreements Required to Process State & Federal Funds for MCOG’s Approved Projects

14. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Albin-Smith, second by Stranske, and carried unanimously (7 Ayes; 0 Absent): IT IS ORDERED that 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 the annual review of MTA’s Executive Director was conducted at the last meeting.
- b. North Coast Railroad Authority. Ms. Ellard did not attend the last NCRA meeting; the next NCRA meeting is February in Healdsburg. She and Ms. Barrett have been attending Great Redwood Trail meetings and will continue monitoring the progress ongoing. NCRA has been working on the requirements from Senate Bill 1029 on transitioning from a rail agency to a trail agency. Chair Gjerde reported that Director Haschak was appointed to the NCRA as a Board Member; he will start in March.
- c. MCOG Staff - Summary of Meetings. Executive Director Barrett referred to the written report; nothing specific was highlighted. She explained to the new Board members this is a standing agenda item included in each MCOG Agenda Packet.
- d. MCOG Administration Staff
 1. Caltrans State Highway Status of Projects. Ms. Barrett referred to the report included in the agenda packet. Caltrans District 1 submitted a Status of Projects Report and will resume reporting updates quarterly. Director Jackman summarized and clarified that it does not list all projects; only projects in the County that Caltrans considers relevant for MCOG’s review. Chair Gjerde asked how projects, such as adding turn pockets to high use roadways, could be implemented. Director Jackman explained that Caltrans prioritizes projects by using data, such as collision reports. Caltrans’ Traffic Safety Division would implement an intervention, in that particular circumstance.

2. *AB1234 Ethics Training (On Demand Webinar) Available through March 15.* Ms. Orth reminded the Board that MCOG joined the California Special Districts Association; training is one of the benefits. There is a free AB1234 Ethics Training on-demand webinar available through March 15. Board members can contact Ms. Orth for more information.
 3. *MCOG's New Website Transition Completed (www.mendocinocog.org).* Ms. Orth announced the new MCOG website is fully active. The company MCOG used was Streamline, Digital Deployment; they specifically design website templates for special districts, joint power agencies, and other small agencies, with unlimited technical support. She will continue to upload content and post community pages to include each of the local communities' plans.
 4. *Reminder: Form 700 Statements of Economic Interest.* Ms. Orth reminded Board Members who are assuming office to file their Form 700, Statement of Economic Interest, to include MCOG as one of the agencies they serve, and to provide MCOG with a copy. Due to the new electronic filing, she is researching the requirements but requests copies for now.
 5. *Miscellaneous.* – None.
- e. MCOG Planning Staff.
1. *Fiscal Year 2019/20 Draft Transportation Planning Overall Work Program (OWP).* Ms. Ellard reported MCOG staff is developing the Overall Work Program for FY 2019/20. A draft of the OWP is due to Caltrans on March 1. MCOG's Technical Advisory Committee (TAC) reviews and recommends the projects for inclusion. Caltrans will review and comment on the draft prior to returning it to MCOG TAC for final review and for MCOG Board's approval in June. Two applications were submitted. The County of Mendocino Department of Transportation submitted an application to do special studies as usual. City of Fort Bragg submitted an application for a preliminary engineering project but it may not be eligible for the planning program. The OWP consists of the MCOG staff work elements, local agency projects, and funding matches for two Caltrans projects, pending grant awards. It also includes a portion of funds in reserve to spread the burden of updating the Pavement Management Program (PMP) over three years. The Davey-Bates Consulting (DBC) contract expires September 30, 2019; estimates are included that will be held in pending status until MCOG Board decides to extend or go out the bid.
 2. *MCOG Sponsored Local Agency Training: Traffic Control for Safer Work Zones – January 30, 2019.* Ms. Ellard reported the OWP includes \$5,000 each year towards local agency training. Typically, the whole amount is not spent and the remainder carries over to the next year. This year MCOG TAC supported a UC Berkeley Institute of Transportation Studies (ITS) training called Traffic Control for Safer Work Zones. There were about 30 County and cities employees that attended. Training costs for the conference center, trainer, and breakfast refreshments and lunch totalled about \$6,620, (about \$220 per person), much more cost efficient than sending individual agency employees out of town for this training.
 3. *Miscellaneous.* None.
- f. MCOG Directors. None.
- g. California Association of Councils of Governments (CALCOG) Delegates. Ms. Orth mentioned the annual forum coming up in March in Yosemite. She invited Board members

to attend and let them know that their travel expenses would be covered by MCOG in the administration budget. Ms. Barrett attended the COG Directors Association of California (CDAC) meeting in Sacramento. She referred to the CALCOG Legislative Report in the information packet, which summarizes legislative interests discussed at that meeting. She mentioned housing projects were a key subject and how the Governor's budget may affect transportation and housing funds.

16. Adjournment. The meeting was adjourned at 3:50p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant