



North Coast Railroad Authority  
419 Talmage Road, Suite M  
Ukiah, Ca 95482

## NORTH COAST RAILROAD AUTHORITY (NCRA) REGULAR BOARD MEETING

Wednesday, February 10, 2010~ **1:00 p.m.**  
Healdsburg City Council Chambers  
401 Grove Street, Healdsburg  
Sonoma County

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**APPROVED Minutes**  
**Approved 3/10/10**

**A. CALL TO ORDER**

Chairman Hemphill called the meeting to order at 1:05 p.m.

**B. ROLL CALL**

**Directors Present:** Meyers, MacDonald, Colfax, MacDonald, Clendenen, Wagenet, Wolter, Chairman Hemphill

**Directors Absent:** Kelley, Atkins

**Also Present:** Executive Director Mitch Stogner, Project Manager Dave Anderson, Transportation Planner Angel Lucero, Recording Secretary Heather Lindsteadt

**C. AGENDA APPROVAL**

Agenda stood as presented.

**D. PUBLIC COMMENT**

No public comment.

**E. PRESENTATION**

1. Dennis Ciocca – Sutter Securities – presented a PowerPoint presentation to the Board which included a summary of the possible financing options for NCRA.

**F. CONDUCT OF BUSINESS**

**1. Discussion and Possible Adoption of Resolution No. 2010-1 - Authorization for Execution of the Master Agreement and Program Supplements For State Funded Transit Projects (TCRP)**

**Upon Motion** by Director Wagenet, Seconded by Director MacDonald Resolution No. 2001-1 Authorization for Execution of the Master Agreement and Program Supplements for State Funded Transit Projects (TCRP) was approved. **AYES: 7, NOES:0, ABSTAIN:0, ABSENT: 2 - Kelley, Atkins**

**2. Discussion and Possible Approval of Policies and Procedures Section 2400 – Audio Recording Procedure and Minutes of Regular Board Meetings and Standing Committee Meetings**

**Upon Motion** by Director Meyers, seconded by Director Wagenet Policies and Procedures Section 2400 – Audio Recording Procedure and Minutes of Regular Board Meetings and Standing Committee Meetings was approved with the words “at least” inserted after “for a period of”. **AYES: 7, NOES: 0, ABSTAIN: 0, ABSENT: 2- Kelley, Atkins**

**3. Discussion and Possible Action Regarding RRIF Proposed Project List**

No Action – Information only

**G. COMMITTEE REPORTS**

**1. Finance Committee Report – Director Colfax**

Director Colfax updated the Board on the Finance Committee meeting that was held prior to the Regular Board meeting. He said that the Committee recommended approval of Consent Calendar Items H.2 and H.3. It was decided that the Board should approve future Quarterly Financial Statements. Director Colfax also said that Staff was directed to return to the Board with an explanation of the doubtful accounts so the Board can make the decision to write-off the outstanding account receivables. The Committee also asked that a cash flow statement be prepared on a quarterly basis for inclusion in the Quarterly Financial Statements.

Director Wolter reported that the report contained some incorrect dates and that they should be corrected.

Staff was also directed to continue to work with Sonoma County Auditor Controller’s Office to find ways to reduce expenses under the contract. Director Colfax said that the Committee requested further updates on the Ukiah Depot Property at future Board meetings.

**H. CONSENT CALENDAR**

1. Approval of Minutes - Regular Board Meeting – January 13, 2010
2. Acceptance of Financial Statements – 2<sup>nd</sup> Quarter – Fiscal Year 2009/2010
3. Acceptance of Sonoma County Financial Statements – January 2010

4. Approval of Warrants Issued - Agency 787010 – January 2010
5. Approval of Cal Card Statement – January 2010
6. Approval of Job Description – Executive Assistant

**Upon Motion** by Director Wagenet, seconded by Director MacDonald Consent Calendar items H.1 through H.6 were approved with date changes to item H.2. **AYES: 7, NOES: 0, ABSTAIN:0, ABSENT: 2** –Kelley, Atkins

## **I. STAFF REPORTS**

### **1. Executive Director – Mitch Stogner**

#### **a. DEIR Status Update**

Executive Director Stogner said that Kleinfelder and Staff will be meeting on February 24 to discuss comprehensive response to comments. He said that staff is targeting April for certification.

Director Meyers requested sufficient time to review the document prior to the April meeting.

Director MacDonald asked if a Board workshop should be held to review the document.

#### **b. EPIC Land Solutions Update**

Executive Director Stogner said that he has received a preliminary proposal and Staff has not had ample time to review it yet and that the proposal is being reviewed by the Operator.

#### **c. Update - ISTEAL Meeting January 25, 2010**

Executive Director Stogner said that SMART/NCRA/Caltrans met on January 25. He said that the 2005 SAFETEALU bill names NCRA as the lead agency and that SMART and NCRA have requested a letter from Congressman Thompson supporting the transfer of lead agency to SMART. Mr. Stogner said that Congressman Thompson will not send a letter until SMART and NCRA have approved a scope-of-work for the ISTEAL funds.

Director Wagenet directed staff to take initiative to begin negotiations with SMART by submitting to them a scope-of-work for the ISTEAL funds.

#### **d. SMART/NCRA Operating Agreement Discussions**

Executive Director Stogner said that NCRA received the first draft in September and NCRA and NWP Co. responded to the draft in January.

## **J. PROJECT MANAGER REPORT**

### **1. Dave Anderson – NCRA Project Manager**

#### **a. Updated Track Report**

Mr. Anderson presented the Board with a PowerPoint presentation of the repair work along the NWP rail line.

**K. OPERATOR REPORT**

1. NWP Co. – John Williams

No Report

**L. LEGAL COUNSEL REPORT**

1. C.J.Neary

No Report

**M. MATTERS FROM THE BOARD**

Director Meyers requested that Staff list the names of Directors that vote “no” on an agenda item. He also thanked the Directors on the Board that do not request stipends and reimbursements.

Director Clendenen reported on the Arcata trail group meeting and requested a status update of the Arcata to Bracut trail.

Director Meyers requested a status report on the Annie & Mary Trail.

Director Wagenet reported that the Mendocino County Arts Council will be painting one of the Skunk Train VIP railcars.

**N. CLOSED SESSION**

No Closed Session

**O. ANNOUNCEMENT OUT OF CLOSED SESSION**

No Announcement

**P. ANNOUNCENMENT OF NEXT MEETING**

**March 10, 2010 – 10:30 a.m.**  
Humboldt County Board of Supervisors Chambers  
501 K Street, Eureka  
Humboldt County

**Q. ADJOURNMENT**

Chairman Hemphill adjourned the meetings at 2:40 p.m.