

**GREAT REDWOOD TRAIL AGENCY
Board of Directors Special Meeting**

SPECIAL MEETING AGENDA- TELECONFERENCE MEETING

Wednesday, June 19, 2024, 2:00pm

Teleconference Locations for Board and Public Participation [Cal Gov Code § 54953(a)]:

Great Redwood Trail Agency
419 Talmage Rd., Suite M
Ukiah, CA 95482

County of Sonoma Administration Building
County Counsel Conference Room, Room 105A
575 Administration Drive
Santa Rosa, CA 95403

Cloverdale City Hall Conference Room
124 N Cloverdale Blvd
Cloverdale, CA 95425

Operating Engineers Local 3 District 80
3920 Lennane Drive
Sacramento, CA 95834

136 Bella Vista Avenue
Belvedere, CA 94920

1521 Fox Farm Road
Trinidad, CA 95570

To attend the meeting via Zoom on a PC, Mac, iPad, iPhone or Android device:

- Open this website on your browser: <https://zoom.us/join> or open the app on your phone

- Enter Meeting ID: 816 5736 4670
- Enter Passcode: 843627
- All participants will be automatically muted except when called on to speak

If you would like to make public comment via Zoom:

- Wait until you hear the board ask for public comment or comment on agenda item
- Raise your hand by clicking on “Reactions” in the meeting controls, then “Raise Hand”
- Wait until you are called on
- Unmute yourself when you’re called on and give your public comment
- When your three-minute time limit is up, return to “Reactions” and “Lower Hand”

To attend the meeting over the phone (audio only):

- Call (669) 444-9171
- Enter Meeting ID: 816 5736 4670
- Enter Passcode: 843627

If you would like to make public comment over the phone:

- Wait until the board chair calls for public comment or comment on agenda item
- Enter *9 to raise your hand
- Wait until you are called on
- Enter *6 to unmute yourself
- You will have three minutes to comment
- Enter *6 to mute yourself after you have given your comment

A. CALL TO ORDER

B. ROLL CALL

C. AGENDA APPROVAL

D. PUBLIC COMMENT

Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard and may be further limited at the discretion of the Chairwoman of the Board if the number of commentators reasonably so requires. “Public comment” time is limited to matters under the jurisdiction of the Agency that may not have been considered by the Agency previously and are not on the agenda. No action will be taken. Members of the public may also comment during specific agenda items when recognized by the Chair.

E. CONDUCT OF BUSINESS

1. Discussion and Possible Action to approve the City of Ukiah’s Great Redwood Trail Phase 4 Project, consisting of construction of a 1.9-mile rail-with-trail between Commerce Drive and Plant Road in the City of Ukiah, Mendocino County, and finding the project exempt from the California Environmental Quality Act pursuant CEQA Guidelines Section 15304

2. Discussion and Possible Action to delegate authority to the Executive Director to enter into a cooperation and indemnification agreement with the City of Ukiah
3. Discussion and Possible Action to Adopt Resolution 2024-04 to Approve Fiscal Year 2024-2025 Budget

F. ANNOUNCEMENT OF NEXT MEETING

Regular Board of Directors Meeting
Thursday, July 18, 2024, 10:30 a.m.

Regular Meeting Location:
Eureka City Council Chambers
531 K Street, 2nd Floor, Eureka
Humboldt County

Teleconference Location:
Healdsburg City Council Chambers
401 Grove Street, Healdsburg CA
Sonoma County

Zoom and phone participation information will be on the next agenda

G. ADJOURNMENT

AGENDA NOTE

All items appearing on the agenda are subject to action by the Board of Directors. Staff recommendations are subject to action by the Board of Directors. Staff recommendations are subject to change by the Board.

AMERICAN WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact us at 707-463-3280 or info@thegreatredwoodtrail.org at least 72-hours before the meeting.

ADDITIONS TO AGENDA

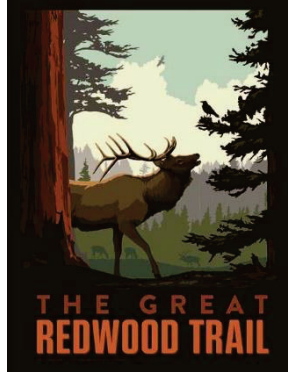
The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when: a) a majority vote determines that an "emergency situation" exists as defined in Section 54956.5, or b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, or c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Written materials related to an item on this agenda submitted to the Board of Directors are available for public inspection upon request by calling the GRTA office at 707-463-3280 with 72-hour notice. Documents maintained for public inspection are considered draft documents until approved by the Board of Directors. Official records are maintained for public inspection in the GRTA office.

CLOSED SESSION

If agendized, GRTA may adjourn to a closed session to consider litigation or personnel matters. Discussion of litigation or pending litigation may be held in closed session by authority of Government Code Section 54956.9; discussion of personnel matters by authority of Government Code Section 54957; to confer with their negotiator regarding real property by authority of Government Code Section 54956.8.



MEMO

To: GRTA Board of Directors

From: Agency Staff

Date: June 17, 2024

Subject: Agenda Item E1 – Discussion and Possible Action to approve the City of Ukiah’s Great Redwood Trail Phase 4 Project, consisting of construction of a 1.9-mile rail-with-trail between Commerce Drive and Plant Road in the City of Ukiah, Mendocino County, and finding the project exempt from the California Environmental Quality Act pursuant CEQA Guidelines Section 15304

The City of Ukiah seeks permission from Great Redwood Trail Agency to construct a 1.9-mile segment of Class I trail from Commerce Drive to Plant Road within the GRTA right-of-way, adjacent to existing railroad trackage. This item seeks Board of Directors determination as to whether to approve the trail construction under the existing license agreement between the City of Ukiah and GRTA, consistent with the City’s independent adoption of a Notice of Exemption on April 18, 2022.

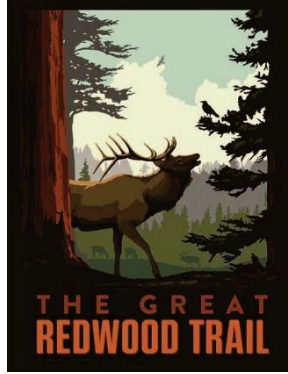
Background

The City of Ukiah has planned for the installation of 1.9 miles of class I trail from Commerce Drive to Plant Road within the GRTA right-of-way (the “Project”). In 2021, City of Ukiah and GRTA entered into a revision of their 2014 License Agreement under which the City already operates a segment of trail, the terms of which amendment require GRTA to approve any proposed trail improvements prior to construction. In furtherance of this Project, the City has acquired grant funding and allocated local funds for the planning and construction of the segment, and has contracted with Granite Construction to complete the improvements, pursuant to the City’s April

2022 approval of the Project. Installation of this 1.9-mile trail would improve access and safety for pedestrian and bicycle users as well as create opportunities for nature study and recreation. The trail would include at-grade crossings, lighting, signage, benches, landscaping, and other features related to public access. The trail would provide a connection between the southern and the northern parts of the City, and it will be accessible to all of the residents that live and work in Ukiah, becoming a part of the network of existing and expected segments of the Great Redwood Trail. The trail segment was designed pursuant to the previously adopted rail-with-trail policy of the former North Coast Railroad Authority and thus can be constructed and operated adjacent to the existing railroad tracks without necessitating the abandonment or railbanking of the subject property prior to approval. For safety purposes, a fence a minimum of 42-inches in height would be constructed between the railroad and the trail. The trail would be a minimum of ten feet from the railroad to meet the design standards adopted in the exiting rails-with-trails plan. Although it is anticipated that the Project will connect with the greater trail vision for GRTA, which is currently under review and development via GRTA's Draft Master Plan process, the segment has independent utility for the City of Ukiah and its residents and visitors.

The California Environmental Quality Act:

Consistent with its own CEQA obligations, the City of Ukiah filed a Notice of CEQA Exemption on April 19, 2022 after determining the proposed project qualified for a categorical exemption pursuant to CEQA Guidelines Section 15304, Minor Alterations to Land, Class 4. Staff recommends the GRTA Board discuss the proposed project and find that the Project is exempt.



MEMO

To: GRTA Board of Directors

From: Agency Staff

Date: June 17, 2024

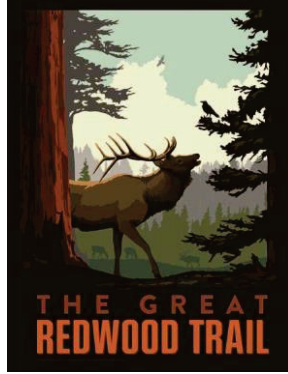
Subject: Agenda Item E2 - Discussion and Possible Action to delegate authority to the Executive Director to enter into a cooperation and indemnification agreement with the City of Ukiah

Background:

The City of Ukiah (“City”) desires to construct a 1.9-mile segment of Class I trail from Commerce Drive to Plant Road within the GRTA right-of-way, adjacent to existing railroad trackage (the “Trail Project”). A license agreement between GRTA and the City executed in 2014 and amended in 2021 to include the location of the proposed trail segment permits City to construct, operate, and maintain a trail upon the review and approval by GRTA of any planned trail construction. The City seeks permission of GRTA to proceed to construction of the Trail Project upon a time frame of review shorter than that specified in the License Agreement in order to comply with City’s construction timeline. Staff has submitted the approval of the Trail Project to the Board of Directors for its consideration at the June 19, 2024 Special Meeting as Item E1. If the Board acts to approve the Trail Project, GRTA Staff recommends GRTA enter into a Cooperation and Indemnification Agreement with the City to describe the process for additional review by GRTA, to confirm certain engineering related details meet GRTA’s operational and contractual needs, and to allocate responsibility to the City of Ukiah for any associated risk of loss.

Recommended Action:

Delegate authority to the Executive Director to enter into a cooperation and indemnification agreement with the City of Ukiah, in a form approved by General Counsel.



MEMO

To: GRTA Board of Directors
From: Elaine Hogan, Executive Director
Date: June 17, 2024
Subject: Agenda Item E3 – Discussion and Possible Action to Adopt Resolution 2024-04 to Approve Fiscal Year 2024-2025 Budget

Below are descriptions of income and expenses anticipated during fiscal year 2024-2025, beginning July 1, 2024, and ending June 30, 2025. A detailed budget spreadsheet is also included. The budget is based upon prior adopted budgets. It aims to fulfill current agency needs and build capacity for future growth. An overall budget expense increase of approximately \$200,000 is expected for FY 24-25, due to the hiring of operations staff, and the dedication of funds to property management and infrastructure maintenance as we grow the GRTA.

Income = \$1,717,000

- Revenue generated from the lease of real property, application fees for encroachment permits and the sale of boxcars and scrap steel.

Expenses = \$1,259,000

- Staffing = \$341,000
 - Salaries, benefits, unfunded pension liability, travel, training, worker's comp insurance, professional association membership
- Operations = \$250,000
 - Vegetation and property management, infrastructure maintenance
- Professional Services & Fees = \$609,300
 - Legal counsel, accountant, engineer, surveying, title research, audits, appraisals and other consultant fees, legal judgements & settlements
- Operating Expenses = \$58,650

- Software, phone, venue rental, storage, utilities, printing, postage, office supplies, computer equipment, insurance

Recommended Action:

Approve Resolution 2024-04 to adopt the FY 24-25 budget



GREAT REDWOOD TRAIL AGENCY

Fiscal Year 2024-25 Budget

Income

44101 · Rents Real Estate	\$200,000
47003 · Gain on Asset Disposal	\$1,500,000
45301 · Application Fees	\$17,000
Total	\$1,717,000

Expenses

Staffing: \$341,000	
50101 · Labor-Perm Positions	\$230,000
50201 · CalPERS Retirement	\$18,000
50205 · FICA Retirement	\$17,500
50301 · Health Insurance	\$24,000
50752 · County Retirement - Local Board	\$20,000
50808 · Workers Comp Insurance	\$1,500
51601 · Training & Conference Expenses	\$10,000
51602 · Travel	\$10,000
51605 · Private Car Expenses	\$7,500
52091 · Membership Expense	\$2,500
Operations: \$250,000	
51071 · Maintenance - Bldg & Improve	\$150,000
51072 · Weed Abatement	\$100,000
Professional Services & Fees: \$609,300	
51206 · Audit / Accounting Fees	\$41,000
51207 · Fiscal Accounting Fees	\$35,000
51211 · County Counsel - Legal Fees	\$175,000
51212 · Outside Counsel-Legal Services	\$200,000
51213 · Contract Service Fees	\$90,000
51244 · Permits and Fees	\$4,000
51249 · Professional Fees	\$15,000
51251 · Data Processing Fees	\$500
51801 · Property Management	\$17,500
51934 · ERP System Charges - Sonoma Cou	\$300
52101 · Misc. Expense	\$1,050
53201 · Judgments and Settlements	\$30,000
Operating Expenses: \$58,650	
52111 · Office Expenses	\$5,000
52114 · Postage and Delivery	\$150
52118 · Printing Services	\$4,500
52143 · Software Expense	\$8,000
52191 · Utilities Expense	\$3,000
51421 · Rent - Facilities	\$3,000
51021 · Telephone / Communication	\$5,000
51041 · Insurance Other	\$30,000
Total Income	\$1,717,000
Total Expense	\$1,259,000

1 **RESOLUTION**

2 **of the**

3 **Board of Directors**

4 **of the**

5 **GREAT REDWOOD TRAIL AGENCY**

6 Resolution No. 2024-04

7
8 **IN THE MATTER OF:**

9 Resolution No. 2024-04

10 Approving Fiscal Year
11 2024-25 Agency Budget

12 **WHEREAS,** GREAT REDWOOD TRAIL AGENCY (“GRTA”) has prepared and reviewed a
13 Fiscal Year 2024-2025 Agency Budget;

14 **NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE**
15 **GREAT REDWOOD TRAIL AGENCY** as follows:

- 16
17 1. The Fiscal Year 2024-2025 Agency Budget attached as “Exhibit A” and incorporated
18 herein by this reference, is adopted by GRTA as its 2024-2025 Budget for the Agency

19 Introduced and adopted this _____ day of June 2024, at a Special Board Meeting of the Board
20 of Directors of Great Redwood Trail Agency by the following vote:

21
22 **AYES:**

23 **NOES:**

24 **ABSENT:**

25 **ATTEST:**

26 _____
GRTA Executive Director
Elaine Hogan

27 _____
GRTA Board of Directors Chair