



MENDOCINO COUNCIL OF GOVERNMENTS

525 South Main Street~ Ukiah~ California~ 95482
www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite B
(707) 463-1859
Transportation Planning: Suite G
(707) 234-3434

AGENDA

Monday, February 6, 2023 at 1:30 p.m.

Teleconference

Zoom videoconference link provided to Council members and by request.

Please submit access request to

info@mendocinocog.org or call MCOG Administration at (707) 463-1859.

Audio Call-in Option: 1 (669) 900-6833 (in CA)
Meeting ID: 826 0436 4050 Passcode: 768356

Attachments Posted

[Board of Directors - Mendocino Council of Governments \(mendocinocog.org\)](https://www.mendocinocog.org)

Additional Media

For live streaming and later viewing:

<https://www.youtube.com/>, search for Mendocino County Video, or
[YouTube link at http://www.mendocinocog.org](http://www.mendocinocog.org) under Meetings

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)

NOTICE: This meeting of the Mendocino Council of Governments will be conducted by teleconference (audio and video) and not available for in-person public participation, pursuant to the Assembly Bill 361, Brown Act: Remote Meetings During a State of Emergency. In order to minimize the risk of exposure to COVID-19, the public may participate in lieu of personal attendance in several ways. Since opportunities during the meeting are limited, we encourage submitting comments in advance.

- In advance of the meeting: comments may be sent by email to info@mendocinocog.org or by using the form at <https://www.mendocinocog.org/contact-us>, to be read aloud into the public record.
- During the meeting: email comments to info@mendocinocog.org or send comments using the form at <https://www.mendocinocog.org/contact-us>, to be made available as soon as possible to the Board of Directors, staff, and the general public as they are received and processed by staff.
- During the meeting: make oral comments on the conference call by phone or video when public comment is invited by the Chair.

Thanks to all for your interest and cooperation.

NOTE: *All items are considered for action unless otherwise noted.*

1. Call to Order and Roll Call – Welcome New Members
2. Adoption of Resolution No. M2023-01 Making Continued Findings Pursuant to Assembly Bill 361 to Conduct Public Meetings Remotely for MCOG’s Legislative and Advisory Bodies During the COVID-19 State of Emergency
3. Election of Officers – Chair and Vice Chair

4. Convene as RTPA
5. Recess as RTPA – Reconvene as Policy Advisory Committee

CONSENT CALENDAR

The following items are considered for approval in accordance with Administrative Staff, Committee, and/or Directors' recommendations and will be enacted by a single motion. Items may be removed from the Consent Calendar for separate consideration, upon request by a Director or citizen.

6. Approval of December 5, 2022 Minutes
7. Technical Advisory Committee Recommendation of January 18, 2023: Approval of Second Amendment to Fiscal Year 2022/23 Transportation Planning Overall Work Program (OWP)

PUBLIC EXPRESSION – *Please refer to notice at top of this Agenda.*

8. Participation is welcome in Council meetings. Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard. “Public Expression” time is limited to matters under the Council's jurisdiction that may not have been considered by the Council previously and are not on the agenda. No action will be taken. Members of the public may comment also during specific agenda items when recognized by the Chair.

REGULAR CALENDAR

9. Recognition of Departing Board Members – *No Action*
10. **Public Hearing:** Unmet Transit Needs for Fiscal Year 2023/24 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of November 28, 2022
11. Appointments to Social Services Transportation Advisory Council (SSTAC)
12. Annual Committee Appointments
 - a. Executive Committee
 - b. Transit Productivity Committee
 - c. California Association of Councils of Governments (CALCOG)
 - d. Ad Hoc Committees – Covelo SR 162 Corridor Multi-Purpose Trail Project and Renewable Energy Network / Climate
13. Approval of Conduct of Meetings Following Expiration of COVID-19 State of Emergency – *continued from December 5, 2022*

RATIFY ACTION

14. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee

REPORTS

15. Reports – Information – *No Action*
 - a. Caltrans District 1 – Projects Update and Information
 - b. Mendocino Transit Authority
 - c. Great Redwood Trail Agency
 - d. MCOG Staff - Summary of Meetings
 - e. MCOG Administration Staff
 - i. Covelo SR 162 Corridor Multi-Purpose Trail Project
 - ii. Regional Energy Network (REN) – *verbal report*
 - iii. Miscellaneous

- iv. Next Meeting Date – Monday, March 6, 2023 – *new hybrid format*
- f. MCOG Planning Staff
 - i. Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County
 - ii. Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center
 - iii. MCOG Public Outreach with ChargePoint for Rural Electric Vehicle Charging Grant
 - iv. Miscellaneous
- g. MCOG Directors
- h. California Association of Councils of Governments (CALCOG) Delegates - Annual Regional Leadership Forum, March 6-8, 2023 in Riverside

ADJOURNMENT

16. Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) and TRANSLATION REQUESTS

Persons who require special accommodations, accessible seating, or documentation in alternative formats under the Americans with Disabilities Act, or persons who require interpretation services (free of charge) are advised to contact the MCOG office at (707) 463-1859, **at least five days** before the meeting.

Las personas que requieren alojamiento especial, asientos accesibles, o documentación en formatos alternativos de acuerdo con la Ley de Estadounidenses con Discapacidades, o personas que requieren servicios de interpretación (sin cargo) deben comunicarse con MCOG (707) 463-1859, por lo menos cinco días antes de la reunión.

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.

CLOSED SESSION

If agendized, MCOG may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED 1/31/2023

Next Resolution Number: M2023-02



MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2023-01

MAKING CONTINUED FINDINGS PURSUANT TO ASSEMBLY BILL 361
TO CONDUCT REMOTE PUBLIC MEETINGS FOR MCOG'S
LEGISLATIVE AND ADVISORY BODIES
DURING THE COVID-19 STATE OF EMERGENCY

WHEREAS,

1. The Mendocino Council of Governments (MCOG) is committed to preserving and fostering public access and participation in its meetings, as required by the Ralph M. Brown Act (Cal. Government Code 54950 – 54963), which makes provisions for remote teleconferencing participation in meetings by members of a legislative body, subject to the existence of certain conditions;
2. A state of emergency was proclaimed by Governor's Executive Order N-33-20 on March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect until its expiration on February 28, 2023;
3. On September 16, 2021, the Governor signed into law AB 361, an urgency measure, that provides flexibility to government bodies, allowing them to meet virtually without conforming to the Brown Act teleconferencing rules during a declared state of emergency if: (a) State or local officials have imposed or recommended measures to promote social distancing, (b) the legislative body is meeting to determine whether, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees, or (c) the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees; AB 361 remains in effect through January 1, 2024;
4. In a June 30, 2022 report of the Rural Association of Northern California Public Health Officers (RANCHO) response to recent increases in COVID-19 cases, it was noted that "COVID-19 projections indicate that CA will continue to see increasing cases...Northern California counties generally lag behind the rest of CA for increased cases. This swell of infections is largely due to the highly transmissible BA.2.12.1 Omicron variant, which is already being displaced by the new and even more transmissible BA.4 and BA.5 subvariants."
5. The Mendocino County Public Health Officer continues to recommend teleconferencing during public meetings of all legislative bodies to protect the community's health against the spread of COVID-19, based in part on the continued increased safety protection that physical/social distancing provides as one means by which to reduce the risk of COVID-19 transmission;

6. Given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space may pose an unnecessary and immediate risk to attendees;
7. These virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities, and MCOG continues to provide for public access to its remote meetings; and
8. On October 4, 2021, MCOG's Board of Directors made findings of fact by Resolution #M2021-12 including additional background and pertinent details; therefore, be it

RESOLVED, THAT:

- The Mendocino Council of Governments adopts the recitals set forth above as findings of fact.
- MCOG has reconsidered circumstances of the state of emergency.
- MCOG hereby determines that the state of emergency continues to directly impact the ability of the members to meet safely in person.
- In accordance with AB 361, based on the findings and determinations herein, meetings of MCOG's legislative and advisory bodies will be held remotely by virtual means, suspending Brown Act teleconferencing rules while providing for all feasible means of public participation.
- This resolution shall be effective upon adoption and remain in effect until expiration at MCOG's next regular board meeting on March 6, 2023, when MCOG shall resume meeting in person or via hybrid format.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 6th day of February, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

WHEREUPON, the Chairman declared the resolution adopted, AND SO ORDERED.

ATTEST: Nephele Barrett, Executive Director

Dan Gjerde, Chair



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 3
MCOG Meeting
2/6/2023

STAFF REPORT

TITLE: Annual Election of Officers

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE: 12/15/2022

BACKGROUND:

According to MCOG's bylaws, a Chair and a Vice Chair are elected annually by the Board of Directors, typically on the first Monday in February, as the first meeting of the calendar year. The appropriate sections of the bylaws are attached for your reference.

Officers serving in 2022 have been Dan Gjerde, Chair and Scott Ignacio, Vice Chair.

(This item is placed early on the agenda, since officers are elected to serve the Council regardless of which body is convened -- RTPA, SAFE, or simply as the COG for other business such as housing or economic development. Committee appointments are placed later on the agenda, as their business is mostly related to the Regional Transportation Planning Agency and should be made after convening the Policy Advisory Committee.)

ACTION REQUIRED:

Follow past years' method or vote to use another method.

Procedure followed since 2012, consistent with Robert's Rules of Order¹:

1. Hear any and all nominations for the office of Chair. A second is not required to nominate.
 2. Discuss and answer questions. Nominees may state their qualifications for the office.
 3. Close nominations.
 4. Move, second and vote on each nominee until a motion carries.
 5. Repeat for the office of Vice Chair.
-

ALTERNATIVES:

According to Robert's Rules, *"If no method of nominating has been specified in the bylaws and if the assembly has adopted no rule on the subject, any member can make a motion prescribing the method."* The bylaws do not specify, and to our knowledge MCOG has never adopted, a rule of procedure.

The Council may adopt a rule, by motion and vote. Staff would advise that such a rule be written and ratified at a future meeting.

No alternative to the annual election is identified. According to the bylaws, *"The term of the Chair shall be for one (1) year, commencing on the first Monday in February when elected and ending on the following first Monday in February or at the next officers election."*

RECOMMENDATION:

Allow staff to receive nominations and conduct votes, first for Chair and then for Vice Chair. After that, the new or re-elected Chair presides over the meeting.

Enc: Bylaws excerpt

¹ "A nomination is, in effect, a proposal to fill the blank in an assumed motion 'that _____ be elected' to the specified position. In choosing someone to fill an office or other elected position in a society or assembly, a more effective freedom of choice is maintained through the practice of nominating persons for the office, rather than moving that a given person be elected as in the older British procedure." - Robert's Rules of Order, 2000 edition

Excerpt of MCOG Bylaws Amended June 6, 2022

ARTICLE III - OFFICERS/STAFF/COMMITTEES

Section 1.1 Chair: The Chair of the Council shall be selected by a majority of its voting members. The term of the Chair shall be for one (1) year, commencing on the first Monday in February when elected and ending on the following first Monday in February or at the next officers election.

Section 1.2 Powers of Chair: The Chair, when present, shall preside at all meetings of the Council. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Council. The Chair shall be permitted to participate in debate without surrender of the chair. The Chair shall be permitted to vote, move, and second a motion. If the Chair is absent, then the Vice Chair shall preside. If both the Chair and Vice Chair are absent, a chair *pro tem* may be appointed for the purposes of the meeting.

Section 2. Vice Chair: The Vice Chair of the Council shall be selected by a majority of its voting members. The term of the Vice Chair shall be for one (1) year, commencing on the first Monday in February when elected and ending on the following first Monday in February or at the next officers election. The Vice Chair shall have all of the powers and act in the place of the Chair in his/her absence.

MENDOCINO COUNCIL OF GOVERNMENTS

MINUTES

Monday, December 5, 2022

Teleconference Only

Pursuant to Brown Act and Assembly Bill 361

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 1:30 p.m. with Directors Jim Brown, Tess Albin-Smith, Scott Ignacio, John Haschak, Michael Carter, Tatiana Ahlstrand (Caltrans/PAC), and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding; Director Greta Kanne absent.

Staff present: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; Loretta Ellard, Deputy Planner; James Sookne, Program Manager; Michael Villa, Project Coordinator; Jody Lowblad, Administrative Assistant; and Jesus Rodriguez, Administrative Assistant.

Note: Public comment was invited via email and online comment form; staff monitored for incoming comments throughout the meeting, reporting periodically.

2. Convene as RTPA

3. Recess as RTPA – Reconvene as Policy Advisory Committee

4 - 5. Consent Calendar. Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (*7 Ayes – Brown, Albin-Smith, Ignacio, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Kanne*): IT IS ORDERED that consent items are approved.

4. Adoption of Resolution Making Continued Findings Pursuant to Assembly Bill 361 to Conduct Public Meetings Remotely for MCOG’s Legislative and Advisory Bodies During the COVID-19 State of Emergency.

Resolution No. M2022-20

Making Continued Findings Pursuant to Assembly Bill 361
to Continue Public Meetings Remotely
for MCOG’s Legislative and Advisory Bodies
During the COVID-19 State of Emergency
[Reso. #M2022-20 is incorporated herein by reference]

5. Approval of November 7, 2022 Minutes – as written

6. Public Expression. Dave Shpak appreciated the staff and Councilmembers’ support for the Gualala Downtown Streetscape master plan over the years, noting the project’s Active Transportation Program (ATP) grant award would go before the California Transportation Commission (CTC) for approval later that week, and could not have reached this point without MCOG’s help. Also he thanked the Council for providing opportunities for meaningful public interaction and wished happy, healthy and safe holidays to all.

7. Recognition of Departing Board Members. Administrative staff had prepared a certificate recognizing Director Brown's service over the past four-year term, shared onscreen and read aloud by Deputy Director Orth. Thanks were given and remarks were made by Executive Director Barrett and Chair Gjerde recalling some of his accomplishments, with a brief farewell by Director Brown.

8. Discussion/Direction: Conduct of Meetings Following Expiration of COVID-19 State of Emergency and Possible Adoption of 2023 MCOG Board Calendar. A draft meeting calendar was provided in the agenda packet. Ms Orth summarized her written staff report, noting the Governor's state of emergency due to expire, after which the AB 361 findings could not justify fully remote meetings of the Council and standing committees. She outlined several options and limitations under SB 2449 and the Brown Act open meetings law, and staff's recommendation to begin meeting in the Board of Supervisors chambers again with hybrid options starting in March, then invited comments. Board discussion included:

- Preference to join meetings remotely, and discrepancy between meeting in person and the State's policies to reduce vehicle miles traveled, a.k.a.VMT. (Albin-Smith, Ignacio)
- Support for teleconference locations at City Halls, where public can join, properly noticed on the agenda. (Albin-Smith, Haschak, Gjerde, Barrett)
- Intention personally to attend at primary location in Ukiah. (Haschak, Carter)
- Having regular satellite locations could conflict with the in-person quorum requirement if a member were to invoke emergency/just cause provisions for a non-posted location under SB 2449 amendments. (Barrett)
- The 2449 rule may be considered a guideline, where if a member's two annual instances are exceeded, an explanation must be provided to evaluation the member's ability to participate. (Ignacio)
- In a recent California State Association of Counties (CSAC) conference, it was indicated that more legislation can be expected; this is staff's understanding also. (Haschak, Barrett)
- The past two years of videoconference meetings has seen an increase in public participation; it is unclear to what degree the new amendments will affect that. (Orth, Barrett)
- Discussion of next steps; staff has sufficient direction from the Board to continue planning upcoming meetings, to be continued to the February agenda. (Group)

The Chair invited public comments. Mr. Shpak of Gualala stated it has been helpful to participate remotely and he would be willing to join meetings in future by teleconference from Point Arena City Hall.

Upon motion by Ignacio, second by Haschak, and carried unanimously on roll call vote (*7 Ayes – Brown, Albin-Smith, Ignacio, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the 2023 MCOG Board Meeting Calendar is adopted, subject to later amendment.

9. Authorization to Award Construction Contract Pending State Approval of Supplemental Funding – Covelo SR 162 Corridor Multi-Purpose Trail. Ms. Barrett summarized her staff report. All bids came in higher than the engineer's estimate and available funding by \$830,000 and more. Intent to Award to the low bidder had been published, pending additional funds. Caltrans District 1 supports requesting Complete Streets funding from the State Highway Operations & Protection Program (SHOPP). If CTC approval is required, the action could fall between MCOG meetings, so staff recommended authorizing the Executive Director to award and execute the necessary contracts as soon as funding is approved by the State, to avoid further delay. Board discussion included:

- While staff is trusted, it may not be wise to set such a precedent in terms of business practice. Suggestion to seek a lower bid. (Brown)
- Who has reviewed the bids? Staff, Caltrans and the contracted resident engineer were involved. All bids were within a similar range. However the project cannot be modified to accommodate bids, due to strict guidelines of the State grant source. (Gjerde, Barrett)
- Complete Streets funds under SHOPP are meant for bicycle and pedestrian facilities adjacent to a state highway and are a good fit for this project, as the same type funds are already allocated to it, and it must be spent quickly on existing projects. There is a risk of losing the opportunity for an allocation. (Barrett, Sookne)
- Costs are rising with high inflation now; concern for delays and additional cost. (Gjerde)
- If MCOG receives additional SHOPP funds, what other entities might have had access to it? Another Caltrans project in District 1. It is unknown if any other Mendocino County projects have been identified; a Humboldt County project was under consideration. (Haschak, Barrett)
- Since the project cannot be modified, seeking additional funds is the best course. (Haschak)

A motion was made by Director Haschak, seconded by Director Carter, to approve staff's recommendation. **Discussion on the motion:** Director Ignacio supported the motion, noting that in this case it is the State's responsibility to supplement the project funding. **The motion carried** unanimously on roll call vote (*7 Ayes – Brown, Albin-Smith, Ignacio, Haschak, Carter, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the Executive Director is authorized to award and execute contracts for construction and construction support for the Covelo SR 162 Corridor Multi-Purpose Trail project once sufficient funding is approved by the State.

10. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Ignacio, second by Albin-Smith, and carried unanimously on roll call vote (*6 Ayes – Brown, Albin-Smith, Ignacio, Haschak, Carter, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

11. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand introduced Project Manager Robert King, who reported two ongoing coastal projects. First, the “Fort Bragg ADA project,” updating and adding sidewalks to Americans with Disabilities Act (ADA) standards. Current issues are a City staff site walk later that week, and a planning commission hearing December 14 with informational workshop. He answered Board questions concerning access to businesses during construction, possible time extension, and alternatives in case of appeal, and provided his contact information. This project is part of a larger grant-funded City project of \$1.6 million with Caltrans providing design and administration.
Second, District 1 has produced a Project Initiation Document for not yet funded bikeway improvements north of town. to include trail access to MacKerricher State Park, currently in process of community outreach.
- b. Mendocino Transit Authority. General Manager Jacob King reported progress of procuring a consultant for the Short Range Transit Development Plan to update the 2012 plan.
- c. Great Redwood Trail Agency. Director Haschak reported no news since sharing the Master Plan presentation in October. Community outreach is in progress.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.

- e. MCOG Administration Staff
 - i. *Social Services Transportation Advisory Council's Unmet Transit Needs Workshop of November 28, 2022 – Findings to MCOG Public Hearing on February 6, 2023.* Ms. Orth reported that the SSTAC made a list of ten needs and two other recommendations, to be submitted as testimony in the hearing.
 - ii. *Miscellaneous.* None.
 - iii. *Next Meeting Date.* Monday, February 6, 2023.
- f. MCOG Planning Staff
 - i. *Feasibility Study – Mobility Solutions for Rural Communities of Inland Mendocino County.* Deputy Planner Ellard reported funding opportunities under consideration, including the Clean Mobility Options Pilot Program through the California Air Resources Board from cap-and-trade revenues. While a challenging process, it appears to be an ideal fit for the identified needs. A call for projects is anticipated in February, and the consultant is prepared to adjust the work timeline to accommodate proposals. It was recommended not to let this opportunity pass without attempting an application. Ms. Barrett characterized the study's public engagement as the best response in a long time.
 - ii. *Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center.* Ms. Ellard reported a kickoff meeting with staff and consultants, followed by a stakeholders meeting and tour of potential locations, to be held December 7 and a schedule of project events with LSC Transportation Consultants, concluding in November 2023.
 - iii. *MCOG Public Outreach with ChargePoint for Rural Electric Vehicle Charging Grant.* Ms. Ellard gave an update on this successful grant proposal to locate charging stations in the Ukiah area, outlining MCOG staff's role in public engagement to identify preferred sites, as promised with ChargePoint's application last March. The area under consideration is central Ukiah and the greater area from Hopland to Redwood Valley. Staff has time available under Work Element 4, Sustainable Transportation Planning. Ms. Orth added background and details, noting consistency with adopted plans and public demand for more charging opportunities, as well as further funding opportunities. She mentioned County of Mendocino's grant award under the same program, to install chargers at County properties in Ukiah for both fleet and public use. Director Gjerde discussed his vision for these projects and requested that County staff be invited to provide stakeholder input.
 - iv. *Miscellaneous.* None.
- g. MCOG Directors. Director Haschak reported on Caltrans' downtown beautification and connectivity project in Covelo with several recent meetings and a walking tour, noting a best case scenario would connect to the new trail for a safer downtown area. There is enthusiasm for this in the community and Caltrans outreach efforts are appreciated.
- h. California Association of Councils of Governments (CALCOG) Delegates – Annual Regional Leadership Forum, March 6-8, 2023 in Riverside. There was no report.

11. Adjournment. The meeting was adjourned at 2:47 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda #7
Consent Calendar
MCOG Meeting
2/6/2023

STAFF REPORT

TITLE: Second Amendment to FY 22/23 Overall Work Program

DATE PREPARED: 1/29/23

SUBMITTED BY: Alexis Pedrotti, Project Manager

MEETING DATE: 2/6/23

BACKGROUND:

The MCOG Board previously reviewed and approved the Final FY 2022/23 MCOG Overall Work Program and the First Amendment. Amendments are made to the Overall Work Program if funding modifications need to be done to any element of the OWP, including carryover adjustments from the previous year. In addition, amendments can include new grant funded projects or changes to a funded project scope, schedule, or funding amount.

The proposed Second Amendment comes after a few minor adjustments or requests were identified. Amendment adjustments as follows:

- Work Element 7 – Planning, Programming, and Monitoring (PPM): \$2 Planning, Programming and Monitoring (PPM) funding adjustment. Previous year PPM Funds were not correctly identified in the carryover amount due to rounding errors. These funds have been added to Work Element 7 under MCOG Staff.
- Work Element 13 – City of Fort Bragg – Central Business District Parking Evaluation: Request from the City of Fort Bragg to adjust some tasks in their current project.
- Work Element 15 – Point Arena – Local Street Assessment and Shared Roadway Agreement: This adjustment is to swap FY 2021/22 Planning Programming and Monitoring (PPM) Funds from this work with FY 2022/23 PPM Funding under Work Element 7 to ensure these expiring funds will be fully expended by their deadline. Additionally, the City of Point Arena requested to redirect their funding from this project and request new funding in the upcoming FY 2023/24 Overall Work Program Application Cycle to complete a new project.

This proposed amendment would increase the FY 2022/23 Overall Work Program total from \$1,178,312 to \$1,178,314, an increase of \$2. Details will be shown in **bold** and ~~strike out~~ in the Amended Overall Work Program. *Hard copies of the full amendment will be available upon request.*

The Technical Advisory Committee (TAC) has reviewed and recommended this proposed Second Amendment for approval at the January 18, 2022 meeting.

ACTION REQUIRED: Consider approval of Second Amendment to FY 2022/23 Overall Work Program.

ALTERNATIVES: (1) Approve Amendment (*Recommended*); (2) Do not approve Amendment; or (3) Refer Amendment to TAC for review and recommendation.

RECOMMENDATION: Accept staff's recommendation to approve the Second Amendment to FY 2022/23 Overall Work Program (OWP) and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

/ajp

Attachments: FY 2022/23 OWP – Second Amendment

FINAL

MENDOCINO COUNCIL OF GOVERNMENTS
TRANSPORTATION PLANNING WORK PROGRAM

FY 2022/2023



Adoption by MCOG on 6/6/22

1st Amendment: 8/16/22

2nd Amendment: 2/6/23

Prepared by:
Alexis Pedrotti, Project Manager
Mendocino Council of Governments
525 South Main Street, Suite G
Ukiah, CA 95482
(707) 463-1859
www.mendocinocog.org

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Introduction	3
Public Participation Process	6
FY 2022/23 Overall Work Program – Overview	7
Funding Needs	8
Financial – Summary of Funding Sources	9
Financial – Allocation & Expenditure Summary	10
Financial – Budget Revenue Summary	11
Financial – Summary of Carryover Funds	12
<u>Summary of Work Elements</u>	
Work Element 1 MCOG – Regional Government & Intergovernmental Coordination	13
Work Element 2 MCOG – Planning Management & General Coordination	16
Work Element 3 MCOG – MTA Feasibility Study for Ukiah Transit Center - NEW	19
Work Element 4 MCOG – Sustainable Transportation Planning	21
Work Element 5 MCOG – Mobility Solutions – Feasibility Study for Rural Areas - <i>Carryover</i>	23
Work Element 6 Co. DOT – Combined Special Studies	26
Work Element 7 MCOG – Planning, Programming & Monitoring	28
Work Element 12 Ukiah – Truck Route Study – NEW	32
Work Element 13 Fort Bragg – Central Business District Parking Engineering - NEW	33
Work Element 14 MCOG – Training	35
Work Element 15 Point Arena – Local Street Assessment & Shared Roadway Agreement <i>–Carryover</i>	36
Work Element 16 MCOG – Multi-Modal Transportation Planning	38
Work Element 18 MCOG – Geographic Information Systems (GIS) Activities	40
Work Element 20 MCOG – Grant Development & Assistance	42
PROJECT RESERVE	44

Note: Some work element numbers were intentionally left blank

Schedule

FY 2022/2023 Overall Work Program Schedule	45
--------------------------------------------	----

Appendices

- Appendix A – Status of Projects Funded in FY 2021/2022 Work Program 46
- Appendix B – Information Element
- Appendix C – Federal Planning Factors and/or Planning Emphasis Areas (PEAs)
- Appendix D – List of Transportation Acronyms
- Appendix E – Memorandum of Understanding

INTRODUCTION

The Mendocino Council of Governments

The Region served by the Mendocino Council of Governments exists totally within the boundaries of Mendocino County. Mendocino County lies within the northern extension of California's coastal ranges. These mountains are characterized by a series of southeast to northwest trending ridges which are separated occasionally by narrow valleys. Although the relief is not particularly great except in the extreme eastern part of the county, the mountainous nature of the county tends to minimize ground transportation options. The coastline is also rugged and rocky, offering spectacular views of the ocean. Much of the land area is taken by State and National Forest lands, with the remainder used for agriculture, residential and other uses. Transportation routes tend to be located within valleys, and east-west travel is especially difficult, since parallel ridges must be traversed. The mountainous nature of the County tends to minimize ground transportation options throughout the region.

One important issue facing the region is climate change and the statewide emphasis on reducing vehicle miles traveled (VMT) and greenhouse gas (GHG) reduction. The Governor's Executive Orders EO N-19-19 (greenhouse gas reduction goals) and EO-79-20 (zero emission vehicles) add to existing GHG reduction measures and impose new requirements regarding the expansion of Zero Emission Vehicles in the marketplace. While predominately rural areas such as Mendocino County are not subject to the same requirements as urban regions, inclusion of these issues in the adopted 2022 RTP/ATP update provides the opportunity to identify existing and future efforts that will contribute to the emission reduction targets. Obvious strategies to reduce GHG generation entail expanded transit use, improving streets/roads efficiency, and expanding non-motorized travel opportunities.

Another important issue facing the region is how to serve remote communities in the County that have historically not been able to be served by traditional transit service, due to their remoteness and geographical and operational challenges. MCOG successfully received a Caltrans Sustainable Communities planning grant to conduct a "Mobility Solutions - Feasibility Study for Rural Areas in Inland Mendocino County" to address this need. This project was initiated in the FY 2021/22 OWP and will be carried over and finalized in the FY 2022/23 OWP.

The purpose of the Overall Work Program for the Mendocino Council of Governments (MCOG), as the Regional Transportation Planning Agency (RTPA) for Mendocino County, is identify and program transportation planning tasks for the coming fiscal year. MCOG annually adopts its Transportation Planning Work Program beginning with an application cycle in October, development of the draft in February, and finalizing the document in May. Many of the Overall Work Program elements serve as a scope of work and budget for transportation related planning activities. The objectives and tasks contained within the Overall Work Program and Elements are developed in accordance with the goals and policies of the 2022 Regional Transportation Plan (RTP) (*adopted 2/7/22*).

MCOG is a Joint Powers Agency comprised of the unincorporated County of Mendocino and the incorporated cities of Fort Bragg, Point Arena, Ukiah and Willits. 2020 California Department of Finance population figures place Mendocino County population at 87,946. This figure includes an unincorporated population of 58,946 and an incorporated population of Ukiah (16,061), Fort Bragg (7,427), Willits (5,072) and Point Arena (451). The bulk of the population in Mendocino County is

concentrated in a few areas. Ukiah, Talmage, and Redwood Valley make up the largest single population concentration. Fort Bragg and the coastal area southward to the Navarro River is another population center. Willits, the surrounding Little Lake Valley and the Brooktrails subdivision is the only other large settlement area in the County. Much of the rest of Mendocino County is rural and undeveloped.

The MCOG Board of Directors is comprised of seven members: two members of the County Board of Supervisors, one member from each of the four city councils, and one countywide representative appointed by the Board of Supervisors. With the addition of an eighth member, the representative of the Caltrans District One Director, the MCOG Board becomes the Policy Advisory Committee (PAC).

The MCOG Board annually appoints an Executive Committee to carry out the administrative and executive functions of the Council between regular meetings. The Executive Committee may also be used to review the budget, personnel and policy issues, and make recommendations to the full Council. This three-member committee consists of the MCOG Chair, Vice-Chair, plus one additional Council member selected by the Council. The Council attempts to appoint members to the Executive Committee that reflect a balance between City and County representation. The Executive Committee meets on an as-needed basis.

In addition, MCOG has established the following advisory committees:

1. Technical Advisory Committee (TAC). Advising the MCOG Board of Directors on technical matters is the Technical Advisory Committee. This ten-member committee consists of representatives of planning and public works/transportation staff of each of the Joint Powers entities, an MTA representative, an Air Quality Management District representative, a Caltrans representative, and a non-voting rail representative. In addition to routine items, the TAC is involved in development of the Regional Transportation Improvement Program (RTIP), review of the Regional Transportation Plan (RTP), and development of the annual Transportation Planning Work Program. Meetings are routinely held on a monthly basis, or as needed.
2. Social Services Transportation Advisory Council (SSTAC). A Social Services Transportation Advisory Council has been established in compliance with requirements imposed by Senate Bill 498 (1987) to advise MCOG on the transportation needs of the elderly, handicapped, and economically disadvantaged. The SSTAC also has statutory responsibilities to advise the transportation planning agency on any other major transit needs and recommend new service and service changes to meet those needs. This ten-member committee includes representatives of the transit community, including handicapped and senior transit users; various social service provider representatives; low income representatives, and representatives of the Consolidated Transportation Service Agency (CTSA). A subcommittee of the SSTAC may also serve with MCOG staff as MCOG's Regional Evaluation Committee to rank and review Federal Transit Administration (FTA) Section 5310 program applications for vehicle and equipment acquisitions. SSTAC meetings are typically held twice per year.
3. Transit Productivity Committee (TPC). The Transit Productivity Committee is comprised of five members: two representatives each from the MTA Board and the MCOG Board,

plus one senior center representative. The purpose of the TPC is to review transit performance and productivity issues in accordance with standards adopted by MCOG. The TPC also reviews and makes recommendation to MCOG on the annual transit claim and provides input on the annual unmet transit needs process. Meetings are held at least once annually, or more often as needed.

4. Consolidated Transportation Services Agency (CTSA)

As required under TDA regulations, MCOG has established a Consolidated Transportation Services Agency (CTSA). In 1981, MCOG designated the Mendocino Transit Authority (MTA) to serve as the CTSA for Mendocino County. According to TDA regulations, A CTSA may provide transportation services itself or contract with one or more entities to provide service. In either case, the CTSA alone is the claimant for funds under TDA, and bears all the responsibilities of a claimant, including filing of claims, maintaining accurate records, complying with fare revenue requirements, and submittal of fiscal and compliance audit reports. With input from the TPC, the relationship between MCOG and MTA continues to be a positive one in which the community is well served by an efficient and effective local transit system.

MCOG relies on and values the many avenues of government-to-government coordination and consultation with local, state, and federal agencies representing transportation planning in Mendocino County. MCOG works cooperatively with the ten (10) Native American Tribal Governments represented in Mendocino County, including Cahto Tribe of the Laytonville Rancheria, Coyote Valley Band of Pomo Indian, Guidiville Rancheria, Hopland Band of Pomo Indians, Manchester Band of Pomo Indians, Pinoleville Pomo Nation, Potter Valley Tribe, Redwood Valley Rancheria, Round Valley Indian Tribes, and Sherwood Valley Band of Pomo Indians. The Native American Tribes are invited to participate in MCOG and Technical Advisory Committee (TAC) monthly meetings, informed of available grant funding available to them, and invited to participate in public outreach on current and upcoming projects. MCOG also participates in the quarterly Caltrans Native American Planning/Status Meetings.

The Federal Land Management Agencies for the Mendocino County Region include Bureau Of Land Management (BLM), U.S. Forest Service, U.S. Fish and Wildlife and National Park Service.

PUBLIC PARTICIPATION PROCESS

In 2020 MCOG updated and adopted a “Public Participation Plan” as required under the Fast Act - Moving Ahead for Progress in the 21st Century Act (MAP-21). This Plan established a process for public participation (as well as interagency and intergovernmental participation) activities of MCOG, as they pertain to the agency’s primary responsibilities, including development of the Regional Transportation Plan, Regional Transportation Improvement Program, Regional Blueprint planning and other planning processes

The Final “Vision Mendocino 2030 Blueprint Plan” was adopted by MCOG on December 2, 2013. This comprehensive planning process (four phases, funded through Federal Blueprint planning grants) included a thorough public outreach process (including direct consultation with each Native American tribe) as well as partnerships with the County and Cities.

The 2022 Regional Transportation Plan/Active Transportation Plans was adopted by MCOG on February 7, 2022, pursuant to the four-year update schedule established by MCOG. In December 2014 MCOG shifted from a five-year update cycle to a four-year cycle in order to allow an increase in the planning period for the Regional Housing Needs Assessment from a five-year to an eight-year cycle. The 2022 RTP/ATP update included a thorough public participation process. Due to the COVID-19 pandemic, public outreach was conducted virtually through Social Pinpoint, an interactive online platform posted on MCOG’s website and advertised through email lists, press releases, flyers, and social media. Stakeholder outreach also included a virtual presentation to Mendocino County tribes at a Caltrans District 1 quarterly tribal meeting; a recorded informational presentation posted on both the County’s YouTube channel and on MCOG’s website; virtual presentations at the Mendocino County Climate Action Advisory Committee meeting and at various Municipal Advisory Council (MAC) meetings.

In May 2021, MCOG adopted the 2021 “Coordinated Public Transit Human Services Transportation Plan”, which was an update to the 2015 Plan. This update was part of a Caltrans-funded statewide consultant contract, with participation by MCOG staff, and included a virtual public outreach process to obtain input on development of the Plan. This 2021 Coordinated Plan includes a comprehensive strategy to maximize public transportation service delivery and address transportation priorities for the countywide service area.

