

# MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday, April 6, 2015

County Administration Center, Board of Supervisors 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 1:32 p.m. with Directors Doug Hammerstrom, Steve Scalmanini, Larry Stranske, Trevor Sanders, Susan Ranochak, Tom Woodhouse, and Dan Gjerde present; Chair Gjerde presiding. Director Rex Jackman (Caltrans/PAC) joined by telephone.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; and Nephele Barrett, Program Manager.

**2. Convene as RTPA**

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

**Public Expression.** None.

**4 - 6. Regular Calendar.**

**4. Consideration of Requests for Partnership with MCOG under Cycle 2 of State of California's Active Transportation Program (ATP) to Implement Eligible Projects.** Executive Director Dow introduced the matter, noting general publicity distributed to invite partnership requests. He referred to his written staff report, identifying three potential partnership projects:

- Westport Bike Lanes Project would not be pursued by the applicant due to low expected scores;
- Laytonville Pedestrian/Bike Bridge proposers decided the project would be premature; and
- Anderson Valley Trail–Phase 1 was the only remaining viable request.

He also reported on contacts with other agencies that could have the wherewithal to potentially administer ATP projects as the “implementing agency.” Mendocino County Resource Conservation District responded favorably as a potential partner; the new director Patricia Hickey indicated they would be open to the idea and would consider projects case by case. A reply to his inquiry was still pending from Mendocino Land Trust.

Chair Gjerde invited Kathleen McKenna of the Valley Trail coalition to the podium. She reported they had hired a grant-writing team and intended to submit a proposal. Mr. Dow said he had spoken with one of the grant-writers about the proposal.

Chair Gjerde asked Mr. Dow whether he thought MCOG had the staff capacity to act as implementing agency; he replied in the affirmative. Director Hammerstrom made remarks approving the idea of partnerships. Mr. Dow emphasized that requests were due today as agendized.

**A motion** was made by Director Stranske, seconded by Director Woodhouse, authorizing staff to pursue a partnership with Valley Trail. **Discussion on the motion:** Mr. Dow confirmed there would be a financial commitment of MCOG resources if a grant were awarded, until project costs were reimbursed by the State.

**The motion carried** unanimously on roll call vote (*8 Ayes – Jackman/PAC, Hammerstrom, Scalmanini, Stranske, Sanders, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the request for a partnership with the local organization Valley Trail is approved for the Active Transportation Program proposal “Anderson Valley Trail Phase I - SR128 (Mountain View Road to Anderson Valley Way) so that if grant funds are awarded, MCOG commits to serve as the project implementing agency. [Clerk’s Note: The draft proposal was later identified as “Anderson Valley Multi-Use Corridor Trail Demonstration Project.”]

Chair Gjerde expressed thanks to Ms. McKenna for traveling to attend the meeting and to Mr. Dow for researching other potential implementing agencies, as an option in case demand for additional ATP project administration exceeds MCOG’s limited staff capacity.

**5. Approval of Agreement with Round Valley Indian Tribes by Resolution: “Approval of Agreement to Dedicate an Easement for and Accept Maintenance Responsibility for Portions of the State Route 162 Corridor Multi-Purpose Trail That May Extend onto Round Valley Indian Tribes Lands.”** Mr. Dow referred to his written staff report and draft resolution, reiterating that this agreement is a result of last year’s Active Transportation Program grant award. The California Transportation Commission (CTC) requires a written agreement for the easement and long-term maintenance of a facility that is constructed with public funds within a non-public right of way. The tribal government had been supportive and, after several months of correspondence, executed the agreement. County Counsel also approved the agreement. It has been a long process and Mr. Dow is pleased to present this document for final approval by the Council.

**Upon motion** by Woodhouse, second by Stranske, and carried unanimously on roll call vote (*8 Ayes – Jackman/PAC, Hammerstrom, Scalmanini, Stranske, Sanders, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the following resolution is adopted and the Executive Director is authorized to execute the agreement.

**Resolution No. M2015-02**

Approval of Agreement to Dedicate an Easement for and  
Accept Maintenance Responsibility for Portions of the  
State Route 162 Corridor Multi-Purpose Trail  
That May Extend onto Round Valley Indian Tribes Lands  
(Reso. #M2015-02 is incorporated herein by reference)

**6. Executive Committee Recommendation of February 24, 2015: Approval of Draft Policies for MCOG Finance Manual.** Ms. Orth explained the reasons for documenting certain financial policies currently in use for compliance with state and federal funding requirements and audits. The manual may be amended as needed in the future. The Executive Committee had unanimously recommended the addition of this section to the existing finance procedures manual.

**Upon motion** by Hammerstrom, second by Ranochak, and carried unanimously on roll call vote (*8 Ayes – Jackman/PAC, Hammerstrom, Scalmanini, Stranske, Sanders, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the MCOG Finance Policies are approved as drafted by administrative staff for inclusion in the Finance Manual.

**7 - 11. Consent Calendar.** Ms. Orth briefly summarized the consent items proposed. **Upon motion** by Ranochak, second by Stranske, and carried unanimously on roll call vote (*8 Ayes – Jackman/PAC, Hammerstrom, Scalmanini, Stranske, Sanders, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that consent items are approved:

**7. Approval of March 2, 2015 Minutes – as written**

**8. Approval of February 24, 2015 Executive Committee Minutes – as written**

**9. Approval of Fourth Amendment to Fiscal Year 2014/15 Transportation Planning Overall Work Program (OWP)**

- Adds \$40,000 for new Work Element 22 for State Active Transportation Program (ATP) funding awarded to the “Safe Routes to School ATP Non-Infrastructure grant” project and the non-infrastructure component of the “SR 162 Corridor Multi-Purpose Trail, Phase 1”
- Transfers \$20,000 into Work Element 1, Current Planning, to meet day-to-day staffing needs
- Transfers \$10,000 out of Work Element 2, Long Range Planning, for WE 1
- Transfers \$10,000 out of Work Element 7, Planning, Programming & Monitoring, for WE 1.
- Increases total OWP funding from \$1,203,647 to \$1,243,647.

