

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES
Monday, December 5, 2011
Ukiah City Council Chambers

ADDITIONAL AUDIOCONFERENCE LOCATION:
Caltrans District 1, 1656 Union St., Eureka

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 1:34 p.m. with Directors Rex Jackman (Caltrans/PAC; Alternate Jesse Robertson also present) on the audioconference telephone, Terry Hughey, Mari Rodin, Larry Stranske, John Pinches, Kendall Smith, Susan Ranochak, and Dan Gjerde present; Chair Gjerde presiding. Mr. Hughey was introduced as the newly appointed member from Point Arena.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director for Administration; Loretta Ellard, Assistant Executive Director; and Nephele Barrett, Senior Planner.

2. Convene as RTPA

3. Recess as RTPA - Reconvene as Policy Advisory Committee.

Public Expression. None.

4 - 5. Regular Calendar.

4. Public Hearing: Unmet Transit Needs for Fiscal Year 2012/13. Ms. Orth summarized the purpose of this hearing and the annual process as detailed in her written staff report. She requested a finding of proper notice, verifying 30-day legal notices of the public hearing, citing proofs of publication from four local newspapers. Three of the four published within 30 days of this hearing, and the fourth published 25 days prior to it. Additionally, the notice was posted on the MCOG website (www.mendocinocog.org) and was emailed to interested stakeholders on MCOG's listserve.

Upon motion by Rodin, second by Smith, and carried unanimously on roll call voteⁱ (*8 Ayes – Jackman/PAC, Hughey, Rodin, Stranske, Pinches, Smith, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that this public hearing on 2012/13 Unmet Transit Needs was properly noticed.

- a. Staff Report: Social Services Transportation Advisory Council (SSTAC) Recommendations of November 18, 2011. Ms. Orth submitted as testimony a list of 30 unmet transit needs and two additional recommendations for more general transportation matters compiled by MCOG's Social Services Transportation Advisory Council (SSTAC), which included input received by Mendocino Transit Authority (MTA) from public meetings during the year. She noted more needs identified than usual, as a result of MTA's outreach conducted during their five-year plan update. She then reviewed the required action and staff's recommendation to forward all testimony to MTA for analysis and later review by the Transit Productivity Committee. The "reasonable to meet" finding is made after the committee's recommendation, as part of budget adoption in June. She also gave a verbal report of issues and potential innovative solutions discussed by the SSTAC that did not result in a direct recommendation yet, with the advisory

council recognizing that MTA has already begun working on some of these strategies, including:

- Experiences with volunteer driver programs
 - Strategy of mobility management
 - Worker vanpools, CalVans program
 - Ride sharing with screening and coordinated dispatch
 - Aging population, rise of internet access and cell phone usage
 - Medical trips from outlying rural areas to urban centers
 - Promotion of existing subsidized contract services (success of Fort Bragg's purple bus identity)
 - Statewide and local sustainable community planning, new potential partners
 - Pairing creative ideas of local volunteers with expertise of professional transit community.
- b. Public Hearing. The Chair opened the hearing at 1:53 p.m. Ms. Orth reported that written testimony was invited in the public notices, and none had been received from the general public. Two needs were received by email from an SSTAC member after the workshop:
- Longer hours for bus service in Ukiah on Saturdays and Sundays, starting earlier in a.m. and ending later in p.m.
 - Later hours every night to and from Walmart (Airport Blvd., Ukiah) to 11:00 p.m. or 12:00 a.m. (serving workers' late shift).

With no one else wishing to speak, the hearing was closed at 1:54 p.m.

- c. Board Action. Director Pinches pointed out MTA's "eRide" volunteer driver pilot program is helping to resolve the long-standing unmet transit need of service in Covelo, and he would like to see this approach expanded to other areas of the county.

Upon motion by Rodin, second by Smith, and carried unanimously on roll call vote (8 Ayes – Robertson/PAC, Hughey, Rodin, Stranske, Pinches, Smith, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that 1) MCOG receives as testimony all needs reported by the SSTAC, MTA, and today's public hearing, 2) the testimony received includes "unmet transit needs" as qualified by MCOG's adopted definitions, and 3) all testimony is directed to Mendocino Transit Authority for analysis and to the Transit Productivity Committee for subsequent review and recommendation.

5. Public Hearing: Adoption of 2012 Regional Transportation Improvement Program (RTIP) – Technical Advisory Committee (TAC) Recommendations of November 16, 2011. Executive Director Dow reported that a new fund estimate has been received from the California Transportation Commission (CTC) that makes available the Transportation Enhancements (TE) and Regional Improvement Program funding. He reviewed the biennial process that has occurred to date. Ms. Barrett continued with the staff report and handed out a revised draft RTIP. She also reported the legal notice issued for the hearing and requested a finding of proper notice.

