

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES
Monday, December 7, 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 1:32 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Larry Stranske, John Haschak, Wasserman, Albin-Smith and Michael Carter present by Zoom teleconference; Vice Chair Carter presided in Chair Gjerde's place until his arrival at approximately 1:42.

Staff present on the call: Nephele Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Planning Principal; James Sookne, Program Manager; Alexis Pedrotti, Project Manager; Danielle Casey, Project Coordinator, and Monica Galliani, Administrative Assistant.

Note: Public comment was invited via online comment form; staff monitored for incoming comments throughout the meeting, reporting periodically.

2. Convene as RTPA

3. Recess as RTPA – Reconvene as Policy Advisory Committee

4. Public Expression. None

5. Recognition of Retiring Board Member – Richey Wasserman. Directors and staff expressed their gratitude toward Director Wasserman for his years of service on the MCOG board and the City of Point Arena. He was gifted a certificate of appreciation. Director Wasserman also thanked the board, staff, and Ms. Barrett for their dedication and their help towards the City of Point Arena.

6. Public Hearing: Unmet Transit Needs for Fiscal Year 2021/22 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of November 16, 2020.

Finding of Proper Notice. Ms. Orth confirmed proof of publication from Ukiah Daily Journal, published on November 6. Additional outreach included three other newspapers, MCOG's website and email list-serve.

Upon motion by Carter, second by Wasserman, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that this public hearing on 2021/22 Unmet Transit Needs was properly noticed.

Ms. Orth gave a summary of the November 16, 2019 SSTAC meeting for unmet transit needs and explained steps in the process of bringing those needs back to the board for action.

Chair Gjerde opened the public hearing at 1:46 p.m. Ms. Orth submitted as testimony the list of unmet needs identified in the SSTAC meeting. No additional needs had been received in advance of the hearing. Ms. Barrett noted that the November SSTAC meeting was better attended than most due to remote access and the combination of Unmet Needs workshop with a community meeting on the draft Coordinated Public Transit-Human Services Transportation Plan. With no public comments, the public hearing was closed at 1:50 p.m.

Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde; 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) and Mendocino Transit Authority (MTA) in 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.

7. Public Hearing: Adoption of Public Participation Plan Update. Mr. Sookne reported that this plan is a product of the 2005 Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), a past federal authorization bill. The Council originally adopted the plan in 2008, and MCOG is now updating for the upcoming Regional Transportation Plan public engagement process. The new version contains minimal changes, such as deletion of the newsletter and replacing telephone surveys with internet surveys.

Finding of Proper Notice. Mr. Sookne confirmed proof of publication from Ukiah Daily Journal, published on October 21.

Upon motion by Haschak, second by Wasserman, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that this public hearing on the adoption of the Public Participation Plan Update was properly noticed.

Chair Gjerde opened the public hearing at 1:55 p.m.

- Mr. Sookne added that the plan is to serve as a general blueprint for projects.
- Ms. Orth mentioned that the website has been serving in place of a newsletter, though staff has considered reviving the newsletter as an email version. Chair Gjerde replied that many people can access internet from public places such as libraries.
- Director Carter pointed out several minor corrections to be made to the plan update.
- Ms. Barrett added that while MCOG does not use social media for news circulation, other organizations that work closely with MCOG (such as Caltrans) have been sharing pertinent information on social media.

With no public comments, the public hearing was closed at 2:00 p.m. **Upon motion** by Carter, second by Albin-Smith, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the Public Participation Plan Update is approved as amended.

8. Regional Early Action Planning (REAP) Grant Funds from California Department of Housing & Community Development. Ms. Barrett reported that MCOG has begun the process of working on plans for housing development under the REAP program. Staff presented two resolutions, one required to receive the grant and the other to include REAP funding in the MCOG budget.

- a. Adoption of Resolution Authorizing REAP Funds. Mr. Sookne added that the State requires board authorization to receive these funds. He gave an overview of the contents of the resolutions, explaining that they allow Ms. Barrett to submit an application, execute necessary documents, and enter into an agreement with the state of California to use the funds completely and appropriately. Mr. Sookne has been working with the local agencies to find the best plan for each. He then gave brief descriptions of what each agency wants to see out of the program. Ms. Barrett added that Ms. Orth would be the attesting officer on the authorizing resolution. Directors Gjerde and Albin-Smith both expressed approval of the community land trust aspect of the Fort Bragg plan.

Upon motion by Haschak, second by Wasserman, and carried unanimously on roll call vote (8 Ayes – *Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the resolution is adopted with the change of attesting officer.

Resolution No. M2020-10

Authorizing Resolution for
Regional Early Action Planning (REAP) Funds
(Reso. #M2020-10 is incorporated herein by reference)

- b. Adoption of Resolution Amending Fiscal Year 2020/21 Budget to Receive and Allocate REAP Program Grant Funds. Staff requested one minor revision to the draft resolution provided in the agenda packet and another to a budget exhibit for Administrative & Fiscal Services. The table of allocations would be “as estimated.” Staff hours and sources of funding would be amended, with no increase to the total contract.

Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (8 Ayes – *Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the resolution and budget amendment are approved as recommended by staff.

