

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday, February 3, 2014

County Administration Center, Board of Supervisors Chambers

ADDITIONAL AUDIOCONFERENCE LOCATION:

Caltrans District 1, 2430 6th 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 1:36 p.m. with Directors Rex Jackman (Caltrans/PAC, on the conference phone), Benj Thomas, Doug Hammerstrom, Larry Stranske, Trevor Sanders, John Pinches, Susan Ranochak, and Dan Gjerde present; Chair Gjerde presiding. Tatiana Ahlstrand represented Caltrans as an alternate following Director Jackman's departure during the meeting.

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

2. Election of Officers – Chair and Vice Chair. Deputy Director Orth introduced this item, reviewing staff's recommended procedure for the election as outlined in her written report. She noted the absence of an adopted rule and the option to adopt a rule of procedure for MCOG's officer elections. With no one objecting or proposing another method, Ms Orth conducted the election.

Nominations were opened for the office of Chair. Director Gjerde was nominated. With no further nominations, Ms. Orth closed nominations for the office of Chair. **Upon motion** by Director Thomas, second by Director Pinches, and carried unanimously (*7 Ayes – Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, 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 Pinches was nominated; in discussion, he regretfully declined to serve another term as Vice Chair. Director Hammerstrom was nominated and accepted the nomination. With no further nominations, Ms. Orth closed nominations for the office of Vice Chair. **Upon motion** by Director Pinches, second by Director Stranske, and carried unanimously (*7 Ayes – Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): **IT IS ORDERED that Director Hammerstrom is elected Vice Chair.**

Ms. Orth thanked the Council members for their cooperation and Chair Gjerde presided over the remainder of the meeting.

3. Convene as RTPA

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

Public Expression. None.

5 - 10. Regular Calendar.

5. Acceptance of Final Report: Covelo/Round Valley Non-Motorized Needs Assessment & Engineered Feasibility Study. Mr. Dow introduced the item. No further public comments had been received since the consultant's presentation at the November meeting. Ms. Ellard reported that staff had provided comments on the draft report and the final product was delivered. Staff considered it a good study report that documents community priorities and will be used to apply for grants to fund needed work in the Covelo area, and for use by Caltrans and the Round Valley tribes. Acceptance of the report does not require a formal public hearing; however she advised inviting public comment.

Staff then answered questions. Mr. Dow reported on potential funding sources and timelines. The proposed trail project would be a good candidate for the new statewide Active Transportation Program (ATP), a competitive grant program.

Director Pinches asked the Caltrans representative whether he concurred with acceptance of the report and if the plan is a priority for Caltrans. Director Jackman (PAC) concurred that District 1 would support it, within the context of funding availability constraints.

The Chair called for public comment; none present wished to speak.

Further board discussion included:

- Hope that Caltrans would prioritize the safety issues identified. (Pinches)
- Opinion this is a good study that developed a plan reflecting the community's needs by making a good public outreach effort. Comments on funding possibilities. (Hammerstrom)
- Comments on time expectations for project implementation, comparing to Gualala downtown plan that started eight years ago, and only now a candidate for competitive program funds. Preference to bring in money from outside rather than tapping into MCOG's limited resources. Personal commitment to spend time and effort with the tribes and Caltrans toward completing high priority projects in this plan. (Dow)

Upon motion by Pinches, second by Thomas, and carried unanimously on roll call vote (8 Ayes – Jackman/PAC, Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the final report of the Covelo/Round Valley Non-Motorized Needs Assessment & Engineered Feasibility Study is accepted as prepared by the engineering consultant firm, GHD.

All MCOG staff members left the meeting at 2:00 p.m. Agenda Items #6 and #7 were staffed by Brandon Merritt of the Mendocino County Executive Office.

6. Approval of Scope of Services for both the Administrative Services Request for Proposal (RFP) and the Planning Services RFP, as Drafted by County of Mendocino Staff, for MCOG Staffing Services Starting FY 2014/15 - continued from Dec. 2, 2013.

7. Authorization for the Mendocino County General Services Agency to Administer the Initial Request for Proposal for both the Administrative and Fiscal Services RFP and the Planning Services RFP for Staffing Services to the MCOG Board.

Mr. Merritt provided the following record:

"Agenda item #6 was approved unanimously by the Board, with the caveat that staff will continue to reach out to regional COG experts and make sure that nothing is missing in the two separate proposed scopes of services for the two RFPs. The MCOG Board voted unanimously to give Mendocino County staff a 30-day extension, until its next meeting in March, to come back with a finalized version of the RFPs so the Board can have it to look at before administering the RFP. The

Board also voted unanimously on agenda item #7 to authorize the County General Services Agency to administer the initial RFP, knowing that it will not be administered until after the March meeting wherein the Board will have one final chance to look at the two RFPs before they are put out to bid."

The following item was heard while staff returned to the meeting.

