

# MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES  
Monday, March 7, 2022

Teleconference Only  
*Pursuant to Brown Act and Assembly Bill 361*

**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 1:36 p.m. with Directors Jim Brown, Greta Kanne, John Haschak, Michael Carter, Tatiana Ahlstrand (Caltrans/PAC), and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding. Director Scott Ignacio arrived subsequently. Director Tess Albin-Smith was excused by prearrangement. The Chair welcomed back Director Carter, recently reappointed.

Staff present: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Transportation Planner; James Sookne, Program Manager; and Danielle Casey, Program Coordinator. Jody Lowblad, Administrative Assistant, was introduced.

**Note:** Public comment was invited via email and 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 - 5. Consent Calendar.** Deputy Director Orth noted an administrative correction to the resolution, so that it remains in effect until April 4, 2022. Executive Director Barrett also commented on the resolution, noting that conditions are changing, the Board of Supervisors plans to return to chambers, and staff will reassess the situation before the next meeting. The Chair invited public comment; none were heard.

**Upon motion** by Haschak, second by Carter, and carried unanimously on roll call vote (*6 Ayes – Brown, Kanne, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent – Ignacio and Albin-Smith*): IT IS ORDERED that consent items are approved.

**4. Adoption of Resolution Making Continued Findings Pursuant to Assembly Bill 361 to Conduct Public Meetings Remotely for MCOG’s Legislative and Advisory Bodies During the COVID-19 State of Emergency.**

## **Resolution No. M2022-04**

Making Continued Findings Pursuant to Assembly Bill 361  
to Continue Public Meetings Remotely  
for MCOG’s Legislative and Advisory Bodies  
During the COVID-19 State of Emergency  
[Reso. #M2022-04 is incorporated herein by reference]

**5. Approval of February 7, 2022 Minutes - as written**

**6. Public Expression.** None.

**7. Covelo Trail Ad Hoc Committee Recommendations of February 25, 2022: Approval of Additional Allocation from Surface Transportation Block Grant (STBG) Partnership Funding Program for Covelo SR 162 Corridor Multi-Purpose Trail Project to Accommodate Extension of Professional Services Agreement with Right-of-Way Consultant.** Ms. Barrett reviewed her staff report, with a request for additional funding for the contract with Bender Rosenthal Incorporated (BRI). The increase is necessary due to the enhanced role of Caltrans in delivering the project, which called for certain standards in the right-of-way acquisition process. She credited BRI with successfully completing the right-of-way certification in time for the allocation of construction funds by the California Transportation Commission (CTC). However there are tasks remaining in the scope of work leading up to construction of the trail. The contract is currently funded with MCOG's Partnership Program funds at \$155,358; staff recommends the proposed increase of \$61,870 from the same source, for a new total not to exceed \$217,228.

Director Ignacio arrived at approximately 1:40 p.m.

Director Haschak reported the ad hoc committee concurred with staff's recommendation, as the only way forward to complete this worthy project. No public comment was heard.

**Upon motion** by Brown, second by Haschak, and carried unanimously on roll call vote (*7 Ayes – Brown, Kanne, Ignacio, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Albin-Smith*): IT IS ORDERED that, as recommended by staff and the ad hoc committee, an additional \$61,870 from the Surface Transportation Block Grant (STBG) Partnership Program is allocated for an amendment to the Professional Services Agreement with Bender Rosenthal Incorporated to complete remaining right-of-way tasks on the Covelo SR 162 Corridor Multi-Purpose Trail Project, and the agreement is extended through June 2023.

**8. Adoption of Resolution Authorizing the Executive Director to Execute Applications and Agreements Required to Process Documentation for the Covelo SR 162 Corridor Multi-Purpose Trail Project to the Bureau of Indian Affairs.** Ms. Barrett reported this item was recommended by the above-mentioned right-of-way consultant BRI. An existing resolution authorizes the execution of documents related to the trail project. Since an application is underway with the federal Bureau of Indian Affairs (BIA) related to three properties within the trail limits, it was advisable to have a resolution specific to this project and working with BIA, to help make the process go more smoothly. No public comments were heard.

**Upon motion** by Ignacio, second by Haschak, and carried unanimously on roll call vote (*7 Ayes – Brown, Kanne, Ignacio, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the following resolution is adopted.

**Resolution No. M2022-05**

Authorizing the Executive Director to Execute Applications and  
Agreements Required to Process Documentation for the  
Covelo SR 162 Corridor Multi-Purpose Trail Project  
to the Bureau of Indian Affairs  
(Reso. #M2022-05 is incorporated herein by reference)

**9. Executive Committee Recommendations of February 28, 2022**

- a. Approval of Extensions to Professional Services Agreements through September 30, 2023
  - i. Administration & Fiscal Services – Dow & Associates
  - ii. Planning Services – Davey-Bates Consulting (DBC)

Ms. Barrett reviewed her staff report and the Executive Committee's recommendation, noting that Dow & Associates and Davey-Bates Consulting contracts with MCOG are for a five-year period with five one-year extensions. The current extension of contracts will expire September 30, 2022. She and Ms. Davey-Bates invited questions or comments. It was also noted the contracts allow up to four percent increases annually, applying the Consumer Price Index (CPI) rate, with any additional increase requiring board approval. Currently the rate is 4.2 percent.

