

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES
Monday, June 7, 2021

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 1:31 p.m. with Directors Jim Brown, Scott Ignacio, Tess Albin-Smith, John Haschak, Rex Jackman (Caltrans/PAC), and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding, Greta Kanne absent. [Clerk's note: the Public Appointee seat was vacant.]

Staff present on the call: Nephele Barrett, Executive Director; Janet Orth, Deputy Director / CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Planning Principal; Alexis Pedrotti, Project Manager; James Sookne, Program Manager; 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 SAFE

3. Service Authority for Freeway Emergencies (SAFE)

- a. Report of Motorist Aid Call Box Program Status. Ms. Pedrotti reported that the Mendocino County SAFE is currently operating 141 call boxes throughout Mendocino County. Of these, 97 are traditional cellular call boxes and the remaining are newer boxes using satellite technology. In 2018 Verizon announced the termination of 3G Cellular Service, set to occur originally in December 2019. The installation contractor, CASE Systems, began actively working to develop new radios for the SAFE programs around the state that would be compatible with the upgraded 4G Verizon Network. Mendocino SAFE purchased 50 of the 4G Radios and began installing them in March 2021. Unfortunately, several of the new radios have recently quit working, particularly on State Route 20. CASE found some radios had become deprogrammed. Two technicians are currently testing every box in the system to resolve the issue. A public service announcement was sent out to the public in March.

Ms. Barrett noted that a CASE representative was not available to attend today's meeting. No action was taken.

- b. Adoption of FY 2021/22 SAFE Budget. Ms. Pedrotti gave an overview of the SAFE budget, encompassing revenues, expenditures and adjustments for the upcoming fiscal year. In discussion, she explained that spending may be lower this year in comparison to last year as there were more call boxes being installed in the previous year. Ms. Barrett added that there were system upgrades for the call boxes as well.

Upon motion by Director Brown, second by Director Ignacio, and carried unanimously on roll call vote (6 Ayes – Brown, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Kanne): IT IS ORDERED that the FY 2021/22 SAFE Program Budget is approved as recommended by staff.

4. Recess as SAFE – Convene as RTPA

5. Recess as RTPA – Reconvene as Policy Advisory Committee

6. Public Expression. None.

7. Presentation: Project Development Update/Opportunities to Provide Input into the Caltrans Project Nomination Process. Valency Fitzgerald, Asset Manager, Caltrans District 1, gave a quick overview of the presentation. She then presented the State Highway Operation and Protection Program (SHOPP) Asset Management section, which describes the Caltrans project selection and project portfolio change management processes. These demonstrated how Caltrans decides to fund and plan for upcoming projects. She then highlighted select upcoming projects and funding plans. Two new District 1 objectives are Complete Streets and Fish Passage. Alexis Kelso, senior transportation planner, proceeded to present the RTPA Input Opportunities section. She went over topics such as pre-project nomination input, project initiation document (PID) development, and project development. Director Jackman then explained the Transportation Planning Scoping Information Sheet (TPSIS), which is a communication tool used by Caltrans to plan projects and capture plans in the scoping process. Board discussion included:

- Will there be an opportunity to provide input after the final list is developed, and will there be time to bring it to the MCOG Board for comment? (Barrett) – Yes.
- Can project initiation documents developed for the competitive grant funding programs also be used in non-competitive programs? (Barrett) – Yes. This should be a priority if possible.
- On State Route 1, there is an opportunity to divert southbound cyclists north of Ward Avenue in Fort Bragg, off the highway onto the coastal trail; is there a way to scope this project to be competitive? (Gjerde) – Yes, that can be explored, with examples in other districts. Preliminary design has already been done for this project, and with new flexibility in funding sources; patience will pay off.

Further discussion regarding prospective projects in Fort Bragg ensued. Chair Gjerde expressed appreciation for a useful presentation. No action was taken.

