

Approved 2/19/20

MINUTES

MENDOCINO COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE

January 15, 2020
MCOG Conference Room

Members Present

Andrew Stricklin, City of Ukiah
Alicia Meier, County DOT
Dusty Duley, City of Willits
Tom Varga, City of Fort Bragg – *arrived @ 10:08*

Members Present Via Teleconference

Jesse Robertson, Caltrans (*for Tasha Ahlstrand*)

Others Present Via Teleconference

Paul Andersen, City of Point Arena

Staff & Others Present

Nephele Barrett, MCOG Administration
Loretta Ellard, MCOG Planning
James Sookne, MCOG Planning
Danielle Casey, MCOG Administration
Alexis Pedrotti, MCOG Planning

Members Absent

Jesse Davis, County DPBS
Mitch Stogner, NCRA (*Non-Voting*)
Barbara Moed, AQMD
Jacob King, MTA
Richard Shoemaker, City of Point Arena

1. **Call to Order/Introductions** – Nephele called the meeting to order at approx. 10:05 a.m.
2. **Public Expression** – None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow input from tribal representatives. There were no tribal representatives present.
4. **Approval of 11/20/19 Minutes** – Motion by Andrew Stricklin, seconded by Alicia Meier, and carried unanimously on roll call vote (4 ayes), to approve the minutes of 11/20/19.

10:08 a.m. - Tom Varga arrived.

5. **2020 TAC Meeting Schedule** – Loretta reviewed the 2020 TAC meeting schedule as follows, noting there is one meeting conflict with the California Transportation Commission's meeting schedule, in September: January 15; February 19; March 18, April 15, May 20, June 17, July 15, August 19, September 23 (*4th Thursday*); October 21, November 18, and December 16.

There was a brief discussion; no action was taken. Information only.

6. **FY 2019/20 Overall Work Program – Proposed Third Amendment** – Lexi reviewed the proposed third amendment to the FY 2019/20 OWP. This amendment will transfer \$25,195 in FY 2017/18 PPM funds (which are due to expire 6/30/20) in Work Element 7 (Planning, Programming & Monitoring) to Work Element 2 (Planning Management & General

Coordination), to ensure their expenditure before the deadline. No changes are proposed to the OWP's overall total funding (\$1,133,141). Brief discussion ensued.

Lexi said this amendment will also correct an error made in the second amendment which allocated Work Element 14 (Training) carryover funds to the wrong agency. Carryover funds for direct costs (\$15,733) should have been allocated to MCOG, rather than local agencies. She also reviewed two proposed additional tasks to allow flexibility in RFP development and grant-related work, recommended to be added in Work Elements 2 (Planning Management & General Coordination) and 20 (Grant Development & Assistance), respectively.

Dusty asked if MCOG staff could help with an RFP for the City of Willits' Sphere of Influence study, and Nephele responded affirmatively since it has a transportation aspect.

Motion by Alicia Meier, seconded by Tom Varga, and carried unanimously on roll call vote (5 ayes) to recommend that MCOG approve the Third Amendment to FY 2019/20 Overall Work Program.

7. FY 2020/21 Overall Work Program – Applications Received/Funding Needs – Lexi reviewed her staff report, explaining anticipated revenues and expenses in next year's (FY 2020/21) Overall Work Program. She advised that two applications were received from local agencies, as follows: City of Ukiah – Sidewalk Maintenance and ADA Curb Ramp Inventory (\$50,000); and County Dept. of Transportation – Combined Special Studies (\$60,000).

She reviewed expected work elements and expenses compared to anticipated revenues, noting a shortfall of about \$49,000 to fully fund all projects. Loretta advised of potential additional LTF carryover available (pending the fiscal audit) which would reduce the shortfall to about \$16,000.

Discussion ensued regarding possible ways to reduce the shortfall. Alicia advocated for not reducing the PMP update, but rather increasing it to include photographing road conditions. She said the County was unable to get FEMA grants for their roads that were destroyed by fires, because they did not have photo documentation of pre-fire road conditions. The option of reducing both local agency requests by 10%, if needed, was discussed, with no objections noted.

MCOG staff advised that Rural Planning Assistance (RPA) grant applications (due at end of February) may be considered for the additional PMP update photo costs, or possibly for a traffic model update that the SB 743/VMT consultant (Fehr & Peers) may be recommending. Staff will follow up on cost estimates for these two potential RPA grants.

Lexi summarized that she will prepare the Draft FY 2020/21 Overall Work Program for TAC review and recommendation in February. The Draft is due to Caltrans by March 1st.

8. Local Roadway Safety Plan (LRSP) Requirements for Highway Safety Improvement Program (HSIP) – James explained that the HSIP funds set aside for development of Local Roadway Safety Plans (LRSP) are running out, and a discussion ensued about which agencies had applied. The County has applied for (and been awarded) \$72,000. Paul Andersen stated Point Arena is getting ready to submit their application, and the other three city representatives advised that their agencies plan to submit applications.

The possibility of having MCOG conduct one combined Request for Proposals (RFP) process and manage the project for all agencies was discussed. Loretta addressed how that might work by programming the project in the Overall Work Program (OWP) and adding an exhibit to the current Local Agency Subrecipient agreement that local agencies sign each year with MCOG. More follow-up will be needed once additional agencies receive grant awards.

9. SB 1 Local Partnership Program Guidelines Update – Nephele advised that she has been participating in the Local Partnership Program guidelines update process. She reported that CTC staff is recommending that the minimum formula amount be doubled to \$200,000, which is good news for Mendocino County’s “self-help” cities. She said it’s not yet known if the match requirement (*formerly 50%*) for agencies that don’t generate the minimum funding will change.

She said other good news is that CTC staff is proposing the addition of “system preservation” to the project evaluation criteria for the competitive program, which could make Mendocino County agencies’ applications more competitive. The due date for competitive applications is expected to be in June.

10. Staff Reports

10a. Housing – AB 101 Planning and Infrastructure Grants – Nephele advised that the AB 101 budget trailer bill created three housing grant programs. She distributed and reviewed a fact sheet about the Local Early Action Planning (LEAP) grant program, and the Regional Early Action Planning (REAP) grant program, highlighting the following information:

LEAP – A “Notice of Funding Availability” (NOFA) is to be released by end of January; planning departments should receive notification. Applications will be due 6/30/20 (but may be delayed) and technical assistance workshops will be offered in late winter/spring. Eligible uses are similar to SB 2, and funding is based on population.

REAP – This program is similar to LEAP, but allocated to regional agencies that have Regional Housing Needs Assessment (RHNA) responsibility. Both programs are for planning, not capital projects. MCOG is eligible for \$382,132; 25% of which is available immediately (\$95,533) to get started, with the balance available next year. Funds can be used for a regional project, suballocated, or a combination of both. Funds can be combined with LEAP funds (same expenditure deadline).

Nephele noted that if MCOG is to become more involved with housing, MCOG’s Joint Powers Agreement (JPA) with the County and Cities would need to be amended to add housing duties. She explained the process for that to happen would be to first take the issue to MCOG’s Executive Committee, for a recommendation to the full MCOG Board (anticipated in March). If there is support, each MCOG board member could then be asked to sponsor an agenda item at their board/council to adopt a resolution to amend the JPA. MCOG would then need to enter into an agreement with HCD to receive the REAP funding, and apply for the 25%.

Nephele said all local agencies except the County have applied for the SB 2 planning grants. Dusty reported that Willits’ Sphere of Influence study is in progress, funded by SB 2 planning funds. Nephele advised that Willits could possibly receive some of the 25% early funds if they are ready with a project, with other agencies being a priority for the remaining 75%.

Danielle described the third program, a housing infrastructure program to fund capital improvements. She explained there is a large competitive program for counties over 250k in population, and noted there are conflicting deadlines (Jan. 29 vs. Feb. 18) between the NOFA and the website. (*Note: the Feb. 18 deadline was confirmed after the TAC meeting.*) MCOG is in the small (under 250k population) category, and funds are available on a first come, first served basis, until funds are gone. Projects must be located in areas that have submitted annual housing reports, as well as other requirements. Funds may be spent on a variety of infrastructure projects, including water, sewer, streets, roads, and other categories.

Nephele said she's talked with Point Arena staff about applying to this program for the needed sidewalk repair work on Mill Street. Paul said fixing the Mill Street sidewalks and street would increase the potential for new housing at the end of Mill Street where there are vacant lots.

Nephele encouraged members to follow up with their planning staff, and said she and Danielle with follow-up with Point Arena about Mill Street. They will keep agencies posted as they learn more about these programs, and Danielle will follow up with local agency planning staff.

10b. SB 743/Vehicle Miles Traveled Regional Baseline Study – 2/18/20 & 2/19/20 Public Workshops – Loretta briefly reported on a recent teleconference with the consultant and advised of the upcoming public workshops scheduled for 2/18 in Ukiah, and 2/19 in Fort Bragg. She advised there will be a Technical Advisory Group (TAG) meeting for this project following the 2/19 TAC meeting.

Nephele said she asked the consultant to use Ukiah's Gobbi Street housing project as an example of an infill project, and Andrew agreed to follow-up and provide information on this project.

10c. Fire Vulnerability Assessment & Fire Evacuation Preparedness Plan – 1/27/20 TAG Meeting – Loretta briefly reported on this project and advised of the next TAG meeting scheduled for 1/27/20. Nephele advised that the consultant is working on having the evacuation plan ready before the next fire season.

11. Miscellaneous

STIP – Nephele reminded agencies that have funding this fiscal year to submit allocation requests by April 27 to get on the June CTC agenda, and said MCOG staff is available to help.

INFRA – Nephele said she saw that there is an INFRA (federal funds) call for projects out, noting this is usually for very large projects.

11a. Next Meeting – 2/19/20, followed by SB 743/VMT TAG meeting.

12. Adjournment – 12:15 p.m. (*approx.*)

Respectfully Submitted,

Loretta Ellard
Deputy Planner
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