15. Reports - Information

- a. Mendocino Transit Authority. General Manager Dan Baxter reported that MTA is beginning to develop its next fiscal year's budget. He answered questions about the new facilities. The busses can now park under a protective canopy with a 99-panel solar array, which will eventually power electric busses. Currently it powers all of the administration building's electricity needs, reducing that cost to about \$20 per month recently, compared with up to \$1,000 previously. This construction project was completed within budget.

Staff returned at 2:48 p.m. The Chair reported the two actions taken under Agenda items 6 and 7 (by roll call vote).

8. Appointments to Standing Committees

- a. Executive Committee. According to MCOG's bylaws, the Chair and Vice Chair are members of this committee (formalized by following board action) with the addition of a third member, reflecting a city-county balance of representation. Ms. Orth requested a meeting in February, noting business to be addressed. Director Pinches volunteered to serve.
Upon motion by Ranochak, second by Stranske, and carried unanimously on roll call vote (*8 Ayes – Ahlstrand/PAC, Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): **IT IS ORDERED** that the Council appoints **Chair Gjerde, Vice Chair Hammerstrom, and Director Pinches** to the Executive Committee.
- b. Transit Productivity Committee. There was a brief discussion of duties. **Upon motion** by Pinches, second by Ranochak, and carried unanimously on roll call vote (*8 Ayes – Ahlstrand/PAC, Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): **IT IS ORDERED** that the Council re-appoints **Chair Gjerde and Director Hammerstrom** to the Transit Productivity Committee. [*Per bylaws, appointment may be made by the Chair, so Board vote is optional.*]
- c. California Association of Councils of Governments (CALCOG). Duties and upcoming events were noted, with the Annual Regional Leadership Forum in March as the next delegates meeting. **Upon motion** by Pinches, second by Stranske, and carried unanimously on roll call vote (*8 Ayes – Ahlstrand/PAC, Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): **IT IS ORDERED** that the Council appoints **Chair Dan Gjerde as the Delegate and Alternate Director Carre Brown as the Alternate**.

9. Adoption of 2014 Board Calendar with Educational Options. In discussion, two amendments to the first draft calendar were proposed: 1) Change the April 7 meeting description to "Regular Business" as staffing contractor selections would be premature, and 2) move the October 6 meeting and tour to September 29, so there would be no meeting in October. The latter adjustment would eliminate a conflict for Council members who also serve on the LAFCO board.

Upon motion by Pinches, second by Stranske, and carried unanimously on roll call vote (8 Ayes – Ahlstrand/PAC, Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the 2014 Board Calendar is adopted as amended.

10. Consideration of Appropriate Entity to Lead Implementation of Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan as Accepted by MCOG on August 19, 2013, and Authorize Executive Director to Proceed with Funding Applications Subject to Later Approval by Council. Mr. Dow introduced the matter and Ms. Orth gave an update of events over the past week, after the staff report was written. State grants are becoming available this year to provide funds for implementing the regional readiness plans and installing electric vehicle charging stations. She attended a webinar staffed by the California Energy Commission and learned that the next solicitation is anticipated in summer 2014. Also she assisted Mendocino Land Trust (MLT) and State Parks with a grant proposal that was due February 4, which included several priorities in the Regional Readiness Plan. A letter of support signed by Executive Director Dow was handed out to the Council. Staff recommended that a countywide agency such as MCOG or the Mendocino County Air Quality Management District (MCAQMD) lead the effort to implement the plan. Mr. Dow added comments about the rationale for a public system, and Mr. Robert Scaglione, Mendocino County Air Pollution Control Officer, present for this item, was introduced.

Discussion included:

- All support letters should be pre-approved by the Council. (Pinches) Disagrees, that has not been MCOG policy. (Dow)
- Does this support compete with a grant MCOG might apply for? (Pinches) No, it responds to a different grant solicitation. (Staff) Appreciation for staff's support of State Parks' proposal, since MCOG was not in a position to apply, and that they were able to accommodate parts of MCOG and MCAQMD's plan. (Gjerde)
- These projects, grants and plans will go a long way to meeting needs such as reducing pollution and greenhouse gas emissions, goals that MCAQMD wants to achieve. The Carl Moyer grant program may shift from diesel engine replacement focus to other efforts such as electric vehicles. Supports this effort as an MCOG's Technical Advisory Committee member. (Scaglione)
- It would be beneficial to have a clearinghouse function so that those thinking of getting involved could find out existing plans and what is already being done, such as a branding identification as noted in staff's report, and an overall evaluation of siting, equipment and such issues. MCOG staff could continue with the planning functions, and later it could be decided which is the appropriate agency to handle funding and installation. (Hammerstrom)
- Suggestion of discussion by MCAQMD's board, before further action by MCOG. (Gjerde, Scaglione, Pinches)
- Urgency to act has been relieved by new information that the anticipated grant opportunity is now several months away. This is the type of project that could implement policies in the Regional Transportation Plan to reduce GHG. Also MCOG can apply for additional Rural Planning Assistance funds now available, to move forward on the ZEV readiness plan, subject to board approval. One of the countywide agencies ought to be in charge. (Dow)
- The current water situation may change state priorities so this will be a lesser priority. (Pinches)
- Government should not have a role in this. Private sector will meet needs. This effort is premature and comes without a funding source. MCOG should not compete with business. (Pinches)