MCOG will continue to provide these various public outreach methods to ensure continued opportunities for public participation and encourage attendance at MCOG meetings. Consultation with the Native American community will continue a direct communication basis with each tribal government, in addition to encouraging Native American public participation through Native American communities, organizations, groups and individuals. Beginning in FY 2012/13, MCOG increased efforts to include the tribes in the earliest stages of the transportation planning process by inviting representatives of all federally recognized tribal governments in Mendocino County to Technical Advisory Committee meetings, the forum for early discussion of many of MCOG’s programs and projects. Those efforts will continue in this work program.

All input gained through this ongoing public participation process will be reviewed and evaluated for integration into plans, projects and policies, as appropriate.

FY 2022/2023 OVERALL WORK PROGRAM - OVERVIEW

The FY 2022/2023 Overall Work Program totals ~~\$1,178,312~~ **\$1,178,314**. It includes a variety of projects as identified below and required mandates on MCOG as the Regional Transportation Planning Agency, remain at a high level.

In this cycle, MCOG planning staff will be responsible for implementation of Ten work elements:

- **Work Element 1 - Regional Government & Intergovernmental Coordination:** Covers day-to-day transportation planning tasks as well as long range planning duties that are eligible for State Rural Planning Assistance (RPA) funding.
- **Work Element 2 - Planning Management & General Coordination (Non-RPA):** This work element is funded solely with local funds to provide day-to-day management of the work program and general coordination duties that may not be RPA-eligible.
- **Work Element 3 – Mendocino Transit Authority (MTA) Feasibility Study for Ukiah Transit Center:** This element will conduct a feasibility study and location analysis for the Mendocino Transit Authority to evaluate potential locations for a new transit center in the greater Ukiah area, with associated multi-modal improvements.
- **Work Element 4 - Sustainable Transportation Planning:** is a work element to support the goals of SB 375 and AB 32 to reduce greenhouse gas emission and respond and conduct sustainable transportation planning.
- **Work Element 5 – Mobility Solutions (Carryover) – Feasibility Study for Rural Areas in Mendocino County:** This project will conduct a feasibility study of mobility solutions for rural communities in Mendocino County (including Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley) that are unable to be served by traditional transit, due to their remoteness and low population density.
- **Work Element 7 - Planning, Programming & Monitoring:** Covers ongoing planning, programming and monitoring of STIP projects and related issues
- **Work Element 14 – Training:** This element provides training for MCOG's planning staff and local agency staff.
- **Work Element 16 – Multi-Modal Transportation Planning:** Covers day to day bicycle, pedestrian, rail and transit planning activities.
- **Work Element 18 – Geographic Information System (GIS) Activities:** Covers GIS related tasks.
- **Work Element 20 – Grant Development and Assistance:** covers all aspects of grant-related activities, including providing assistance to local agencies.

The Mendocino County Department of Transportation will be responsible for one work element: **Work Element 6 – Combined Special Studies** which includes a variety of minor studies and data gathering on County roads and city streets.

The City of Ukiah will be responsible for one new work element: **Work Element 12 –Truck Route Study** a new study to assist the City of Ukiah on determining and designating acceptable truck routes through the City of Ukiah and throughout the City of Ukiah.

The City of Fort Bragg will be responsible for one new work element: **Work Element 13 – Central Business District Parking Evaluation** a new to perform a comprehensive review of parking issues in the Central Business District (CBD), prepare an update to the parking land use codes for the district, and perform a feasibility analysis for alternate public parking lots to meet transportation needs in a core pedestrian oriented area.

~~The City of Point Arena will be responsible for one carryover project: **Work Element 15 – Local Street Assessment & Shared Roadway Agreement** a project to perform an assessment and prioritization of improvements for the City of Point Arena on their road and street systems.~~

The **Amended** FY 2022/2022 Overall Work Program contains a total of ~~15~~ **14** work elements.

FUNDING NEEDS

The **Amended** FY 2022/2023 Transportation Planning Overall Work Program requires total funding of ~~\$1,178,312~~ **\$1,178,314** and will be funded from a combination of State and Local funds. There is no Federal funding in this Work Program.

Federal Funding

There is no Federal funding programmed in this Overall Work Program.

State Funding

Rural Planning Assistance (RPA) - For the twenty fifth consecutive year, State RPA funding is expected to be available to assist in funding the Work Program. FY 2022/2023 new RPA funds total **\$294,000**, combined **\$1,882** of carryover RPA Funds from the 2021/22 OWP, for a total RPA Funding of **\$295,882**.

Planning, Programming & Monitoring (PPM) - In accordance with SB 45 provisions (as revised under AB 608, effective 1/1/02) up to 5% of Mendocino County's Regional Choice (SB 45) funds may be utilized for eligible PPM activities. A total of **\$131,000** in FY 2022/2023 PPM funds is available for programming in this Work Program, plus ~~\$114,634~~ **\$114,636** in PPM carryover funds, for a total PPM commitment of ~~\$245,634~~ **\$245,636**.

Caltrans Sustainable Transportation Planning Grant Program – MCOG was awarded one grant through the FY 2021/22 California Sustainable Transportation Planning Grant Program, as follows:
Sustainable Communities – State Highway Account Grant – This final Work Program includes a total of **\$155,662** in carryover Sustainable Communities Transportation Planning Grant funds for Work Element 5 (Feasibility Study-Mobility Solutions for Rural Communities of Inland Mendocino County).

The total State funding, including awarded grant funds, programmed in this **Amended** Work Program is ~~\$697,178~~ **\$697,180**.

Local Funding

Local Transportation Fund (LTF) - This **Amended** Overall Work Program programs **\$315,488** in FY 2022/2023 LTF funds, plus **\$165,646** of FY 2021/22 carryover funding for a total of **\$481,134**.

Of the total ~~\$1,178,312~~ **\$1,178,314** **Amended** FY 2022/2023 Overall Work Program, the commitment from local funding sources totals **\$481,134 (41%)**.

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2022/23 (AMENDED) OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	OTHER / GRANT	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$ -	\$ -	\$ 138,882	\$ -	\$ 138,882
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$ 140,248	\$ -	\$ -	\$ -	\$ 140,248
3	MCOG - MTA Feasibility Study for Ukiah Transit Center - NEW	\$ 152,696	\$ -	\$ -	\$ -	\$ 152,696
4	MCOG - Sustainable Transportation Planning (Carryover)	\$ 30,183	\$ -	\$ -	\$ -	\$ 30,183
5	MCOG - Mobility Solutions-Feasibility Study for Rural Areas	\$ 20,168	\$ -	\$ -	\$ 155,662	\$ 175,830
6	Co. DOT - Combined Special Studies	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
7	MCOG - Planning, Programming & Monitoring	\$ 31,500	\$ 146,884	\$ 6,250	\$ -	\$ 184,634
			\$ 146,886			\$ 184,636
12	Ukiah - Truck Route Study - NEW	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
13	Fort Bragg - Central Business District Parking Evaluation - NEW	\$ 57,062	\$ -	\$ -	\$ -	\$ 57,062
14	MCOG - Training (Carryover)	\$ 42,291	\$ -	\$ -	\$ -	\$ 42,291
15	Point Arena - Local Street Assessment and Shared Roadway Agreement - Carryover	\$ -	\$ 53,750	\$ -	\$ -	\$ 53,750
16	MCOG - Multi-Modal Transportation Planning	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
18	MCOG - Geographic Information System (GIS) Activities	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
20	MCOG - Grant Development & Assistance	\$ 6,986	\$ -	\$ 40,750	\$ -	\$ 47,736
	<i>PROJECT RESERVE</i>	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 481,134	\$ 245,634	\$ 295,882	\$ 155,662	\$ 1,178,314
	TOTAL WORK PROGRAM SUMMARY/PRO GRAM MATCH					
Local		\$ 481,134	41%	Local LTF 2022/23 Alloc.		\$ 315,488
State		\$ 541,518	46%	Local LTF Carryover		\$ 165,646
Federal		\$ 0	0%	State PPM 2022/23 Alloc.		\$ 131,000
Other		\$ 155,662	13%	State PPM Carryover		\$ 114,636
TOTAL WORK PROGRAM SUMMARY		\$ 1,178,314	100%	State RPA 2022/23 Alloc.		\$ 294,000
				State RPA Carryover		\$ 1,882
				Federal		\$ 0
				Other Carryover		\$ 155,662
				TOTAL		\$ 1,178,314

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2022/23 (AMENDED) OVERALL WORK PROGRAM
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	CITIES	MCOG STAFF	CONSULT OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination			\$136,882	\$2,000	\$138,882
2	MCOG - Planning Management & General Coordination (Non-RPA)			\$126,680	\$13,568	\$140,248
3	MCOG - MTA Feasibility Study for Ukiah Transit Center (NEW)			\$ 2,696	\$ 150,000	\$ 152,696
4	MCOG - Sustainable Transportation Planning			\$20,183	\$10,000	\$30,183
5	MCOG-Mobility Solutions-Feasibility Study for Rural Areas - Carryover			\$2,676	\$173,154	\$175,830
6	Co. DOT - Combined Special Studies	\$60,000				\$60,000
7	MCOG - Planning, Programming & Monitoring			\$177,384	\$7,250	\$184,634
				\$177,386		\$184,636
12	Ukiah - Truck Route Study (NEW)		\$45,000			\$45,000
13	Fort Bragg - Central Business District Parking Evaluation (NEW)		\$57,062			\$57,062
14	MCOG - Training			\$20,890	\$21,401	\$42,291
15	Point Arena - Local Streets Assessment and Shared Roadway Agreement - Carryover		\$53,750			\$53,750
16	MCOG - Multi-Modal Transportation Planning			\$45,000		\$45,000
18	MCOG - Geographic Information System (GIS) Activities			\$5,000		\$5,000
20	MCOG - Grant Development & Assistance			\$47,736		\$47,736
	PROJECT RESERVE					\$0
	TOTAL	\$60,000	\$155,812	\$585,127 \$585,129	\$377,373	\$1,178,314 \$1,178,314

Note: Reimbursement Rates Used for Calculating Days Programmed (estimate only). County/Cities/Local Agencies (\$75/hr.); Consultants (\$125/hr.); MCOG Planning Staff (est. @ approx. \$38-\$130/hr. - various positions).

* MCOG planning staff funding level is based on contracted obligation with DBC Consulting (\$438,786). DBC's contract extension (approved 3/7/2022) goes through 9-30-23. In addition, \$143,648 in carryover funding is available from under-expending prior years' fundings, for a total available of \$582,434.

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2022/23 (AMENDED) OVERALL WORK PROGRAM
BUDGET REVENUE SUMMARY**

NO.	WORK ELEMENT TITLE	STATE RPA	STATE C/O RPA	STATE PPM	Sustainable Comm. SHA	OTHER	In-kind Service	
							Local TDA	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$ 137,000	\$ 1,882	\$ -	\$ -	\$ -	\$ -	\$ 138,882
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,248	\$ 140,248
3	MCOG - MTA Feasibility Study for Ukiah Transit Center - NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,696	\$ 152,696
4	MCOG - Sustainable Transportation Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,183	\$ 30,183
5	MCOG - Mobility Solutions-Feasibility Study for Rural Areas -Carryover	\$ -	\$ -	\$ -	\$ 155,662	\$ -	\$ 20,168	\$ 175,830
6	Co. DOT - Combined Special Studies	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
7	MCOG - Planning, Programming & Monitoring	\$ 6,250	\$ -	\$ 146,886	\$ -	\$ -	\$ 31,500	\$ 184,636
12	Ukiah - Truck Route Study - NEW	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
13	Fort Bragg - Central Business District Parking Evaluation - NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,062	\$ 57,062
14	MCOG - Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,291	\$ 42,291
15	Point Arena - Local Street Assessment and Shared Roadway - Carryover	\$ -	\$ -	\$ 53,750	\$ -	\$ -	\$ -	\$ 53,750
16	MCOG - Multi-Modal Transportation Planning	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
18	MCOG - Geographic Information System (GIS) Activities	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
20	MCOG - Grant Development & Assistance	\$ 40,750	\$ -	\$ -	\$ -	\$ -	\$ 6,986	\$ 47,736
	<i>PROJECT RESERVE</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ 294,000	\$ 1,882	\$ 245,634	\$ 155,662	\$ -	\$ 481,134	\$ 1,178,314

**MENDOCINO COUNCIL OF GOVERNMENTS
 FY 2022/23 (AMENDED) OVERALL WORK PROGRAM
 SUMMARY OF CARRYOVER FUNDS**

NO.	WORK ELEMENT	LOCAL		STATE		STATE		Other Funds	TOTAL	Notes
		LTF	PPM	RPA	RPA					
1	MCOG - Regional Government & Intergovernmental Coordination	\$ -	\$ -	\$ 1,882	\$ -	\$ 1,882	\$ -	\$ 1,882	21/22 RPA Actual Carryover	
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$ 58,808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,808	21/22 LTF Actual Carryover	
3	MCOG - MTA Feasibility Study for Ukiah Transit Center	\$ 2,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,696	21/22 LTF Carryover from WE 10 Project Closeout.	
4	MCOG - Sustainable Transportation Planning	\$ 10,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,183	21/22 LTF Actual Carryover	
5	MCOG - Mobility Solutions-Feasibility Study	\$ 20,168	\$ -	\$ -	\$ -	\$ -	\$ 155,662	\$ 175,830	21/22 Actual Project Carryover	
7	MCOG - Planning , Programming & Monitoring	\$ 31,500	\$ -60,884	\$ -	\$ -	\$ -	\$ -	\$ -92,384	\$19,502 20/21 PPM + \$41,384 \$95,132 21/22 PPM Actual Carryover amount provided.	
			\$114,636					\$ 146,136		
14	MCOG - Training	\$ 42,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,291	21/22 Actual Carryover amount provided.	
15	Point Arena Local Street Assessment and Shared Roadway	\$ -	\$ -53,750	\$ -	\$ -	\$ -	\$ -	\$ -53,750	PPM Funds have been swapped for 22/23 funds under WE 7, due to shifting of project request.	
	TOTAL	\$ 165,646	\$114,636	\$ 1,882	\$ -	\$ 1,882	\$ 155,662	\$ 437,824		
			\$114,636					\$ 437,826		

WORK ELEMENT (1): MCOG – REGIONAL GOVERNMENT & INTER-GOVERNMENTAL COORDINATION

PURPOSE:

This comprehensive work element covers **RPA-eligible** regional transportation planning duties and ongoing coordination with state, regional and local agencies; as well as long range transportation planning duties including streets/roads/highways, air quality, aviation, and transit planning.

This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds. A separate work element (W.E. 2) funds similar tasks that may not be RPA-eligible with local transportation funds.

PREVIOUS WORK:

This work element represents an ongoing process of current and long range transportation planning in Mendocino County. In addition to ongoing transportation planning and intergovernmental coordination, examples of past projects include staff time spent on coordination and attendance at quarterly Native American Tribal meetings, coordination and attendance at various Caltrans meetings (Hopland 101 ADA project, project status meetings, quarterly RTPA meetings), and reviewing new federal infrastructure program (Infrastructure Investment and Jobs Act) (IIJA). Staff time spent under this element also included information review and response and attendance at CalSTA-sponsored meetings and workshops, reviewing and commenting on new Climate Action Plan for Transportation Infrastructure (CAPTI), and coordination and attendance at Rural Counties Task Force (RCTF) and North State Super Region (NSSR) meetings. Ongoing tasks included meeting preparation and attendance at MCOG's monthly Technical Advisory Committee (TAC) and Council meetings.

TASKS:

1. Regional transportation planning duties, including attendance at **RPA-eligible portions** of Rural Counties Task Force (*bi-monthly*) and California Transportation Commission meetings (*monthly/bi-monthly*); travel and work assignments; and evaluation of regional highway planning issues as directed by MCOG. (MCOG)
Products may include: Meeting notes; staff reports/recommendations; correspondence
2. Preparation of the **RPA-eligible portions** of draft and final work program; work program amendments, and agreements. (MCOG)
Products may include: Staff reports/recommendations; draft and final work programs; amendments; agreements; required forms and certifications
3. Management of the **RPA-eligible portions** of the annual work program, including processing of amendments and agreements, coordination with Caltrans and local agency staff; monitoring budgets, reviewing and processing claims; and preparation of quarterly status reports. (MCOG)
Products may include: Staff reports/recommendations; written and verbal communications; claims; quarterly reports
4. Meeting preparation and attendance for **RPA-eligible portions** of MCOG (*monthly, or as needed*), and TAC (*monthly, or as needed*) meetings, and accommodations for citizen participation. (MCOG).
Products may include: Agendas; minutes; staff reports/ recommendations; resolutions; public notices
5. Meeting attendance, as necessary, at **RPA-eligible portions** of local agency meetings (e.g. City Council/Board of Supervisors) on transportation related matters; and coordination with local agencies on transportation-related matters. (MCOG)
Products may include: Staff reports/recommendations; meeting notes

6. Implementation of FAST Act (Fixing America’s Surface Transportation) or any new federal transportation legislation including responding to required changes in transportation planning process brought about by the FAST Act and California legislation; meeting attendance; teleconference participation; review related correspondence and responding to issues, as needed. (MCOG)
Products may include: Research and analysis of issues and legislation; staff reports/recommendations; policies and procedures resulting from FAST Act implementation; meeting notes; correspondence
7. Current and long range **RPA-eligible** transportation planning, meeting attendance (*as needed*), and work assignments. MCOG staff’s involvement in these tasks is of a **planning nature**, and may include communication, review of documents, plans, or studies; and preparation of correspondence, etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes
8. Aviation related planning duties including reviewing/ responding to correspondence from Caltrans District One and Caltrans Division of Aeronautics, and coordinating regional surface transportation planning activities with airport management, as necessary. MCOG staff’s involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: staff reports/recommendations; correspondence; meeting notes
9. Goods movement/freight-related transportation planning duties, including responding to correspondence, providing coordination with federal, state, local agencies, tribal communities and airport management and air cargo service providers, on long range issues as needed. MCOG will coordinate with Caltrans District 1 and the Office of System and Freight Planning (OSFP) on related issues, needs, projects and strategies for developing or updating the California Freight Mobility Plan, as needed, including participation on the California Freight Advisory Committee. MCOG staff’s involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes
10. Ongoing participation and coordination with Caltrans District System Management planning process, and coordination with Caltrans Systems Planning staff on long-range planning documents and processes. MCOG staff’s involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes
11. Participation in Advanced Transportation Systems (ATS) applications to rural counties, as necessary. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes
12. Participation on Project Development Teams (PDTs) for various transportation projects or transportation planning projects, as may be requested by Caltrans, County or cities (*i.e. Hopland 101 ADA project, North State Street project.*); and assist agencies in implementing recommendations. (MCOG)
Products may include: Staff reports/recommendations; correspondence, and meeting notes
13. Work with Caltrans and local agencies to identify and document transportation facilities, projects and

services required to meet regional and interregional mobility and access needs, including working to improve the efficiency of Highway 101 interchanges, as well as local and regional transportation facilities. (MCOG).

Products may include: Staff reports/recommendations; correspondence, and meeting notes

- 14 Participate with regional, local and state agencies, the general public, and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure. (MCOG)

Products may include: Staff reports/recommendations; correspondence, and meeting notes

15. Coordination and consultation with all tribal governments. (MCOG)

Products may include: Documentation of tribal consultation

16. Participate and respond to Advanced Transportation System (ATS) and Intelligent Transportation System (ITS) applications, documents, and issues, as they may relate to rural regions, including meeting attendance, review of documents and plans, and development of grant applications. (MCOG)

Products may include: Staff reports/recommendations, correspondence, meeting notes, comments on documents reviewed, grant applications

17. Provide \$2,000 contribution to Rural Counties Task Force for annual dues. (RCTF)

Products: Payment to RCTF

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	174	\$135,000	2022/23	State RPA
	2	\$1,882.00	2021/22	State RPA
Direct Costs	n/a	\$2,000	2022/23	State RPA
TOTAL:	177	\$138,882		State RPA

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x	x	x	x	x	x	x	x	x	x
2						x	x	x	x	x	x	x
3-16		x	x	x	x	x	x	x	x	x	x	x
17	x											

WORK ELEMENT (2): MCOG – PLANNING MANAGEMENT & GENERAL COORDINATION (Non-RPA)

PURPOSE:

This comprehensive work element includes transportation planning tasks that **may not be eligible for Rural Planning Assistance (RPA) funds**, including development and management of the Overall Work Program, routine day-to-day transportation planning duties, general coordination activities with state, regional, local, and community agencies. It covers current as well as long range duties for all transportation modes, including streets/roads/highways, non-motorized transportation, air quality, aviation, and transit planning.

PREVIOUS WORK:

Many of these routine duties were previously performed under Work Element 1 (Regional Government & Intergovernmental Coordination). In FY 2017/2018, they were separated into a new work element (funded with Local Transportation Funds) to segregate non-RPA eligible activities.

In addition to ongoing transportation planning and coordination, examples of past projects include staff time spent on road feasibility study projects for County Department of Transportation and Caltrans, Highway 101 interchange projects, and long range planning projects in Gualala, Covelo, and Hopland.

TASKS:

1. Day-to-day transportation planning duties that **may not be eligible for RPA funds**, including attendance at Rural Counties Task Force (*bi-monthly*) and California Transportation Commission meetings (*monthly/bi-monthly*) **that may include administrative, non-planning agenda items**; travel and work assignments. (MCOG)
Products may include: Meeting notes; staff reports/recommendations; correspondence
2. Preparation of draft and final work program and work program amendments, for work elements that **do not involve Rural Planning Assistance (RPA) funds**. (MCOG)
Products may include: Staff reports/recommendations; draft and final work programs; amendments; required forms and certifications
3. Management of the **non-RPA funded work elements** of the annual work program, including processing of amendments, coordination with Caltrans and local agency staff; monitoring budgets, reviewing and processing claims; and preparation of quarterly status reports. (MCOG)
Products may include: Staff reports/recommendations; written and verbal communications; claims; quarterly reports
4. Meeting preparation and attendance for MCOG (*monthly, or as needed*), and TAC (*monthly, or as needed*) meetings, and accommodations for citizen participation, for agenda items that involve **non-RPA eligible activities**. (MCOG).
Products may include: Agendas; minutes; staff reports/ recommendations; resolutions; public notices
5. Meeting attendance, as necessary, at local agency meetings (e.g. City Council/Board of Supervisors) on transportation related matters; and coordination with local agencies on transportation-related matters, **on non RPA-eligible issues**. (MCOG)
Products may include: Staff reports/recommendations; meeting notes
6. Conduct multi-modal transportation planning duties **that may not be RPA-eligible**, for all transportation modes, including reviewing/commenting on correspondence and planning documents,

and monitoring local, regional, statewide, and federal transportation issues. (MCOG)
Products may include: Staff reports/recommendations; written and verbal communications.

7. Meeting preparation and attendance for Social Services Transportation Advisory Council (SSTAC) meetings (*bi-annually, or as needed*); review/comment on findings and recommendations of SSTAC regarding unmet transit needs process; hold public hearings (*annually*), publish public notices, and overall SSTAC coordination. (MCOG)
Products may include: Agendas, minutes, staff reports/recommendations; correspondence; public notices
8. RSTP planning related duties that **may not be eligible for RPA funds**, including coordination with local agencies to receive annual RSTP d (1) formula funding; respond to/implement changes in RSTP process that may arise from FAST Act and/or a change in MCOG policies; participate in local partnerships for awarding MCOG’s “regional share” of RSTP d(1) funds; develop recommendations or policies for MCOG consideration to award RSTP funds for project development (or other project component) activities, and administer competitive RSTP application cycle, if warranted. (MCOG)
Products may include: Staff reports/recommendations; policies and procedures resulting from implementation of FAST Act; correspondence; application materials.
9. Current and long range transportation planning, meeting attendance (*as needed*), and work assignments that **may not be RPA eligible**. MCOG staff’s involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence; etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes
10. Follow-through, as needed, on transportation-related issues identified in the completed Interregional Partnership Program (IRP) grant that was funded through the California Department of Housing & Community Development (HCD), and subsequent phases (i.e. coordination with Lake County/City Area Planning Council on Wine Country IRP/Phase III – four county traffic model.) MCOG staff’s involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication; review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes
11. Participation on Project Development Teams (PDTs) for various road feasibility study projects or transportation planning projects **that may not be RPA-eligible**, as may be requested by Caltrans, County or cities, and assist agencies in implementing recommendations. (MCOG)
Products may include: Staff reports/recommendations; correspondence, and meeting notes
12. Monitor and respond to transportation-related legislation (*e.g. SB 743 CEQA –Transportation Analysis; Transportation Funding Reform legislation*) including applicability to local agencies and regional transportation planning agencies. (MCOG)
Products may include: Staff reports/recommendations; correspondence; meeting notes.
13. Participate and respond to Advanced Transportation System (ATS) and Intelligent Transportation System (ITS) applications, documents, and issues, as they may relate to rural regions, including meeting attendance, review of documents and plans, and development of grant applications. (MCOG)

Products may include: Staff reports/recommendations, correspondence, meeting notes, comments on documents reviewed, grant applications

14. Develop and Prepare RFPs and coordinate studies consistent with regional transportation planning related tasks, plans and studies to reduce duplication of work and analysis.
Products may include: correspondence, meeting notes, comments on documents reviewed, Request for Proposals (RFP)
15. Various direct expenses relating to work element projects in the Overall Work Program.
Products may include: GIS Annual ArcView License, outreach/meeting expenditures; including food, drinks, facility rentals, travel, etc.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	102	\$78,690	22/23	Local LTF
	62	\$47,990	21/22	Local LTF
Direct Costs	n/a	\$2,750	22/23	Local LTF
	n/a	\$10,818	21/22	Local LTF
TOTAL:	163	\$140,248	\$81,440 - 22/23 \$58,808 - 21/22	Local LTF

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x	x	x	x	x	x	x	x	x	x
2						x	x	x	x	x	x	x
3-14		x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT 3: MCOG – MENDOCINO TRANSIT AUTHORITY (MTA) FEASIBILITY STUDY FOR UKIAH TRANSIT CENTER

PURPOSE:

To conduct a feasibility study and location analysis for the Mendocino Transit Authority to evaluate potential locations for a new transit center in the greater Ukiah area, with associated multi-modal improvements. MTA will utilize the recommendations in the feasibility study to pursue next steps of property acquisition, environmental process, design, and construction of the new facility and multimodal improvements.

PREVIOUS WORK: None.

TASKS:

Note: procurement tasks will be performed by MCOG staff through Work Element 16 – Multi-Modal Transportation Planning.

Consultant Procurement – Prepare a Request for Proposals (RFP) and scope of work and distribute to qualified consulting firms to obtain competitive bids. Form a Consultant Selection Committee to review proposals and recommend selection of a consultant. Prepare and execute contract with successful consultant. (MCOG). **Deliverables:** Request for Proposals; Consultant Selection Committee meeting, agenda and meeting notes; executed consultant contract. (MCOG)

1: Kick off Meeting & Coordination with Project Partners

Hold kick-off meeting to refine scope of work and schedule; and hold monthly status meetings to ensure coordination and address issues as they may arise. (MCOG, MTA, Consultant)

Deliverables: Kick-off meeting, agenda, and meeting notes; monthly status meetings, agendas, and meeting notes. Meetings may be virtual or in person. (Consultant)

2: Analyze Potential Transit Center Locations

MTA and MCOG shall provide Consultant with a list of four potential transit center locations in the greater Ukiah area to analyze (three of which have been pre-determined), along with a list of required criteria, desirable attributes, safety and security, and other location requirements. It is envisioned that the new transit center would incorporate solar panels, electric vehicle chargers, hydrogen fueling infrastructure, bike lockers, and parking for ridesharing. Consultant shall conduct field reviews and perform a technical analysis of each location against desired criteria, and analyze the potential for multimodal improvements and charging, etc. at each potential location and surrounding area. (MTA, Consultant)

Deliverables: Field reviews; Analysis Summary Report (Consultant)

3: Community & Local Agency Outreach

Community and stakeholder engagement is planned for this feasibility study. Consultant shall plan, advertise, and hold a minimum of three community events to gather community input on this project. Two of the public events shall be during study development, and the third event shall be at the draft study/plan stage. All community outreach shall be documented in the final study/plan. Consultant shall also coordinate with local agency staff (City and County). (Consultant)

Deliverables: Community workshops (3 events), and advertising (*based on methods consistent with MCOG's adopted Public Participation Plan*) for each event. (Consultant)

4: Develop Scoring Criteria and Recommendations

Consultant shall develop (with input from MCOG and MTA staff) scoring criteria which shall be applied to each potential location. Consultant shall develop recommendations for a preferred transit center location. Recommendations shall be presented to MCOG and MTA staff for review. Consultant shall incorporate feedback as appropriate in final recommendations. (Consultant, MCOG, MTA)

Deliverables: Scoring Criteria, Scoring Results, Transit Center Location Recommendations (Consultant)

5. Produce Design Concepts and Cost Estimates

Consultant shall develop design concept and cost estimates for the preferred location, including all features to be include with the transit center.

Deliverables: Design concepts and cost estimates

6: Administrative Draft Plan, Draft Plan, Final Study/Plan

Consultant shall develop an administrative draft study/plan based on deliverables from tasks -2-5, for review by MCOG and MTA staff. Consultant shall incorporate feedback as appropriate, and develop the draft study/plan.

The draft study/plan shall be presented to MCOG and MTA staff, and to the community, at an advertised public meeting. Based on input received, the consultant shall develop the final study/plan. (Consultant, MCOG, MTA)

Deliverables: Administrative Draft; Draft; and Final Study/Plan. Administrative and Draft plans shall be submitted electronically. Three (3) print copies of the Final Study/Plan shall be submitted, along with an electronic copy. *The Final document must be submitted in an ADA accessible format.* (Consultant)

7: Board Review/Acceptance

Consultant shall present the Final “Mendocino Transit Authority - Ukiah Transit Center Feasibility Study” at a public meeting of the Mendocino Transit Authority (MTA) for acceptance. (Consultant)

Deliverables: MTA meeting attendance; presentation materials (Consultant)

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Consultant	150	\$150,000	2022/23	Local LTF
MCOG	3	\$2,696	2021/22	Local LTF
TOTAL:	153	\$152,696		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1		X	X									
2		X	X	X	X	X						
3		X	X	X	X	X	X	X	X	X	X	
4						X	X	X				
5								X	X	X		
6								X	X	X	X	
7											X	X

WORK ELEMENT (4): MCOG – SUSTAINABLE TRANSPORTATION PLANNING

PURPOSE:

To support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council, and conduct sustainable transportation planning activities.

PREVIOUS WORK:

Some of these tasks were previously performed under Work Element 1 (Regional Government & Intergovernmental Coordination).

TASKS:

1. Current and long range transportation planning duties to implement the goals of the Regional Transportation Plan; and support SB 375 and AB 32 concepts to reduce greenhouse gas emissions. (MCOG)
Products may include: Staff reports/recommendations; correspondence
2. Participate in Federal and State Clean Air Act transportation related air quality planning activities that may arise. (MCOG)
Products may include: Staff reports/recommendations; correspondence
3. Review/respond, as needed, to issues identified by the Strategic Growth Council, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (MCOG)
Products may include: Staff reports/recommendations; correspondence
4. Review/respond, as needed, to issues identified by the Air Resources Board, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (MCOG)
Products may include: Staff reports/recommendations; correspondence
5. Review/respond, as needed, to emerging cap and trade issues, including reviewing/commenting on various programs and guidelines that may be developed. (MCOG)
Products may include: Staff reports/recommendations; correspondence
6. Review/respond, as needed, to climate change related issues and programs related to transportation. (MCOG)
Products may include: Staff reports/recommendations; correspondence
7. Review/respond as needed, to issues related to the reduction of greenhouse gas emissions pertaining to motorized and non-motorized transportation, including regional planning and preparedness for alternative fuels, zero emission vehicles, and infrastructure for zero emission vehicles, and efforts to reduce vehicle miles traveled (VMT). (MCOG)
Products may include: Staff reports/recommendations; correspondence
8. Coordination with state and local agencies on sustainable transportation related matters, including meeting attendance, as necessary, at agency meetings (e.g. California Transportation Commission/City Councils/Board of Supervisors); and reviewing/responding to related issues. (MCOG)
Products may include: Staff reports/recommendations; correspondence
9. Coordinate with local agencies to encourage consistency with MCOG's adopted Regional Blueprint, as applicable, on local transportation planning and land use documents. (MCOG)
Products may include: Review/comment on local documents; meeting attendance; written and oral communications
10. Participate with the North State Zero Emissions Vehicles Working Group, Redwood Coast Energy Authority, and other partners that may be identified to coordinate and conduct planning activities to support implementation of zero emission vehicles, charging stations, and alternative fuel infrastructure projects in the region; and, participate in federal, state, local, or private funding opportunities that may become available.
Products may include: Products may include: Webinars, workshops, educational materials, collaboration, grant applications, correspondence, staff reports/recommendations.
11. Preparation of staff reports on various issues related to sustainable transportation, for Technical Advisory

- Committee (TAC) and MCOG, as needed. (MCOG)
Products may include: Staff reports/recommendations; correspondence
12. Meeting preparation and attendance for MCOG (*monthly, or as needed*), and TAC (*monthly, or as needed*) on items related to sustainable transportation. (MCOG)
Products may include: Agendas; minutes; staff reports/ recommendations; resolutions; public notices
13. Air quality planning duties including receiving agendas/monitoring activities of Air Quality Management District; coordination with Air Quality Management District regarding transportation planning activities which may impact regional air quality; reviewing correspondence from State/Federal and local agencies which pertain to air quality issues. MCOG staff’s involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication; review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff’s involvement in these tasks is not engineering or political. (MCOG)
Products may include: staff reports/recommendations; correspondence; meeting notes
14. Coordination and consultation with all tribal governments. (MCOG)
Products may include: Documentation of tribal consultation
15. Identify and coordinate documents relating to regional transportation and community goals while coordinating and considering land use, housing, economic development, social welfare and environmental preservation.
Products may include: staff reports/recommendations; correspondence, review/comment on local documents; meeting attendance; written and oral communications
16. Develop partnerships with local agencies and tribal governments responsible for land use decisions to facilitate coordination of regional transportation planning with land use, open space, job-housing balance, environmental constraints and growth management.
Products may include: meeting attendance, documentation of tribal consultation, staff reports/recommendations, written and oral communications
17. Vehicle Miles Traveled (VMT) Tool Website Annual Hosting Fee (Direct Cost)
Products may include: Online Hosting

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	19	\$15,000	22/23	Local LTF
	7	\$5,183	21/22	Local LTF
Direct Expense	n/a	\$5,000	22/23	Local LTF
	n/a	\$5,000	21/22	Local LTF
TOTAL:	26	\$30,183	\$20,000 - 22/23	Local LTF
			\$10,183 - 21/22	

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-16	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT 5: MCOG – MOBILITY SOLUTIONS – FEASIBILITY STUDY FOR RURAL AREAS IN MENDOCINO COUNTY (CARRYOVER)

PURPOSE:

To conduct a feasibility study of mobility solutions for rural communities in Mendocino County (including Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley) that are unable to be served by traditional transit, due to their remoteness and low population density.