Upon motion by Rodin, second by Ranochak, and carried unanimously on roll call vote (8 Ayes – Robertson/PAC, Hughey, Rodin, Stranske, Pinches, Smith, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that this public hearing on Adoption of the 2012 RTIP was properly noticed.

Ms. Barrett then reported the funding levels for use in the five-year 2012 cycle. After deducting \$280,000 for Planning, Programming & Monitoring (PPM), new funds are available to program for use in the fourth and fifth years, Fiscal Years 2015/16 and 2016/17. All applications received were made available for review on MCOG's website in advance of today's meeting. She handed out a completed 2012 RTIP draft document, reflecting staff and TAC recommendations. A

draft resolution for adoption of the RTIP was provided in the meeting packet. Following approval, staff will submit the RTIP to Caltrans and CTC by December 15 to be included in the State Transportation Improvement Program (STIP).

- a. Ranking of Transportation Enhancement (TE) Funding Applications. A total of \$815,000 is available. Three applications were received, totaling \$1,919,000. Staff had verified eligibility of all three. Ms. Barrett reviewed the applications and the TAC's ranking, which used technical criteria from MCOG's adopted policy. The TAC recommended awarding all available TE funding to fully fund the top-ranked project, City of Ukiah's Downtown Streetscape Improvement Plan, Phase 1.
- b. Ranking of Regional Improvement Program (RIP) Funding Applications. \$1,003,000 is available for programming. Seven applications were received, for total of \$4,174,000. Ms. Barrett reviewed the project proposals and ranking. The top ranked project was MTA's proposal for \$88,000 as the ten percent match to a federal grant to replace six 20-passenger vans. The TAC recommended fully funding the two projects with highest scores, partially funding the third-ranked proposal (for project development costs) and the remaining \$156,000 to be left available for later programming, as it is not enough to fund any of the other projects.

Mr. Dow added comments on some of the proposals and discussed the TAC's ranking process and recommendation. The Chair opened and closed the public hearing at 2:15 pm, with no one wishing to speak.

- c. Board Action: Approval of Resolution Adopting the 2012 RTIP. Discussion and questions included the following:
 - Concurrence with MTA proposal. Why prioritize the other new projects when ongoing projects remain incomplete, such as East Side Potter Valley Road? (Pinches) That project requires several million more dollars to complete and might have ranked higher if more funds were available. (Dow)
 - Suggestion to review TAC's ranking criteria (Pinches)
 - Option to reprogram projects in 2014 RTIP or later amendments in MCOG's process, if appropriate. (Dow)
 - Discussion of interface of TAC with Board of Directors and roles of each body. Suggestion for further review of procedures and TAC membership composition. Suggestion to consider enhancing policy and decision-making process, such as providing more information to the Board on how the TAC reached conclusions of its technical analysis, so the Board can compare technical and policy aspects. (Smith)
 - Staff's response to questions of TAC's process, such as past policy direction to include leveraging of funds in the scoring process. Report of TAC's criteria. (Dow, Barrett)
 - Discussion of staff's report on need to fund steps leading to construction, using example of Caspar sidewalk project and citing continual use of community center there. How could the County have better presented the TE proposal? What other funding sources could address the project's focus on ADA compliance and accommodation of disability needs? Other issues to consider include geographic equity and how small projects can be advanced. (Smith)

Director Rodin left the meeting and Alternate Benj Thomas took her seat at 2:27 p.m.

- Review of Caspar project history over period of years, including original STIP funding, the request for nontraditional gravel walkway, eventually used for parking, MCOG’s award of \$24,000 in 2004, unclaimed to date. Discussion of difficulties and ways to develop a more competitive proposal. (Dow, Smith, Barrett)
- Review of East Side Potter Valley Road project history: MCOG funds were not awarded in a competition, instead by formula when MCOG policy was to distribute STIP funds by transportation mode share. Explanation of why the formula was used for rehabilitation project programming. (Barrett, Dow)
- Report of high TAC attendance and participation at meeting for ranking decision. (Ellard)
- Reminder that TAC issues raised at the Council’s September and November meetings are scheduled for the next Executive Committee agenda. (Dow)
- Further discussion of issues relative to technical information leading to policy decisions. (Smith) Most of seated TAC members have been involved for many years. Staff does not have a vote. Geographic equity was a factor in recommending Ukiah’s project for funding, as it has been some years since Ukiah received an award. (Dow)
- Comments on unexpended or unprogrammed funds. Are there any funds from previous projects or cycles that can be reprogrammed for engineering of planned projects? Small projects could be funded to move them forward as available. (Gjerde)
- Further questions on TAC’s scoring criteria; report of types of issues raised by TAC. Process includes staff’s evaluation of each application for discussion purposes and member’s preliminary scoring in advance of meeting. The TAC met for over three hours to reach its recommendation. (Smith, Dow)