8. Technical Advisory Committee (TAC) Recommendations of May 19, 2021: Adoption of Final Fiscal Year 2021/22 Planning Overall Work Program. Ms. Pedrotti presented the final OWP as recommended by the TAC. As proposed, the FY 2021/22 Final Overall Work Program includes 14 work elements and totals \$862,480. For comparison purposes, the Final (Amended) FY 2020/21 Overall Work Program contains 15 work elements and totals \$1,212,836.

Upon motion by Director Haschak, second by Director Albin-Smith, and carried unanimously on roll call vote (*6 Ayes – Brown, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Kanne*): IT IS ORDERED that the Overall Work Program budget for Fiscal Year 2021/22 is adopted as recommended by the Technical Advisory Committee, and the Executive Director or designee is authorized to sign certifications and OWP Agreement and to forward to Caltrans as required.

9. Fiscal Year 2021/22 RTPA Budget. Ms. Orth referred to her staff report, summarizing final notes and changes since the May draft budget workshop. Total revenues were \$13,329,631, and total proposed allocations were \$12,954,485. She noted that federal coronavirus relief funds that are available to be approved by MCOG for sub-allocation (by separate resolution) are listed on budget sheets as information, since the cash does not flow through MCOG's fund accounts. She proceeded to go over the budget pages and highlight sections of funding for the new fiscal year, as recommended by the Executive Committee, Technical Advisory Committee, Transit Productivity Committee, Social Services Transportation Advisory Council and staff. Ms. Barrett added that the Transit Productivity Committee discussed methods of developing metrics for the Overall Work Program as well as the budget.

Upon motion by Director Albin-Smith, second by Director Brown, and carried unanimously on roll call vote (6 Ayes – Brown, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Kanne): IT IS ORDERED that the following five resolutions are adopted as recommended by staff and committees:

- a. Adoption of Resolution Allocating Fiscal Year 2021/22 Funds and 2020/21 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves

Resolution No. M2021-04

Allocating Fiscal Year 2021/22 Funds and 2020/21 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves
(Reso. #M2021-04 is incorporated herein by reference)

Local Transportation Fund (LTF)		
Temporary Reserves	29,135	
MCOG Administration & Other Direct Costs	492,001	
2% Bicycle & Pedestrian	80,676	
Planning Program – new funds	147,701	
LTF carryover – Planning program	33,779	
Total LTF		783,292
Surface Trans. Block Grant Program – Admin.		90,000
ATP Infrastructure Grants – Admin.		2,893,000
PPM Funds - Planning		154,000
RPA Funds - Planning		327,000
Highway Safety Improvement Program - Planning		200,000
Total Allocations		4,447,292

- b. Adoption of Resolution Finding That There Are No Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2021/22

Resolution No. M2021-05

Finding That There Are No Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2021/22
(Reso. #M2021-05 is incorporated herein by reference)

- c. Adoption of Resolution Allocating Fiscal Year 2021/22 Local Transportation Funds, State Transit Assistance, and FY 2020/21 Carryover Capital Reserve Funds to Mendocino Transit Authority

Resolution No. M2021-06

Allocating Fiscal Year 2021/22 LTF, STA, and 2020/21 Carryover Capital Reserve Funds to Mendocino Transit Authority
(Reso. #M2021-06 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	3,434,291	
Unmet Transit Needs	0	
Senior Center Operations	637,376	
Capital Reserve Fund	0	
Total LTF		4,071,667
State Transit Assistance (STA)		
MTA Operations	455,221	
MTA & Senior Center Capital	200,000	
Capital Reserve Fund	0	

Total STA		655,221
Capital Reserve Program		
Current Year - MTA	0	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	696,296	
Total Capital Reserve		696,296
Total Transit Allocations		5,423,184

- d. Adoption of Resolution Allocating Surface Transportation Block Grant Program Funds for Fiscal Year 2021/22 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies

Resolution No. M2021-07

Allocating STBG Funds for Fiscal Year 2021/22
MCOG Partnership Funding Program, Local Assistance, and
Distribution by Formula To Member Agencies
(Reso. #M2021-07 is incorporated herein by reference)