Resolution No. M2020-11

Amending Fiscal Year 2020/21 Budget to Receive and Allocate
Regional Early Action Planning (REAP)
Program Grant Funds
(Reso. #M2020-11 is incorporated herein by reference)

9. Discussion/Direction: 2021 MCOG Board Calendar. Ms. Orth left edits available on the calendar for board members to see, noting the calendar is typically adopted at the first meeting of the calendar year in February. She also left open dates for field tours. Director Albin-Smith suggested having local agencies film virtual tours to help plan for upcoming projects, in lieu of in-person visits. There was brief discussion of CALCOG events. No action was taken.

10-14. Consent Calendar. Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (8 Ayes – *Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved, including the Second Amendment to FY 2020/21 Overall Work Program; the Executive Director is authorized to sign appropriate certifications and revised OWP agreement, as needed, and to forward to Caltrans, as required.

10. Approval of November 2, 2020 Minutes - as written

11. Approval of Second Amendment to Fiscal Year 2020/21 Transportation Planning Overall Work Program (OWP) - *To program additional grant funding in Work Element 11 (Local Road Safety Plans) recently awarded by the State to the Mendocino County Department of Transportation and Cities of Willits and Fort Bragg. The amendment would revise the total work program from \$1,083,936 to \$1,212,836, an increase of \$128,900.*

12. Authorization to Apply for Fiscal Year 2021-22 Sustainable Transportation Planning Grants with MCOG as Lead Agency – *for MCOG Travel Demand Model Update and Micro-Mobility/Transit Alternatives Study to Serve Communities Not Served by Transit*

13. Adoption of Resolution Approving the Updated Title VI Program and Associated Limited English Proficiency Plan, Authorizing the Executive Director To Execute Policy on Behalf of MCOG, and Appointing a Title VI Coordinator

Resolution No. M2020-12

Approving the Updated Title VI Program and
Associated Limited English Proficiency Plan
(Reso. #M2020-12 is incorporated herein by reference)

14. Appointments to Social Services Transportation Advisory Council (SSTAC)

- *Richard Baker, Willits Seniors, Inc., for “Local social service provider for seniors” – reappointed through April 2024*
- *Jill Rexrode, Redwood Coast Seniors, for “Local social service provider for seniors that provides transportation” – reappointed through April 2024, with Laurie Hill as Alternate*
- *Rachael McDavid, Ukiah Senior Center, for “Local social service provider for the handicapped that provides transportation” – appointed through April 2022 with Kathy Sheehy as Alternate*
- *Dawn White, Mendocino Transit Authority, for “Representative of local Consolidated Transportation Services Agency” – appointed through April 2023 with Luis Martinez as Alternate*

15. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy

Advisory Committee. Upon motion by Albin-Smith, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Carter, Wasserman, Haschak, Albin-Smith, 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.

16. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Jackman referred to his written reports, provided that morning. He also gave an update on the Caltrans mapping tool. A new project manager has taken over many District 1 projects. Director Wasserman added there will be a Gualala Streetscape public meeting on January 14 from 5:00 to 7:00 p.m.
- b. Mendocino Transit Authority. None.
- c. North Coast Railroad Authority. Ms. Orth reported that the NCRA completed their required assessment report, which is available on the CALSTA website and was accepted by the California Transportation Commission on December 2.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written staff report.
- e. MCOG Administration Staff
 - i. *Financial Update – Budget Revenues.* Ms. Orth reported that Local Transportation Fund (LTF) sales tax revenues for the first fiscal quarter have come in at 5.6 percent above the County Auditor’s budget estimate, based on a monthly average. STA gas tax funds also came in higher than average based on the much reduced estimate. More information will be available in February, when the County Auditor provides the new annual estimate and revises the current fiscal year projection. Chair Gjerde commented that revenues are expected to stay up at county level. Discussion involving transit revenues ensued.
 - ii. *Reminder: Form 700 Statements of Economic Interest due in 2021.* Ms. Orth gave a brief recap of MCOG procedures.
 - iii. *Miscellaneous.* Ms. Barrett reported that Point Arena received a Local Partnership Program grant for the reconstruction of Mill Street. Director Wasserman credited city and MCOG staff for their assistance.
 - iv. *Next Meeting Date.* Monday, February 1, 2021.

f. MCOG Planning Staff

- i. *Proposals for 2021/22 Transportation Planning Overall Work Program (OWP)*. Ms. Pedrotti reported that there is \$130,000 to \$140,000 available in planning funds for member local agencies. MCOG received two applications; one from the City of Point Arena and one from the County Department of Transportation. The Technical Advisory Committee will be reviewing the applications.
 - ii. *Draft Mendocino County Coordinated Public Transit-Human Services Transportation Plan*. Ms. Barrett gave an overview of the plan, stating the purpose of the plan is to address public service transportation needs (specifically for the elderly and disabled). A public outreach draft is available on the MCOG website.
 - iii. *Miscellaneous*. None.
- g. MCOG Directors. Director Haschak reported having technical issues during the NCRA meeting, so he was only able to attend the end of the meeting.
- h. California Association of Councils of Governments (CALCOG) Delegates. Director Gjerde reported that CALCOG has continued to distribute a newsletter.

17. Adjournment. The meeting was adjourned at 2:57 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant