



# MENDOCINO COUNCIL OF GOVERNMENTS

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NEPHELE BARRETT, EXECUTIVE DIRECTOR

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(707) 463-1859  
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## AGENDA

**Monday, April 3, 2023 at 1:30 p.m.**

### Primary Location:

County Administration Center, Board of Supervisors Chambers  
Room 1070, 501 Low Gap Road, Ukiah

### Teleconference Locations:

Willits City Hall, 111 E. Commercial St., Willits  
Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg  
Point Arena City Hall, 451 School St., Point Arena  
Caltrans District 1, 1656 Union St., Eureka

### General Public Teleconference:

*Zoom videoconference link is provided by request. Please submit access request to [info@mendocinocog.org](mailto:info@mendocinocog.org) or call MCOG Administration at (707) 463-1859.*

Audio Call-in Option: 1 (669) 900-6833 (in CA)  
Meeting ID: 815 2913 0805 Passcode: 388401

### Attachments Posted

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

### Additional Media

For live streaming and later viewing:

[Mendocino County Video](https://www.mendocinocog.org) or find  
[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:** As of March 2023, the Mendocino Council of Governments returns to in-person meetings, in a new format. Staff and a potential quorum will meet in the Board of Supervisors chambers in Ukiah. Also, board members will join remotely by teleconference (audio and video) from City Hall locations in Willits, Fort Bragg and Point Arena. Policy Advisory Committee member(s) will join from Caltrans District 1 office in Eureka. The general public may join from any of these posted locations or by calling in to the teleconference.

Several ways to make public comments to MCOG's Board of Directors are available:

- In advance of the meeting: comments may be sent by email to [info@mendocinocog.org](mailto:info@mendocinocog.org) or by using the form at <https://www.mendocinocog.org/contact-us>, to be read aloud into the public record. Please submit by 10:00 a.m. on the meeting date to ensure comments are received timely, and include the agenda item number(s) addressed.
- During the meeting: make oral comments in person, or 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
2. Assembly Bill 2449 Notifications and Considerations – *to receive and address requests from Board members to participate in the meeting from a non-posted location, subject to conditions set forth in AB 2449*
3. Convene as RTPA
4. 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.

5. Approval of February 6, 2023 Minutes
6. Approval of February 24, 2023 Executive Committee Minutes
7. Approval of Third Amendment to Fiscal Year 2022/23 Transportation Planning Overall Work Program (OWP)
8. Technical Advisory Committee Recommendation of February 15, 2023: Authorization to Release Fiscal Year 2023/24 Draft Transportation Planning Overall Work Program (OWP) for Review, Comment & Circulation
9. Acceptance of MCOG 2021/22 Fiscal Audit

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

10. 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

11. Presentation & Discussion: Mobility Solutions for Rural Communities of Inland Mendocino County – Interim Report – *AMMA Transit Planning*
12. Executive Committee Recommendations of February 24, 2023:
  - a. Approval of Extensions to Professional Services Agreements through September 30, 2024
    - i. Administration & Fiscal Services – Dow & Associates
    - ii. Planning Services – Davey-Bates Consulting (DBC)
  - b. Draft FY 2023/24 Regional Transportation Planning Agency (RTPA) Budget – *No Action*
13. Presentation & Discussion: MCOG Board Orientation – *MCOG Staff – No Action*
14. Review & Discussion of State Transportation Improvement Program (STIP) Outlook and Regional Transportation Improvement Program (RTIP) Policy Review

### RATIFY ACTION

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

### REPORTS

16. Reports – Information – *No Action*

- a. Caltrans District 1 – Projects Update and Information – Milestone Report
- 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 – *verbal report*
  - ii. Miscellaneous
  - iii. Next Meeting Date – Monday, May 1, 2023
- f. MCOG Planning Staff
  - i. Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center
  - ii. MCOG Public Outreach with ChargePoint for Rural Electric Vehicle Charging Grant
  - iii. Miscellaneous
- g. MCOG Directors
- h. California Association of Councils of Governments (CALCOG) Delegates – Annual Regional Leadership Forum, March 6-8, 2023 in Riverside

## ADJOURNMENT

17. 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 3/27/2023

Next Resolution Number: M2023-02



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MENDOCINO COUNCIL OF GOVERNMENTS

March 27, 2023

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director & CFO  
**Subject:** Consent Calendar of April 3, 2023

The following agenda items are recommended for approval/action.

5. Approval of February 6, 2023 Minutes – *attached*
6. Approval of February 24, 2023 Executive Committee Minutes – *attached*
7. Approval of Third Amendment to Fiscal Year 2022/23 Transportation Planning Overall Work Program (OWP) – This amendment would pass through \$25,000 of State Rural Planning Assistance (RPA) funding for CALCOG's California Academy for Regional Leaders (CARL) scholarship recipients, as a requested duty of the Rural Counties Task Force chair, currently Nephela Barrett. The funds are to be managed via the OWP in compliance with Caltrans procedures for RPA funds. Total OWP funding will increase from \$1,178,314 to \$1,203,314.  
– *Staff report and draft amendment attached*
8. Technical Advisory Committee Recommendation of February 15, 2023: Authorization to Release Fiscal Year 2023/24 Draft Transportation Planning Overall Work Program (OWP) for Review, Comment & Circulation – As a recent procedure implemented by Caltrans, the draft document is submitted to the Council for its release for purposes of review, comment and circulation. The final document will be presented to the Council for adoption in June as usual. – *Staff report and draft OWP attached*
9. Acceptance of MCOG 2021/22 Fiscal Audit – MCOG received a clean audit as usual.  
– *Staff report and audit reports attached*

# MENDOCINO COUNCIL OF GOVERNMENTS

## MINUTES

Monday, February 6, 2023

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 and Roll Call – Welcome New Members.** The meeting was called to order at 1:30 p.m. with Directors John Haschak, Michael Carter, Greta Kanne, Jeff Hansen of Point Arena, Bernie Norvell of Fort Bragg, Josephina Duenas of Ukiah, Tatiana Ahlstrand (Caltrans/PAC), and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding.

Staff present: Nephelie Barrett, Executive Director; Janet Orth, Deputy Director & CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Transportation Planner; James Sookne, Program Manager; Michael Villa, Project Coordinator; Alexis Pedrotti, Program Manager; Jody Lowblad, Administrative Assistant; and Jesus Rodriguez, Administrative Assistant.

Ms. Barrett and Chair Gjerde made welcoming comments to the three new Board members: Directors Duenas representing City of Ukiah, Norvell for City of Fort Bragg, and Hansen for City of Point Arena. Staff offered an orientation session on the next Council meeting agenda.

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

**2. 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.** Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (*7 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the following resolution is adopted.

### **Resolution No. M2023-01**

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. #M2023-01 is incorporated herein by reference]

**3. Election of Officers – Chair and Vice Chair.** Deputy Director Orth introduced this item, and with no objections conducted the election consistent with Robert’s Rules of Order as usual. She opened the nominations for the office of Chair; Director Gjerde was nominated. With no further nominations, nominations were closed for the office of Chair.

**Upon motion** by Haschak, second by Carter, and carried unanimously on roll call vote (*7 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that **Director Gjerde is re-elected Chair**. He made brief remarks in response.

Nominations were opened for the office of Vice Chair; Director Haschak was nominated. With no further nominations, nominations were closed for the office of Vice Chair.

**Upon motion** by Carter, second by Kanne, and carried unanimously on roll call vote (*7 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that that **Director Haschak is elected Vice Chair**.

**4. Convene as RTPA**

**5. Recess as RTPA – Reconvene as Policy Advisory Committee**

**6 - 7. Consent Calendar.** Upon motion by Haschak, second by Carter, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that consent items are approved.

**6. Approval of December 5, 2022 Minutes – as written**

**7. Technical Advisory Committee Recommendation of January 18, 2023: Approval of Second Amendment to Fiscal Year 2022/23 Transportation Planning Overall Work Program (OWP) – to adjust for rounding errors; to revise tasks in Work Element 13 as requested by City of Fort Bragg; and to reprogram Planning, Programming & Monitoring (PPM) funds between WE's 7 and 15 so ensure expiring funds are expended timely. Total OWP funding increased from \$1,178,312 to \$1,178,314, an increase of \$2. The Executive Director is authorized to sign certifications and a revised OWP Agreement as needed and forward to Caltrans as required.**

**8. Public Expression.** None.

**9. Recognition of Departing Board Members.** Administrative staff had prepared two certificates recognizing the service of Directors Scott Ignacio and Tess Albin-Smith over their past terms, shared onscreen and read aloud by Executive Director Barrett. Thanks were given and remarks were made by Executive Director Barrett and Chair Gjerde recalling some of their contributions.

**10. Public Hearing: Unmet Transit Needs for Fiscal Year 2023/24 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of November 28, 2022.** Deputy Director Orth reported proofs of publication of the legal notice, included in the agenda packet, from Ukiah Daily Journal, Independent Coast Observer and Fort Bragg Advocate-News, published on January 6 and 12. Additional outreach included MCOG's website and email to subscribers.

**Upon motion** by Haschak, second by Kanne, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that this public hearing on 2023/24 Unmet Transit Needs was properly noticed.

The Chair opened the public hearing at 1:47 p.m. Ms. Orth gave a summary of the annual process that started with the SSTAC's unmet transit needs workshop on November 28 and submitted as testimony a list of ten identified needs, including six from the group and four from Mendocino Transit Authority (MTA) public outreach throughout the past year. Issues from the workshop included needs for 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. Additionally, she submitted two written letters received from members of the public, which she verbally summarized, one from a Hopland resident concerning inter-county routes and fare pricing disparities for youth, and the other from a Fort Bragg/Mendocino business owner addressing fixed route timing for retail shop workers.

After staff's report, public comment was invited, with no further testimony received.

Board questions and discussion included listed need “Mobility solutions/micro-transit service for Covelo, Laytonville, Brooktrails, Hopland and Potter Valley” relative to the current feasibility study planning project. Staff explained the reasoning to keep this item on the list until recommendations are made from the study. – *see also Agenda item #15f*

The public hearing was closed at 1:59 p.m.

**Upon motion** by Haschak, second by Kanne, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that MCOG receives as testimony all needs submitted by the Social Services Transportation Advisory Council (SSTAC), Mendocino Transit Authority (MTA), and written testimony submitted in today’s public hearing; 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.

Staff reported additional SSTAC recommendations to 1) Develop a Ukiah Transit Center for multimodal connections and coordinated services and 2) Develop a new Mendocino Transit Authority administration building. No action was taken on the additional recommendations.

**11. Appointments to Social Services Transportation Advisory Council (SSTAC).** Ms. Orth reported SSTAC nominations for expiring terms, noting this advisory body would have five voting members filling nine prescribed seats. Two seats for “potential transit users” are persistently vacant, so board members were asked to forward any potential candidates to MCOG staff.

**Upon motion** by Carter, second by Kanne, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the following appointments are approved.

