

# MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES  
Monday, May 2, 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 1:30 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 joined by audio and subsequently by video after resolving technical difficulties. Director Tess Albin-Smith was excused by prearrangement.

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

**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 - 10. Consent Calendar.** The Chair invited directors and public to pull any items for discussion; none were so inclined. **Upon motion** by Brown, second by Haschak, 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. M2022-06**

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. #M2022-06 is incorporated herein by reference]

**5. Approval of March 7, 2022 Minutes – as written**

**6. Approval of February 28, 2022 Executive Committee Minutes – as written**

**7. Acceptance of MCOG 2020/21 Fiscal Audit – MCOG received a clean audit.**

**8. Acceptance of 2020/21 Fiscal Audit of Mendocino Transit Authority**  
– MTA received a clean audit.

**9. Adoption of Resolution Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program Annual Regional Apportionment for Transit Operating Assistance**

**Resolution No. M2022-07**

Approving the Programming of FTA Section 5311  
Non-Urbanized Program Funds for  
Mendocino Transit Authority Operating Assistance  
[Reso. #M2022-07 is incorporated herein by reference]

**10. Approval of Authorization for Executive Director to Engage and Execute Contracts for Project Management and Construction, Consistent with Procurement Policies - Covelo SR 162 Corridor Multi-Purpose Trail**

**11. Public Expression.** None.

**12. Public Hearing: Adoption of Resolution Approving Federal Transit Administration (FTA) Section 5310 Grant Program Regional Priority List.** Program Manager Sookne summarized his written staff report describing the process, noting the funding cycle occurs every two to three years. The program is for Enhanced Mobility of Seniors and Individuals with Disabilities. MCOG as the RTPA is required to score proposals for traditional capital projects, and not for the expanded program of operating assistance. One application was received for a traditional vehicle acquisition project from Redwood Coast Seniors, as documented in the draft resolution and the list, and several other eligible applicants in Mendocino County submitted directly to Caltrans.

The Chair verified with staff that legal notice was not required for this hearing. The hearing was opened at 1:35 p.m., with none wishing to speak. The hearing was closed at 1:36 p.m.

**Upon motion** by Brown, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Brown, Kanne, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent – Albin-Smith and Ignacio): IT IS ORDERED that the following resolution is adopted, the Executive Director is authorized to sign the required documentation, and staff is authorized to forward the executed resolution and required documents to Caltrans for further processing.

**Resolution No. M2022-08**

Approving FTA Section 5310 Grant Program  
Regional Application Scoring & Priority List  
[Reso. #M2022-08 is incorporated herein by reference]

Director Ignacio rejoined the meeting at 1:48 p.m.

**13. Technical Advisory Committee (TAC) Recommendation of March 16, 2022: Innovative Concepts Project List.** Executive Director Barrett summarized her written staff report and answered questions. Last year Caltrans had solicited proposals to develop a list for potential funding in the Biden Administration's American Jobs Plan. Caltrans called for projects that align with goals and priorities in the California Transportation Plan 2050, Climate Action Plan for Transportation Infrastructure (CAPTI), and Caltrans Strategic Plan. MCOG staff had submitted six projects for consideration. After Caltrans's statewide review, District 1 consulted with the RTPAs on March 15, indicating that funding was unlikely to result and advised not to invest much time in responding. The TAC then opted to prioritize the six projects into three tiers based on several factors in case of future funding, and recommended the tiered list for submittal to Caltrans.

In board questions, Ms. Barrett clarified that Caltrans' review focussed on reduction of greenhouse gas emissions (GHG) and vehicle miles traveled (VMT).

The Chair invited public comment; no one came forward to speak to this item.

**Director Carter moved approval** of staff’s recommendation, seconded by Haschak.

**Discussion on the motion:** Director Haschack asked staff to clarify that submitting the recommended priority list to Caltrans would be a considered a formality. Ms. Barrett concurred, noting that if a project were to be advanced further, staff would provide more detail and return to the Board for approval. **The motion 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 the TAC’s recommended three-tiered priority list of Innovative Concept Project Proposals is approved for submittal to Caltrans and follow-up as needed:

Tier 1	Brooktrails Second Access
	Ukiah Transit Center
	Noyo Harbor Multimodal Improvement Project
Tier 2	Great Redwood Trail, Phase 5
	Mobility Solutions in Rural Communities
Tier 3	Orchard Avenue Extension

**14. Fiscal Year 2022/23 RTPA Budget Presentation & Workshop.** Ms. Orth referred to her staff report and gave a slide presentation of highlights. The County Auditor’s new estimate of local sales tax revenues sets a new records at \$5.1 million, although the recent rapid growth is anticipated to level off to about one percent in the coming year. Reserves are increased to take advantage of the windfall. Gas taxes are recovering from their low point. Planning funds remain stable. The federal coronavirus relief funds for transit are not represented in the budget except as information, since they do not affect MCOG this year. Details covered in her written staff report and the presentation included the following. No action was taken; for information only.

- a. Report of Revenues Fiscal Year to Date 2021/22. Local Transportation Fund (LTF) sales tax receipts from July 2021 through February 2022 total \$3,376,466, for a surplus of \$359,279 (7.9%) compared to the total budget estimate of \$4,525,780. The revised County Auditor’s estimate predicts a surplus of \$566,800 at fiscal year end, to exceed \$5 million.
- b. Executive Committee Recommendations of February 28, 2022 – Revenues & Allocations. The Executive Committee unanimously recommended a draft budget that allocates LTF funds for Reserves, MCOG Administration (\$509,379), 2% Bicycle & Pedestrian (92,560), Planning (315,488), and the remainder available for Transit (\$4,657,106), consistent with established priorities for Local Transportation Funds. The LTF Reserve for transit is tripled to 15 percent (\$771,000). With Administration and Planning containing costs, Transit is the primary beneficiary of the funding increase.
- c. Technical Advisory Committee Recommendation of February 16, 2022 – Draft Planning Overall Work Program. Ms. Pedrotti reported that the Technical Advisory Committee (TAC) had reviewed and recommended the Draft Transportation Planning Overall Work Program; a total of \$1,046,598 was proposed from all funding sources for the Planning program. This amount may rise as unexpended 2021/22 project funds to carry over are identified. The final document will be presented for adoption on June 6 along with the budget. She then gave a brief overview of each work element and the funding available for them.
- d. Transit Productivity Committee Recommendations of April 13, 2022 – Mendocino Transit Authority’s Annual Transit Claim and Unmet Transit Needs. Staff made an initial analysis for TPC review of the annual transit claim from Mendocino Transit Authority (MTA), and advised an allocation for highest priority Unmet Transit Needs, all of which were to restore services cut during the pandemic, according to MTA’s analysis of the needs list. The TPC recommended a finding that “there are Unmet Transit Needs that are reasonable to meet,”

and MTA revised its claim to include \$300,000 for unmet needs. LTF funds available for MTA and Senior Centers adds 14.4 % (\$585,439) over last year, topping \$4 million for the second time. (Average annual increases over six years is approximately five percent.) The total available funding is \$7,388,761, an increase of 17.6% (\$1,108,063), when federal Section 5311 program funds are included. It was noted that MTA is subject to an eligibility test in the annual fiscal audit, so if not all of the funds can be expended during the year, a portion would be returned and made available in future budget years.

**15. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2018/19 through 2020/21.** Ms. Orth reported results of the procurement process for a consultant to conduct the performance audit as required by the state Transportation Development Act (TDA) every three years. An evaluation committee of MCOG and MTA management staff scored the two proposals received and found both to be highly qualified. The deciding factor was Moore & Associates' guarantee of on-time delivery of the final report.

The Chair invited public comment, with none wishing to speak to this item.

**Upon motion** by Brown, second by Carter, 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 contract for MCOG and MTA triennial performance audits is awarded to Moore & Associates as recommended by staff, not to exceed the budget of \$22,500, and the Executive Director is authorized to sign the Professional Services Agreement.

**16. 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 (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.

### 17. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand provided a list of districtwide projects for this year's construction season and reported highlights, such as a bridge replacement on State Route 20 near Redwood Valley and the James Creek West Safety improvement on SR-20 between Willits and Fort Bragg. A community meeting on the Hopland ADA project was held April 12, taking comments on the environmental document. She then answered questions.

The Chair opened public comment and heard from Tom Murphy of Gualala Municipal Advisory Council, who advocated for MCOG's support of Alternative 4-A for the Gualala Downtown Streetscape project and requested an agenda item at the next board meeting. A brief discussion ensued. Chair Gjerde will consult with staff regarding a June agenda item.

- b. Mendocino Transit Authority. MTA Executive Director Jacob King reported on several items: the FTA Section 5311 application submitted; MTA's driver shortage and consideration of hiring bonuses; two new all-electric zero-emission busses deployed on the Willits route, with positive response from the public; a Request for Proposals in progress to hire a consultant for the Short Range Transit Development Plan.
- c. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.
- d. MCOG Administration Staff
  - i. *Miscellaneous.* Ms. Barrett reported that staff is working with Caltrans to look into adding further elements from MCOG's 2015 Hopland Main Street Corridor Engineered

- Feasibility Study, such as pedestrian-oriented street lighting, along with the Americans with Disabilities Act (ADA) improvements planned by Caltrans.
- ii. *Next Meeting Date.* Monday, June 6, 2022 – Adoption of Budget and Transportation Planning Program.
- e. MCOG Planning Staff
- i. *Pavement Management Program Update.* Mr. Sookne gave a slide presentation “State of the Pavements” on MCOG’s triennial update in each of the four cities and the County. An active discussion ensued, with comments and questions from all board members present. Refer to presentation in the agenda packet posted at [Board of Directors - Mendocino Council of Governments \(mendocinocog.org\)](https://www.mendocinocog.org/Board-of-Directors).
  - ii. *Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County.* Ms. Ellard reported that a consultant had been selected, and answered questions from the Board. The project will identify non-traditional transportation methods for a future pilot project.
  - iii. *Local Road Safety Plans Update.* Ms. Ellard referred to her written report. The consultant is making presentations to each of the cities and the County through June. The plans will identify priority projects as candidates for federal grants through Caltrans’ Highway Safety Improvement Program, with applications due in September.
  - iv. *Miscellaneous.* None.
- f. MCOG Directors. Director Haschak asked whether the Great Redwood Trail Agency would be on future agendas, replacing the now defunct North Coast Railroad Authority, and offered to report next meeting. Chair Gjerde agreed and mentioned the Coastal Commission will be voting on whether to provide administrative services for the new agency.
- g. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak reported his remote attendance at the recent board meeting as Alternate Delegate for the first time. He found the discussion interesting, covering a slate of legislative bills with proposed positions on them.

**18. Adjournment.** The meeting was adjourned at 3:18 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director