**10. Approval of Mendocino Transit Authority’s Revised Claim for Fiscal Year 2014/15 Funds – Allocates net increase of \$30,564 of State Transit Assistance funds for Operations and Capital.**

**11. Adoption of Resolution Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program Funds – “Expansion of Route 65 Service” (Phase 2)**

**Resolution No. M2015-03**

Approving the Programming of FTA Section 5311(f)  
Intercity Bus Program Funds for  
Mendocino Transit Authority Project:  
“Expansion of Route 65 Service” – Phase 2  
(Reso. #M2015-03 is incorporated herein by reference)

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

Upon motion by Hammerstrom, second by Ranochak, and carried unanimously (7 Ayes; 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.

**13. Reports - Information**

- a. Mendocino Transit Authority. General Manager Dan Baxter reported the Route 65 expansion as approved on Consent Calendar will allow MTA to apply for federal grant funds to expand existing Ukiah-Santa Rosa trips, so as to originate and terminate at Fort Bragg, resulting in two daily round trips, six days a week.
- b. North Coast Railroad Authority. There was no report.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written staff report, noting one additional meeting he attended, the statewide Road User Charge committee immediately following the CTC meeting in Irvine last month, concerning alternatives to the gas tax for a pilot study authorized by recent legislation. The major question is a sensitive issue of how to collect data from motorists to charge fees based on mileage, what kinds of information would be collected and how it would be used. Committee members were considering elimination of low-technology methods. Mr. Dow reminded them of the vast areas of northern California and the entire state that cannot use some of the higher technology methods such as smart phones and personal devices, for lack of broadband and cell phone services, and requested they not eliminate other techniques. It was the only comment made that day. The committee appreciated the comment and did not eliminate any of the methods.
- d. MCOG Administration Staff
  1. U.S. 101 Bypass of Willits. The agenda materials included a monthly report from the Caltrans project manager, as requested by MCOG. The project is 65 percent complete. Construction crews worked on the bridges during the winter, and it is anticipated that seasonal work on the roadway components will resume this month.

2. *Agenda Packet Distribution Methods and Formats.* Ms. Orth described staff's general paper reduction efforts and transition to electronic records and asked for comments as to distribution of the meeting materials. Council members submitted their personal preferences. She answered questions and confirmed that MCOG keeps permanent electronic archives of all past agenda packets and minutes for reference. Printed agendas and packets are always provided on request and copies are made available at the public library in Ukiah, offices of the four cities, and the County Clerk of the Board's office.
3. *Miscellaneous.* Mr. Dow gave an update on the Active Transportation Program, a major activity for staff recently. CTC allocated the funds to MCOG's Covelo trail project, so he will be initiating a project development team, starting with the environmental process. Also the allocation was received for the non-infrastructure project that MCOG took over for the County's Health & Human Services Agency, on which planning staff will begin work now that the Council has approved the Planning Program amendment. The second ATP grant cycle opened on March 26, so Mr. Dow and other MCOG member agencies are working on proposals. Trainings on the application process are being offered by Caltrans (March 23) and MCOG staff (April 15).
- e. MCOG Planning Staff. Ms. Barrett noted the absence of Loretta Ellard, Deputy Planner, in regard to the following items for verbal reports.
  1. *Hopland "Main Street" Engineered Feasibility Study.* Mr. Dow noted this project is on schedule and a draft report is anticipated from the consultant next month, identifying priorities and potential projects.
  2. *Greater Ukiah Area Micro-simulation Model Project.* Mr. Dow reported the consultant team will be in the field soon to collect data on arterials and collectors for input to this traffic circulation software modeling tool. He and Director Jackman (Caltrans/PAC) answered questions about the purpose and methods of the project, giving examples. The model will be able to test scenarios and help determine with better confidence the best investments to make with limited resources. Specific projects can be identified for roadway improvements to accommodate existing and future development.

Director Woodhouse asked about signal timing at the US-101 and Commercial Street intersection in Willits. Mr. Dow and Dir. Jackman noted technical solutions available. Director Woodhouse stated for the record that City of Willits will be operating the system after 101 is relinquished, so they want Caltrans to evaluate the most safe and efficient system before the transfer. Mr. Jackman confirmed that District 1 is working on it.

Director Scalmanini reported status of City of Ukiah's issues with the Costco project, now awaiting outcome of a lawsuit concerning the Talmage intersection. Dow noted MCOG's role in funding a 2005 planning study for the freeway interchanges in Ukiah. Mr. Jackman noted Caltrans engineers have been working with the City and he will look into the matter for more information.
  3. *Miscellaneous.* None.
- f. MCOG Directors. There were no reports.
- g. California Association of Councils of Governments (CALCOG) Delegates. Director Sanders and Chair Gjerde were to attend the annual Regional Leadership Forum April 8-10 in Monterey, as Delegate and Alternate respectively.

**14. Adjournment.** The meeting was adjourned at 2:33 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director/CFO