- *Dawn While, Mendocino Transit Authority, for “Representative of local Consolidated Transportation Services Agency” – reappointed through April 2026*
- *Luis Martinez, MTA, as Alternate for “Representative of local Consolidated Transportation Services Agency” – reappointed through April 2026*
- *Christine Sookne, Redwood Coast Regional Center, for “Local social service provider for persons of limited means” – reappointed through April 2026*

## 12. Annual Committee Appointments

- a. Executive Committee. According to MCOG bylaws, the Chair and Vice Chair are members of this committee with addition of a third member reflecting a county-city balance. Director **Norvell** volunteered to serve as the third member of the Executive Committee.
- b. Transit Productivity Committee. Director Gjerde disclosed that he was seated on MTA’s board and asked whether it would be advisable for him to continue on this committee. In brief discussion, staff advised that at least one of the two members should not serve concurrently on MTA, due to MCOG’s oversight role. Director Carter agreed to serve. According to the bylaws, appointments are made by the Chair. Chair Gjerde appointed **himself and Director Carter**.
- c. California Association of Councils of Governments (CALCOG). Director **Haschak** agreed to advance from alternate to voting delegate. Director **Norvell** volunteered as alternate. Discussion included the upcoming forum, March 6-8 in Riverside; appointees and board members were invited to attend with travel expenses paid from MCOG’s budget.
- d. Ad Hoc Committees – Covelo SR 162 Corridor Multi-Purpose Trail Project and Regional Energy Network / Climate. There was one vacancy on each of the ad hocs. Chair Gjerde

gave some background on the pending proposal to join several counties in formation of a Rural Regional Energy Network (REN) and its purpose to administer locally a program of rebates to utility customers, funded by the California Public Utilities Commission (CPUC). – *see also Agenda item #15e*

Director **Haschak** agreed to continue on the Covelo trail project, with Director **Carter** volunteering for appointment.

Directors **Gjerde and Haschak** agreed to continue on the Climate ad hoc. During discussion of duties, Director Kanne volunteered for the Climate ad hoc, then withdrew in support of Director **Hansen's** offered to serve.

**Upon motion** by Haschak, second by Kanne, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the Council approves the above slate of committee appointments.

**13. Approval of Conduct of Meetings Following Expiration of COVID-19 State of Emergency – continued from December 5, 2022.** Ms. Orth summarized her written report of further research into recent amendments to the Brown Act open meetings law and outlined staff's recommendations for compliant meetings based on preferences and direction from the Council for a hybrid of in-person and remote participation. Board discussion included:

- To clarify, is a quorum required to be present at the main location in Ukiah? (Gjerde) Only if a member requests, under SB 2449 amendments, an emergency or just cause finding to participate from a non-posted location.
- Suggestion that members call in their alternate to cover attendance when needed, rather than invoke the exception requiring a quorum present in Ukiah. (Kanne)
- Commitment to join meetings in person at Ukiah location. (Carter)
- Administrative staff will be present in person at the Ukiah location. (Orth)
- Request to reference Fort Bragg location as Town Hall, rather than City Hall, to be confirmed after inquiries into logistics with the City's staff. (Norvell)
- Would a board member need to plan their attendance for the year in advance? (Kanne) No, staff is offering to contact members each time for the agenda notice.
- What kinds of hybrid meeting technology is available to MCOG? (Ahlstrand) Description of the general setup in the County Board of Supervisors' chambers and will receive an orientation training before the next meeting. (Barrett)
- What if a board member chooses not to use their city's remote location for a particular meeting? (Haschak) That member's city hall would not be posted on the agenda and not opened to the public for that date. (Gjerde)

**Upon motion** by Kanne, second by Haschak, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, Ahlstrand/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that staff's recommended procedures are approved to hold Brown Act compliant board meetings in the Board of Supervisors' chambers starting in March 2023 with additional, properly noticed teleconference locations open to the public at Fort Bragg City or Town Hall, Point Arena City Hall, Willits City Hall and Caltrans District 1 offices in Eureka, and to add a standing agenda item to allow for AB 2449 options.

**14. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee.** Upon motion by Norvell, second by Carter, and carried unanimously on roll call vote (*7 Ayes – Haschak, Carter, Kanne, Hansen, Norvell, Duenas, and Gjerde; 0 Noes; 0*



*Abstaining; 0 Absent*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

## 15. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand stated there would be an updated milestone report available at the next meeting.
- b. Mendocino Transit Authority. General Manager Jacob King reported several items of interest. MTA has been working with MCOG and consultant on the Mobility Solutions study, with inspiring results to date. Proposals have been received in the consultant procurement process for the Short Range Transit Development Plan, to be reviewed and scored with MCOG staff. MTA continues to restore services impacted by the pandemic, while facing a driver shortage, though is encouraged by the number of recent applicants.
- c. Great Redwood Trail Agency. Director Haschak reported no news since MCOG last met, and the next meeting scheduled for February 16, to be held on Thursdays going forward. He confirmed that Karyn Gear, Executive Director of the Coastal Conservancy, is serving as the GRTA's interim executive director.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.
- e. MCOG Administration Staff
  - i. *Covelo SR 162 Corridor Multi-Purpose Trail Project*. Ms. Barrett summarized her staff report with some background for new board members. Currently there is a funding gap of over \$2 million. Caltrans District 1 recently confirmed that Complete Streets funding from the State Highway Operations & Protection Program (SHOPP) will not be made available as had been hoped. District 1 continues to be supportive of the project and is seeking additional funds. While MCOG's board has acted to authorize the Executive Director to award and execute the necessary contracts as soon as funding is approved by the State, staff has not been able to award a contract to date. In news since this agenda packet was released, a meeting was held with District 1, Caltrans Headquarters and California Transportation Commission (CTC) staff, where options were discussed. Caltrans District 1 agreed to put forward the request for additional Complete Streets funds, which would be reviewed by Headquarters for possible submittal to the CTC's business agenda in March or May. In discussion, Director Gjerde suggested the possibility of transportation funds targeted for tribal partnerships; Director Ahlstrand (Caltrans) agreed it was worth looking into, considering the existing pedestrian hazard. Director Haschak reported this issue was discussed at a recent Covelo Municipal Advisory Committee (MAC) meeting; he will keep them informed. Ms. Barrett concluded that if a reduction of project scope is called for due to lack of funds, it would need to be reconciled with the Active Transportation Program (ATP) grant rules, which would be better than no project being built as long as safety goals are met.
  - ii. *Regional Energy Network (REN)*. Ms. Barrett appreciated Director Gjerde's summary of the program under Agenda item #12d, and elaborated on the origins of RENs by the CPUC in 2012 to create a partnership model that offers energy efficiency rebates to hard-to-reach utility customers. MCOG has agreed to join a new RuralREN with Humboldt and other counties in California, subject to approval by the CPUC, now anticipated in October 2023. Implementation could begin in early 2024. Public comment submitted to CPUC argues that one of the eligible REN services, workforce education and development, might duplicate other programs, which is in dispute.

- iii. *Miscellaneous*. Ms. Orth noted that a date typo had been corrected in the 2023 Board Meeting Calendar on MCOG's website.
  - iv. *Next Meeting Date*. Monday, March 6, 2023, in the new hybrid remote and in-person meeting format.
- f. MCOG Planning Staff
- i. *Feasibility Study – Mobility Solutions for Rural Communities of Inland Mendocino County*. Deputy Planner Ellard provided an update on this grant-funded project. Since last reported, the consultant team has completed its analysis of survey results and has developed a range of potential mobility solutions for each of the five communities. These are under review by the project team and Technical Advisory Group, followed by a second round of virtual community meetings to present the findings over the next week. She welcomed attendance by all interested; links to the meetings are provided on MCOG's website. The project is expected to be finalized in August. Funding opportunities are being explored, although so far these appear to be limited. Director Kanne noted hearing local feedback and appreciated MCOG and MTA's efforts on this long-standing issue for remote communities in the area.
  - ii. *Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center*. Ms. Ellard reported on a kickoff meeting, stakeholders workshop, and site visits to potential locations in December. The consultant team will conduct analysis and return in April to lead a planning charrette, conduct interviews and launch a survey. After draft and final reports are produced by November 2023, MTA will seek funding to develop a site.
  - iii. *MCOG Public Outreach with ChargePoint for Rural Electric Vehicle Charging Grant*. Ms. Ellard provided an update to this project as reported last December, for installation of charging stations in the Ukiah valley. Public and stakeholder virtual workshops scheduled for February have been widely advertised, with links provided on MCOG's website. Staff's outreach work is funded under MCOG's Planning Work Element 4, Sustainable Transportation.
  - iv. *Miscellaneous*. None.
- g. MCOG Directors. Former Director Tess Albin-Smith had joined the meeting, and Ms. Barrett re-read the certificate recognizing her service on the Board. Appreciative comments were made.
- h. California Association of Councils of Governments (CALCOG) Delegates – Annual Regional Leadership Forum, March 6-8, 2023 in Riverside. There was a brief discussion of logistics for the new Delegate, Alternate and possibly others to attend the forum; staff offered assistance with registration and travel arrangements.

**16. Adjournment.** The meeting was adjourned at 3:04 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO

# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 6**  
Consent Calendar  
MCOG Meeting  
4/03/2023

## Executive Committee MINUTES

February 24, 2023  
By Zoom Teleconference

**Present:** Committee Members: Chair Dan Gjerde, Vice Chair John Haschak, Director Bernie Norvell  
MCOG Staff: Nephele Barrett, Lisa Davey-Bates, Janet Orth, Alexis Pedrotti  
MTA Staff: Jacob King, Mark Harvey

1. **Call to Order** at 10:00 a.m. with all present, Chair Gjerde presiding.

2. **Public Expression** - None.

3. **Review & Recommendation on Options for Staffing Services Starting October 1, 2023 and Possible Contract Extensions.** Contractor Nephele Barrett summarized her written staff report and proposals in the agenda packet, with available options for the staffing contracts with Dow & Associates for Administrative & Fiscal Services and Davey-Bates Consulting for Planning Services. She gave background of how the contracts were awarded, with procurement for two separate services, and introduced the companies' principals. This would be the fifth and final extension, so by end of this calendar year, a decision on the next procurement process should be made to allow sufficient time before the contracts would expire September 30, 2024. Staff can present options, but not recommendations, due to conflict of interest. Discussion included:

- Options for next steps following a final extension; Caltrans likely would not support direct negotiations in lieu of full competitive procurement. The staffing contract procurement had been addressed in a 2013 Caltrans audit of MCOG. (Dan, Nephele, Lisa)
- Clarification of the Request for Proposals (RFP) procurement process timeline; it will be a large undertaking. The County or one of the cities could take on this responsibility. Agreement that County or City staff should begin by end of calendar year 2023. (John, Nephele, Dan, Lisa)
- Cost of Living Adjustment (COLA) and CPI rate: the contracts allow up to four percent without further board approval. The CPI is a look backward to the previous year's change. Last year was the first time during these contracts that it exceeded four percent, reaching 4.2%. This year's rate is 7.3%. (Nephele)
- How would MCOG pay for a COLA increase within budget constraints? (Dan)
- Staff is prepared to calculate more options in real time screen sharing. The difference between 4% and 7.3% for the Administration contract is about \$15,000. Changes to the Planning contract would not affect budget totals, but would be among line items to be adjusted within the Overall Work Program. (Janet)
- An increase would come from Local Transportation Funds (LTF), reducing the amount available for transit to claim. The portion of Administration from Surface Transportation Program would come from a substantial fund balance savings available. (Nephele)
- General support expressed for contract increases if justified and the budget can pay for them; suggestion to get close to the 7.3% figure. (Bernie)
- Agreement to move to the next agenda item for further consideration during the budget discussion, and determine a recommendation on the amount of COLA adjustment for the staffing contracts as part of budget action. (Group)

### **Recommendation:**

Upon motion by Haschak, seconded by Gjerde, and carried on roll call vote (*3 Ayes; 0 Noes; 0 Absent*), the Executive Committee recommended that the Council approve the fifth and final one-year contract extensions for Administrative & Fiscal Services provided by Dow & Associates and Planning Services provided by Davey-Bates Consulting.