- Examples of public versus private networks; advantages of each. (Gjerde) Private sector will go where profits can be made; government's role is to take care of the other areas. (Dow)
- Arguments for economic development considerations for Mendocino County's benefit. (Orth)
- While all this is under consideration, it would be a good idea to publicize the plan and use it for some education on the subject. (Hammerstrom)

No action was taken. Staff was directed to bring back the matter to a future agenda, after it is addressed by the Mendocino County Air Quality Management District's board and before the next grant solicitation.

11 - 13. Consent Calendar.

11. Approval of December 2, 2013 Minutes. Pending amendment to reflect personnel related items not attended by staff, approval of the minutes was continued to the next meeting.

Upon motion by Hammerstrom, second by Thomas, and carried unanimously on roll call vote (8 Ayes – *Ahlstrand/PAC, Thomas, Hammerstrom, Stranske, Sanders, Pinches, Ranochak, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

12. Acceptance of Social Services Transportation Advisory Council (SSTAC) Minutes of November 7, 2013 and Amended List of FY 2014/15 Unmet Transit Needs for Analysis by Mendocino Transit Authority and Further Review by the SSTAC and Transit Productivity Committee – as written

13. Appointments to Social Services Transportation Advisory Council – Marilyn DeFrange and Glenna Blake reappointed

14. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Ranochak, second by Thomas, and carried unanimously on roll call vote (7 Ayes – *Thomas, Hammerstrom, Stranske, Sanders, Pinches, 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.

15. Reports - Information

- b. North Coast Railroad Authority. Ms. Ellard reported on the most recent NCRA meeting. The March meeting is expected to include a presentation on the Rail-Trail right-of-way issue, after addressed by committee. Director Pinches briefly commented.
- c. MCOG Administration & Planning Staff
 1. *Summary of Meetings*. Mr. Dow referred to his written staff report.
 2. *State of California's Active Transportation Program*. Mr. Dow reported on a hearing in Sacramento that he attended the previous week concerning the program guidelines. He had reported to State representatives that rural areas comprise 7% of statewide population, 48% of geographic area, 30% of county roads, and 30% of state highways in California. The California Transportation Commission (CTC) voted to approve the 10% set-aside for rural competition. He also noted projects proposed in his written staff report.
 3. *Summary of Applications Received – Draft FY 2014/15 Transportation Planning Overall Work Program (OWP)*. Ms. Ellard gave a brief summary of her written report.

4. *Gualala Downtown Streetscape Project*. Mr. Dow discussed status. Caltrans has completed its Project Study Report, advancing this project to an earlier year priority than previously anticipated, so that once design exception issues are resolved, the project may be amended into the 2014 State Transportation Improvement Program (STIP), subject to CTC approval. The environmental phase was approved in the 2014 (Regional) RTIP by the Council in December. A brief discussion followed.
5. *Status of Audits* – Ms. Orth reported that the annual fiscal audit for the year ended June 30, 2013 was completed December 20 and submitted to the State Controller before the December 31 due date. The Executive Committee will review it before acceptance by the full Council. Mr. Dow reported the Caltrans Pre-Award audit final report was received, including response to staff’s comments. Caltrans management is expected to review and comment, then issue a directive to the Council on any required response to findings.
6. *Miscellaneous*. Mr. Dow reported staff’s recent press release on the Mendocino SAFE program’s first-in-the-nation satellite call boxes installed in January, noting locations on SR-162 and SR-20. Already one site near Covelo has responded to five motorist aid calls, and another had served three calls; a remarkable usage for such a short time. Board members expressed appreciation.

Ms. Orth reminded the board members to file Form 700, Statement of Economic Interest by April 1. She and Director Ranochak briefly reviewed procedures.

- d. MCOG Directors. Director Pinches asked to see an update on status of the US-101 Bypass of Willits project in the next meeting agenda packet. Mr. Dow reported he usually attends monthly conference calls with the project team, and a report will be provided next month.
Director Pinches requested an agenda item on the March agenda for a general discussion, not requiring action, on a dedicated sales tax measure for transportation. He would like to see more interaction among the County and cities, with an appropriate facilitation role for MCOG. Mr. Dow reported on recent polling statewide and reminded the Council that the three cities in Mendocino County that have such a tax were able to enact it because of MCOG’s efforts.
- e. California Association of Councils of Governments (CALCOG) Delegates. Chair Gjerde noted the annual Regional Leadership Forum coming up in March, with Alternate Director Madrigal planning to attend. Staff offered to register members, otherwise directed anyone interested to the website.

16. Adjournment. The meeting was adjourned at 4:15 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director for Administration