

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES
Monday, February 1, 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 – Welcome New Members. The meeting was called to order at 1:32 p.m. with Directors Jim Brown, Greta Kanne, Scott Ignacio, Tess Albin-Smith, John Haschak, Rex Jackman (Caltrans/PAC), and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding. There was a vacancy in the Public Appointee seat. It was noted the two “new” members were previous alternates.

Staff present on the call: Nephela 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. 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, nominations were closed for the office of Chair.

Upon motion by Director Brown, second by Director Ignacio, and carried unanimously on roll call vote (*6 Ayes – Brown, Kanne, Ignacio, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that **Director Gjerde is re-elected Chair.**

Nominations were opened for the office of Vice Chair; Director Ignacio was nominated. With no further nominations, Ms. Orth closed nominations for the office of Vice Chair.

Upon motion by Director Brown, second by Director Albin-Smith, and carried unanimously on roll call vote (*6 Ayes – Brown, Kanne, Ignacio, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that that **Director Ignacio is elected Vice Chair.**

3. Convene as RTPA

4. Recess as RTPA – Reconvene as Policy Advisory Committee

5. Public Expression – None.

6. Recognition of Retiring Board Member – Michael Carter. Staff presented Director Carter's certificate of recognition for service. Director Haschak commented that Director Carter has been a gem for the Third District and the county as a whole. Staff will have the certificate signed and delivered. No action was taken.

7. Annual Appointments to Standing Committees

- a. Executive Committee. According to MCOG bylaws, the Chair and Vice Chair are members of this committee with addition of a third member reflecting a county-city balance. **Director Albin-Smith 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 **himself and Director Brown**.
- c. California Association of Councils of Governments (CALCOG). Duties and upcoming events were noted. The annual Regional Leadership Forum is scheduled for March 22-23, 2021 as the next delegate meeting, in a remote webinar format. The Council appointed **Director Albin-Smith as the delegate**. With no one volunteering, appointment of an alternate was continued to the next meeting.

Upon motion by Director Haschak, second by Director Brown, and carried unanimously on roll call vote (7 Ayes – *Brown, Kanne, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the Council approves the above slate of committee appointments.

8. Appointment to Ad Hoc Committee – Covelo SR 162 Corridor Multi-Purpose Trail. Staff noted that the retirement of Director Carter leaves a vacant position on the Ad Hoc Committee for the Covelo project that needs to be filled. Director Haschak stated his intention to stay on the committee, while Director Brown volunteered to fill the vacant position.

Upon motion by Ignacio, second by Haschak, and carried unanimously on roll call vote (7 Ayes – *Brown, Kanne, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that Director Brown is appointed to the Covelo SR 162 Corridor Multi-Purpose Trail Ad Hoc Committee.

9. Adoption of 2021 Board Calendar. Upon motion by Director Brown, second by Director Albin-Smith, and carried unanimously on roll call vote (7 Ayes – *Brown, Kanne, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the 2021 Board Calendar is adopted as written.

10. Technical Advisory Committee Recommendation of January 20, 2021: Approval of City of Point Arena’s Request for Unallocated Two Percent Local Transportation Fund (LTF) Bicycle & Pedestrian Program Funds and Surface Transportation Block Grant Program (STBGP) Partnership Program Funds - Mill Street Reconstruction, Sidewalk, Drainage and Asphalt Replacement Project. Ms. Barrett gave a brief overview of the item from her written staff report. The City of Point Arena was awarded a SB 1 Local Partnership Program competitive state grant in December. The City requested to make the project whole with \$390,000 from LTF and STBGP funding. The TAC and staff highly recommended approval to demonstrate that a small rural agency can successfully complete an LPP Competitive Program project, as the first in Mendocino County to win this grant.

In board discussion, Director Albin-Smith asked if staff advertises to the cities and local agencies that funds such as these are available. Ms. Barrett replied that staff advertises for irregularly scheduled programs such as the LTF two percent for bicycle and pedestrian projects, but other more well-known funding sources are discussed in Technical Advisory Committee (TAC) meetings.

Upon motion by Director Haschak, second by Director Brown, and carried unanimously on roll call vote (7 Ayes – *Brown, Kanne, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that \$300,000 of Surface Transportation Block Grant Program (STBGP) Partnership Funds and \$90,000 of Two Percent LTF Bicycle & Pedestrian Program funding is awarded to the City of Point Arena’s Mill Street project as recommended.

Staff will bring a budget amendment for approval on the next meeting’s Consent Calendar reflecting the action.

11. Discussion of Gualala Downtown Streetscape Enhancement Project. Ms. Barrett provided a brief update on the January 14 online public forum, stating that there have been considerable turnouts that have provided more of the public with information and the opportunity for questions. Members of the public are particularly concerned with the number of lanes and the amount of parking space the plans will provide. Several alternative designs were provided in this agenda packet. Members of Caltrans District 1 staff are expected to attend the next Council meeting to provide more information. Ms. Barrett added that staff worked closely with Caltrans staff to submit an application for the Active Transportation Program competitive grant funding to cover costs of construction. The Chair invited public comments; none were received. No action was taken.