#### 4. Review & Recommendation on Draft 2023/24 Regional Transportation Planning Agency (RTPA)

**Budget.** Janet reviewed the first draft budget, starting with the Local Transportation Fund sales tax revenues, and noting that details of the other funding programs were discussed in her written staff report and attachments provided in the meeting packet. Total available revenues from all sources are estimated at nearly \$9 million. While the new LTF estimate was down, and a shortfall projected for the current year, the revenues are at very high levels historically. Two scenarios for LTF allocations had been prepared for consideration, with further options available if so desired. The summary sheets, Options A and B, were viewed onscreen.

- a. Local Transportation Fund (LTF) New Revenue Estimate and Reserves. Janet reported the County Auditor-Controller/Treasurer Tax-Collector's FY 2023/24 estimate and revised 2022/23 estimate, indicating a current year's shortfall. The fund estimate is \$4,901,913, down 4.6% (\$235,470) from the FY 2022/23 initial estimate. After subtracting the projected shortfall of \$185,956, the net revenue estimate is \$4,715,957.

Staff recommended setting the LTF Reserve at 15 to 17% of the Auditor's estimate, well above the minimum 5% by policy, given the unallocated surplus available from audited FY 2021/22 revenues. Five percent would not provide a meaningful buffer for Mendocino Transit Authority in a slowing economy. Dan asked MTA staff to comment.

Jacob reported MTA has been building a small operating reserve from its own limited discretionary income, now at \$120,000. MTA's available funds are very restrictive. He and CFO Mark Harvey supported Option B with a 15% LTF Reserve (\$735,000), due to the economic unknowns ahead. They did not support reserving a higher amount, as MTA's costs are on the rise, particularly for labor.

Option A would release for allocation \$327,000 in 2023/24 after flowing through the reserve calculation, and Option B would release \$425,000, from unallocated prior-year revenues.

- b. Administration. The total Administration budget proposal is up 6.8% (\$34,835) under Option A and up 9.8% (\$50,247) under Option B, from all sources (refer to agenda packet for details). LTF costs for Administration would be 11% of the Auditor's estimate under either option, within historical norms. As a percentage of total revenues from all sources, Administration remains consistently at five percent. Other Direct Costs (i.e. not in the contract) of \$58,500 (up \$10,500 from \$48,000), representing a return to past levels, typically between \$50K and \$60K. Last year staff had recommended making use of prior-year pandemic savings of such expenses as travel and meetings. There were no objections to either Administration budget option.
- c. Two Percent Bicycle & Pedestrian Program. This amount is a calculated formula for an optional allocation up to two percent, according to Transportation Development Act (TDA) law. After Administration is subtracted, 2% of the new LTF fund estimate comes to \$87,154 under Option A and \$86,846 under Option B. MCOG issues a call for eligible projects every two years to the Technical Advisory Committee and awards are made by the Council. There was consensus to allocate the full two percent.
- d. Planning Overall Work Program (OWP). The funding proposal was prepared by Planning staff. There is a proposed decrease to the LTF proposal, from an atypical \$314,438 last year to \$147,479, returning to the usual three percent target. Added to this is the temporary one-time reserve of \$29,135 to help fund member agencies' requests for projects, which clears a prior-year unallocated balance. The draft OWP is reviewed annually by the Technical Advisory Committee (TAC) for recommendation to the Council. After comments are received from Caltrans, the final OWP is formally adopted by the Council in June. There were no objections to the proposed OWP budget.
- e. Balance Available for Transportation. The balance of LTF available to MTA for claiming comes to \$4,241,000 under Option A (down 8.9% from 2022/23) and \$4,323,896 under Option B (down 7.2%). This will be the third successive year that LTF for transit exceeds \$4 million.

Janet briefly reviewed the State Transit Assistance (STA) revenues from fuel taxes. The preliminary State Controller's estimate is an all-time high of more than \$1 million. Added to the unallocated balance of \$369,690, this makes available \$1,443,571 for allocation, which may be claimed for operations or capital.

Including LTF, STA, Capital Reserve, and State of Good Repair funds, total revenues for transit are \$6,544,850 under Option A and \$6,627,746 under Option B.

Questions and continued discussion included:

- MTA favors Option B; would this option also help MCOG staff? Yes, it does include higher COLA figure for the staffing contracts. More combinations could be considered. (Jacob, Mark, Janet)
- Option B gives more flexibility for MTA? Yes. (John, Jacob)
- Discussion of relatively high reserve versus hard costs, maintenance of buildings, ways to contain costs; with inflation ongoing, reserves and new revenues may not grow over the next few years. Contractors' costs are up generally with the present economic conditions. (Dan, Jacob, Bernie)
- Discussion of insurance options for contractors' employee benefits, up 11.5% in new proposal; suggestion to look at eligibility for REMIF (Redwood Empire Municipal Insurance Fund). Unknown whether contractors can apply as an eligible JPA. The contractors do shop and compare, will look into. (Dan, Nephele)
- Comfortable with 7.3% COLA, though looking for potential savings in future as costs may rise faster than revenues. (Dan)

Chair Gjerde called for any public comment on the item, with none received.

**Recommendation:**

Upon motion by Haschak, seconded by Norvell, and carried on roll call vote (*3 Ayes; 0 Noes; 0 Absent*), the Executive Committee recommended approval of staff's recommended Draft 2023/24 Regional Transportation Planning Agency (RTPA) Budget – Option B with Consumer Price Index (CPI) inflation rate of 7.3 percent for COLA adjustment to both staffing contracts and LTF Reserve at 15 percent, for further development during the annual budget process, including:

- LTF Reserve fund balance of \$735,000, triple the minimum percentage allowed under policy, releasing for allocation \$425,024
- \$559,626 LTF for Administration
- \$86,846 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$141,479 of new LTF plus \$29,125 of LTF prior-year unallocated revenues for the Planning program
- \$4,353,031 LTF for Transit
- Allocations from other sources for the Transportation Planning Overall Work Program (OWP) as recommended by staff and Technical Advisory Committee
- Allocations from the Surface Transportation Block Grant (STBG) Program according to policy and the staffing contract.

– *Summary of recommended budget is attached.*

**5. Direction to Staff for Preparation of Report to Board – Project Funding Forecast.** Dan suggested agendaizing a look-ahead at the next cycle of the State Transportation Improvement Program (STIP) for discussion by the Council of available capacity for projects. Nephele noted 2023 is a STIP development year, with the Fund Estimate due in summer and assumptions already released by the California Transportation Commission (CTC) for preparation of Regional Transportation Improvement Programs (RTIPs). Discussion followed on allocation priorities and local road needs and liabilities. Next board meeting is a good opportunity for the full Council to review, as staff is planning a general orientation and outline of funding programs.

**6. Reports / Information / Members' Concerns.** It was confirmed that both John as Delegate and Bernie as Alternate will attend the CALCOG Regional Leadership Forum in person at Riverside. It is likely the board meeting portion will be offered in hybrid format for remote attendance. Brief discussion of the forum ensued.

**7. Adjournment.** The meeting was adjourned at 11:01 a.m.

Mendocino Council of Governments

Regional Transportation Planning Agency & COG - Fiscal Year 2023/24 Budget

Administration, Bicycle & Pedestrian, Planning, Transit Allocations and Reserves - Executive Committee Recommendation - February 24, 2023

REVENUES	Trans. Devt. Act (TDA)			State			Federal		Local Agencies	TOTALS
	LTF	STA	CRF	PPM	RPA	Grants	STBG	5311		
2023/24 LTF Official County Auditor's Estimate	4,901,913									4,901,913
2022/23 Auditor's Anticipated Shortfall	-185,956									-185,956
Total Local Transportation Fund (LTF) Estimate	4,715,957									4,715,957
LTF 2014/15 prior-year unallocated revenues - reserved 2017/18	29,135									29,135
Carryover - Planning Overall Work Program and RSTP Local Assistance	pending						237,560			237,560
2023/24 State Transit Assistance - SCO's Preliminary Estimate		1,073,881								1,073,881
2023/24 State of Good Repair - SCO's Preliminary Estimate						154,817				154,817
STA and SGR - Fund Balance Available for Allocation		369,690								369,690
MCOG's Capital Reserve Fund - Balance Available for Transit			705,462							705,462
Federal Transit Administration (FTA) Sec. 5311 Program - CRRSAA								To Info Supp.		0
FTA Section 5311 Program - Annual Regional Apportionment								pending		0
2023/24 STIP Planning, Programming & Monitoring (PPM)				141,000						141,000
2023/24 Rural Planning Assistance					294,000					294,000
2023/24 State Active Transportation Program (ATP) - grants & carryover						pending				0
2022/23 Transportation Planning Program carryover				53,750	pending	0				53,750
Surface Transportation Block Grant Program							811,848			811,848
HCD Regional Early Action Planning (REAP) Housing Funds - est. carryover						370,832				370,832
SHOPP Complete Streets Program - SR-162 Corridor Multi-Purpose Trail						1,511,000				1,511,000
Rural Counties Task Force - Membership Dues									38,500	38,500
<b>LTF Reserve:</b>										
2021/22 LTF Unrestricted Balance - audit pending	384,429									
LTF Reserve Balance as of 6/30/2022 - audit pending	1,212,745									
Less LTF Reserve Allocated for FY 2022/23	437,150									
Subtotal	1,160,024									
Less LTF Reserve per Policy adopted 4/2/2001 - 15% as reserved last year	735,000									(Per policy, minimum Reserve is 5% of County Auditor's estimate of new revenue, to nearest 1,000.)
Amount Available for Allocation in FY 2023/24	425,024									425,024
<b>TOTAL REVENUES</b>	<b>5,170,116</b>	<b>1,443,571</b>	<b>705,462</b>	<b>194,750</b>	<b>294,000</b>	<b>2,036,649</b>	<b>1,049,408</b>	<b>0</b>	<b>38,500</b>	<b>10,932,456</b>
<b>ALLOCATIONS</b>										
2023/24 Administration - inc. staffing contract at max. 7.3% COLA	559,626						101,116		38,500	699,242
2% Bicycle & Pedestrian - 2023/24 LTF Estimate less Admin. x .02	86,846									86,846
2023/24 Planning Overall Work Program (OWP) - new funds at 3% per TDA	141,479			141,000	294,000					
Temporary Reserves - LTF prior-year unallocated revenues requested for Planning OWP	29,135									
Carryover Funds - See OWP Summary	pending			53,750	pending	0			Total OWP:	659,364
<b>Total Administration, Bike &amp; Ped., and Planning</b>	<b>817,085</b>	<b>0</b>	<b>0</b>	<b>194,750</b>	<b>294,000</b>	<b>0</b>	<b>101,116</b>	<b>0</b>	<b>38,500</b>	<b>1,445,452</b>
BALANCE AVAILABLE FOR TRANSIT	4,353,031	1,443,571	705,462	0	0	154,817	0	0	0	6,656,881
<b>2023/24 Mendocino Transit Authority Claim - due April 1:</b>										
MTA Operations										0
Unmet Transit Needs										0
Senior Centers Operations										0
Transit Planning										0
Capital Reserve Fund Contribution										0
Capital Program, MTA & Seniors Current Year										0
Capital Program, Long Term (Five Year Plan)										0
<b>Total Transit Allocations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Allocations - RSTP for MCOG Partnership Fund</b>							100,000			100,000
<b>Other Allocations - RSTP for County &amp; Cities Projects by Formula</b>							621,848			621,848
<b>Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail</b>						pending				0
<b>Other Allocations - REAP for Admin., County &amp; Cities Projects by Formula</b>						370,832				370,832
<b>Other Allocations - SHOPP Complete Streets for SR-162 Corridor Multi-Purpose Trail</b>						1,511,000				1,511,000
<b>TOTAL ALLOCATIONS</b>	<b>817,085</b>	<b>0</b>	<b>0</b>	<b>194,750</b>	<b>294,000</b>	<b>1,881,832</b>	<b>822,964</b>	<b>0</b>	<b>38,500</b>	<b>4,049,132</b>
<b>Balance Remaining for Later Allocation</b>	<b>4,353,031</b>	<b>1,443,571</b>	<b>705,462</b>	<b>0</b>	<b>0</b>	<b>154,817</b>	<b>226,444</b>	<b>0</b>	<b>0</b>	<b>6,883,324</b>



