

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday, June 1, 2015

County Administration Center, Board of Supervisors Chambers

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 Rex Jackman (Caltrans/PAC), Doug Hammerstrom, Steve Scalmanini, Holly Madrigal (Alternate), Trevor Sanders, Michael Carter (Alternate), Tom Woodhouse, and John McCowen (Alternate) present; Vice Chair Hammerstrom presiding. Chair Dan Gjerde was excused.

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

2. Convene as RTPA

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

Public Expression. None.

4 - 8. Regular Calendar.

4. Fiscal Year 2015/16 RTPA Budget. Ms. Orth reported on the final budget proposal, the result of all recommendations by the Executive Committee, Technical Advisory Committee, Transit Productivity Committee, and staff. She identified changes since the May budget workshop and the actions required to adopt the budget. Total revenues are estimated at \$7.6 million and total allocations are recommended at \$7.2 million. Most of the increase is from the addition of \$1,534,000 of Active Transportation Program (ATP) grants awarded and allocated by the California Transportation Commission. Of that amount, \$1,104,000 is included in MCOG's Transportation Planning Program. Additionally, the Planning program would increase in funds carried over from FY 2014/15 for continuing projects.

Ms. Orth noted that staff had identified a minor amount of cost savings (\$18,390) in the \$90,000 Local Assistance portion of the Regional Surface Transportation Program (RSTP) allocation that cannot be claimed under the Administrative Services contract. Staff proposed retaining that for direct costs that are consistent with the intended scope of Local Assistance. Executive Director Dow elaborated on unanticipated costs incurred by partner agencies applying for ATP grants, for engineered cost estimates required in the grant proposals. A budget available for this purpose would address a hardship for local agencies and nonprofits, as drafted in Resolution M2015-09.

In conclusion, she reported that the Social Services Transportation Advisory Council (SSTAC) met on May 28 and concurred with the Transit Productivity Committee's recommendation on Unmet Transit Needs.

Discussion and questions included:

- The Local Transportation Fund (LTF) Reserve will be fully funded according to policy, for the first time in six years. The intention is to continue this policy, setting aside five percent of the County Auditor's revenue estimate for the coming fiscal year. (Woodhouse, Orth, Dow)
- City of Willits' Alternate had discussed the proposed budget with the appointed board member [Larry Stranske], who had expressed support for it. (Madrigal)

A motion was made by Alternate McCowen, seconded by Director Woodhouse, to approve the recommended action. **Discussion on the motion:** Vice Chair Hammerstrom invited public comment and any further discussion, and hearing none, called for the roll. **The motion carried** unanimously on roll call vote (8 Ayes – Jackman/PAC, Scalmanini, Madrigal/Alt., Sanders, Carter/Alt., Woodhouse, McCowen/Alt. and Hammerstrom; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the following four resolutions are adopted.

- a. Adoption of Resolution Finding That There Are Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2015/16.

Resolution No. M2015-06

Finding That There Are Unmet Transit Needs
 That Are Reasonable To Meet for Fiscal Year 2015/16
 (Reso. #M2015-06 is incorporated herein by reference)

- b. Adoption of Resolution Allocating Fiscal Year 2015/16 Funds and 2014/15 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, and Planning.

Resolution No. M2015-07

Allocating Fiscal Year 2015/16 Funds and 2014/15 Carryover Funds for
 Administration, Bicycle & Pedestrian Facilities, and Planning
 (Reso. #M2015-07 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MCOG Administration	416,900	
2% Bicycle & Pedestrian	59,914	
Planning Program – new funds	100,000	
LTF carryover – Planning program	115,170	
Total LTF		691,984
Other funding sources - Administration		101,220
Active Trans. Program grants - Planning		1,104,000
Other funding sources - Planning		642,300
Total Allocations		2,539,504

- c. Adoption of Resolution Allocating Fiscal Year 2015/16 Local Transportation Funds, State Transit Assistance, and Capital Reserve Funds and FY 2014/15 Carryover Funds to Mendocino Transit Authority.

Resolution No. M2015-08

Allocating Fiscal Year 2015/16 LTF, STA, and Capital Reserve Funds
 to Mendocino Transit Authority
 (Reso. #M2015-08 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	2,491,915	
Unmet Transit Needs	0	
Senior Center Operations	462,360	
Capital Reserve Fund	0	
Total LTF		2,954,275
State Transit Assistance (STA)		
MTA Operations	0	
MTA & Senior Center Capital	282,919	
Capital Reserve Fund	0	
Total STA		282,919

Capital Reserve Program		
Current Year – MTA	48,470	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	365,326	
Total Capital Reserve		413,796
Total Transit Allocations		3,650,990

- d. Adoption of Resolution Allocating Regional Surface Transportation Program Funds for Fiscal Year 2015/16 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies

Resolution No. M2015-09

Allocating Regional Surface Transportation Program Funds
 for Fiscal Year 2015/16 MCOG Partnership Funding Program, Local Assistance,
 and Distribution By Formula To Member Agencies
 (Reso. #M2015-09 is incorporated herein by reference)

MCOG Partnership Funding Program		100,000
Local Assistance - Project Delivery		90,000
Formula Distribution to Members		
Mendocino County DOT	104,797	
City of Ukiah	141,033	
City of Fort Bragg	94,165	
City of Willits	88,382	
City of Point Arena	58,415	
Total Formula Distributions		486,792
Total Allocations		676,792

Chair Hammerstrom declared the completed agenda item “very efficient.”