PREVIOUS WORK:

Tasks (expected) to be completed in FY 2021/22

Task 02: Consultant Procurement

Prepare a Request for Proposals (RFP) and Scope of Work and distribute to qualified consulting firms to obtain competitive bids. Form a Consultant Selection Committee to review proposals and recommend selection of a consultant. Prepare and execute contract with successful consultant. Hold kick-off meeting with successful consultant.

Deliverables: *Request for Proposals; Consultant Selection Committee agenda and meeting notes; executed consultant contract (MCOG); Consultant kick-off meeting, agenda, and meeting notes (MCOG)*

TASKS:

Task 01: Project Administration

Hold a project kick-off meeting with MCOG staff and Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information.

Deliverables: Kick-off meeting with Caltrans - Meeting notes, quarterly invoices, and progress reports (MCOG, Caltrans)

Task 1: Coordination with Project Partners & Consultant

MCOG, consultant and Caltrans (project team) will hold monthly status meetings throughout the project. The consultant will work with MCOG to identify appropriate representatives to serve on a Technical Advisory Group (TAG) to inform the feasibility study. The TAG is expected to include representatives from the following agencies: Mendocino Transit Authority, tribal governments, Municipal Advisory Councils (MACs), Rural Health Centers, Family Resource Centers, Public Health, Community Services Districts (CSDs), MCOG, and Caltrans. Consultant will meet with TAG as needed throughout the project.

The consultant will work with MCOG to identify appropriate representatives to serve on community-specific stakeholder groups and/or focus groups to inform the study. Consultant will meet with stakeholder and focus groups as needed throughout the project. Project team, TAG, stakeholder, and focus group meetings will be held virtually, via video and/or teleconference meetings.

Deliverables: Monthly project team status meetings, agendas, meeting notes. (MCOG, Consultant); Technical Advisory Group (TAG) roster; TAG meetings, TAG agendas and minutes (MCOG, Consultant); Stakeholder roster; stakeholder meetings; stakeholder agendas and meeting notes (MCOG, Consultant)

Task 2: Public Participation and Community Outreach

Robust community and stakeholder engagement is planned for this feasibility study, through use of video and teleconference meetings/workshops, and an online public engagement platform (*direct costs for online subscription fees, i.e. are included in this task*). Consultant shall prepare a detailed Draft Public Outreach Plan and outreach schedule (*based on methods consistent with MCOG's adopted Public Participation Plan*) with recommendations on how best to engage diverse segments of the remote communities included in this study, and with recommendations on online engagement tools/platforms, for review and acceptance by the TAG. Based on TAG direction, consultant shall prepare Final Public Outreach Plan.

Consultant shall implement Final Public Outreach Plan, which will include providing information to the community, gathering community input through an online public engagement platform, surveys, community workshops, focus group meetings, and project website. Outreach may also include making informational presentations to tribal councils, municipal advisory councils, and other community groups. Low-tech outreach and input options (posters, flyers, comment cards, etc.) will be provided as appropriate for people without access to technology. *Public outreach is expected to be virtual during the COVID pandemic, however, in-person workshops and events may be an option during final project stages, depending on local health conditions. Outreach strategies will be flexible to respond to COVID-related conditions.*

Deliverables: Public Outreach Plan and schedule (Draft and Final) (MCOG, Consultant); Direct costs for Online Public Engagement Tools/Subscription Cost (Consultant); Community workshops; PowerPoint Presentations; flyers; website announcements; and community surveys, presentations at tribal, municipal advisory council, or community meetings. (*May include travel costs if in-person activities allowed*) (MCOG, Consultant)

Task 3: Existing Conditions/Needs Assessment

Consultant shall research existing conditions and unmet transportation needs of identified communities, and identify and analyze mobility barriers. Consultant shall prepare an Existing Conditions/Needs Assessment Report for TAG review. Consultant shall conduct physical site visits to each remote community to view transportation network, terrain, and geographic challenges. (*This task includes travel costs*).

Deliverables: Existing Conditions/Needs Assessment Report; Travel Costs (Consultant, MCOG)

Task 4: Research and Analysis

Consultant shall research and analyze a wide range of mobility/shared mobility options and transit alternatives (such as vehicle sharing programs like MioCar, micro-transit options, technology-enabled mobility-on-demand options, clean energy/electric vehicle options, etc.) that have been implemented in other areas with similar challenges, for applicability in this region. Consultant may also research and develop new and innovative mobility options and transit alternatives based on the unique needs of Mendocino County's remote communities.

Deliverables: Research and Analysis Summary Report (Consultant, MCOG)

Task 5: Develop Recommendations

Based on results of tasks 3 and 4, consultant shall develop draft recommendations for mobility solutions that are feasible and implementable in the communities studied. Recommendations shall be specific to each community, and shall include detailed specifics on how the recommendations may be implemented, including implementing agency; cost estimates (operations and capital); available funding sources, and implementation plan and schedule. Draft recommendations shall be presented to Technical Advisory Group for review. Based on TAG review and comments, consultant shall prepare final recommendations.

Deliverables: Recommendations Summary – Draft & Final (Consultant, MCOG)

Task 6: Draft and Final Study/Plan

Consultant shall develop final study/plan outline and components (e.g. table of contents, plan structure, implementation strategies, etc.) and review with MCOG and Caltrans. Based on feedback, consultant shall prepare administrative draft “Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County” (which shall include deliverables for task 3-5) for review by MCOG, Caltrans, and MTA. Based on feedback, consultant shall prepare draft “Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County” study/plan for review by TAG, tribal community members, general community, and stakeholders.

Consultant shall incorporate feedback as appropriate, and shall prepare Final “Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County” study/plan for presentation to the Mendocino Council of Governments (MCOG) Board and public, at a public meeting of MCOG. (Final study/plan must include a summary of next steps towards implementation; must credit Caltrans on the cover or title page, and must be submitted in an ADA accessible electronic copy.)

Deliverables: Study/Plan Outline (Consultant, MCOG); Administrative Draft Study/Plan (Consultant, MCOG); Draft Study/Plan (Consultant, MCOG); Final Study/Plan (Consultant, MCOG)

Task 7: Board Review/Acceptance

Consultant shall present Final “Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County” Study/Plan at a public meeting of the Mendocino Council of Governments (MCOG) for acceptance.

Deliverables: MCOG board meeting attendance; meeting agenda, PowerPoint presentation materials, meeting minutes (MCOG, Consultant)

PRODUCTS: As listed under each task above.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG Staff	3	\$2,368.50	2021/22	Sus. Comm. Grant (SHA)
	0	\$306.86	2020/21	Local (LTF)
Consultant	153	\$153,293.25	2021/22	Sus. Comm. Grant (SHA)
	20	\$19,860.76	2021/22	Local (LTF)
TOTAL:	177	\$175,829	\$155,661.75 - 21/22	Sus. Comm. Grant (SHA)
			\$20,167.62 - 21/22	Local (LTF)

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY 23/24
01	x	x	x	x	x	x	x	x	x	x	x	x	
02	Completed in FY 2021/22												
1	x	x	x	x	x	x	x	x	x	x	x	x	
2	x	x	x	x	x		x	x	x	x	x		
3			x	x	x	x	x						
4	x	x	x	x	x	x	x						

5								X	X	X			
6											X	X	X
7													X

WORK ELEMENT (6): CO. DOT – COMBINED SPECIAL STUDIES

PURPOSE:

The purpose of this project is to perform special studies that will aid in safety improvements, prioritization of improvements for the overall region’s local streets and roads systems (including the County Maintained Road System (CMRS) and the Cities’ Street Systems), and to aid in the implementation of the Regional Transportation Plan. This project will collect data and perform special studies for use by local agencies to improve the safety of the CMRS and Cities’ Street Systems by identifying traffic signing, marking deficiencies, and other potential hazards on roads, updating the transportation database and performing special studies, as needed. These studies may lead to policies, strategies, and actions that enhance the movement of people and goods in the region and beyond, as the rural road network connects Mendocino County to statewide and national transportation networks.

This work element directly supports the safety and efficiency aspects of the defined goal for local roads and streets in the Mendocino County Regional Transportation Plan.

PREVIOUS WORK:

This project has been funded in MCOG’s annual Overall Work Program since the late 1980’s. It was most recently included in FY 2021/22. Last year’s work included completion of the 2021 Road System Traffic Safety Review Report, and beginning work on the 2022 Report. Work included maintenance and analyses of traffic accident records and performance of numerous traffic studies on the County Maintained Road System, traffic and speed surveys at Little River Airport Road, Pomo Lake Drive, Mountain House Road, CR 311, Airport Road, CR 424, Point Cabrillo Drive, CR 564, Sea Cypress Drive, and CR 568; updating the accident and signs databases for the County Maintained Road System, and responding to reports of potential hazards and inquiries concerning traffic safety aspects of various County Maintained Roads.

TASKS:

1. Update and analyze records of reported accidents on County Maintained Road System and make recommendations for improvements. (County DOT)
2. Perform traffic surveys and analyses as requested. (County DOT)
3. Research traffic accident records of area of County to be reviewed. (County DOT)
4. Conduct field review of traffic signing and markings. (County DOT)
5. Identify deficiencies and make recommendations for improvements on the surveyed roads. Pavement, roadway geometry and signing/marketing requirements for efficient truck movements will be considered among recommendations for improvement on identified goods movement routes. (County DOT)
6. Update the Pavement Condition Index (PCI) in Streetsaver. (County DOT)
7. Provide traffic analysis support services for the incorporated cities in Mendocino County. (County DOT)
8. Coordinate and consult with all tribal governments. (County DOT)

PRODUCTS:

The following products will improve the local transportation system by providing the wherewithal for such actions as replacing substandard traffic control signs and markings, removing unnecessary/confusing traffic

control signs, setting realistic and enforceable speed zones, and providing some of the traffic engineering data that will eventually be needed for design of road or street improvements for applicable segments of the public agency transportation networks within Mendocino County.

1. Special Studies Summary - Identifies studies performed for County or City agencies, which will provide safety benefits to the region’s local streets and roads systems. The Summary will include tasks, products and recipient agencies.
2. Road System Traffic Safety Review Report - Identifies deficiencies and makes recommendations for improvements on the surveyed roads.
3. Documentation of tribal government-to-government relations, as applicable.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Co. DOT	100	\$60,000	22/23	State RPA
TOTAL:	100	\$60,000		

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-8	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (7): MCOG - PLANNING, PROGRAMMING & MONITORING

PURPOSE:

Planning, programming, and monitoring (PPM) activities associated with the State Transportation Improvement Program (STIP) process, including the Regional Transportation Improvement Program (RTIP).

PREVIOUS WORK:

This work element was first included in the 1998/99 Work Program, as the response to major changes in the transportation planning process brought about by the passage of SB 45, and has been present in each subsequent Work Program. FY 2021-22 work included monitoring and reporting on PPM funds, participation in RTIP/STIP meetings and teleconferences, development and submittal of 2022 RTIP, development and submittal of amendment to 2022 RTIP, assisting local agencies with STIP issues; remote attendance at California Transportation Commission meetings; and review of information on new federal infrastructure bill.

TASKS:

1. Attendance at STIP related meetings at the statewide, regional and local level (*as needed*). (MCOG)
Products may include: Staff reports/recommendations; correspondence
2. Review, comment, and participate in development of STIP Guidelines revisions, as necessary, to protect rural interests. (MCOG)
Products may include: Staff reports/recommendations; correspondence
3. Review STIP related correspondence and respond as needed. (MCOG)
Products may include: Staff reports/recommendations; correspondence
4. Conduct RTIP application cycle if Fund Estimate provides funding for application cycle. Distribute application forms, review applications received, work with Technical Advisory Committee and MCOG Board to select projects for inclusion in RTIP.
5. Preparation of RTIP Amendments, Allocation Requests and Time Extension Requests, as needed; and monitoring of RTIP/STIP projects. (MCOG)
Products may include: RTIP Amendments, Allocation Requests, Time Extension Requests; staff reports/recommendations; public notices, correspondence
6. Provide coordination and technical support to local agencies for project planning, programming, monitoring and funding of selected projects, including attendance at Caltrans Local Assistance “huddles” and project status meetings, and coordination with Caltrans and California Transportation Commission. (MCOG)
Products may include: Staff reports/recommendations; STIP programming forms; correspondence
7. Coordinate with Caltrans, California Transportation Commission, and local agencies on emerging transportation funding opportunities to address the backlog of regional and local transportation needs. (MCOG)
Products may include: Correspondence, staff reports/recommendations, meeting attendance
8. Duties related to implementation of any federal or state economic stimulus programs with transportation components (*i.e. Infrastructure Investment and Jobs Act (IIJA); Better Utilizing*

Investments to Leverage Development (BUILD) or Rebuilding American Infrastructure with Sustainability and Equity (RAISE) which may include project selection; providing support and technical assistance to local agencies; and project reporting and/or monitoring. (MCOG)
Products may include: Staff reports/recommendations; correspondence; economic stimulus programming documents

9. Participation in statewide local streets and roads need assessment (biennially) (MCOG)
Products may include: Correspondence, reports, meeting attendance
10. Coordination and consultation with all tribal governments. (MCOG)
Products may include: Documentation of tribal government-to-government relations
11. Monitoring and reporting of PPM funds, as required. (MCOG)
Products may include: Quarterly and final reports
12. Purchase annual, on-line, web-based licenses (annual user fees) for “Streetsaver” program from Metropolitan Transportation Commission (MTC), for use in Pavement Management Program (PMP) for County DOT, City of Ukiah, City of Willits, and City of Fort Bragg. (MCOG/Direct Costs). *This annual task aids in preserving the region’s existing transportation facilities, and provides critical data for transportation facilities’ rehabilitation, operation and maintenance activities.*
Products may include: Annual web-based licenses

PRODUCTS:

Products may include staff reports, comments, and recommendations on STIP/RTIP Guidelines, policies, and correspondence; meeting notes; RTIP, RTIP Amendments, and Time Extension Requests; Federal or State Economic Stimulus related products; quarterly and final PPM reports; annual PMP user fees; and documentation of tribal government-to-government relations, as applicable.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	110	\$85,000	22/23	State PPM
	40	\$31,250	22/23	State PPM
	53	\$41,384	21/22	State PPM
	123	\$95,134	21/22	State PPM
	25	\$19,500	20/21	State PPM
	25	\$19,502	20/21	State PPM
	41	\$31,500	21/22	Local LTF
Direct Expenses (PMP User Fees)	n/a	\$6,250	22/23	State RPA
	n/a	\$1,000	22/23	State PPM
TOTAL:	229	\$184,634	\$86,000 - 22/23	State PPM
	229	\$184,636	\$32,250 - 21/22	State PPM
			\$41,384 - 21/22	State PPM
			\$95,134 - 21/22	State PPM
			\$19,500 - 20/21	State PPM
			\$19,502 - 20/21	State PPM
			\$31,500 - 21/22	Local LTF
			\$6,250 - 22/23	State RPA

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-3	x	x	x	x	x	x	x	x	x	x	x	x
4		x	x	x	x	x	x	x	x			
5-11	x	x	x	x	x	x	x	x	x	x	x	x
12							x					

WORK ELEMENT (9): INTENTIONALLY LEFT BLANK

WORK ELEMENT (10): INTENTIONALLY LEFT BLANK

WORK ELEMENT (11): INTENTIONALLY LEFT BLANK

WORK ELEMENT (12): CITY OF UKIAH – TRUCK ROUTE STUDY - NEW

PURPOSE:

This Study will assist the City of Ukiah on determining and designating acceptable truck routes through the City of Ukiah and throughout the City of Ukiah. The City of Ukiah strives to make our right of ways multimodal including bikes and pedestrians in every design they perform. Though this practice, as set forth in the 2017 Regional Transportation Plan, it increases the transportation options for our citizens, and makes it difficult for the transportation of goods and services. The City of Ukiah would like to make sure that our multimodal designs are working in harmony with the fact that large trucks often have to use our City as a bypass for the inadequate height restricted freeway overpasses that are part of the Caltrans transportation system.

This study will identify exact routes that will be signed through the city. The goal would be that this study, and the professionals that would be hired to perform the study, will also initiate the process to alert navigation GPS services, such as Google and Apple, to include these truck routes on their services.

PREVIOUS WORK:

This study is needed as a result of the previous studies that have led to successful projects, such as the Downtown Streetscape.

TASKS:

The tasks would be to write a Request for Proposals (RFP), evaluate the proposals, and award a contract to the most qualified firm. These tasks would be accomplished by the City of Ukiah Engineering Department. The Engineering Department would then work with the consultant to analyze our existing system, evaluate our existing system, and define the best transit corridors for trucks to use in the City of Ukiah.

1. Consultant: Kickoff Meeting and Project Coordination
2. Consultant: Evaluation and Community Input
3. Consultant: Develop Draft and Final Study Report
4. Consultant: Present to City Council Presentation

PRODUCTS:

The final product will be a study that will identify the best truck routes through the City of Ukiah. These routes will be memorialized with a resolution of the City Council to alert all truck traffic on proper routes through our city.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Ukiah (Consultant)	45	\$45,000	22/23	State PPM
TOTAL:	45	\$45,000		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x										
2			x	x								
3					x	x	x	x	x	x	x	x
4												x

WORK ELEMENT (13): CITY OF FORT BRAGG – CENTRAL BUSINESS DISTRICT PARKING EVALUATION - NEW

PURPOSE:

The City of Fort Bragg is seeking funding to perform a comprehensive review of parking issues in the Central Business District (CBD), prepare an update to the parking land use codes for the district, and perform a feasibility analysis for alternate public parking lots to meet transportation needs in a core pedestrian oriented area. Updates are needed to the CBD land use parking codes in order to address long standing parking issues in the district. In 2007 the City performed a Nexus Study which resulted in a resolution for an in-lieu fee to be collected to off-set parking requirements in the district. These in-lieu fees were intended to be used for maintaining City-owned parking lots. In 2011 the In-lieu fee was reduced to 50% and in 2012 a moratorium on the fee collection and parking requirements was established. Now almost 10 years later, the moratorium is still in place and no parking requirements are currently utilized for development in the CBD. With no fees being collected and no established parking requirements available to off-set parking impacts, the CBD which is the heart of the City's downtown is over parked and there are no current plans for navigating a path forward.