12. Consent Calendar. Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Brown, Kanne, Ignacio, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved.

12. Approval of December 3, 2020 Minutes - as written

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

14. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Jackman reported that he recently attended a Caltrans public safety meeting, and materials/notes were distributed today to MCOG board members. He noted several projects on State Route 1.
 Director Kanne asked if there was any news on the Highway 20 and Blosser Lane intersection project. Director Jackman said he would ask for an update and bring to the next meeting. Further discussion describing details of the prospective project ensued. Director Albin-Smith asked for an update on a section of highway drainage at Albion; Director Jackman to follow up.
- b. Mendocino Transit Authority. Jacob King, recently appointed Executive Director, reported that MTA is working with MCOG staff to apply for a Caltrans Sustainable Communities grant to update the Short Range Transit Development Plan.
- c. North Coast Railroad Authority. Director Haschak reported that NCRA held a special meeting in closed session the previous Friday. The next meeting will be held in March.
- 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 five fiscal months have come in at 7.2 percent above the County Auditor’s budget estimate of \$4.1 million, based on a monthly average, at over \$2 million to date. A similar increase is found comparing to last year’s actuals. The County Auditor-Controller’s budget estimate for FY 2021/22 is due February 1. As part of this process, revenue projections for the current fiscal year are revised. This starts the new budget and can help to inform the current year’s budget needs. The Executive Committee meets in late February to review and recommend. Ms. Orth noted that online sales are likely causing some of the increase, not necessarily benefiting local business. A brief discussion followed about ways for tax revenue to return to the point of sales origin to benefit cities as well as counties.

- ii. *Miscellaneous*. Ms. Barrett reported that there will be new funding coming soon from the federal COVID relief bill, through Federal Transit Administration (FTA) programs and through State transportation programs. \$900 million will go to California local agencies for streets, highways, and bridges.
 - iii. *Next Meeting Date*. Monday, March 1, 2021.
- f. MCOG Planning Staff
- i. *Completion of Ukiah Traffic Analysis for Schools and Surrounding Areas*. Mr. Sookne reported the study has been completed. The city has State Transportation Improvement Program (STIP) funds available to potentially build a roundabout at the Low Gap and Bush intersection. The recommendations will go before the city in the following weeks.
 - ii. *2022 Regional Transportation Plan/Action Transportation Update*. Ms. Ellard reported that staff is working on the required update of the Regional Transportation Plan. The 2022 RTP/ATP Update will be due by February 5, 2022. Staff will also be posting a pre-recorded presentation on the RTP update to MCOG's website, along with a transportation survey, to solicit community input on transportation issues and needs. The schedule for this two-year planning project will extend into next fiscal year, with MCOG adoption of the Final RTP estimated to occur in December 2021.
 - iii. *2020 Coordinated Public Transit-Human Services Transportation Plan Update*. MCOG is working in partnership with the University of the Pacific's Center for Business and Policy Research (CBPR) to develop the 2020 update. CBPR staff incorporated comments received on the initial outreach draft. Staff reviewed and commented on a revised draft in January, and CBPR will soon complete and provide an updated draft plan for posting to MCOG's website. The final plan will be presented to the Board in April or May 2021.
 - iv. *Local Road Safety Plans for Mendocino County Local Agencies*. The Request for Proposals (RFP) was distributed on October 15, and six proposals were received by the November 13 deadline. A contract was recently executed with the successful consultant firm, TJKM, and the project is scheduled to begin in February with a kick-off meeting involving the consultant, local agency staff, and MCOG staff. The final individual Local Road Safety Plans are due by March 31, 2022.
 - v. *Regional Early Action Planning (REAP) – Housing Grant*. Mr. Sookne reported that MCOG's grant application was submitted to the State on January 29 and gave an overview of the projects requested by each member agency for an estimated \$344,920 of REAP funding to be suballocated.
 - vi. *Miscellaneous*. Ms. Ellard reported that MCOG had planned to submit two Caltrans planning grant applications. However now Caltrans will provide the Traffic Demand Model update. Staff will submit one application for a Mobility Solutions Feasibility Study of remote inland areas of the county not served by public transit.
- g. MCOG Directors. None.
- h. California Association of Councils of Governments (CALCOG) Delegates. Ms. Orth had attended the past two meetings in January and reported status of the state's draft Climate Action Plan for Transportation Infrastructure (CAPTI), which identifies actions to reach the state's climate goals in various ways and is to be completed by June, after public review. The meeting also focused on the current federal coronavirus relief bills, with members stressing the need for additional funding for the Active Transportation Program (ATP). The annual Regional Leadership Forum is upcoming March 22-23; prepaid registrations are carried over.

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

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR
By Monica Galliani, Administrative Assistant