5. Technical Advisory Committee Recommendations of May 20, 2015: Adoption of Final Fiscal Year 2015/16 Planning Overall Work Program (OWP). Ms. Ellard introduced the program, noted several items including projects carried over from FY 2014/15, then invited questions. The final program funding totals \$1,961,470.

Upon motion by Madrigal, second by Carter, and carried unanimously on roll call vote (8 Ayes – Jackman/PAC, Scalmanini, Madrigal/Alt., Sanders, Carter/Alt., Woodhouse, McCowen/Alt. and Hammerstrom; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the 2015/16 Final Overall Work Program is adopted as recommended by the Technical Advisory Committee, and the Executive Director is authorized to sign certifications and the OWP Agreement and to forward to Caltrans as required.

6. Approval of Support Letter for Senate Bill 16 (Beall) Transportation Funding. Mr. Dow summarized the matter and described Senator Beall’s proposal. Focus groups were engaged by California Alliance for Jobs to estimate public support for a tax increase. This bill proposes a combination of funding sources. If passed, it would go into effect next year as an emergency bill. It is intended as an interim funding mechanism for five years until a permanent road user charge can be enacted and implemented, and it incorporates elements of the road user charge concept. The bill also proposes an incentive of five percent of revenues to new “self-help counties” where voters have not yet passed transportation sales taxes. Mr. Dow proposed that the Council request amendments to also recognize new “self-help” cities, such as Ukiah in Mendocino County. (Fort Bragg, Willits, and Point Arena have already enacted such a tax.) He also proposed that the

population-based distribution to cities include a base amount so that the smallest cities could receive a meaningful amount of revenue from the bill. Other than that, he considered the proposal a good blend of revenues that would provide a significant boost to cities and counties, considering the recent reductions in gas tax revenues, and recommended support. Discussion included the following:

- League of California Cities supports the bill if amended. Is there a possible duplication of use tax? No, this bill is for only five years, as a transition to a new tax structure, with no apparent intent to double tax. (Madrigal, Dow)
- How would the Road Charge work? As a mileage-based fee, with various methods of collecting data, recognizing public resistance to privacy intrusions. Broadband coverage is a constraint in rural areas for some of the proposed methods, so it was recommended that low-tech methods remain in the pilot study. Some of the methods were used in Oregon's pilot study, including user choices such as a flat fee. (Scalmanini, Dow, Madrigal)
- Discussion of various mileage data collection methods.
- Self-help status, i.e. voter approval of a dedicated transportation sales tax, might not be achieved by some counties; however it is only a minor incentive in the bill. (Dow)

The Vice Chair invited public comment. Howard Dashiell, Director of Mendocino County Department of Transportation, reported that the Board of Supervisors had approved a letter of support last week and that Humboldt County is expected to do the same. It has been estimated that an additional \$200 billion or more is needed for statewide infrastructure. While he does not like adding a new tax burden, this would be "pay as you go" from new funding that sunsets in five years, so will not add debt. Also it uses the previous Proposition 42 distribution formula, which is good for counties. If the urban areas decide to adopt a different bill, it could be harder on the rural areas. So if this bill is not supported, what would be a better proposal? He prefers this proposal to other alternatives.

Upon motion by Madrigal, second by Carter, and carried unanimously (*8 Ayes; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the Executive Director is authorized to send a letter of "support in concept" for Senate Bill 16, Transportation Funding, to Senator Jim Beall, with copies to Assembly Member Wood and Senator McGuire and other parties as appropriate; and such letter will include the two requests for amendments to the bill as proposed by the Executive Director.

7. Approval of Support Letter for a Lost Coast Forestlands' Sanctuary Forest Conservation Easement (Including Public Trail). This item was proposed for the Council's consideration by Chair Gjerde. Mr. Dow noted that MCOG does not often become involved with recreational trails, however these issues come up more often now. Since the matter had been addressed recently by the Board of Supervisors, he asked those members present for their opinion.

A motion was made by Alternate McCowen, seconded by Director Woodhouse to authorize a letter of support. **Discussion on the motion:** Director Woodhouse described his support. Director Jackman (Caltrans/PAC) noted that project proponents had requested Environmental Enhancement and Mitigation (EEM) Program approval. Caltrans was impressed with the amount of effort and research invested in the proposal and their staff thinks it will be a good project.

The motion carried unanimously (*8 Ayes; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the Executive Director is authorized to send a letter of support for the purchase of a conservation easement on the remainder of Lost Coast Forestlands' Sanctuary Forest, as well as support for establishment of a public trail, if warranted by a feasibility study.

8. Adoption of Resolutions Approving State Program Supplement Agreements for Funded Active Transportation Program (ATP) Projects: Ms. Orth introduced the required action to approve three project-specific agreements with Caltrans, under MCOG's existing State master agreement for project implementation, in order to receive the grant funds previously awarded and allocated by the California Transportation Commission under Cycle 1 of the ATP.

Upon motion by Woodhouse, second by Madrigal, and carried unanimously on roll call vote (8 Ayes – Jackman/PAC, Scalmanini, Madrigal/Alt., Sanders, Carter/Alt., Woodhouse, McCowen/Alt. and Hammerstrom; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the following three resolutions are adopted.

- a. S.R. 162 Corridor Multi-Purpose Trail, Phase 1 – Preliminary Engineering.

Resolution No. M2015-10

Authorizing the Executive Director to Execute a Program Supplement with Caltrans for the State Route 162 Corridor Multi-Purpose Trail Project – Phase I, Preliminary Engineering
(Reso. #M2015-10 is incorporated herein by reference)

- b. S.R. 162 Corridor Multi-Purpose Trail, Phase 1 – Non-Infrastructure.

Resolution No. M2015-11

Authorizing the Executive Director to Execute a Program Supplement with Caltrans for the State Route 162 Corridor Multi-Purpose Trail Project – Non-Infrastructure
(Reso. #M2015-11 is incorporated herein by reference)

- c. Mendocino County Health & Human Services Agency – Safe Routes to School.

Resolution No. M2015-12

Authorizing the Executive Director to Execute a Program Supplement with Caltrans for the Mendocino County Health & Human Services Agency Safe Routes to School Project
(Reso. #M2015-12 is incorporated herein by reference)

9 - 15. Consent Calendar. Upon motion by McCowen, second by Woodhouse, and carried unanimously on roll call vote (8 Ayes – Jackman/PAC, Scalmanini, Madrigal/Alt., Sanders, Carter/Alt., Woodhouse, McCowen/Alt. and Hammerstrom; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

9. Approval of May 4, 2015 Minutes – as written

10. Acceptance of April 29, 2105 Transit Productivity Committee Minutes – as written

11. Approval of Fifth Amendment to Fiscal Year 2014/15 Transportation Planning Overall Work Program (OWP)

- Adds tasks and products to Work Element 4, County Department of Transportation's Study of County Area Storm Water Systems, Phase 2, with no changes to the budget of \$57,000.
- No changes made to funding; total OWP budget remains at \$1,243,647.

12. Acceptance of 2013/14 MCOG Fiscal Audit – MCOG received a clean audit.

13. Acceptance of 2013/14 Fiscal Audit of Mendocino Transit Authority
– MTA received a clean audit.

14. Adoption of Resolution Approving the Revised Allocation of California Proposition 1B Funds, Fiscal Year 2009/10 and 2010/11 Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA), for Mendocino Transit Authority's Eligible Project

Resolution No. M2015-13

Approving the Revised Allocation of California Proposition 1B Funds, Fiscal Year 2009/10 and 2010/11 Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA), for Mendocino Transit Authority's Eligible Project
(Reso. #M2015-13 is incorporated herein by reference)

15. Adoption of Resolution Approving Continued Funding for Mendocino Transit Authority's Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program Grant – “Expansion of Route 65 Service” (Phase 1)

Resolution No. M2015-14

Approving Continued Funding for Mendocino Transit Authority's Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program Grant – “Expansion of Route 65 Service” (Phase 1)
(Reso. #M2015-14 is incorporated herein by reference)

16. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Madrigal, second by Carter, and carried unanimously (7 Ayes – Scalmanini, Madrigal/Alt., Sanders, Carter/Alt., Woodhouse, McCowen/Alt. and Hammerstrom; 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.