PREVIOUS WORK:

The following documents and studies have been performed in the past and should be reviewed as they relate to the project's completion.

- Inland Land Use and Development Code 18.36.080 C- establishes the parking requirements in the CBD.
- 2007 Nexus Study which created the in-lieu fees in the Central Business District.
- A Resolution was passed in 2011 to reduce the in-lieu fees.
- A Moratorium on in-lieu fee collection and parking requirements was passed in 2012.
- 2020-2021 Staff has been working on a comprehensive revitalization strategy focusing specifically on working with the merchants in the district for economic development.

TASKS:

1. Prepare and Advertise a Request for Proposals (RFP) and conduct consultant selection process. (City of Fort Bragg)
2. Coordinate and hold kick off meeting and site visit. (City of Fort Bragg & Consultant)
3. Review previous studies, land use codes, site maps, etc. (Consultant)
4. ~~Complete site evaluation to identify constraints and opportunities including consideration of potential future parking lot locations including:~~
 - ~~a. Alder Street Trail head (encourages walking and connects destinations for pedestrians traveling on highway to CBD)~~
 - ~~b. Vacant lots on edges of CBD~~
 - ~~c. Potential park and ride lots at city limits near MTA stations~~
 - ~~d. Consider opportunities for EV charging stations, solar covered parking areas, and/or parking meters (Consultant)~~**Evaluate existing parking issues and pedestrian impediments in the CBD**
5. ~~Hold a community meeting to get input from CBD business, employees, and residents regarding the project choices and code modifications.~~
Host public meeting(s) or use alternative methods to seek input from property and businessowners, residents, and the public on parking and pedestrian needs in the CBD. (City of Fort Bragg & Consultant)
6. Provide costs estimates for parking lot acquisition, evaluate location preferences, and provide preliminary design for up to two selected parking lots. (Consultant)
7. ~~Prepare and Present code modifications and parking lot feasibility study to Planning Commission and City Council in a workshop format to get direction regarding the proposed code updates and potential acquisition of land for parking lots.~~
Present the draft Comprehensive Parking Strategy for the Central Business District and recommended code amendments to the Planning Commission and the City Council in a joint workshop at a public meeting to receive additional public feedback. (City of Fort Bragg & Consultant)

8. ~~Prepare report and ordinance for code updates and present to Planning Commission and Council for adoption.~~
Prepare a final draft of the Comprehensive Parking Strategy for the Central Business District and proposed ordinance updates to the City Council for adoption by the City Council. (City of Fort Bragg & Consultant)

PRODUCTS:

1. Modifications to Inland Land Use and Development Code (ILUDC) 18.36.060 C (ordinance);
2. Parking Lot feasibility Study; and
3. Cost Estimate for parking lot acquisition and construction.

These products will allow the City to establish new parking requirements that strike a balance between the needs of the merchants and pedestrians alike. The codes will be used by the Planning Department to implement parking in future CBD development. The Parking lot feasibility study will pair with the code updates to ensure that the City has the plans and cost estimates to provide new additional public parking to visitors and locals alike. The City has a small amount of money in the Parking in-lieu fund 121, which can be utilized for purchase or construction of new parking facilities.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
City of Fort Bragg (Consultant + City)	57	\$57,062	22/23	Local LTF
TOTAL:	57	\$57,062		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x										
2		x										
3			x	x								
4			x	x								
5					x							
6						x	x	x				
7								x	x	x		
8											x	x

WORK ELEMENT (14): MCOG - TRAINING

PURPOSE:

To provide funding for technical training in the transportation planning field to the Mendocino Council of Governments (MCOG) planning staff, and to local agency staff, to stay abreast of changes in the field.

PREVIOUS WORK:

This is an annual training work element that has been included in MCOG’s Overall Work Program since FY 2003/04.

TASKS:

1. Attendance at transportation planning academies, seminars, workshops, forums or training sessions that may be offered through Caltrans or other agencies. (MCOG, County, Cities, MTA). *This task includes staff time and direct costs (i.e. registration, travel, lodging, meals, etc.)*

Specific training sessions are not identified. Examples of prior training funded under this annual work element include: workshops provided through U.C. Berkeley’s Tech Transfer Program - SB 743/Vehicle Miles Traveled; Traffic Control for Safer Work Zones; and training offered through Caltrans - Resident Engineer Academy; Emergency Relief (ER); Consultant Contract training; training on various grant programs; as well as training offered through the Rural Counties Task Force, CalCOG, and other agencies.

PRODUCTS: Educational and training materials; trained/educated staff

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG Staff	27	\$20,890	21/22	Local LTF
MCOG Direct Costs	n/a	\$11,807	21/22	Local LTF
County/Cities/MTA Direct Costs	n/a	\$9,594	21/22	Local LTF
TOTAL:	27	\$42,291		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	X	X	X	X	X	X	X	X	X	X	X	X

WORK ELEMENT (15): POINT ARENA—LOCAL STREET ASSESSMENT AND SHARED ROADWAY AGREEMENT (CARRYOVER)

PURPOSE:

To perform an assessment that will aid in safety condition improvements, as well as prioritization of improvements for the City thus improving travel and safety on region's local streets and roads systems. The project will also aid in the implementation of the Regional Transportation Plan. This project will collect data and perform special studies for use by the City to improve the safety of its road & street systems identifying traffic signing and noting deficiencies, and other potential hazards on roads. Other special studies may be performed as needed. These studies may lead to policies, strategies, and actions that enhance the movement of people and goods in the City and the region, as the City's rural road network connects Mendocino County to statewide and national transportation networks. A major goal of this study is to improve travel between the City, County and Tribal Lands.

PREVIOUS WORK:

The city had previously performed drive by informal windshield surveys in the past. Some components of this work have also been done over the last few years through a number of MCOG funded programs. A five-year capital improvement program for the City of Point Arena has been previously developed without specific details of all conditions and needs for comprehensive total transportation improvements.

TASKS:

- 1) Update and analyze records of reported accidents on Point Arena maintained street system and make recommendations for improvements. (Consultant)
- 2) Research traffic accident records of area in the County adjacent to the City will be reviewed. (Consultant)
- 3) Conduct field review of traffic signing and markings. (Consultant)
- 4) Identify deficiencies and make recommendations for improvements on the surveyed roads. (Consultant)
- 5) Pavement, roadway geometry and signing/marketing requirements for efficient truck movements will be considered among recommendations for improvement on identified goods movement routes. (Consultant)
- 6) Coordinate and consult with all tribal governments. (Consultant)
- 7) Work to implement a shared road improvement in an effort to create a joint road and safety improvement project on Windy Hollow Road. (Consultant)

PRODUCTS

- ~~A Special Studies Summary~~ which identifies studies performed for the City which will provide safety benefits to the City's and the region's local streets and roads systems. The Summary will include roadway improvement suggestions for all City streets, priorities for implementation and projects that could be cooperative projects for the City and other governmental units.
- ~~A Road System Traffic Safety Review report~~ which identifies deficiencies and makes recommendations for improvements on the assessed roads.
- Documentation of tribal government to government relations and possible partnerships, as applicable.
- ~~A Draft shared road improvement agreement~~ in an effort to create a joint road and safety improvement project on Windy Hollow Road.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Point Arena		\$53,750	2021/22	State PPM
		\$53,750	2022/23	State PPM
TOTAL:	0	\$53,750		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-7			x	x	x	x	x	x	x	x	x	

WORK ELEMENT (16): MCOG - MULTI-MODAL TRANSPORTATION PLANNING

PURPOSE:

Day to day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail, trail, aeronautics, and goods movement planning activities.

PREVIOUS WORK:

This work element was first included in the FY 2010/2011 Overall Work Program. It was most recently included in FY 2021/22. Previous planning staff work included researching bike/scooter share programs and participating in bike/scooter share working group; coordination on transit-related issues and attendance at MTA board meetings; monitoring rail and trail issues, including attendance at North Coast Railroad Authority (NCRA) and the new Great Redwood Trail Agency (GRTA) meetings; monitoring legislation; attendance at Active Transportation Program (ATP) related meetings; participation in walking audits in Willits and Ukiah, and participation in virtual Gualala ATP site visit. Other routine duties included overall coordination on bicycle, pedestrian, trail, and transit related issues from local jurisdictions, MTA, and Caltrans.

TASKS:

1. Day to day multi-modal tasks involving **bicycle** transportation planning duties; coordinate with state and local agencies on various funding programs available for bicycle projects; program, and monitor MCOG funded bicycle projects. (MCOG)
Products may include: Staff reports/recommendations; meeting attendance, meeting notes; quarterly reports
2. Day to day multi-modal tasks involving **pedestrian** transportation planning duties; coordinate with state and local agencies on various funding programs available for pedestrian projects; program and monitor MCOG funded pedestrian projects. (MCOG)
Products may include: Staff reports/recommendations; meeting attendance; meeting notes; quarterly reports
3. Day to day multi-modal tasks involving **transit** transportation planning duties; meeting preparation and attendance at Mendocino Transit Authority meetings (*monthly*); meeting preparation, attendance and coordination with Social Services Transportation Advisory Council (SSTAC); and respond to transit related issues as they arise. (MCOG)
Products may include: Meeting attendance, staff reports/recommendations; MTA and SSTAC meeting notes
4. Day to day multi-modal tasks involving **rail** transportation planning duties; meeting preparation and attendance at Great Redwood Trail Agency (GRTA) (SB 69) (*formerly North Coast Railroad Authority – NCRA*) meetings (*monthly*); monitoring and responding to rail issues; providing assistance to rail representatives (GRTA and California Western Railroad/Mendocino Railway) as requested. (MCOG)
Products may include: Meeting attendance, meeting notes; correspondence, staff reports/recommendations.
5. Day to day multi-modal tasks involving **trail** transportation planning duties; attendance at meetings related to development of the Great Redwood Trail (SB 1029), monitor and respond to related issues, provide coordination with federal, state, and local agencies; address issues as they arise. (MCOG)
Products may include: Meeting attendance, staff reports/recommendations; correspondence
6. Day to day multi-modal tasks involving **aeronautics** transportation planning duties; respond to

correspondence; provide coordination with state and local agencies; provide coordination and assistance to the six general aviation airports in the County; and address issues as they arise. **This task only involves aviation planning related to ground access and circulation.** (MCOG)
Products may include: Staff reports/recommendations; correspondence

7. Day to day multi-modal tasks involving **goods movement/ freight-related** transportation planning duties; respond to correspondence, provide coordination with federal, state, and local agencies; address issues as they arise. (MCOG)
Products may include: Staff reports/recommendations; correspondence
8. Meeting attendance, as necessary, at local agency meetings (e.g. City Council/Board of Supervisors) on multi-modal transportation related matters. (MCOG)
Products may include: Staff reports/recommendations; meeting attendance, meeting notes
9. Coordination with Caltrans, local agencies and tribal governments regarding multi-modal transportation issues. (MCOG)
Products may include: Documentation of tribal government-to-government relations
10. Review Federal legislation and FTA guidance to determine how to utilize programs and consider necessary involvement
Products may include: Staff reports/recommendations; meeting notes
11. Research issues relating to bike or scooter share programs, and participate in working group to study feasibility of bringing a bike or scooter share program to Mendocino County.
Products may include: Staff reports/recommendations; meeting attendance; meeting notes; research notes

PRODUCTS: Products may include staff reports, meeting attendance, quarterly reports, staff recommendations, documentation of tribal government-to-government relations, as applicable; and other documents supporting the above tasks; written reports, when applicable, on issues of concern to MCOG.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	54	\$45,000	22/23	State RPA
TOTAL:	54	\$45,000	22/23	State RPA

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-9	X	X	X	X	X	X	X	X	X	X	X	X

WORK ELEMENT (18): MCOG - GEOGRAPHIC INFORMATION SYSTEM (GIS) ACTIVITIES

PURPOSE:

To provide GIS support services related to the roadway transportation system, and all transportation modes in Mendocino County.

PREVIOUS WORK:

This work element was first included in the FY 2010/2011 Work Program. It was most recently included in FY 2021/22. Previous work included research and development of maps for the 2020 Regional Transportation Improvement Program (RTIP); and updating and validating program with ESRI. Additionally, MCOG Staff has been working on RTP data, preparing for map development, GIS data development for Social PinPoint and providing updated information for the LRSP Plans.

TASKS:

1. Collection, input and manipulation of geographic information. (MCOG)
Products may include: Maps; reports; documentation; presentation materials; various databases and GIS layers
2. Facilitation and coordination with the County of Mendocino; Cities of Ukiah, Willits, Fort Bragg and Point Arena; Mendocino Transit Authority, and Caltrans regarding sharing of data. (MCOG)
Products may include: Correspondence; meeting notes
3. Coordinate with Caltrans Division of Aeronautics regarding the possibility of developing a GIS aviation layer to include airports and key airport attribute data, as part of MCOG's GIS. Also, coordinate with Office of System and Freight Planning (OSFP) regarding the possibility of developing GIS layers to include other freight movement modes, such as truck, rail and maritime routes, as feasible. (MCOG)
Products may include: Correspondence; GIS layers.
4. Assist in development of GIS applications. (MCOG)
Products may include: Maps; reports; documentation; presentation materials; various databases and GIS layers
5. Provide multimedia support for public presentations. (MCOG)
Products may include: Presentation materials; various databases and GIS layers
6. Conduct spatial analyses. (MCOG)
Products may include: Maps; reports; documentation; presentation materials; various databases and GIS layers.
7. Attend GIS related meetings, users groups, and training sessions (*as needed*). This may include the annual CalGIS meeting; GIS related meetings with Mendocino County Information Services; and ESRI (*Environmental Systems Research Institute*) sponsored trainings. (MCOG)
Products may include: Meeting notes
8. Purchases software upgrades to ensure compatibility of products with other agencies. (MCOG/Direct Costs)
Products may include: GIS software upgrades

PRODUCTS: Products may include maps, reports, documentation, presentation materials, and various databases and GIS layers to support the above tasks. Examples of previous GIS tasks include support for the Regional Transportation Plan, Regional Bikeway Plan, Wine-Country Inter-regional Partnership, Pavement Management Program, Regional Blueprint, and various Caltrans grant projects.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	6	\$5,000	2022/23	State RPA
TOTAL:	6	\$5,000		

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-7	X	X	X	X	X	X	X	X	X	X	X	X
8										X	X	X

WORK ELEMENT (20): MCOG - GRANT DEVELOPMENT & ASSISTANCE

PURPOSE:

To provide technical assistance, research, and support to local agencies, Mendocino Transit Authority, tribal governments, North Coast Railroad Authority, and others, on federal, state, and local grant opportunities.

PREVIOUS WORK:

This work element was first included in the FY 2010/2011 Overall Work Program. It was most recently included in FY 2021/22. Last year's work included planning staff duties related to review, research, guidelines review, and workshop/meeting attendance for several new and existing state and federal grant programs, including the Nationally Significant Multimodal Freight and Highways Projects grants program (INFRA); the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program; the Infrastructure Investment and Jobs Act (IIJA) program; Clean CA grant program, CARB Clean Mobility Options (CMO) and Sustainable Transportation Equity Project (STEP) grant programs, Transformative Climate Communities grant program, Highway Safety Improvement Program (HSIP Environmental Enhancement and Mitigation (EEM) grant program, Urban Greening grant program, and Caltrans Sustainable Communities grant program. Work also included transmitting information to local agencies, meetings with local agency staff, and providing assistance to local agencies as needed.

TASKS:

1. Research and distribute information to local agencies on upcoming grant opportunities, including Caltrans Sustainable Transportation Planning Grant Program (Strategic Partnerships and Sustainable Communities), Adaptation Planning Grants; Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Environmental Enhancement & Mitigation (EEM) Program; Federal Lands Access Program (FLAP), Strategic Growth Council grant programs; SB 1 grant programs (including Local Streets and Roads, Solutions for Congested Corridors, Trade Corridor Enhancement, Traffic Congestion Relief Program, Local Partnership Program), Clean CA grant program, Clean Mobility Options (CMO) grant program, Sustainable Transportation Equity Project (STEP) grant program, and other federal, state or local grant opportunities that may arise. (MCOG)
Products may include: Informational notices; correspondence; staff reports/recommendations; research notes
2. Coordinate with potential grant applicants to seek MCOG sponsorship of transportation related grants. (MCOG)
Products may include: Informational notices; grant applications; staff reports/recommendations
3. Attend federal, state, or local training workshops and webinars on various grant programs. (MCOG)
Products may include: Training materials, workshop notes
4. Prepare grant applications and provide technical assistance (*including hosting local workshops*) to local agencies, tribal governments, MTA, and others in preparation of various federal and state grant applications. (MCOG)
Products may include: Grant applications; staff reports/recommendations
5. Review and rank grant applications as requested by Caltrans; including possible participation on evaluation committees. (MCOG)

Products may include: Rankings; recommendations; ranking forms

6. Research and provide technical assistance on new grant opportunities that may arise from implementation of federal transportation bill “Fixing America’s Surface Transportation” (FAST) Act, or next federal transportation bill. (MCOG)

Products may include: Informational notices; staff reports/ recommendations; research notes

7. Develop grant applications as needed for various or state grant programs.

Products may include: Grant applications and related materials

8. As necessary, allow participation, monitoring and assisting with grant-funded work elements and projects to ensure scope, schedule and deliverables have been met as required by Caltrans.