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** Third Amendment to FY 22/23 Overall Work Program

**DATE PREPARED:** 3/27/23

**SUBMITTED BY:** Alexis Pedrotti, Project Manager

**MEETING DATE:** 4/3/23

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**BACKGROUND:**

The MCOG Board previously reviewed and approved the Final FY 2022/23 MCOG Overall Work Program, as well as the First and Second Amendments. 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 Third Amendment comes after a request relating to Nephele Barrett, accepting the Chair position for the Rural Counties Task Force. MCOG Administration Staff will be undertaking the RCTF invoicing for dues and other tasks. However, RCTF offers three scholarships annually for rural agencies to participate in the CALCOG California Academy for Regional Leadership (CARL) Trainings. These scholarships are funded through Caltrans with Rural Planning Assistance (RPA) Funds approved by the Rural Counties Task Force. As a Caltrans requirement, these funds must be tracked and managed through the Overall Work Program. This has been done voluntarily by a member agency of the RCTF for the past several years. This year, MCOG has been asked to administer the funds. Therefore, MCOG has identified the additional RPA Funding under a new work element of the OWP and included tasks and a budget.

This proposed amendment would increase the FY 2022/23 Overall Work Program total from \$1,178,314 to \$1,203,314, an increase of \$25,000. 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.*

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

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

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**RECOMMENDATION:** Accept staff's recommendation to approve the Third 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 – Third Amendment Financial Sheets and Work Element 8

**FINAL**

MENDOCINO COUNCIL OF GOVERNMENTS  
TRANSPORTATION PLANNING WORK PROGRAM

FY 2022/2023



***Adoption by MCOG on 6/6/22***

*1<sup>st</sup> Amendment: 8/16/22*

*2<sup>nd</sup> Amendment: 2/6/23*

*3<sup>rd</sup> Amendment: 3/27/23*

Prepared by:

Alexis Pedrotti, Project Manager  
Mendocino Council of Governments  
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**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	\$ 146,886	\$ 6,250	\$ -	\$ 184,636
8	<b>MCOG - Regional Leadership Training- NEW</b>	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
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
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>	\$ -	\$ 53,750	\$ -	\$ -	\$ 53,750
	<b>TOTAL</b>	<b>\$ 481,134</b>	<b>\$ 245,636</b>	<b>\$ 295,882</b>	<b>\$ 155,662</b>	<b>\$ 1,178,314</b>
				<b>\$ 320,882</b>		<b>\$ 1,203,314</b>

TOTAL WORK PROGRAM SUMMARY/PROGRAM MATCH				
Local	<b>\$481,134</b>	40%	Local LTF 2022/23 Alloc.	\$315,488
State	<b>\$566,518</b>	47%	Local LTF <i>Carryover</i>	\$165,646
Federal	\$0	0%	State PPM 2022/23 Alloc.	\$131,000
Other	<b>\$155,662</b>	13%	State PPM <i>Carryover</i>	<b>\$114,636</b>
<b>TOTAL WORK PROGRAM SUMMARY</b>	<b>\$1,203,314</b>	100%	State RPA 2022/23 Alloc.	\$294,000
			State RPA <i>Carryover</i>	\$1,882
				<b>\$26,882</b>
			Federal	\$0
			<i>Other Carryover</i>	\$155,662
			<b>TOTAL</b>	<b>\$1,203,314</b>

**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/D IRECT 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			\$177,386	\$7,250	\$184,636
8	<b>MCOG - Regional Leadership Training (NEW)</b>				<b>\$25,000</b>	<b>\$25,000</b>
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
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
	<i>PROJECT RESERVE</i>		\$53,750			\$53,750
	<b>TOTAL</b>	<b>\$60,000</b>	<b>\$155,812</b>	<b>\$585,129</b>	<b>\$377,373</b>	<b>\$1,178,314</b>

**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' funding, 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	STATE	STATE	Sustainable	OTHER	In-kind		TOTAL
		RPA	C/O RPA	PPM	Comm. SHA		Local TDA	Service	
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 - <i>Carryover</i>	\$ -	\$ -	\$ -	\$ 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
<b>8</b>	<b>MCOG - Regional Leadership Training -NEW</b>	\$ -	\$ <b>25,000</b>	\$ -	\$ -	\$ -	\$ -		\$ <b>25,000</b>
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
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>	\$ -	\$ -	\$ 53,750	\$ -	\$ -	\$ -		\$ 53,750
<b>TOTALS</b>		\$ <b>294,000</b>	\$ <del>1,882</del> <b>26,882</b>	\$ <b>245,636</b>	\$ <b>155,662</b>	\$ -	\$ <b>481,134</b>	\$ -	\$ <b>1,178,314</b> <b>\$ 1,203,314</b>

**WORK ELEMENT (8): MCOG – REGIONAL LEADERSHIP TRAINING**

**PURPOSE:**

To administer a scholarship utilizing surplus Rural Planning Assistance funds for three of the smaller rural counties to send a representative to the California Councils of Government (CalCOG) leadership training. California Councils of Government is nonprofit, social welfare organization formed to serve regional governments.

**PREVIOUS WORK:**

None.

**TASKS:**

1. Administer scholarships for California Councils of Government leadership training.  
*Deliverable: Travel and training requests following adopted Transportation Agency procedures and Caltrans expense limits.*
2. Invoice Caltrans for RPA funding expended.  
*Deliverable: Quarterly Invoicing with narrative submitted to Caltrans.*

**FUNDING AND AGENCY RESPONSIBILITIES**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
Direct Costs: CARL Scholarship	n/a	\$25,000	22/23	State RPA
<b>TOTAL:</b>		\$25,000		

**ESTIMATED SCHEDULE**

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



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** FY 2023/24 Draft Transportation Planning Overall Work Program      **DATE PREPARED:** 3/27/23

**SUBMITTED BY:** Alexis Pedrotti, Project Manager

**MEETING DATE:** 4/3/23

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#### **BACKGROUND:**

The Draft FY 2023/24 Transportation Planning Overall Work Program (OWP) has been reviewed and recommended by the Technical Advisory Committee at their regularly scheduled February Meeting. The Draft OWP includes routine MCOG planning staff work elements, two new local agency projects, a local match reserve for grant awards, as well as a few potential carryover projects.

The two new projects recommended for funding in the Draft Overall Work Program include:

- *Co. DOT Combined Special Studies (\$54,000)*
- *Point Arena Downtown Parking Master Plan (\$48,375)*

MCOG planning staff work elements will be based on estimates, as exact amounts will not be known until a new contract or contract extension is awarded by MCOG. The one-year professional services contract extension with Davey-Bates Consulting (DBC) for MCOG planning staff services expires September 30, 2023. Additionally, MCOG Staff worked to develop and submit a grant application for the Caltrans Sustainable Transportation Planning Grant cycle. Since it will be unknown if MCOG is successful in receiving this grant until summer, reserve funds have been set aside in the project reserve to fulfill the local match requirement until official notification.

A few carryover projects have also been identified and are expected to be carried over into the upcoming FY 2023/24 Overall Work Program. These projects include the MTA Feasibility Study for Ukiah Transit Center, the Mobility Solutions Feasibility Study for Rural Areas, the Ukiah Truck Route Study, and the Fort Bragg Central Business District Parking Evaluation Study. Currently, there is only a placeholder for these projects, staff will have more accurate carryover amounts available for the Final.

The Technical Advisory Committee (TAC) began an initial discussion of proposed work elements and funding needs at their January meeting. The FY 2023/24 Draft OWP was then prepared for TAC review and recommendation at the February TAC meeting, for submission to Caltrans by the March 1 due date.

Caltrans will review the Draft and provide comments in the spring, and any needed adjustments will be made. The Final Overall Work Program will then be presented for TAC review and recommendation in May, and for MCOG approval in June during the annual budget process.

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**ACTION REQUIRED:** Give authority to MCOG Staff to release the FY 2023/24 Draft Overall Work Program (OWP) for review, comment, and circulation.

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**ALTERNATIVES:** Don't authorize MCOG Staff to release the Draft Overall Work Program for review, comment, and circulation and provide alternative suggestions.

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**RECOMMENDATION:** Give authority to staff to release the FY 2023/24 Draft Overall Work Program (OWP) for review, comment, and circulation.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 9**  
Consent Calendar  
MCOG Meeting  
4/3/2023

## STAFF REPORT

**TITLE:** Acceptance of 2021/22 MCOG Fiscal Audit

**SUBMITTED BY:** Janet Orth, Deputy Director & CFO

**DATE:** 3/16/2023

### BACKGROUND:

The final audit report for the year ended June 30, 2022 has been completed by the independent CPA, O'Connor & Company. This is the successor firm to R. J. Ricciardi, Inc., of San Rafael; Mr. O'Connor, CPA, RIA acquired the company following Mr. Ricciardi's retirement, resulting in a smooth transition of auditors for MCOG and Mendocino Transit Authority.

Once again, MCOG has received a favorable and compliant audit. There were no current or prior-year observations for management concerning internal controls. All previous recommendations have been implemented.

The final report was received March 16, 2023. Occasionally in past years, the Executive Committee has reviewed the audit report prior to acceptance by the full Council. This year, no issues arose in the audit report (nor was it ready in time for the meeting). Formerly, it was agreed that with no findings or recommendations by the auditor, the committee did not need to convene for that purpose.

MCOG has 15 separate funds in a trust account held in the County treasury. The audit report, including the audited Financial Statements and unaudited Required Supplementary Information, classifies them in certain ways and, according to standards, is not allowed to state a combined fund balance. I have summarized totals here for your reference, only to show the extent of assets for which MCOG is responsible.

Governmental Funds or "Special Revenue Funds" for Programs	Net Position	\$ 630,821
Fiduciary Funds or "Private Purpose Trust" and Reserves	Net Position	\$ 6,125,086
	TOTAL	\$ 6,755,907

The draft financial statements (considered a trial balance) are produced by staff (myself) on an accrual basis and audited by the independent CPA. The funds are held in the County Treasury and controlled by the County Auditor. MCOG's data is verified by the County's records. For the past 11 years, this has proved to be an efficient system and is functioning well.

### ACTION REQUIRED:

Accept the audited Financial Statements and Management Report.

**ALTERNATIVES:** I would be glad to answer any questions if the Council wishes to pull this item off the Consent Calendar for discussion. In any case, I must transmit the statements to the State Controller as required, as soon as practical by June 30 each fiscal year.

### RECOMMENDATION:

Accept the audited Basic Financial Statements and Management Report for the fiscal year ended June 30, 2022 as prepared by O'Connor & Company.

Enclosures: Audited Financial Statements and Management Report



MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT

Agenda # 11  
Regular Calendar  
MCOG Meeting  
4/03/2023

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**TITLE:** Presentation & Discussion: Mobility Solutions for Rural Communities of Inland Mendocino County – Interim Report – AMMA Transit Planning

**DATE PREPARED:** 3/23/23

**SUBMITTED BY:** Loretta Ellard, Deputy Planner

**MEETING DATE:** 4/3/23

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**BACKGROUND:**

This Caltrans grant-funded 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 rural areas.

The study has now been ongoing for nearly a year. The consultant team (AMMA Transit Planning) has conducted substantial community outreach, including a successful online survey (339 responses), and has held both in-person and virtual community workshops in all five of the above-listed communities. The team has completed analysis of the survey results and input received, and developed a range of potential mobility solutions for each community that have been reviewed by the Technical Advisory Group and community members. They have produced draft documents (including a Needs Assessment Executive Summary, Needs Assessment Full Report, and Solutions Research and Analysis Report) which are available for review on MCOG’s website ([www.mendocinocog.org](http://www.mendocinocog.org)), on the Mobility Solutions project page.

At this point in the project, MCOG staff has asked the consultant to give a presentation to the Board on potential solutions and recommendations currently under consideration. Although we do not typically schedule interim presentations before projects are completed, in this case staff feels it would be useful with this unique project in which innovative and non-typical mobility solutions are being considered for recommendation.

Heather Menninger, President, AMMA Transit Planning, Inc., and members of her team will virtually attend the meeting to give an overview of where we are with the study, including reviewing potential mobility solutions and recommendations. Although this item is not scheduled for action, we would like to hear your comments and feedback, after hearing the presentation.

The timeline for this study runs through this summer, with presentation of the final study/plan anticipated to occur at the August 2023 MCOG Board meeting. *MTA Board members may also attend these meetings, consistent with Brown Act regulations. (See attached CA Gov. Code excerpt.)*

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**ACTION REQUIRED:** This item is presented for information and discussion only. No action is required.

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**ALTERNATIVES:** N/A.

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**RECOMMENDATION:** Receive presentation and offer feedback as desired. No action is required.

## **GOVERNMENT CODE - GOV**

### **TITLE 5. LOCAL AGENCIES [50001 - 57607]**

*( Title 5 added by Stats. 1949, Ch. 81. )*

### **DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]**

*( Division 2 added by Stats. 1949, Ch. 81. )*

### **PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]**

*( Part 1 added by Stats. 1949, Ch. 81. )*

### **CHAPTER 9. Meetings [54950 - 54963]**

*( Chapter 9 added by Stats. 1953, Ch. 1588. )*

#### **54952.2.**

(a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

(d) This section shall become operative on January 1, 2026.

*(Repealed (in Sec. 1) and added by Stats. 2020, Ch. 89, Sec. 2. (AB 992) Effective January 1, 2021. Section operative January 1, 2026, by its own provisions.)*





# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 12a  
Regular Calendar  
MCOG Meeting  
4/03/2023

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**TITLE:** MCOG Staffing Services and Extensions of Agreements for Professional Services      **DATE PREPARED:** 3/27/23  
**MEETING DATE:** 4/3/23

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**SUBMITTED BY:** Nephele Barrett, Executive Director

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**BACKGROUND:** Staffing for the Mendocino Council of Governments is provided through contracts with private consulting firms. In 2014, a competitive procurement process was followed which included separate Requests for Proposals for the administration and planning functions. The RFPs indicated an initial contract period of five years, with up to five one-year extensions. Contracts were awarded to Dow & Associates for administration and fiscal services and to Davey-Bates Consulting for planning services consistent with the terms identified in the RFP.

In anticipation of the initial contract period ending in October of 2019, the Executive Committee considered the option to extend the existing contracts or prepare an RFP and conduct a full procurement process. The Executive Committee recommended and the MCOG Board approved exercising the option for extensions. An ad hoc committee was appointed to work with the two contractors on the extensions.

The two contractors prepared and submitted to the ad hoc committee one year contract extensions consistent with the provisions of the original contract. Extended cost plans were included which identified base contract amounts for the one-year extension as well as projected base costs for the subsequent four one-year extension periods. The ad hoc committee recommended approval of the contract extensions to the Board, which the Board subsequently approved. The committee also expressed an interest in a multi-year extension, however the language in the contract did not allow for that. In lieu of a multi-year extension, they requested a streamlined extension process for the following year.

With that in mind, proposed extensions for the subsequent second, third, and fourth extension periods have been presented to and recommended for approval by the Executive Committee, and subsequently approved by the MCOG Board in 2020, 2021, and 2022.

With the current extension period ending on September 30 of this year, both contractors have prepared draft extensions for the fifth extension period, which are included in this packet. Both extensions are for the period from October 1, 2023 through September 30, 2024. These extensions mirror those that were approved last year and include exhibits identifying the base costs for the extension period, which covers the second through fourth quarter of FY 23/24 and the first quarter of 24/25. These exhibits were included in the previous extension as well. As noted in the exhibits, the actual annual contract amounts are calculated by applying a cumulative CPI rate to the base amounts. Per the contract, the CPI is automatically applied up to 4%, with anything exceeding 4% requiring board approval. The Executive Committee has recommended that the full 7.3% annual average CPI increase from 2021 to 2022 be approved, which will be reflected in the fiscal year budget.

At their meeting of February 24, 2023, the Executive Committee considered the staffing options and draft extensions and recommended approval of the proposed one year extensions. The extensions are now presented to the MCOG Board for consideration and action. It should be noted that this

will be the last extension period allowed by the original contracts. An RFP process will need to be considered in the future for continued staffing beyond September 30, 2024.

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**ACTION REQUIRED:** Take action on the proposed Extensions of Agreements for Professional Services.

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**ALTERNATIVES:**

1. Continue this item to a later meeting.
2. Propose modifications to the agreement extensions.
3. Select an alternative approach to continued staffing services, such as a full procurement process or conversion to an agency employee system. (*Note: If the full RFP option is selected, MCOG staff is not able to prepare these RFPs, which means that an agency will need to be identified from among the joint powers member agencies that will take on the procurement process.*)

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**RECOMMENDATION:** The Executive Committee has recommended approval of one year extensions for MCOG staffing through September 30, 2024, as follows:

- a. Approve the *Extension of Agreement for Professional Services—Administration & Fiscal Services* with Dow & Associates and authorize the chair to sign.
  - b. Approve the *Extension of Agreement for Professional Services—Planning Services* with Davey-Bates Consulting and authorize the chair to sign.
-

# MENDOCINO COUNCIL OF GOVERNMENTS

## EXTENSION of AGREEMENT for PROFESSIONAL SERVICES

### Administration & Fiscal Services

This **Fifth Extension** of the Professional Services Agreement between the Mendocino Council of Governments, herein after referred to as “**MCOG**” and Dow & Associates, hereinafter referred to as “**Contractor**”, first entered into on November 3, 2014, then extended for individual one-year periods on May 6, 2019, and March 2, 2020, April 5, 2021, and March 7, 2022, is now being entered into on \_\_\_\_\_, 2023, by and between **MCOG** and **Contractor**.

#### WHEREAS:

- The first one-year extension of the contract was entered into on May 6, 2019; and
- The second one-year extension of the contract was entered into on March 2, 2020; and
- The third one-year extension of the contract was entered into on April 5, 2021; and
- The fourth one-year extension of the contract was entered into on March 7, 2022; and
- The current extension period will expire on September 30, 2023; and
- Section XIV (E). Contract Term, of MCOG’s Request for Proposal (incorporated into the original Professional Services Agreement as Exhibit A) states, *“This Agreement may be extended for an additional FIVE ONE-YEAR periods upon written agreement between MCOG and CONTRACTOR”*
- The Mendocino Council of Governments Board of Directors and Executive Committee have expressed a desire to exercise the option to extend the Agreement:

**MCOG** and **Contractor** agree to the following extension provisions:

1. The term of this Agreement shall be extended from October 1, 2023 through September 30, 2024.
2. Compensation shall be at annual rates identified in the attached Exhibit A and subject to cumulative CPI increases as detailed in Exhibit A and per the original contract, effective as of the MCOG Fiscal Year 23/24 Budget for the term of this extension.

3. **MCOG** reserves the right to terminate this agreement at any time upon providing **Contractor** one hundred twenty (120) days' notice. In the event this Agreement is terminated prior to its expiration, **Contractor** shall be paid on a prorated basis for only that portion of the contract term during which **Contractor** provided services pursuant to this agreement.

ALL OTHER TERMS AND CONDITIONS of the original Agreement shall remain in full force and effect unless amended in writing by both **MCOG** and **Contractor**.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

\_\_\_\_\_  
Dan Gjerde, Chair  
Mendocino Council of Governments

\_\_\_\_\_  
Nephele Barrett, Owner  
Dow & Associates

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

Exhibit A  
 Extended Cost Plan Summary  
 MCOG Professional Services Agreement  
 Annual Staffing Base Amounts

MCOG Administrative & Fiscal Services	
	Annual Base Amount
FY 19/20	\$ 437,391
FY 20/21	\$ 441,375
FY 21/22	\$ 445,818
FY 22/23	\$ 450,772
FY 23/24	\$ 456,295

Mendocino County SAFE	
	Annual Base Amount
FY 19/20	\$ 32,860
FY 20/21	\$ 33,160
FY 21/22	\$ 33,494
FY 22/23	\$ 33,866
FY 23/24	\$ 34,281

*Notes:*

*Annual Base Amounts will be adjusted each year using the cumulative California Consumer Price Index California, All Urban Consumers, as established in Contractor's original proposal. If CPI in any year exceeds 4%, MCOG Board will consider whether or not to give the additional amount to Contractor, per original Agreement.*

*Extension periods are from October 1 of each year through September 30 of the following year. However, new base amounts along with applicable CPI increases will take effect at the start of each Fiscal Year.*

*The current extension period, 10/1/23 through 9/30/24, covers the last three quarters of FY 23/24 and first quarter of FY 24/25.*

# MENDOCINO COUNCIL OF GOVERNMENTS

## EXTENSION of AGREEMENT for PROFESSIONAL SERVICES

### Planning Services

This **Fifth Extension** of the Professional Services Agreement between the Mendocino Council of Governments, hereinafter referred to as "**MCOG**" and Davey-Bates Consulting, hereinafter referred to as "**Contractor**," first entered into on November 3, 2014, then extended for a period of one year on May 6, 2019, and March 2, 2020, and April 5, 2021, and March 7, 2022 is now being entered into on March 6, 2023, by and between **MCOG** and **Contractor**.

#### WHEREAS:

- The fourth extension to the Professional Services Agreement will expire on September 30, 2023;
- Section XIV (E). Contract Term, of MCOG's Request for Proposals (incorporated into the original Professional Services Agreement as Exhibit A) states, "*This Agreement may be extended for an additional FIVE ONE-YEAR periods upon written agreement between MCOG and CONTRACTOR*"; and
- The MCOG Board of Directors and Executive Committee have expressed a desire to exercise the option to extend the Agreement for a fifth year;

#### **MCOG** and **Contractor** agree to the following amendments:

1. The term of this Agreement shall be extended from October 1, 2023, through September 30, 2024.
2. Compensation shall be at annual base rates identified in the attached Exhibit A, effective as of the MCOG Fiscal Year 2023/24 Budget for the term of this one-year extension.
3. **MCOG** and **Contractor** may exercise the option for an additional one-year extension following September 30, 2023, pursuant to current terms and conditions and consistent with the extended Cost Plan Summary for Planning Services to the Mendocino Council of Governments and Mendocino County Service Authority for Freeway Emergencies (SAFE) as outlined in Exhibit A.
4. In the event that **MCOG** or **Contractor** wish to negotiate the terms and conditions of a subsequent extension or do not intend to proceed with a subsequent extension, they shall provide written notice at least one hundred twenty (120) days in advance of the end of the contract period of their intent to negotiate or terminate.
5. **MCOG** reserves the right to terminate this agreement at any time upon providing **Contractor** one hundred twenty (120) days notice. In the event this Agreement is terminated prior to its expiration, **Contractor** shall be paid on a prorated basis for only that portion of the contract term during which **Contractor** provided services pursuant to this agreement.

ALL OTHER TERMS AND CONDITIONS of the original Agreement shall remain in full force and effect unless amended in writing by both **MCOG** and **Contractor**.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

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Dan Gjerde, Chair  
Mendocino Council of Governments

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Lisa Davey-Bates., Principal/Owner  
Davey-Bates Consulting

Date: \_\_\_\_\_

Date: \_\_\_\_\_

<b>MENDOCINO COUNCIL OF GOVERNMENTS Planning Services</b>			
<b>Fiscal Year</b>	<b>Previous Year Base Contract Amount</b>	<b>11.5% Benefit Increase</b>	<b>New DBC Base Contract</b>
<b>2019/20</b>	<b>\$343,621</b>	<b>\$2,761</b>	<b>\$346,382</b>
<b>2020/21</b>	<b>\$346,382</b>	<b>\$3,079</b>	<b>\$349,461</b>
<b>2021/22</b>	<b>\$349,461</b>	<b>\$3,433</b>	<b>\$352,893</b>
<b>2022/23</b>	<b>\$352,893</b>	<b>\$3,827</b>	<b>\$356,720</b>
<b>2023/24</b>	<b>\$356,720</b>	<b>\$4,267</b>	<b>\$360,988</b>
<b>Mendocino County Service Authority for Freeway Emergencies Planning Services</b>			
<b>Fiscal Year</b>	<b>Previous Year Base Contract Amount</b>	<b>11.5% Benefit Increase</b>	<b>New DBC Base Contract</b>
<b>2019/20</b>	<b>\$14,955</b>	<b>\$115</b>	<b>\$15,070</b>
<b>2020/21</b>	<b>\$15,070</b>	<b>\$128</b>	<b>\$15,198</b>
<b>2021/22</b>	<b>\$15,198</b>	<b>\$143</b>	<b>\$15,341</b>
<b>2022/23</b>	<b>\$15,341</b>	<b>\$159</b>	<b>\$15,501</b>
<b>2023/24</b>	<b>\$15,501</b>	<b>\$178</b>	<b>\$15,678</b>

Rates reflect 11.5% Health, Dental and Vision Increases consistent with the original proposal submitted by Davey-Bates Consulting (July 9, 2014). In addition, an annual and cumulative Cost of Living Adjustment (COLA), not to exceed 4%, will be applied to the New Base Amount based on the California Consumer Price Index (All Urban Consumers, California Department of Industrial Relations, Division of Labor Statistics and Research).

Extension periods are from October 1 – September 30 of the following year, however, base amounts will take effect at the start of each Fiscal Year. The current (fourth) extension period covers 10/1/22 through 9/30/23.





## MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12b  
Regular Calendar  
MCOG Meeting  
4/03/2023

### STAFF REPORT

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TITLE: Executive Committee's Fiscal Year 2023/24 Budget Recommendations

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE: 3/20/2023

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#### BACKGROUND:

The Executive Committee met February 24 to recommend on staff's initial draft budget options. Segments of the budget go through further review by MCOG's standing committees before final adoption by the Council in June. The committee made a thorough review with a focus on the Local Transportation Fund (LTF) revenues and allocations. Following is a brief summary.

**Highlights of the coming year's budget:** This year's LTF estimate of local sales tax shows a drop in revenues for the coming fiscal year and also a shortfall for the current fiscal year. The gains of the pandemic period have tapered off, yielding a surplus for FY 2021/22 that should cover this year's anticipated shortfall. Actual revenues for 2021/22 came in higher than estimated, though dropped to \$4.9 million from the previous year's all-time high of \$5 million. The unallocated surplus from 2021/22 is available to supplement the 2023/24 budget.

Meanwhile, the State Transit Assistance (STA) fund from fuel taxes is on the rise again. The infusion of revenues from Senate Bill 1, the Road Repair & Accountability Act of 2017, had more than doubled annual revenues from STA since its low point in FY 2016/17. This was followed by an impact of the pandemic on driving behavior resulting in a loss of 20% in terms of actual revenues between 2019/20 and 2020/21. Now that travel has resumed, revenues have recovered, with 2021/22 actuals in excess of both the estimates and pre-pandemic actual revenues. This is a smaller fund and less critical, though still important to transit operations and capital, with a new estimate of over \$1 million.

SB 1 also added funds to transportation planning grants and other programs that benefit transit and MCOG member agencies. The federal CARES Act and CRRSAA funding helped to keep public transit whole, and is being tracked in our supplemental budget information, as it does not pass through MCOG.

- The County Auditor's estimate of LTF sales tax revenue of \$4,901,913 is down 4.6% (\$235,470) from the FY 2022/23 estimate, based on calculations of actuals year-to-date with projections for remainder of the current year. The Auditor-Controller/Treasurer Tax-Collector also has taken into account expert advice of the County's sales tax consultant, which indicates the revenues will decline by one percent and are currently falling short by more than two percent.
- A shortfall of \$185,956 (3.6% of budget) is projected for the current year 2022/23. When there is a surplus, by policy we do not count that as revenues for the budget until audited and a reserve is set aside. In this case, staff and committee recommend factoring the shortfall into the budget, so as to cover the cost.
- Under MCOG's LTF Reserve policy (for public transit operations), the minimum balance would be set at \$245,000 (five percent of the Auditor's estimate). The adopted FY 2021/22 budget doubled the LTF Reserve balance to \$452,000, taking advantage of a FY 2019/20 surplus. As the reserve's beneficiary, MTA was in support of this action. For FY 2022/23 the reserve balance was set at triple the minimum, \$771,000. The Executive Committee,

with MTA staff's concurrence, recommends again maintaining the reserve at 15 percent, as LTF revenues are on the decline while costs are rising. The reserve balance is reset annually and is available for MTA to claim under certain conditions.

**The Executive Committee recommended approval of staff's recommended Draft 2023/24 Regional Transportation Planning Agency (RTPA) Budget – Option B with Consumer Price Index (CPI) inflation rate of 7.3 percent for COLA adjustment to both staffing contracts and LTF Reserve at 15 percent, for further development during the annual budget process, including:**

- LTF Reserve fund balance of \$735,000, triple the minimum percentage allowed under policy, releasing for allocation \$425,024
- \$559,626 LTF for Administration
- \$86,846 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$141,479 of new LTF plus \$29,125 of LTF prior-year unallocated revenues for the Planning program
- \$4,353,031 LTF for Transit
- Allocations from other sources for the Transportation Planning Overall Work Program (OWP) as recommended by staff and Technical Advisory Committee
- Allocations from the Surface Transportation Block Grant (STBG) Program according to policy and the staffing contract.

**Conclusion:** Total available revenues for allocation from all sources are estimated at nearly \$11 million, expected to rise by several million with the addition of regional apportionments, grants and funds carried over (note “pending” items on the summary sheet). For the coming year MCOG will be able to fund programs of the Regional Transportation Planning Agency and Mendocino Transit Authority, with a prior-year surplus to cover the anticipated shortfall in sales tax revenues, augmented by other funding sources.

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**ACTION REQUIRED:** None at this time.

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**ALTERNATIVES:** Not applicable.

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**RECOMMENDATION:** None, this is for information only.

Enclosure:  
Summary of recommended FY 2023/24 Budget

## Mendocino Council of Governments

### Regional Transportation Planning Agency & COG - Fiscal Year 2023/24 Budget

Administration, Bicycle & Pedestrian, Planning, Transit Allocations and Reserves - Executive Committee Recommendation - February 24, 2023

REVENUES	Trans. Devt. Act (TDA)			State			Federal		Local Agencies	TOTALS
	LTF	STA	CRF	PPM	RPA	Grants	STBG	5311		
2023/24 LTF Official County Auditor's Estimate	4,901,913									4,901,913
2022/23 Auditor's Anticipated Shortfall	-185,956									-185,956
Total Local Transportation Fund (LTF) Estimate	4,715,957									4,715,957
LTF 2014/15 prior-year unallocated revenues - <i>reserved 2017/18</i>	29,135									29,135
Carryover - Planning Overall Work Program and RSTP Local Assistance	pending						237,560			237,560
2023/24 State Transit Assistance - SCO's Preliminary Estimate		1,073,881								1,073,881
2023/24 State of Good Repair - SCO's Preliminary Estimate						154,817				154,817
STA and SGR - Fund Balance Available for Allocation		369,690								369,690
MCOG's Capital Reserve Fund - Balance Available for Transit			705,462							705,462
Federal Transit Administration (FTA) Sec. 5311 Program - CRRSAA								To Info Supp.		0
FTA Section 5311 Program - Annual Regional Apportionment								pending		0
2023/24 STIP Planning, Programming & Monitoring (PPM)				141,000						141,000
2023/24 Rural Planning Assistance					294,000					294,000
2023/24 State Active Transportation Program (ATP) - grants & carryover						pending				0
2022/23 Transportation Planning Program carryover				53,750	pending	0				53,750
Surface Transportation Block Grant Program							811,848			811,848
HCD Regional Early Action Planning (REAP) Housing Funds - est. carryover						370,832				370,832
SHOPP Complete Streets Program - SR-162 Corridor Multi-Purpose Trail						1,511,000				1,511,000
Rural Counties Task Force - Membership Dues									38,500	38,500
<b>LTF Reserve:</b>										
2021/22 LTF Unrestricted Balance - <i>audit pending</i>	384,429									
LTF Reserve Balance as of 6/30/2022 - <i>audit pending</i>	1,212,745									
Less LTF Reserve Allocated for FY 2022/23	437,150									
Subtotal	1,160,024									
Less LTF Reserve per Policy adopted 4/2/2001 - 15% as reserved last year	735,000									(Per policy, minimum Reserve is 5% of County Auditor's estimate of new revenue, to nearest 1,000.)
Amount Available for Allocation in FY 2023/24	425,024									425,024
<b>TOTAL REVENUES</b>	<b>5,170,116</b>	<b>1,443,571</b>	<b>705,462</b>	<b>194,750</b>	<b>294,000</b>	<b>2,036,649</b>	<b>1,049,408</b>	<b>0</b>	<b>38,500</b>	<b>10,932,456</b>
<b>ALLOCATIONS</b>										
2023/24 Administration - <i>inc. staffing contract at max. 7.3% COLA</i>	559,626						101,116		38,500	699,242
2% Bicycle & Pedestrian - 2023/24 LTF Estimate less Admin. x .02	86,846									86,846
2023/24 Planning Overall Work Program (OWP) - new funds at 3% per TDA	141,479			141,000	294,000					
Temporary Reserves - LTF prior-year unallocated revenues requested for Planning OWP	29,135									
Carryover Funds - See OWP Summary	pending			53,750	pending	0			Total OWP:	659,364
<b>Total Administration, Bike &amp; Ped., and Planning</b>	<b>817,085</b>	<b>0</b>	<b>0</b>	<b>194,750</b>	<b>294,000</b>	<b>0</b>	<b>101,116</b>	<b>0</b>	<b>38,500</b>	<b>1,445,452</b>
BALANCE AVAILABLE FOR TRANSIT	4,353,031	1,443,571	705,462	0	0	154,817	0	0	0	6,656,881
<b>2023/24 Mendocino Transit Authority Claim - due April 1:</b>										
MTA Operations										0
Unmet Transit Needs										0
Senior Centers Operations										0
Transit Planning										0
Capital Reserve Fund Contribution										0
Capital Program, MTA & Seniors Current Year										0
Capital Program, Long Term (Five Year Plan)										0
<b>Total Transit Allocations</b>	<b>0</b>	<b>0</b>	<b>0</b>						<b>0</b>	<b>0</b>
<b>Other Allocations</b> - RSTP for MCOG Partnership Fund							100,000			100,000
<b>Other Allocations</b> - RSTP for County & Cities Projects by Formula							621,848			621,848
<b>Other Allocations</b> - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail						pending				0
<b>Other Allocations</b> - REAP for Admin., County & Cities Projects by Formula						370,832				370,832
<b>Other Allocations</b> - SHOPP Complete Streets for SR-162 Corridor Multi-Purpose Trail						1,511,000				1,511,000
<b>TOTAL ALLOCATIONS</b>	<b>817,085</b>	<b>0</b>	<b>0</b>	<b>194,750</b>	<b>294,000</b>	<b>1,881,832</b>	<b>822,964</b>	<b>0</b>	<b>38,500</b>	<b>4,049,132</b>
<b>Balance Remaining for Later Allocation</b>	<b>4,353,031</b>	<b>1,443,571</b>	<b>705,462</b>	<b>0</b>	<b>0</b>	<b>154,817</b>	<b>226,444</b>	<b>0</b>	<b>0</b>	<b>6,883,324</b>



# MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

**TITLE:** STIP Outlook and RTIP Policy Review

**DATE PREPARED:** 03/21/23

**MEETING DATE:** 04/03/23

**SUBMITTED BY:** Nephele Barrett, Executive Director

**BACKGROUND:** The State Transportation Improvement Program (STIP) provides capital funding to regional agencies that can be used for a variety of projects, including streets, roads and highways, as well as bicycle and pedestrian projects. The STIP is adopted biennially in even years and covers a five year programming period. Each STIP adds two years of programming.

At the State level, these funds are divided into two programs—the Regional Improvement Program (RIP) funded from 75% of new funding, and the Interregional Improvement Program (IIP), funded from 25% of new STIP funding. Regional Transportation Planning Agencies (RTPAs) are given the authority to decide how to program the county share of RIP funds, subject to STIP eligibility guidelines. To be eligible, projects must be nominated by the regional agency in their Regional Transportation Improvement Program (RTIP). Caltrans has the authority to program the Interregional Transportation Improvement Funds. Similar to the RTIP, Caltrans must nominate projects within the Interregional Transportation Improvement Program (ITIP).

RTIPs are typically developed and adopted every two years and due to the State on December 15 of odd years. In August of odd years (typically), the California Transportation Commission adopts the Fund Estimate for the STIP cycle. Regional agencies then adopt their Regional Transportation Improvement Program (RTIP) based on the adopted Fund Estimate. MCOG requires that all projects funded with Regional Transportation Improvement Program (RTIP) funds are identified in or consistent with the Regional Transportation Plan.

Historically, the STIP has been the source of the majority of transportation funding for large scale projects within the Mendocino County region. Revenues that flow into the STIP have declined in recent decades, reducing the ability to fund very large projects. The passage of SB 1 stabilized the State revenues that flow into the STIP, but we are still unlikely to see the large programming targets of the early 2000s. The STIP is largely dependent on fuel excise tax revenues, which continue to decline as fuel efficiency and use of electric vehicles increase. Federal revenues also remain low, as the federal excise tax has not increased since 1994. Although the State is still in early stages of preparing the Fund Estimate for the 2024 STIP, we expect it will be similar to the last cycle. Programming targets from the last few STIP cycles are shown below. In 2016, the STIP had a negative fund balance, which was included in a revised Fund Estimate for that year. Although we do anticipate a similar share of new programming capacity in the upcoming Fund Estimate, it is likely that we will start seeing a decline again in future estimates unless the State addresses revenue generation (e.g., transition to a road user charge).

	New Funding Share	Revised FE
2014	\$4,190	\$4,190
2016	\$0	\$(3,700)
2018	\$7,518	\$7,518
2020	\$3,131	\$3,131
2022	\$4,191	\$4,191

Average	\$3,806	\$3,066
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*Notes: All figures are in \$1,000s.*

*Shares do not include unprogrammed balances.*

*New share in 2018 was adjusted down in the programming target due to previous over programming.*

MCOG has previously approved policies to guide development of the RTIP and project selection for programming in the STIP. The existing policies were adopted in 2011, and designed to align with State policies at the time. These policies are shown in the attached Resolution M2011-10. However, the State's priorities have changed since that time, as have local conditions. It seems appropriate to revisit the region's STIP policies for the upcoming 2024 STIP and beyond.

At this meeting, we will review and discuss the existing policies. Based on discussion, staff will bring revised policies to a future MCOG Board meeting for action if needed.

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**ACTION REQUIRED:** Discuss the current policies guiding development of the Regional Transportation Improvement Program and State Transportation Improvement Program.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Discuss the current policies guiding development of the Regional Transportation Improvement Program and State Transportation Improvement Program. No formal action is required on this item, but the Board may provide guidance to staff for preparation of an action item for consideration at a future meeting.

# MENDOCINO COUNCIL OF GOVERNMENTS

## BOARD of DIRECTORS

### RESOLUTION No. M2011-10

#### ESTABLISHING GENERAL POLICIES FOR THE COMMITMENT OF REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) SHARES FOR THE 2012 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

WHEREAS,

1. The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County; and
2. MCOG, as the RTPA, is the responsible agency for programming Regional Improvement Program (RIP) shares for transportation projects into the Regional Transportation Improvement Program (RTIP) and submitting an adopted document to Caltrans and the California Transportation Commission (CTC) by December 15 of each odd numbered year; and
3. MCOG adopted Resolution No. M2004-02 on April 5, 2004 recognizing the U.S. 101 Bypass of Willits as top priority for funding as needed to bring this project to construction; and
4. Phase I of the U.S. 101 Bypass of Willits is expected to be programmed for construction in the 2012 STIP without further RIP funding commitments from MCOG; and
5. MCOG Resolution No. M2004-02 established the Hopland Bypass project as the second priority for Regional Improvement Program share funding, committing RIP shares of up to \$5 million per cycle for the 2006, 2008, 2010 and 2012 STIP cycles; and
6. Due to high construction costs projected for the Hopland Bypass project and the related North Hopland widening project in conjunction with constrained funding forecasts well into the future, the California Department of Transportation abandoned plans to develop the Hopland Bypass project in 2010; and
7. The California Department of Transportation intends to pursue a series of smaller projects within the North Hopland segment and downtown Hopland to address safety and operational concerns in the two-lane segments; and
8. The MCOG Board of Directors reviewed RTIP funding policies for highway/roadway type projects on November 5, 2008, subsequently agreeing to include projects in the RTIP that are either State highway or “major local roadway projects” and excluding “rehabilitation” type projects from RTIP eligibility; and

9. MCOG staff has proposed and the Technical Advisory Committee has concurred that qualifying “major local roadway projects” shall include such projects as may be developed on Major Collector streets/roads in rural areas and on Collector streets/roads in urban areas approved by the Federal Highway Administration and as identified on California Road System maps; and
10. Several projects on County roads and local streets, originally programmed in the 2002 RTIP to improve railroad crossings, have to be completed and may be in need of improvement in the future; and
11. Transit capital improvement projects remain eligible for RIP funding even though the dedicated source of transit funding has greatly diminished; and
12. Non-motorized projects such as bicycle and pedestrian improvement projects enjoy a high level of local support, may be needed to advance Complete Streets law objectives, and remain eligible for RIP funding; and
13. It the intent of the MCOG Board to amend funding applications to reflect consistency with funding policies identified in Strategic Planning Workshops conducted in June and August 2010 and with future policies that may be developed through the VisionMendocino2030 blueprint planning process; therefore, be it

RESOLVED, THAT:

Mendocino Council of Governments Resolution No. M2004-02 is hereby rescinded.

BE IT FURTHER RESOLVED THAT:

The following policy guidance has been established for development of the 2012 RTIP and shall remain in effect in subsequent years unless rescinded or amended:

- A. The Mendocino Council of Governments remains committed to the completion of the U.S. 101 bypass of Willits (Phase I and Phase II) and it shall remain a priority for RIP funding. No additional RIP funding needs are anticipated for this project in the 2012 RTIP.
- B. Other State highway and major local projects, as defined herein, shall be eligible for RIP funding on a competitive basis. Rehabilitation projects on local streets and roads will not be eligible for RIP funding.
- C. Rail/grade improvements projects that had previously programmed but remain unfunded may be considered for RIP funding regardless of functional classification of the street or road to be improved.
- D. Transit Capital Improvement projects identified in the Transit Capital Improvement Plan shall be considered for RIP funding on a case-by-case basis, with no specific set-aside or target.

- E. Bicycle and Pedestrian projects identified in MCOG's Capital Improvement Program shall be considered for RIP funding on a competitive basis, with no specific set-aside or target.
- F. Bicycle and Pedestrian improvement projects are eligible for Transportation Enhancement funding on a competitive basis.
- G. MCOG's applications for competitive RIP funding shall be amended to be consistent with policy outcomes of MCOG's 2010 Strategic Planning Workshops.

ADOPTION OF THIS RESOLUTION was moved by Director Pinches, seconded by Director Sinnott, and approved on this 22nd day of August, 2011, by the following roll call vote:

AYES: Directors Jackman (PAC), Stranske, Sinnott, Pinches, Smith, Ranochak, and Gjerde  
NOES: None  
ABSTAINING: None  
ABSENT: Rodin

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

*Original signed by:*

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Dan Gjerde, Chair

*Original signed by:*

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ATTEST: Phillip J. Dow, Executive Director





# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 16d**  
 Reports  
 MCOG Meeting  
 4/03/2023

## STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 3/24/2023

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
Feb 7	Noyo Harbor Sustainable Transportation Planning Grant Meeting	Barrett & Ellard
Feb 7	Mobility Solutions Study – Technical Advisory Group (TAG) Meeting	Barrett & Ellard
Feb 7	Mobility Solution Study – Brooktrails Community Meeting	Barrett & Ellard
Feb 7	Meeting w/Ukiah Staff: Caltrans Sust. Transportation Planning Grant	Ellard
Feb 7	CALCOG’s Academy for Regional Leaders (CARL) Group Meeting	Pedrotti
Feb 8	Mobility Solutions Study – Covelo Community Meeting	Barrett & Ellard
Feb 9	Caltrans District 1 Traffic Model/VMT Tool Meeting	Barrett, Ellard, Pedrotti, & Davey-Bates
Feb 9	Mobility Solutions Study – Potter Valley Community Meeting	Barrett & Ellard
Feb 9	Mobility Solutions Study - Laytonville Community Meeting	Barrett & Ellard
Feb 9	Mobility Solutions Study – Hopland Community Meeting	Barrett & Ellard
Feb 13	Rural Planning Assistance (RPA) Meeting	Barrett
Feb 14	ChargePoint Rural EV Chargers Planning Meeting	Orth, Ellard and Rodriguez
Feb 14	Staff Orientation in Board of Supervisors Chambers	Barrett, Orth, Lowblad, Rodriguez
Feb 15	MCOG Technical Advisory Committee (TAC) Meeting	Barrett, Ellard, Sookne, Villa, Rodriguez & Pedrotti
Feb 15	MTA Short Range Transit Development Plan (SRTDP) Selection Meeting	Ellard & Sookne
Feb 15	ChargePoint Rural EV Chargers Planning Meeting	Orth, Ellard and Rodriguez
Feb 16	Strategic Highway Safety Plan (SHSP) Steering Committee	Barrett
Feb 16	ChargePoint Rural EV Chargers Community Meeting	Orth, Loretta & Rodriguez
Feb 16	Covelo Clean CA Steering Committee	Barrett & Ellard
Feb 17	Noyo Harbor Sustainable Transportation Planning Grant Meeting	Ellard
Feb 17	CARL Group Meeting	Pedrotti
Feb 17	MTA Ukiah Transit Center Project Meeting	Ellard & Sookne
Feb 21	ChargePoint Rural EV Chargers Planning	Orth, Ellard & Rodriguez
Feb 22	ChargePoint Rural EV Chargers Stakeholder Meeting	Orth, Ellard & Rodriguez
Feb 22	State Transportation Improvement Program (STIP) Guidelines Meeting	Barrett
Feb 22	Obligation Authority (OA) Meeting	Barrett
Feb 22	North State ZEV Working Group	Orth, Sookne and Rodriguez
Feb 23	CARL Program	Pedrotti
Feb 23	Redwood Region RISE Meeting	Barrett
Feb 23	Noyo Harbor Sustainable Transportation Planning Grant Meeting	Barrett & Ellard
Feb 23	Gualala Municipal Advisory Council (GMAC) Committee Meeting	Barrett & Sookne
Feb 24	CARL Program	Pedrotti
Feb 24	MCOG Executive Committee Meeting	Barrett and Orth
Feb 27	Strategic Highway Safety Plan (SHSP) Meeting	Barrett
Feb 28	RuralRen Meeting w/RCEA	Barrett and Orth
Feb 28	North State Super Region (NSSR) Working Groups Planning	Orth
Mar 1	CALCOG Equity Training	Barrett & Ellard
Mar 2	Noyo Harbor Sustainable Transportation Planning Grant Meeting	Barrett & Ellard
Mar 2	Mobility Solutions Study – Monthly Meeting	Barrett & Ellard
Mar 6-7	2023 Regional Leadership Forum - CALCOG	Davey-Bates & Pedrotti
Mar 7	CALCOG Business Meeting (remotely)	Orth

Mar 7	State Transportation Improvement Program (STIP) Guidelines Meetings	Barrett
Mar 8	Interregional Transportation Improvement Program (ITIP) Development Meeting	Barrett
Mar 8	Noyo Harbor Sustainable Transportation Planning Grant Meeting	Barrett & Ellard
Mar 9	North State Street Project Development Team (PDT) Meeting	Barrett & Sookne
Mar 9	Mobility Solutions Study – Coordination Meeting	Barrett & Ellard
Mar 15	Regional Transportation Plan (RTP) Guidelines Meeting	Barrett
Mar 16	North State Super Region (NSSR) Working Groups	Orth
Mar 16	Strategic Highway Safety Plan (SHSP) Committee Meeting	Barrett
Mar 16	Strategic Highway Safety Plan (SHSP) Executive Leadership Meeting	Barrett
Mar 17	MTA Ukiah Transit Center Project Monthly Meeting	Barrett, Ellard & Sookne
Mar 17	Rural Counties Task Force (RCTF) Meeting	Barrett
Mar 17	State Transportation Improvement Program (STIP) Guidelines Meetings	Barrett
Mar 21	FHWA Webinar - Charging & Fueling Infrastructure Discretionary Grants	Orth
Mar 22-23	California Transportation Commission (CTC) Meeting	Barrett
Mar 22	CALCOG Equity Training Final Meeting	Barrett & Ellard
Mar 22	Veloz Summit Series: Planes, Trains & Automobiles--Electrifying Everything	Orth
Mar 23	Rural Hard To Reach Group / RuralREN – Regional Energy Network Meeting	Orth
Mar 23	Caltrans SR 222 Public Meeting	Ellard

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

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ACTION REQUIRED: None.

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ALTERNATIVES: None identified.

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RECOMMENDATION: None. This is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT

Agenda # 16fi  
Reports  
MCOG Meeting  
4/03/2023

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**TITLE:** Feasibility Study - MTA Ukiah Transit Center

**DATE PREPARED:** 3/24/23

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**SUBMITTED BY:** Loretta Ellard, Deputy Planner

**MEETING DATE:** 4/3/23

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**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 got underway in December. 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 and MTA staff attended (via Zoom) the monthly check-in meeting with the consultant team last week to review the first draft deliverable – Technical Memorandum One: Existing Conditions Report (including initial site analysis data), and reviewed plans for community outreach.

Public outreach for this project will be starting in April, with the launch of a community survey (online and paper format), “pop-up” charette events, and stakeholder interviews. Members of the consultant team will be in Ukiah to conduct these events at the Pear Tree Shopping Center (Friday, April 21), and at the Farmer's Market (Saturday, April 22) to gather community input.

As previously reported, the anticipated schedule for this planning project 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 – *completed*  
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.

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**ACTION REQUIRED:** Information only.

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**ALTERNATIVES:** N/A.

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**RECOMMENDATION:** Information only.



MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT

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

**DATE PREPARED:** 3/24/23

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**SUBMITTED BY:** Loretta Ellard, Deputy Planner

**MEETING DATE:** 4/3/23

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**BACKGROUND:**

As previously reported, MCOG supported ChargePoint's grant application last year to the California Energy Commission for electric vehicle (EV) charging stations by agreeing to assist with a public outreach process to identify desired charging locations.

ChargePoint's application was successful, and they were awarded funding for a total of 25 EV chargers to be dispersed at five separate sites in the greater Ukiah area. The project is expected 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.

At the last MCOG meeting, we reported on the planned (virtual) community and stakeholder workshops scheduled to be held in February, and the online survey/map. Those workshops have now been held, and the online survey closed on 3/15/23. Attendance for the community workshop (held on February 16 at 5:30 p.m.) included approximately 14 attendees, five of which were MCOG and ChargePoint representatives. Attendance at the stakeholder workshop (held on February 22, 2023 at 9:00 a.m.) included approximately 11 attendees, five of which were MCOG and ChargePoint representatives. 79 online survey responses were received, plus approximately 10 emails including comments on preferred charging locations and miscellaneous questions about the project.

The online survey and workshops were advertised through email, press releases to local media, postings on local social media sites, and on MCOG's website ([www.mendocinocog.org](http://www.mendocinocog.org)).

A public outreach summary report of all input received through the workshops, survey, and email, will be prepared and submitted to ChargePoint by the agreed-upon April 15 due date. The report will also be provided to MCOG Board members in a future Board Meeting Information Packet.

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

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**ALTERNATIVES:** N/A.

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**RECOMMENDATION:** Information only.