17. Reports - Information

- a. Mendocino Transit Authority. Sally Webster, Finance & Personnel Manager, reported that MTA had received the Federal Transit Administration Section 5311f grant to add new service on a portion of Route 65 to Santa Rosa with connections from Willits. Saturday service will be added, for trips six days a week, to start June 29. The grant also funds a new medium-duty bus to support the route expansion.
- b. North Coast Railroad Authority. Supervisor McCowen reported on NCRA's effort to sell part of the Ukiah depot property, expected to be concluded within the next few months. Also the board has a rotating vacancy reserved for a sitting council member of a city on the NCRA line that does not yet have rail service; Willits and Ukiah qualify for the seat. Mr. Dow thanked NCRA for its recent action to endorse Rail-with-Trails projects in Ukiah and Willits. Supervisor McCowen reported that in-kind match contributions are requested, and agreed the projects are favorable for all concerned. Alternate Madrigal conveyed the City of Willits' thanks to NCRA and MCOG for their support.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written staff report of 27 meetings attended by staff over the past month, noting a correction that he was not able to attend the CTC and Road User Charge Technical Advisory Committee meetings in Fresno.

d. MCOG Administration Staff

1. *Active Transportation Program, Cycle 2.* Mr. Dow described the current effort as an ordeal, with much of the staff focused on preparing and submitting proposals, and many hours of overtime. A new requirement to provide engineers' cost estimates in the proposals caused additional time and expense for applicants. He described the six proposals from Mendocino County, submitted by MCOG (two for Covelo), County of Mendocino (Laytonville pedestrian bridge), City of Ukiah (rail trail), City of Willits (rail trail), Anderson Valley CSD (SR-128 trail), which all went in today's mail by the June 1 deadline. MCOG staff had offered a training workshop that was well attended and may have contributed to the success of those who prepared their own applications. He and his staff worked closely with the applicants to write successful proposals. Vice Chair Hammerstrom commented on the benefit of MCOG's assistance with engineering estimates and other required elements. Mr. Dow stated that staff was better prepared this cycle than last and would be even more so next cycle.
2. *US-101 Bypass of Willits Update.* Mr. Dow referred to the Project Manager's written report.
3. *Miscellaneous.* Mr. Dow noted that last meeting \$45,000 was requested of Regional Surface Transportation Program (RSTP) funds for Mendocino County Department of Transportation's Laytonville project. In his staff report he had erroneously described this as for the environmental work, when in fact it was for the design phase; the extra cost was required as a result of the environmental review. Vice Chair Hammerstrom confirmed that no further action was necessary.

e. MCOG Planning Staff.

1. *Hopland "Main Street" Engineered Feasibility Study.* Staff distributed a flyer for another community meeting in Hopland on June 11, noting everyone was invited. Ms. Ellard reported the project was on track. The consultant is anticipated to make a presentation of the final report as early as August.
2. *Greater Ukiah Area Micro-simulation Model Project.* Ms. Ellard reported the project is going well. The consultant is working on a very technical analysis, with projections to be included in model scenarios. Completion is anticipated in December or January. Mr. Dow further described the purpose of the model, giving examples. Mr. Jackman added comments that the model includes roadway geometrics for turning, signalization, peak and future conditions to test changes to the network; it will be a useful tool for illustrating concepts for decision makers and the public. He then answered questions. The model can be expanded potentially; a model has been completed covering all of Lake County. Ukiah has the greatest current need for looking at future conditions; other areas would be considered for a similar project.
3. *Zero Emission Vehicle (ZEV) Regional Readiness Plan, Phase 2 – Community Forums*
Ms. Ellard briefly reported the workshop series in May and June to discuss sites for electric vehicle charging stations as identified in the first phase. Ms. Orth as the project manager hosted the events, and she credited the public engagement work of consultant Sue Haun of Strategies By Design. The first two events in Point Arena and Ukiah were well attended and productive. Next they will visit Fort Bragg, Willits and Boonville; she invited everyone to attend. Vice Chair Hammerstrom said he would attend in Fort Bragg and that the City intended to fund three stations; results of the forum would help in their decision making as to locations. Information is available on MCOG's website.

4. *Miscellaneous*. Ms. Barrett gave a brief update on the transportation sales tax initiative efforts and on the expenditure plan. Representatives of the California Alliance for Jobs will come and talk about alternative methods of voter polling that they have tested, which may be an option for this planning project. Also, Nichols Consulting Engineers will give a local agency training sponsored by MCOG on the StreetSaver pavement management program; staff will report results.

Vice Chair Hammerstrom thanked staff for all of their work on these many efforts.

- f. MCOG Directors. Alternate Director Madrigal reported on the League of California Cities' recent meeting in Ferndale where they received a presentation on the East-West Land Bridge Initiative seeking rail service from Humboldt's deep harbor to Sacramento Valley; economic data comparisons were made to other rail-served ports and the need to ship agricultural products; funding is being sought for a \$300,000 feasibility study. Also, she spoke with Neil Davis of Walk & Bike Mendocino about planning for a bicycle show in Willits, described as a family friendly event. He is willing to write letters of support for related transportation projects as needed in future.
- g. California Association of Councils of Governments (CALCOG) Delegates. No report.

18. Adjournment. Staff answered questions about upcoming Council meetings. The next meeting is scheduled for August 31, followed by a transportation tour and meeting on location in Hopland on October 5. The meeting was adjourned at 3:08 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director/CFO