Upon motion by Ranochak, second by Smith, and carried on roll call vote (7 Ayes – Jackman/ PAC, Hughey, Thomas/Alt., Stranske, Pinches, Smith, Ranochak and Gjerde; 1 No - Pinches; 0 Abstaining; 0 Absent): IT IS ORDERED that the following resolution is approved as recommended by staff and Technical Advisory Committee.

Resolution No. M2011-17

Adopting the 2012 Regional Transportation Improvement Program

(Reso. #M2011-17 is incorporated herein by reference)

Summary of New Funding in 2012 RTIP

Planning, Programming & Monitoring (PPM)		\$ 280,000
Transportation Enhancement (TE) Project: Ukiah Downtown Streetscape Improvements, Ph. 1		815,000
Regional Improvement Program Projects:		
6 Revenue Vehicles, Local Funding Match – MTA	88,000	
Traffic Signal at Gobbi & Waugh – City of Ukiah	644,000	
Roundabout at Low Gap & N. Bush, Project Devt. – City of Ukiah	115,000	
Total RIP Projects		847,000
Reserved for Future Programming		156,000
TOTAL		\$2,098,000

6 - 8. Consent Calendar. Upon motion by Pinches, second by Stranske, and carried on roll call vote (7 Ayes – Jackman /PAC, Thomas/Alt., Stranske, Pinches, Smith, Ranochak and Gjerde; 0 Noes; 1 Abstaining - Hughey; 0 Absent): IT IS ORDERED that consent items are approved:

6. Approval of November 7, 2011 Minutes – as written

7. Technical Advisory Committee Recommendation of November 16, 2011:

Approval of Second Amendment to Fiscal Year 2011/12 Planning Overall Work Program (OWP):

- *Reprograms unexpended carryover Planning, Programming & Monitoring (PPM) funds;*
- *Adds two new work elements: WE 27 - Gualala Downtown Plan Implementation and WE 28 - Brooktrails Second Access Feasibility Study, Preliminary Trip Diversion Study;*
- *Augments four existing work elements: WE 5 - Rails With Trails Corridor Plan, WE 16- Multimodal Transportation Planning, WE 17-3 – Regional Blueprint, Phase 3, and WE 20 – Grant Development & Assistance; and*
- *Increases Total OWP funding from \$1,575,122 to \$1,642,898.*

8. Appointments to Social Services Transportation Advisory Council – Reappoints Charles Bush to expiring seat, appoints MaryLou Leonard to vacancy.

9. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy

Advisory Committee. Upon motion by Pinches, second by Stranske, and carried unanimously on roll call vote (7 Ayes – Hughey, Thomas/Alt., Stranske, Pinches, Smith, Ranochak 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.

10. Reports - Information

- a. Mendocino Transit Authority. There was no report.
- b. North Coast Railroad Authority. Ms. Ellard briefly reported on NCRA, noting she had not attended the most recent meeting. She and Mr. Dow reported on activity of MCOG's current project, Rails With Trails Corridor Plan, including a field review of locations in the plan.
- c. MCOG Administration & Planning Staff
 1. *Summary of Meetings.* Mr. Dow referred to his written staff report, making one correction.
 2. *U.S. 101 Bypass of Willits.* The "Willits Bypass 404 Permit/RTL Status and Risk Plan was reviewed, including a schedule for Army Corps of Engineers permit decision. Next steps are to deliver the project to the CTC for funding on its February 2012 agenda. Discussion and questions followed concerning anticipated source of state funding and a local community request for another public hearing.
 3. *Draft 2012 Board Calendar.* Report and discussion included planned offsite meetings and local tours, and addition of related events potentially of interest to Board members.
 4. *Miscellaneous.* Mr. Dow reported on last week's CALCOG Directors Association meeting, noting recent organizational changes.
- d. MCOG Directors. Vice Chair Pinches complimented Chair Gjerde on his leadership of MCOG over this past year of 2011.
- e. California Association of Councils of Governments (CALCOG) Delegates. None.

11. Adjournment. The meeting was adjourned at 3:17 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director for Administration

ⁱ All votes are by roll call with audioconference, per the Brown Act.