Products may include: meeting attendance, meeting materials, staff reports/recommendations, correspondence

9. Review FTA Sec. 5310 applications, provide technical assistance, and participate on Regional Evaluation Committee. (MCOG) *This involves planning duties, and does not include administration of FTA grants.*

Products may include: Staff reports/recommendations; evaluations; ranking forms

PRODUCTS: Products may include grant applications, informational notices, staff assistance, recommendations, distribution of grant materials, staff reports, documentation of tribal government-to-government relations, as applicable; and other documents supporting the above tasks.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
MCOG	49	\$40,750	2022/23	State RPA
	8	\$6,986	2022/23	Local LTF
TOTAL:	58	\$47,736		

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-8	X	X	X	X	X	X	X	X	X	X	X	X
9					X	X	X	X	X	X		

WORK ELEMENT: PROJECT RESERVE

PURPOSE: To reserve funding to perform larger projects that are restricted due to the lack of funding available in any “one” given fiscal year. The reserve account will allow the opportunity to accumulate funding to complete projects that have been needed for many years.

PREVIOUS WORK:

None to date.

TASKS:

No tasks will be initiated in FY 2022/23. Funding is **reserved** for a future project or local match requirement, which is anticipated to be programmed in FY 2022/23.

PRODUCTS:

No products will be produced in FY 2022/23.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Reserve	N/A			
TOTAL:		\$0		
		\$0		

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2022/2023 OVERALL WORK PROGRAM SCHEDULE**

W.E. JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

- 1 <*****>
- 2 <*****>
- 3 <*****>
- 4 <*****>
- 5 <*****>
- 6 <*****>
- 7 <*****>
- 8 *intentionally left blank*
- 9 *intentionally left blank*
- 10 *intentionally left blank*
- 11 *intentionally left blank*
- 12 <*****>
- 13 <*****>
- 14 <*****>
- 15 <*****>
- 16 <*****>
- 17 *intentionally left blank*
- 18 <*****>
- 19 *intentionally left blank*
- 20 <*****>

**Appendices will be included in the
Complete Overall Work Program Document.**



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 10
Regular Calendar
MCOG Meeting
2/6/2023

TITLE: FY 2023/24 Unmet Transit Needs Public Hearing

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 1/30/2023

BACKGROUND:

Purpose of this public hearing: The Transportation Development Act (TDA) requires that before any Local Transportation Funds are allocated for streets and roads purposes (unallocated revenues at fiscal year end), a process is conducted to identify any “unmet transit needs” that might be “reasonable to meet” for funding. This procedure has been followed annually by MCOG.

Since MCOG established a Local Transportation Fund (LTF) Reserve fund in 1999, excess funds have not been allocated at year end, but instead are carried forward to future budgets. However, there has been a general consensus of the MCOG Board, staff and stakeholders to continue identifying unmet transit needs annually. Past TDA performance audits have commended MCOG for conducting the formal process. It allows for public input that is useful in assessing which transit services should be provided. It provides a focus for the SSTAC’s annual workshop and satisfies the TDA requirement for a citizen participation process (Sec. 99238.5).

Testimony received for this hearing: The Social Services Transportation Advisory Council (SSTAC), a standing committee of MCOG, met for the annual Unmet Transit Needs workshop on November 28. The SSTAC recommended a list of six needs developed in the workshop; considered and endorsed four needs from public input heard at MTA board meetings during the year; for a total of ten needs, attached. Issues raised included assisted services, fixed-route service for specified communities, mobility solutions for remote inland areas, evening and weekend service, and affordable trips to Humboldt County with stops in northern locales.

The SSTAC’s duties also include advising MCOG on any other transportation issues. This year, development of a Ukiah Transit Center and a new MTA administration building were recommended.

ACTION REQUIRED:

The following process fulfills TDA requirements.

Finding of Proper Notice:

The Board makes the finding, by motion and vote, that a proper 30-day notice has been given. The notice of public hearing was published by the Ukiah Daily Journal (January 6), Independent Coast Observer (January 6), and Fort Bragg Advocate-News (January 12). Only one notice of general circulation is required, met by the Ukiah paper; proofs of publication are attached. The notice has been posted on our web site and emailed to list subscribers. These actions more than meet the requirement.

Public Hearing:

The Chair opens the public hearing. Staff reports any written testimony received for the record, including findings of the SSTAC’s November 28, 2022 workshop. A list of identified needs is submitted, including unmet needs from public input received by Mendocino Transit Authority. Public testimony is received. The hearing is closed.

Board Action:

The Board of Directors then determines whether any of the testimony received appears to be an “unmet transit need” according to the attached definitions adopted by MCOG, pending further analysis. The two main options for a motion are:

- 1) *"The testimony heard includes Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the SSTAC and the Transit Productivity Committee."*
- 2) *"The testimony heard does not include any Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, therefore there are no unmet transit needs found for fiscal year 2023/24, and the annual process is concluded."*

If the finding is “yes,” testimony does include unmet needs, the list of needs is directed to MTA to prepare an analysis that may include operational costs, ability to provide service, and prioritization of needs. Finally, the analysis would go to MCOG's Transit Productivity Committee (TPC), in April or May 2023, for a recommendation to MCOG on which, if any, needs are “reasonable to meet” for inclusion in MTA's 2023/24 Transit Claim, due to MCOG April 1, 2023. The analysis and recommendation also would be discussed by the SSTAC. In June, when MCOG allocates funds to the transit claim, a finding of “reasonableness” is made.

If none of the testimony qualifies as an “unmet transit need,” the Board makes a finding that “there are no unmet transit needs” and the annual process is ended. (Rarely, if ever, is this the case.)

ALTERNATIVES:

The Board may cancel or postpone this already noticed hearing. – *not recommended*

Also note TDA Sec. 99238.5(b): *“In addition to public hearings, the transportation planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.”* In this case we have used e-mail and MCOG's website.

RECOMMENDATION:

Staff recommends that the Board:

- 1) Make a finding of proper notice and hear the staff report.
- 2) Hold the public hearing.
- 3) After hearing all testimony, make a finding that:

"The testimony heard includes Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the Transit Productivity Committee and Social Services Transportation Advisory Council."

Enclosures:

SSTAC Recommendations of November 28, 2022

Notice of Public Hearing and Proofs of Publication

MCOG's “Unmet Transit Needs” and “Reasonable to Meet” Process



MENDOCINO COUNCIL OF GOVERNMENTS

FY 2023/24 Unmet Transit Needs
Recommended by
MCOG's Social Services Transportation Advisory Council

Identified at Annual SSTAC Workshop
(not in any order of priority)

November 28, 2022

Needs Identified by SSTAC:

1. Wednesday service for Ukiah Senior Center transportation
2. Westport/North Coast limited service
3. Affordable public transit link to Humboldt County, stopping in Piercy, Leggett, Laytonville
4. Mobility solutions/transit/micro-transit service for Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley
5. Restoration of evening service in Ukiah Valley for people to get to/from work
6. Anderson Valley service to the coast with same-day return.

Needs Identified by Mendocino Transit Authority (MTA):

1. Bus stop at Waugh Lane & Talmage Avenue, for both northbound and southbound Ukiah Local Route 9
2. Saturday service between Ukiah and Willits, round trip
3. Saturday service for Willits Local Route 1
4. Brooktrails connection for commuters AM and PM.

TOTAL of 10 Recommended Unmet Transit Needs

Additional SSTAC Recommendations:

1. Develop a Ukiah Transit Center for multimodal connections and coordinated services.
2. Develop a new Mendocino Transit Authority administration building.



MENDOCINO
COUNCIL OF GOVERNMENTS

525 South Main Street~Ukiah~California~95482
www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite B
(707) 463-1859
Transportation Planning: Suite G
(707) 234-3434

NOTICE of PUBLIC HEARING
Unmet Transit Needs

Monday, February 6, 2023, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, by remote teleconference pursuant to Assembly Bill 361, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2023 through June 30, 2024. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit www.mendocinocog.org/meetings.

Janet M. Orth
MCOG Deputy Director & CFO

Ukiah Daily Journal

617 S. State St
Ukiah, California 95482
(707) 468-3500
sfullbright@ukiahdj.com

2117222

DOW & ASSOCIATES
525 S MAIN STREET SUITE B
UKIAH, CA 95482

PROOF OF PUBLICATION (2015.5 C.C.P.)

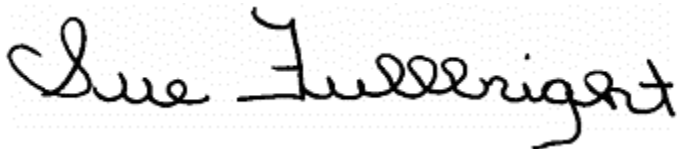
STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

01/06/2023

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,
January 6th, 2023



Sue Fullbright, LEGAL CLERK

Legal No. **0006723786**

6729-23 **1-6/23**

NOTICE of PUBLIC HEARING
Unmet Transit Needs

Monday, February 6, 2023, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, by remote teleconference pursuant to Assembly Bill 361, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2023 through June 30, 2024. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit www.mendocinocog.org/meetings. Janet M. Orth
MCOG Deputy Director & CFO

Fort Bragg Advocate-News

690 S. Main Street
Fort Bragg, California 95437
707-964-5642

2117222

DOW & ASSOCIATES
525 S MAIN STREET SUITE B
UKIAH, CA 95482

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

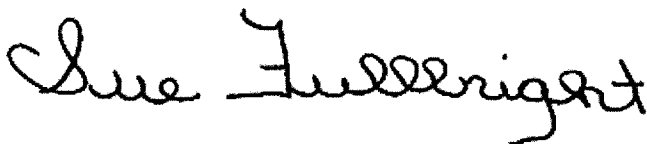
**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the Office Clerk of the Fort Bragg Advocate-News, a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California under the date of May 9, 1952 - Case Number 9151, that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been printed in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates:

01/12/2023

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Fort Bragg, California,
January 12th, 2023



Sue Fullbright, LEGAL CLERK

Legal No. **0006723897**

A23-265 1-12/23

NOTICE of PUBLIC HEARING

Unmet Transit Needs

Monday, February 6, 2023, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, by remote teleconference pursuant to Assembly Bill 361, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2023 through June 30, 2024. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit www.mendocinocog.org/meetings. Janet M. Orth
MCOG Deputy Director & CFO

Independent Coast Observer

P.O. Box 1200
Gualala, CA 95445

(707) 884-3501
(707) 884-1710 fax
www.mendonoma.com

Proof of Publication of NOTICE of PUBLIC HEARING Unmet Transit Needs

I, the undersigned say:

That I am over the age of eighteen and am not a party to or interested in the above entitled matter of proceeding; and am, and at all times embraced in the publication herein mentioned, was the principal clerk of the editor and publisher of the INDEPENDENT COAST OBSERVER, a weekly newspaper printed, published and circulated in the County of Mendocino, and adjudged a newspaper of general circulation by the Superior Court of California, Proceeding #15294, that the above NOTICE of PUBLIC HEARING Unmet Transit Needs of which is annexed a true printed copy, was printed in type not smaller than nonpareil and published in said newspaper on the following date(s), to wit: January 6, 2023.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.
Executed and dated at Gualala, California, this January 4, 2023

Signature _____

(ICO Ad number 7897)

Public Notice

NOTICE OF PUBLIC HEARING UNMET TRANSIT NEEDS

Monday, February 6, 2023, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, by remote teleconference pursuant to Assembly Bill 361, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2023 through June 30, 2024. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit www.mendocinocog.org/meetings.

Janet M. Orth
MCOG Deputy Director & CFO
(7897) January 6, 2023

Adopted by MCOG
11/2/92
Revised by MCOG
12/7/98

MENDOCINO COUNCIL OF GOVERNMENTS

“Unmet Transit Needs” and “Reasonable to Meet” Process

Introduction

The stated intent of the Legislature in passing the Transportation Development Act (TDA) was to provide funding for transit, which would provide an essential public service through a balanced transportation system. The TDA administrative code specifically states, “it is the intent of the Legislature to improve existing public transportation services and encourage regional public transportation coordination.” The Public Utilities Code, in Article 2, Section 99220 provides even more succinctly: “to encourage people to use public transportation rather than private vehicles.”

Prior to using TDA funds for street and road improvements, Sections 99401.5 and 99401.6 of TDA require the Regional Transportation Planning Agency to hold a public hearing and make a determination that there are no unmet transit needs that can reasonably be met within the area of a county, city or eligible operator. As a result, the RTPA has the responsibility and authority to determine what constitutes unmet transit needs and whether or not such unmet transit needs can reasonably be met.

The Mendocino Council of Governments (MCOG), acting in its official capacity as the designated Regional Transportation Planning Agency for Mendocino County, accomplishes this in part through a public hearing process conducted by MCOG taking into account the recommendations of the Social Services Transportation Advisory Council and other various factors in the transportation planning process.

Definitions

The following definitions of “Unmet Transit Need” and “Reasonable to Meet” have been adopted by the Mendocino Council of Governments.

The unmet needs and reasonableness policies apply to new proposed services. Existing services will be evaluated through the existing performance standard policies established by MCOG, and reviewed by the Transit Productivity Committee.

1. Unmet Transit Need: Whenever a need to transport people is not being satisfied through existing public or private resources.
2. Reasonable to Meet: It is reasonable to meet a transit need if all of the following conditions prevail:

“Unmet Transit Needs” and “Reasonable to Meet” Process

Page 2 of 2

12/7/98

- a) Service will be capable of meeting the Transportation Development Act fare revenue/operating cost requirements and established MCOG criteria for new services
- b) Transit services designed or intended to address an unmet transit need shall not duplicate transit services currently provided either publicly or privately
- c) The claimant this is expected to provide the service shall review, evaluate and indicate that the service is operationally feasible, and vehicles shall be currently available in the market place
- d) Funds are available, or there is a reasonable expectation that funds will become available.

/le
/jmo



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 11
Regular Calendar
MCOG Meeting
2/6/2023

TITLE: Appointments to Social Services Transportation Advisory Council (SSTAC)

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 12/15/2022

BACKGROUND:

The Transportation Development Act (TDA) mandates that Regional Transportation Planning Agencies maintain a Social Services Transportation Advisory Council (SSTAC). The council typically meets twice a year.

SSTAC appointments were last made at the February 2022 MCOG meeting. Membership was reviewed at the SSTAC's November 28, 2022 meeting and nominations made.

Terms will expire in April 2023 for three seats. Two members have agreed to continue serving. A third seat is anticipated to become vacant when the current term expires. The members currently nominated for reappointment are:

- “Representative of local Consolidated Transportation Services Agency”
Reappoint through April 2026
Dawn White, Mendocino Transit Authority (MTA)
Luis Martinez, MTA – Alternate

- “Local social service provider for persons of limited means”
Reappoint through April 2026
Christine Sookne, Redwood Coast Regional Center

The current membership roster is attached for your reference, with the above changes indicated. Four of nine seats are now vacant, with no one yet identified to fill those vacancies. Positions are for three-year, staggered terms. If volunteers become available for the vacant seats, additional appointments can be made by the MCOG Board of Directors.

ACTION REQUIRED: Reappoint three members to fill expiring seats.

ALTERNATIVES:

- The Board may nominate additional names for consideration.
- The Board may appoint more members than the nine prescribed by law.
- It is suggested that appointment of one or more alternates for each seat can increase participation.

RECOMMENDATION:

Reappoint Dawn White, Luis Martinez, and Christine Sookne to fill expiring terms on the Social Services Transportation Advisory Council. This item may be pulled from Consent for any further appointments by the Board.



Social Services Transportation Advisory Council (SSTAC)

Membership Roster

Approved February 7, 2022

Nominations for February 6, 2023

Position	Name	Alternate	Agency	Term Expires
Representative of Local Consolidated Transportation Services Agency	Dawn White - <i>reappoint</i>	Luis Martinez - <i>reappoint</i>	Mendocino Transit Authority	April 2023
Local social service provider for the handicapped	Sheila Keys		Redwood Coast Regional Center	April 2023
Local social service provider for persons of limited means	Christine Sookne - <i>reappoint</i>		Redwood Coast Regional Center	April 2023
Local social service provider for seniors	Richard Baker		Willits Seniors, Inc.	April 2024
Local social service provider for seniors that provides transportation	Jill Rexrode	Laurie Hill	Redwood Coast Seniors	April 2024
Potential transit user at least 60 years of age	<i>Vacant</i>			April 2024
Potential “handicapped” transit user	<i>Vacant</i>			April 2025
Local social service provider for the handicapped that provides transportation		Kathy Sheehy	Ukiah Senior Center	April 2025
Representative of local Consolidated Transportation Services Agency	Jacob King		Mendocino Transit Authority	April 2025



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12
Regular Calendar
MCOG Meeting
2/6/2023

STAFF REPORT

TITLE: Annual Committee Appointments

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 1/30/2023

BACKGROUND:

Following are the procedures for appointment of Board members to MCOG's standing committees. I have attached the appropriate sections of the bylaws for your reference. (Seats on the other standing committees are not filled by MCOG Board members.)

- The Council may appoint an Executive Committee, consisting of the Chair, the Vice Chair, and one other member reflecting a city-county balance.
- The Chair shall appoint two members to the Transit Productivity Committee. Note: to preserve MCOG's oversight role, staff advises that at least one should not also be serving as a board member of Mendocino Transit Authority.
- The Council shall appoint two members to CALCOG, including at least one Executive Committee member. One serves as the delegate and the other as the alternate.

The most recent appointments are:

- Executive Committee - Chair **Gjerde**, Vice Chair **Ignacio**, and Director **Albin-Smith**
- Transit Productivity Committee (TPC) – Directors **Gjerde** and **Brown**
- CALCOG – Director **Albin-Smith** (Delegate) and Director **Haschak** (Alternate Delegate)

Additionally, there are two active Ad Hoc committees:

- Covelo SR 162 Corridor Multi-Purpose Trail Project – Director Haschak and one vacant seat
 - Renewable Energy Network / Climate – Directors Gjerde, Haschak and one vacant seat
-

ACTION REQUIRED:

- a. Appointment of the Executive Committee. *Please note the annual meeting is to be scheduled for late February, preferably in the final week to allow for budget preparation and proper notice.*
 - b. Appointments to the Transit Productivity Committee. *One or two meetings are typically required in March, April and/or May to address transit performance and standards, MTA's annual funding claim, the unmet needs analysis, and any audit recommendations.*
 - c. Appointment of CALCOG Delegates. *Customarily CALCOG delegates meet annually at the Regional Leadership Forum and for quarterly business meetings. This year the Forum will be held in person March 6-8 in Riverside. Other meetings may be offered in a hybrid format for remote attendees.*
 - d. Appointment to Ad Hoc committee. *Fill one vacant seat on each committee.*
-

ALTERNATIVES:

- The Executive Committee is optional according to the bylaws. The officers could meet with staff for annual business and as needed, ideally reflecting city-county balance.
- TPC membership is mandated by the bylaws, so there is no alternative without amendment.
- Annual CALCOG appointments are mandated also, so there is no alternative without amending the bylaws.
- Ad hoc committees may be dissolved when no longer needed or their purpose is completed.

RECOMMENDATION:

Appoint members to the standing committees described above, following MCOG's bylaws, and to the ad hoc committees. The Council may choose to approve a slate of appointments in one action.

Enc: Bylaws excerpts

Excerpts of MCOG Bylaws Amended June 6, 2022

ARTICLE III - OFFICERS/STAFF/COMMITTEES

Section 5. STANDING COMMITTEES

Section 5.2 Executive Committee: The Council may appoint an Executive Committee consisting of the Chair, the Vice Chair and one member from a city or the County. The Executive Committee may carry on the administrative and executive functions of the Council between regular meetings of the Council. The Executive Committee may also be used to oversee the personnel budget and policy issues and make recommendations to the full Council.

The Council shall attempt to appoint members to the Executive Committee that reflect a balance between City and County representation.

Section 5.4 Transit Productivity Committee (TPC): The TPC shall consist of five (5) voting members: two (2) members of the Council appointed by the Chair; two (2) members of the transit operator's Board of Directors; and one (1) senior centers representative to be selected by those senior centers under the Council's jurisdiction and then formally appointed by the Council. The TPC shall be staffed by the MCOG Executive Director or his/her authorized representative.

The purpose of the TPC will be to review and recommend on transit performance and productivity issues in accordance with approved standards adopted by the Council, including review of quarterly reports of the transit operator and to make recommendations to the Council for revisions to the standards. The TPC will review and make recommendations to the Council on the annual Transit Claim, and also provide input on the "unmet transit needs" process, including findings of the SSTAC. Meetings will be held at least once annually, or quarterly if warranted.

Section 6. ASSOCIATIONS

Section 6.1 California Association of Councils of Governments (CALCOG): The Council shall annually appoint two members of the Council, at least one of whom shall be an Executive Committee member, to the CALCOG organization for the purpose of voting on statewide issues. One member shall be the delegate, the other member, the alternate. The term of these appointments shall be for one year commencing on the first Monday in February when appointed and ending on the following first Monday in February or at the next year's committee appointments.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 13
Regular Calendar
MCOG Meeting
2/06/2023

STAFF REPORT

TITLE: Conduct of Meetings for 2023 MCOG Board Calendar – *continued from 12/5/2022*

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE: 12/28/2022

BACKGROUND:

Staff has continued to research available options following expiration of the COVID-19 State of Emergency on February 28, 2023. At the December meeting, we discussed AB 2449, which has amended the Brown Act open meetings law, as well as “traditional Brown Act.”

The amended Brown Act updates pre-pandemic teleconferencing rules, adding some new options, while leaving in place certain provisions. Last month we offered several options to consider, including all in-person meetings, partly remote meetings, or some combination. Support was expressed for meeting in the Board of Supervisors chambers with call-in locations at City Halls open to the public. All locations would be properly noticed on the agenda and posted onsite. This format would limit the need for driving (a.k.a VMT or Vehicle Miles Traveled), consistent with adopted goals, policies and objectives. Such a format is still allowable under the Brown Act.

Board preferences expressed at our December meeting, in compliance with traditional Brown Act video teleconferencing rules:

- Three or more members, as well as staff, meet in person at 501 Low Gap Road, Ukiah in the Board of Supervisors chambers.
- Other members choose to join from one of the City Halls (Point Arena, Fort Bragg or Willits) with video call-in capability, open to public, properly noticed on agenda and posted onsite.
- Under new default procedures, in advance of each meeting staff would confirm whether a quorum will be present and locations to be posted.

Additional compliant options under the amended Brown Act:

- Add a standing item to the start of each agenda for a quorum check and AB 2449 Notifications and Considerations.
- If a member invokes AB 2449 for emergency or just cause findings after the agenda has been posted, consider whether to allow the member to join from a non-noticed, private site. A quorum must be present in person at the Ukiah location to approve the request.

Members of the public are allowed under the law to join the teleconference from any other location. Staff is available to answer questions and provide further detail.

ACTION REQUIRED:

Provide direction to staff for procedures of board and committee meetings in the coming calendar year and going forward that are compliant with current state law.

ALTERNATIVES:

New legislation is anticipated in the coming months that will provide further options to be considered. A formal MCOG policy is not necessary or useful, as the bylaws and state law prevail as guidance for staff to organize compliant meetings.

RECOMMENDATION:

Approve procedures to hold Brown Act compliant board meetings in the Board of Supervisors' chambers, starting in March 2023 (subject to availability) with additional, properly noticed teleconference locations open to the public at Fort Bragg City Hall, Point Arena City Hall, and Willits City Hall, and to add a standing agenda item to allow for AB 2449 options.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 15d
 Reports
 MCOG Meeting
 2/05/2023

STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 1/30/2023

SUBMITTED BY: Jody Lowblad, Administrative Assistant

BACKGROUND: Since our last regular MCOG meeting packet, MCOG Administration and Planning staff have attended (or will have attended) the following meetings on behalf of MCOG:

Date	Meeting/Event	Staff
Dec 6	Mobility Solutions Grant Meeting w/MTA and AMMA	Barrett & Ellard
Dec 6	Covelo Project Development Team	Barrett, Sookne and Villa
Dec 6	Regional Transportation Planning Agency	Barrett, Davey-Bates, Orth
Dec 7	Ukiah Transit Center Study Kick-off	Barrett, Ellard & Sookne
Dec 7	Ukiah Transit Center Stakeholder Meeting	Barrett, Ellard, Sookne, & Orth
Dec 7	Ukiah Transit Center Site Visit	Sookne & Ellard
Dec 7-8	CA Transportation Commission (CTC) Meeting in Riverside and remotely	Davey-Bates & Orth
Dec 8	Clean Mobility Options (CMO) "Office Hours"	Ellard
Dec 8	Clean Mobility Options (CMO) Grant Workshop	Ellard
Dec 8	State Route 222 Meeting	Barrett
Dec 13	Clean California Guidelines Workshop	Ellard
Dec 13	Reconnecting Communities: Highways to Boulevards (RC:H2B) Meeting w/Caltrans District 1 Staff	Barrett, Villa & Davey-Bates
Dec 14	Local Assistance Webinar: New & Existing Funding Opportunities	Ellard
Dec 15	Strategic Highway Safety Plan (SHSP) Steering Committee	Barrett
Dec 15	ChargePoint Rural EV Planning Meeting	Orth, Ellard & Rodriguez
Dec 15	Mobility Grant Clean Mobility Options (CMO) "walk thru" Webinar	Ellard
Dec 15	Veloz Webinar: National Electric Vehicle Infrastructure (NEVI) Program	Orth
Dec 16	Meeting w/ Blue Zones regarding Willits Trail	Barrett & Ellard
Dec 19	Great Redwood Trail Agency (GRTA) Meeting	Ellard
Dec 19	Reconnecting Communities: Highways to Boulevards (RC:H2B) Meeting	Ellard
Dec 20	ChargePoint Rural EV Planning Meeting	Orth, Ellard & Rodriguez
Jan 5	Mobility Solutions Grant Meeting	Barrett & Ellard
Jan 6	Caltrans System Investment Strategy (CSIS) Meeting	Barrett
Jan 9	Hopland Project Development Team (PDT) Meeting	Barrett & Villa
Jan 11	CalCOG Equity Training	Barrett & Ellard
Jan 11	CalSTA Stakeholder Briefing on Governor's Budget	Ellard
Jan 12	Covelo Meeting	Barrett
Jan 13	Covelo Meeting	Barrett & Sookne
Jan 17	Caltrans System Investment Strategy (CSIS) Rural Workshop	Ellard
Jan 17	CalCOG Directors Association of California (CDAC) Briefing	Barrett & Davey-Bates
Jan 17	Noyo Harbor Grant Meeting	Barrett & Ellard
Jan 17	Geographic Information System (GIS) Webinar	Rodriguez
Jan 17	Caltrans System Investment Strategy (CSIS) Workshop	Ellard & Barrett
Jan 18	MCOG Technical Advisory Committee (TAC) Meeting	Barrett, Ellard, Villa, Rodriguez, & Sookne
Jan 18	Caltrans Division of Local Assistance (DLA) Funding Opportunities Webinar	Villa
Jan 19	Strategic Highway Safety Plan (SHSP) Steering Committee	Barrett
Jan 19	Blue Zones Steering Committee	Barrett
Jan 20	Rural Counties Task Force (RCTF) Meeting	Barrett & Ellard
Jan 20	North State Super Region (NSSR) Meeting	Barrett
Jan 24	Caltrans Planning Meeting	Barrett
Jan 24	Infrastructure Investment & Jobs Act (IIJA) Implementation Meeting	Barrett

Jan 24	Regional Transportation Planning Agency (RTPA) Meeting	Barrett & Davey-Bates
Jan 26	Rural Hard to Reach (RHTR) Monthly Meeting	Barrett
Jan 27	Noyo Harbor Grant Planning Meeting	Barrett & Ellard
Jan 27	CalCOG Board Briefing	Barrett
Jan 31	Caltrans D1 Surface Transportation Program Grant (STPG) Workshop	Ellard
Feb 1	CalCOG Equity Training	Barrett & Ellard
Feb 2	Mobility Solutions Grant Meeting	Barrett & Ellard
Feb 2	SAFE Check in w/CASE Systems (contractor)	Pedrotti

We will provide information to the Board regarding the outcome of any of these meetings as requested.

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 15ei
Reports
MCOG Meeting
2/05/2023

STAFF REPORT

TITLE: Covelo SR 162 Multi-Purpose Trail Project – Project Update **DATE PREPARED:** 01/30/23
MEETING DATE: 02/06/23

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

The Covelo SR 162 Corridor Multi-Purpose Trail Project will construct a Class I multi-purpose trail parallel to State Route 162, a distance of approximately 1.5 miles through the community of Covelo, plus an east-west portion of the trail approximately 0.5 mile in length.

The bid opening took place on November 29, 2022. Unfortunately, all bids were significantly over the Engineer’s Estimate and available funding. The total funding currently allocated to the project for construction and construction support is \$4,183,000. The apparent low bid was about \$830,000 over that total funding. Our bid documents included language requiring contractors to hold their bids for 240 days, allowing for a cost escalation with no award after 60 days equal to the increase in the Construction Cost Index. Unfortunately, from November to January, the CCI jumped about 5.5%. With contingencies and construction engineering needs, we have a funding gap of just over \$2 million.

Prior to the bid opening, we had discussed possible supplemental funding with Caltrans in the event that bids were high. Caltrans District 1 staff had reported that additional Complete Streets funding was coming to District 1 that could be dedicated to the project in that event. Unfortunately, once bids were opened, District 1 staff was told by Caltrans headquarters that they wouldn’t be able to add the funds to the project, in spite of the fact that it is District 1’s highest priority pedestrian path. As I understand it, their reasoning is because they’ve already added to the project and it isn’t their standard practice to increase financial contribution to a local project. I’m still working with District 1 to secure additional funding. At a previous meeting, the MCOG Board gave authorization to award the construction contract once additional funding from the State is approved, so if their position changes, we’ll be able to move forward.

In the event that additional funding cannot be secured from the State, there may be a possibility of modifying the scope of the project to fit within the existing funding. This wasn’t an option previously, but CTC will be considering a policy change at an upcoming meeting to allow this. Unfortunately, it would be a significant reduction in scope, so we’re still hoping to secure full funding.

ACTION REQUIRED: No action - information/discussion only.

ALTERNATIVES: None identified.

RECOMMENDATION: Receive/discuss the report. No action is needed.



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda # 15fi
Reports
MCOG Meeting
2/05/2023

TITLE: Mobility Solutions for Rural Communities of Inland Mendocino County – Feasibility Study

DATE PREPARED: 1/26/23

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 2/6/23

BACKGROUND:

This to give you an update on the grant-funded “Mobility Solutions for Rural Communities of Inland Mendocino County – Feasibility Study” project.

This consultant-led project is a study of the remote rural communities of Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley, to research potential mobility solutions and alternatives to traditional transit service for these hard-to-serve areas.

As previously reported, community workshops and stakeholder meetings were held in these five communities last August, followed by a successful community survey which received 339 responses.

The consultant team (AMMA Transit Planning, Inc.) has completed analysis of the survey results and developed a range of potential mobility solutions that are currently being reviewed by the project team (Consultant, MCOG, MTA and Caltrans). Next steps include a meeting of the Technical Advisory Group (TAG) on February 7, followed by another round of virtual community meetings to review potential mobility solutions for each community. Virtual meetings are scheduled as follows, and the Zoom information below is the same for all meetings.

Brooktrails - Tuesday, February 7 (5:00 - 6:30 pm)
Covelo - Wednesday, February 8 (11:00 am - 12:30 pm)
Potter Valley - Thursday, February 9 (10:00 - 11:30 am)
Laytonville - Thursday, February 9 (1:00 - 2:30 pm)
Hopland - Thursday, February 9 (5:00 - 6:30 pm)

<https://us06web.zoom.us/j/88006861530?pwd=TjdNYUdnYzJkcmNMZmlVRGh0RWduZz09>

Meeting ID: 880 0686 1530 Passcode: 531155 Dial in: +1 669 444 9171 US

The consultant team continues to work with MCOG, MTA and Caltrans to identify appropriate funding sources to implement the identified mobility solutions, which is an ongoing challenge.

The timeline for this study runs through this summer, with presentation of the final plan anticipated to occur at the August 2023 MCOG Board meeting. We will be coordinating with MTA to invite MTA Board members to this presentation.

ACTION REQUIRED: Information only.

ALTERNATIVES: N/A.

RECOMMENDATION: Information only.



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda # 15fii
Reports
MCOG Meeting
2/05/2023

TITLE: Feasibility Study - MTA Ukiah Transit Center

DATE PREPARED: 1/10/23

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 2/6/23

BACKGROUND:

This report is to give you an update on the feasibility study and location analysis for MTA's new Ukiah Transit Center planning project that recently got underway. The purpose of this project is to evaluate potential locations (including opportunities for multi-modal improvements) for a new transit center in the greater Ukiah area.

MCOG staff administered a competitive procurement process for this project, in which two proposals were received. A Consultant Selection Committee of MCOG & MTA staff reviewed the proposals and unanimously recommended the firm of LSC Transportation Consultants (*with subconsultant – Design Workshop*). The contract was executed in November, and a project kick-off meeting was held in early December, followed by an initial stakeholder meeting and site visits to potential locations.

The anticipated project schedule is as follows:

December 2022: Kick-off meeting, Potential Site Location Tour, Stakeholder Workshop – *completed*

February 2023: Tech Memo 1: Program and Potential Site Analysis

April 2023: Online Survey, Planning Charrette, and Stakeholder Interviews

July 2023: Tech Memo 2: Scoring Criteria and Site Selection

September 2023: Draft Final Report

November 2023: Final Report

MTA will utilize the recommendations in the feasibility study to pursue next steps of property acquisition, environmental process, design, and construction of the new facility and multimodal improvements. This study is funded in the current year's Overall Work Program (Work Element 3).

We will continue to report as the project progresses.

ACTION REQUIRED: Information only.

ALTERNATIVES: N/A.

RECOMMENDATION: Information only.



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda # 15fiii
Reports
MCOG Meeting
2/05/2023

TITLE: MCOG Public Outreach with ChargePoint for Rural Electric
Vehicle Charging Grant

DATE PREPARED: 1/26/23

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 2/6/23

BACKGROUND:

As reported at the December MCOG meeting, MCOG staff supported ChargePoint's California Energy Commission (CEC) application early last year by agreeing to assist with a public outreach process to identify desired charging locations. The grant was successful, and the project includes installation of 25 EV chargers dispersed at five separate sites in the greater Ukiah area.

The purpose of this report is to advise you of upcoming virtual community and stakeholder workshops we will be hosting with ChargePoint to identify preferred charging locations for the new EV chargers. ChargePoint envisions the project to include a fast charging hub in central Ukiah, plus four additional sites to be located in surrounding areas between Redwood Valley and Hopland. Each of the five sites will include approximately five chargers.

To kick off the first phase of outreach, we are planning a virtual community workshop on **Thursday, February 16 (5:30 – 6:30 p.m.)** at which representatives from MCOG and ChargePoint will review the project's goals and invite community input. Attendees will be invited to visit the project website (including survey and map) to provide input on desired charging locations. Other methods of submitting comments will also be provided. An email invitation with Zoom meeting link will be widely distributed a few weeks before the workshop, along with a press release to local media.

Following the community workshop, a separate virtual stakeholder meeting will be held on **Wednesday, February 22, 2023 (9:00 – 10:00 a.m.)** to provide an additional opportunity for local agency staff and other stakeholders to submit input and communicate with ChargePoint and MCOG staff.

Zoom meeting information for both workshops will be posted on MCOG's website (www.mendocinocog.org).

ACTION REQUIRED: None, this report is for information only.

ALTERNATIVES: N/A.

RECOMMENDATION: None. Members may attend community and/or stakeholder workshops and provide input on desired EV charging locations, if desired, keeping in mind Brown Act restrictions.