In board discussion, Director Brown supported the recommended action, stating it would be consistent with the way these contracts have been handled in recent years, which has worked well to date. No public comments were received.

**Upon motion** by Brown, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Brown, Kanne, Ignacio, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that, as recommended by the Executive Committee, the existing contracts for Administration & Fiscal Services and Planning Services are extended for one year through September 30, 2023, including an increase of 4.2 percent, and the Chair is authorized to execute the agreements.

Ms. Barrett and Ms. Davey-Bates expressed their appreciation.

- b. Draft FY 2022/23 Regional Transportation Planning Agency (RTPA) Budget. Ms. Orth summarized highlights of her written report, with a focus on the Local Transportation Funds (LTF) from sales tax revenue. FY 2020/21 resulted in a new record high of \$5 million and a substantial surplus to carry forward in 2022/23. The County Auditor's new estimate of \$5.1 million is 13.5 percent above the 2021/22 estimate and came with an expectation that the unusual growth during the pandemic will level off to about one percent in the coming year. The recommendation was cautionary, as such a surplus might not appear again soon, and the Executive Committee concluded that 15 percent of the estimate should be kept in LTF Reserve, available for Mendocino Transit Authority's future needs. MTA typically receives the largest LTF allocation, and under the Transportation Development Act (TDA) is subject to an eligibility test for costs at year end, so might not be able to spend a large increase in a single year. Therefore staff encouraged MTA to consider claiming a portion for other than operational purposes, such as capital projects and unmet transit needs. The recommendation provides \$4.6 million for transit, up 13.7% or \$557,354 compared to 2021/22.

No public comments were received. A budget workshop will be offered as usual at the May meeting. This report was for information only; no action was taken.

**10. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee.** Upon motion by Carter, second by Kanne, and carried unanimously on roll call vote (6 Ayes – Brown, Kanne, Ignacio, Haschak, Carter, 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.

## 11. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand gave an update on the Hopland ADA project, with the environmental document expected at end of March, so the community meeting is now planned for April 13. Caltrans staff will attend the next Hopland Municipal Advisory Council meeting to discuss the project.

She also reported on the Clean California grants: 16 proposals were received in District 1, and seven were selected. One project is in Mendocino County, to the Manchester Band of Pomo Indians at \$264,038 for cleanup and removal of waste and overgrown vegetation. Caltrans will seek other ways for more projects to be funded on the state highway system,

and there might be another round of Clean California grants coming. It was clarified that these are in addition to clean-up projects that Caltrans implements directly.

- b. Mendocino Transit Authority. There was no MTA representative present to report.
- c. North Coast Railroad Authority. Director Haschak reported the anticipated news that on March 14 the agency will meet as NCRA for the first hour, then transition to meet as the Great Redwood Trail Authority. The California Coastal Conservancy will likely participate.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.
- e. MCOG Administration Staff
  - i. *Miscellaneous*. Ms. Orth reported on a California Energy Commission grant opportunity for Rural Electric Vehicle Charging, due March 11, with \$1.6 million slated for the 16 North State counties. In conversations with multiple vendors, she received a request from ChargePoint for a letter of intent that MCOG would help identify community locations. Staff intends to sign the letter, consistent with the 2022 Regional Transportation Plan, and Planning staff has time available in a work element for such purposes. She offered support letters for any other Mendocino applications, noting the County is working on a proposal. Chair Gjerde agreed with exchanging support letters and described the County's project to electrify its vehicles, providing chargers for the fleet at night and for its workforce and public by day. He and Ms. Barrett coordinated on contacts.
  - ii. *Next Meeting Date*. Monday, April 4, 2022, unless cancelled for lack of board business.
- f. MCOG Planning Staff
  - i. *2022 Regional Transportation Plan & Active Transportation Plan - Final Adopted*. Deputy Planner Ellard reported several corrections to Appendix maps, as directed by the Council to depict current alignment of US-101 and the Willits Bypass. The final plan is posted on MCOG's website and submitted to Caltrans as appropriate.
  - ii. *Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County*. Ms. Ellard reported that a consultant had not been selected yet, and the request for proposals was reissued with proposals due April 6.
  - iii. *Local Road Safety Plans Update*. Ms. Ellard reported the consultant is working on the individual plans and scheduling presentations to each of the cities and county in April. The plans will identify priority projects as candidates for federal grants.
  - iv. *Miscellaneous*. None.
- g. MCOG Directors. Director Haschak reported working with Caltrans on funding dump days for Covelo, Ukiah, Willits, Laytonville, Gualala and Caspar. The events have been successful in other counties at recovering substantial amounts of trash from the environment. Discussion followed on details and logistics, making available resources through the Clean California program.
- h. California Association of Councils of Governments (CALCOG) Delegates. Ms. Orth reported there will be a webinar series in place of the annual forum. Chair Gjerde asked that staff share the announcement details with the board members when available.

**16. Adjournment.** The meeting was adjourned at 2:15 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director