MCOG Partnership Funding Program		100,000
Local Assistance – Project Delivery		90,000
Formula Distribution to Members		
Mendocino County DOT	128,687	
City of Ukiah	173,184	
City of Fort Bragg	115,631	
City of Willits	108,530	
City of Point Arena	71,732	
Total Formula Distributions		597,764
Total RSTP Allocations		787,764

- e. Adoption of Resolution Allocating Fiscal Year 2020/21 Carryover Regional Early Action Planning (REAP) Program Grant Funds for FY 2021/22

Resolution No. M2021-08

Allocating Fiscal Year 2020/21 Carryover Regional Early Action Planning
(REAP) Program Grant Funds for FY 2021/22
(Reso. #M2021-08 is incorporated herein by reference)

MCOG Grant Administration & Management		30,325
Formula Distribution to Members		
County of Mendocino	177,228	
City of Ukiah	69,536	
City of Fort Bragg	46,410	
City of Willits	35,365	
City of Point Arena	16,381	
Total Formula Distributions		344,920
Total REAP Allocations		375,245

10-12. Consent Calendar. Upon motion by Ignacio, second by Haschak, and carried unanimously on roll call vote (6 Ayes – Brown, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne): IT IS ORDERED that consent items are approved.

10. Approval of May 3, 2021 Minutes - as amended to correct #8b, CRRSAA funding table

11. Approval of Transit Productivity Committee Minutes of April 26, 2021 – as written

12. Adoption of Resolution Approving the Programming of FTA Section 5311(f) Intercity Bus Program Funds for Mendocino Transit Authority’s Project Proposal: Continuation of Route 65 Service

Resolution No. M2021-09

Approving the Programming of FTA Section 5311(f)
Intercity Bus Program Funds for
Mendocino Transit Authority’s Project Proposal:
Continuation of Route 65 Service
(Reso. #M2021-09 is incorporated herein by reference)

13. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (*5 Ayes – Brown, Ignacio, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Kanne*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

14. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Jackman reported that Tatiana Ahlstrand will be taking over his role on the Policy Advisory Committee. Also, reports to the Board and TAC will change format from tables to maps.
- b. Mendocino Transit Authority. No report.
- c. North Coast Railroad Authority. Director Haschak stated that members of the NCRA are looking forward to the transition of the NCRA to the Great Redwood Trail Agency and SMART, which will be ongoing agencies. He noted information on Senate Bill 69 in today’s agenda packet and that the Board of Supervisors had sent a letter of support.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written staff report.
- e. MCOG Administration Staff
 - i. *Miscellaneous*. Ms. Barrett referred to the budget proposal from Transportation California. She reported that MCOG staff offered support. She added that staff received a request from the Grassroots Institute to support their proposal to the County Board of Supervisors and City of Fort Bragg to utilize money from the American Rescue Plan Act for installation of solar panels on public buildings, electric car charging stations, and transition of public transportation to electric vehicles. Discussion involving electric vehicle charging infrastructure ensued.
 - ii. *Next Meeting Date*. Monday, August 16, 2021.
- f. MCOG Planning Staff
 - i. *2022 Regional Transportation Plan/Action Transportation Update – Outreach through Social Pinpoint*. Ms. Ellard reported that staff is still working to get public feedback. She and Ms. Barrett have been attending various Municipal Advisory Council (MAC) meetings where they have been giving presentations on the update. These presentations have caused increased participation. There have now been 123 stakeholder responses, 102 map comments, 102 survey responses, and 40 budget responses. Everything is scheduled to be completed by February 2022 and will be presented to the Board for adoption in December of 2021.
 - ii. *Local Roads Safety Plans Update: Report Your Area of Concern at Mendocino Safe Roads*. The survey was still open at the dedicated project website. Staff has been adding information about this project to Regional Transportation Plan presentations held at

MAC meetings. Staff is working with the consultant to hold stakeholder workshops in local communities as well.

iii. *Miscellaneous*. None.

g. MCOG Directors. None.

h. California Association of Councils of Governments (CALCOG) Delegates. There was no report.

15. Adjournment. The meeting was adjourned at 3:28 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant