



MENDOCINO
COUNCIL OF GOVERNMENTS

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August 14, 2017

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Information Packet of August 21, 2017 Meeting - No Action Required

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The following items are attached.

1. Revised 2017 MCOG Board Meeting Calendar – The September 6 *On Location Tour/ Mobile Workshop* is cancelled. Note also that the *Adoption of 2017 Mendocino County Regional Active Transportation Plan* scheduled for August 21 has since been postponed to October 2.
2. Transportation Planning Work Program – 4th Quarter report, Fiscal Year End 2016/17.
3. MCOG Technical Advisory Committee (TAC) – Meeting minutes of May 31, 2017.

2017 MCOG BOARD MEETING CALENDAR

1st Monday at 1:30 pm, 9-10 months per year, at County Administration Center,
 Board of Supervisors Chambers, Room 1070, 501 Low Gap Road, Ukiah
Subject to Venue Availability and Unless Otherwise Noticed

As of 7/26/2017 - subject to change

Date	Planned Highlights and Recurring Actions	Notes
January	No meeting this month	
February 6	Election of Officers and Committee Appointments	
March 6	<u>Executive Committee Recommendations:</u> Draft 2017/18 Budget – No Action	
April 11	<u>On Location Tour/Mobile Workshop:</u> <ul style="list-style-type: none"> ▪ Transportation Tour of Plans & Projects – Fort Bragg ▪ Informal Lunch and Presentations/Discussion 	All-day field trip; Special Meeting, second Tuesday
May 1	Adoption of SAFE Five-Year Strategic & Financial Plan Budget Workshop Including: <u>Executive Committee Recommendations:</u> Draft 2017/18 Budget <u>Transit Productivity Committee (TPC) Recommendations:</u> 2017/18 Unmet Transit Needs Reasonable-to-Meet Finding Funding of MTA's Annual Transit Claim	
June 5	<u>Combined Recommendations of Staff & Committees:</u> Adoption of 2017/18 Regional Transportation Planning Agency Budget <u>TAC Recommendations:</u> Adoption of 2017/18 Planning Overall Work Program	
July	No meeting this month	
August 21 Special Meeting	Report of State Transportation Improvement Program (STIP) Fund Estimate <i>Adoption of 2017 Mendocino County Regional Active Transportation Plan</i>	Change to third Monday
September 6	On Location Tour/Mobile Workshop: CANCELLED	All day field trip, No Meeting, first Wednesday
October 2	Regular Business	
November 6	Discussion/Direction: Draft Regional Trans. Improvement Program (RTIP)	
December 4	Adoption of 2018 RTIP <u>SSTAC Recommendations:</u> 2018/19 Unmet Transit Needs - Public Hearing	

Related Meetings of Interest / Educational Options

February 22	18th Annual CTF Transportation Forum, Sacramento http://www.transportationfoundation.org/	CA's leading charitable transportation organization
March/April	CALCOG Delegates: 2017 Annual Regional Leadership Forum, Monterey http://www.calcog.org/	Assn. of regional agencies; networking & current issues
May 3-5	California Transportation Planning Conference – Walnut Creek http://www.techtransfer.berkeley.edu/2017-california-transportation-planning-conference	"Partnering for Sustainable Transportation" theme
Nov./Dec.	28 th Annual Focus on the Future Conference – Self Help Counties Coalition http://www.selfhelpcounties.org/focus/index.html	20 local agencies with transportation sales taxes

MCOG
FY 2016/17 Transportation Planning Work Program
Fourth Quarter Status Report
(April – June, 2017)

1. WORK ELEMENT 1: REGIONAL GOVERNMENT & INTERGOVERNMENTAL COORDINATION (MCOG)

PURPOSE: Day to day Transportation Planner duties, including development of the Overall Work Program and general transportation planning duties.

PROGRESS: Work during the fourth quarter included day-to-day transportation planner duties, management of the Overall Work Program, preparation of quarterly reports and invoices; preparation of the Final FY 2017/18 OWP; Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up; participation in Rural Counties Task Force (RCTF) meetings and monitoring rural transportation issues; monitoring FAST Act (Fixing America’s Surface Transportation) related issues; monitoring legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance; phone calls from the state and local agencies; and coordination on transportation planning related issues with MCOG’s Administrative Contractor (Dow & Associates).

PRODUCT EXPECTED: Minutes, reports, agendas, resolutions, quarterly reports, work programs, work program amendments, recommendations, and other documents supporting above tasks.

PROBLEMS: None.

FUNDS:

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$48,163.43	\$0.00	\$48,163.43
Consultants/Others	\$0.00	\$2,000.00	\$2,000.00
1st Quarter Expenditures	\$48,163.43	\$2,000.00	\$50,163.43
Oct. 1 - Dec. 30			
MCOG	\$43,050.84	\$0.00	\$43,050.84
2nd Quarter Expenditures	\$43,050.84	\$0.00	\$43,050.84
Jan. 1 - Mar. 30			
MCOG	\$44,361.39	\$9.95	\$44,371.34
3rd Quarter Expenditures	\$44,361.39	\$9.95	\$44,371.34
Apr. 1 - Jun. 30			
MCOG	\$22,424.34	\$2,534.00	\$24,958.34
4th Quarter Expenditures	\$22,424.34	\$2,534.00	\$24,958.34
Total Expenditures	\$158,000.00	\$4,543.95	\$162,543.95
Total Allocation of Funds	\$158,000.00	\$4,784.00	\$162,784.00
Claimed by Percentage	100.0%	95.0%	99.9%

2. Work Element 2 – Intentionally Left Blank

3. WORK ELEMENT 3: ACTIVE TRANSPORTATION PLAN DEVELOPMENT (MCOG) - CARRYOVER

PURPOSE: To develop a regional Active Transportation Plan. The Plan will identify priority active transportation projects for the County and all four cities, to ensure eligibility for the State’s Active Transportation Program (ATP) grant funding.

PROGRESS: Work this quarter included presentation of a draft plan to the Technical Advisory Committee and the MCOG Board. Comments were received and revisions made. The final draft of the plan was completed, with the exception of maps.

PRODUCTS: Outreach materials, staff reports, notices, meeting materials, Draft and Final Active Transportation Plan, resolution.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$5,648.22	\$0.00	\$5,648.22
1st Quarter Expenditures	\$5,648.22	\$0.00	\$5,648.22
Oct. 1 - Dec. 31			
MCOG	\$2,855.65	\$486.06	\$3,341.71
2nd Quarter Expenditures	\$2,855.65	\$486.06	\$3,341.71
Jan. 1 - Mar. 31			
MCOG	\$74.54	\$7,371.92	\$7,446.46
3rd Quarter Expenditures	\$74.54	\$7,371.92	\$7,446.46
Apr. 1 - Jun. 30			
MCOG	\$6,496.13	\$5,640.02	\$12,136.15
4th Quarter Expenditures	\$6,496.13	\$5,640.02	\$12,136.15
Total Expenditures	\$15,074.54	\$13,498.00	\$28,572.54
Total Allocation of Funds	\$15,500.00	\$13,498.00	\$28,998.00
Claimed by Percentage	97.3%	100.0%	98.5%

4. Work Element 4 – Intentionally Left Blank

5. WORK ELEMENT 5: UPDATE SPEED ZONE REPORTS (CITY OF UKIAH)

PURPOSE: To provide the five year update of engineering and traffic surveys for speed studies for the City of Ukiah.

PROGRESS: During the fourth quarter the City awarded a contract to Omni-Means, Ltd. to update the City’s speed zone survey reports. Staff held a kick-off meeting (conference call) with consultant, and work was initiated. The majority of work has been carried over to FY 2017/18.

PRODUCT EXPECTED: Request for Proposals, Citywide speed zone survey report, Ordinance adopting speed zone survey report.

PROBLEMS: None, other than slow start.

FUNDS:

Reporting Period	State (PPM)	Local (LTF)	Total Expenditures by Quarter
July 1 - Mar. 31			
1st - 3rd Quarter Expenditures	\$0.00	\$0.00	\$0.00
Apr. 1 - Jun. 30			
City of Ukiah	\$1,724.00	\$0.00	\$1,724.00
4th Quarter Expenditures	\$1,724.00	\$0.00	\$1,724.00
Total Expenditures	\$1,724.00	\$0.00	\$1,724.00
Total Allocation of Funds	\$6,667.00	\$33,333.00	\$40,000.00
Claimed by Percentage	25.9%	0.0%	4.3%

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

PURPOSE: To perform special studies that will aid in safety improvements, as well as prioritization of improvements, for the overall region's local streets and roads systems and to aid in implementation of the Regional Transportation Plan.

PROGRESS: County DOT staff began data collection for a Hensley Creek Road/North State Street signalization study; responded to several reports of potential hazards that did not warrant investigation beyond an initial assessment; continued updating the accident database for the County Maintained Road System; and responded to public inquiries/local agency questions concerning traffic safety aspects of various County Maintained Roads.

PRODUCT EXPECTED: A Special Studies Summary; a Road System Traffic Safety Review Report; and documentation of tribal government-to-government relations, as applicable.

PROBLEMS: None.

FUNDS:

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Co. DOT	\$6,611.57	\$6,611.57
1st Quarter Expenditures	\$6,611.57	\$6,611.57
Oct. 1 - Dec. 31		
2nd Quarter Expenditures	\$0.00	\$0.00
Jan. 1 - Mar. 31		
Co. DOT	\$25,083.73	\$25,083.73
3rd Quarter Expenditures	\$25,083.73	\$25,083.73
Apr. 1 - Jun. 30		
Co. DOT	\$46,791.46	\$46,791.46
4th Quarter Expenditures	\$46,791.46	\$46,791.46
Total Expenditures	\$78,486.76	\$78,486.76
Total Allocation of Funds	\$79,740.00	\$79,740.00
Claimed by Percentage	98.4%	98.4%

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

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

PROGRESS: Fourth quarter work included ongoing coordination and monitoring of current STIP projects; providing assistance to local agencies; interaction and coordination with local agencies, Caltrans and CTC, including participating in regular project status meetings; preparation of required STIP forms and quarterly reports, allocation of funds, preparation of STIP amendments, and invoicing and reporting for PPM funds.

PRODUCT EXPECTED: Staff comments, reports, and recommendations on STIP/RTIP Guidelines; policies, and correspondence; RTIPs and RTIP Amendments, and Time Extension Requests; Federal or State Economic Stimulus related products; Annual Pavement Management Program (PMP) User fees; and documentation of tribal government-to-government relations, as applicable.

PROBLEMS: None.

FUNDS:

Reporting Period	State (PPM)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$7,635.82	\$0.00	\$7,635.82
1st Quarter Expenditures	\$7,635.82	\$0.00	\$7,635.82
Oct. 1 - Dec. 31			
MCOG	\$7,170.57	\$0.00	\$7,170.57
Consultant	\$0.00	\$7,250.00	\$7,250.00
2nd Quarter Expenditures	\$7,170.57	\$7,250.00	\$14,420.57
Jan. 1 - Mar. 31			
MCOG	\$6,688.25	\$0.00	\$6,688.25
Consultant	\$0.00	\$0.00	\$0.00
3rd Quarter Expenditures	\$6,688.25	\$0.00	\$6,688.25
Apr. 1 - Jun. 30			
MCOG	\$13,825.55	\$0.00	\$13,825.55
4th Quarter Expenditures	\$13,825.55	\$0.00	\$13,825.55
Total Expenditures	\$35,320.19	\$7,250.00	\$42,570.19
Total Allocation of Funds	\$49,458.00	\$7,250.00	\$56,708.00
Claimed by Percentage	71%	100%	75%

8. WORK ELEMENT 8: BICYCLE AND PEDESTRIAN COUNTERS (MCOG)

PURPOSE: To purchase one bicycle and pedestrian counter, to provide for the collection of baseline count data for non-motorized transportation trips and to monitor travel patterns in the Mendocino County region

PROGRESS: None. *This work element was originally included because it was unknown if the purchase of a bicycle and pedestrian counter was an eligible expense under the ATP Safe Routes to School Non-Infrastructure grant (W.E. 22). It was determined to be eligible and two counters were purchased under that grant, so this work element will be left unclaimed.*

PRODUCT EXPECTED: One bicycle and pedestrian counter.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - June 30		
1st - 4th Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$5,500.00	\$5,500.00
Claimed by Percentage	0.0%	0.0%

9. *Work Element 9 – Intentionally Left Blank*10. **WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN – 2017 UPDATE, PH. 2 (MCOG)**

PURPOSE: To prepare the 2017 Regional Transportation Plan Update, due December, 2017.

PROGRESS: Work on the RTP this quarter included updating of project information and review of background documents and data. In addition, work was initiated on the transit element.

PRODUCT EXPECTED: Staff reports/recommendations; public notices, press releases, announcements; e-mail communications; workshops materials; agendas; meeting notes; documentation of tribal government-to-government interactions; technical memoranda; recommendation on adequacy of existing EIR/EIR Supplement; possible additional EIR Supplement; Draft and Final RTP; transmittal letter.

PROBLEMS: None.

FUNDS:

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$726.86	\$0.00	\$726.86
1st Quarter Expenditures	\$726.86	\$0.00	\$726.86
Oct. 1 - Dec. 31			
MCOG	\$5,387.69	\$0.00	\$5,387.69
2nd Quarter Expenditures	\$5,387.69	\$0.00	\$5,387.69
Jan. 1 - Mar. 31			
MCOG	\$165.30	\$0.00	\$165.30
3rd Quarter Expenditures	\$165.30	\$0.00	\$165.30
Apr. 1 - Jun. 30			
MCOG	\$3,513.10	\$0.00	\$3,513.10
4th Quarter Expenditures	\$3,513.10	\$0.00	\$3,513.10
Total Expenditures	\$9,792.95	\$0.00	\$9,792.95
Total Allocation of Funds	\$50,000.00	\$7,500.00	\$57,500.00
Claimed by Percentage	19.6%	0.0%	17.0%

11. *Work Element 11 – Intentionally Left Blank*12. **WORK ELEMENT 12: NOYO HARBOR ACCESS PLAN (CITY OF FORT BRAGG) - CARRYOVER**

PURPOSE: To complete a planning study to identify route alternatives for safe pedestrian and bicycle access to North Noyo Harbor from the City of Fort Bragg.

PROGRESS: City staff reports that the Noyo Harbor Access Plan has been completed. Next steps are to present the Plan to the Harbor Commission and City Council.

PRODUCTS EXPECTED: Analysis of the access route alternative(s) constraints and opportunities; Noyo Harbor Access Plan; Cost Estimate.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Mar. 31		
1st - 3rd Quarter Expenditures	\$0.00	\$0.00
Apr. 1 - Jun. 30		
City of Fort Bragg	\$25,584.08	\$25,584.08
4th Quarter Expenditures	\$25,584.08	\$25,584.08
Total Expenditures	\$25,584.08	\$25,584.08
Total Allocation of Funds	\$46,395.00	\$46,395.00
Claimed by Percentage	55.1%	55.1%

13. WORK ELEMENT 13: DOWNTOWN STREETS & ALLEYS CIRCULATION & CONNECTIVITY STUDY (CITY OF WILLITS) - CARRYOVER

PURPOSE: To conduct a study to review circulation, connectivity and safety among various streets, lanes, alleys and parking lots in the downtown business district.

PROGRESS: Project is complete; final report was accepted by the Willits City Council on December 6, 2016. The final report has been submitted to MCOG, and review of the final invoice is underway.

PRODUCT EXPECTED: Products include RFP, Consultant Contract, Draft and Final Reports.

PROBLEMS: None.

FUNDS:

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Willits (Cons.)	\$27,552.02	\$27,552.02
1st Quarter Expenditures	\$27,552.02	\$27,552.02
Oct. 1 - Dec. 31		
2nd Quarter Expenditures	\$0.00	\$0.00
Jan. 1 - Mar. 31		
3rd Quarter Expenditures	\$0.00	\$0.00
Apr. 1 - Jun. 30		
City of Willits (Cons.)	\$27,678.53	\$27,678.53
4th Quarter Expenditures	\$27,678.53	\$27,678.53
Total Expenditures	\$55,230.55	\$55,230.55
Total Allocation of Funds	\$55,967.00	\$55,967.00
Claimed by Percentage	98.7%	98.7%

14. WORK ELEMENT 14: TRAINING (MCOG)

PURPOSE: To provide funding for technical training in the transportation planning field to the MCOG planning staff, and to local agency staff, to stay abreast of changes in the field.

PROGRESS: During the fourth quarter, MCOG staff attended a California Transportation Planning Conference in Walnut Creek; Environmental Enhancement & Mitigation (EEM) training workshop in Sacramento; and an Active Transportation Program grant workshop in Sacramento. *(This work element is used for direct costs, not staff time. Expenses accrued throughout the year, and may not have been paid or reimbursed in the same quarter as expended.)*

PRODUCT EXPECTED: Educational and training materials; and trained/educated staff.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
Direct Costs	\$2,190.00	\$2,190.00
2nd Quarter Expenditures	\$2,190.00	\$2,190.00
Jan. 1 - Mar. 31		
Direct Costs	\$2,401.66	\$2,401.66
3rd Quarter Expenditures	\$2,401.66	\$2,401.66
Apr. 1 - Jun. 30		
Direct Costs	\$3,045.85	\$3,045.85
4th Quarter Expenditures	\$3,045.85	\$3,045.85
Total Expenditures	\$7,637.51	\$7,637.51
Total Allocation of Funds	\$25,484.00	\$25,484.00
Claimed by Percentage	30.0%	30.0%

15. WORK ELEMENT 15: BUS STOP REVIEW, PH. 3 (MTA)

PURPOSE: The third phase of a project to survey and review, over a four year period, all MTA bus stops, for safety, accessibility, passenger convenience, and relationship to traffic generators.

PROGRESS: None. This Phase 3 project has been carried over to FY 2017/18 and combined with Phase 4, for efficiency of conducting one project (one RFP process, etc.).

PRODUCT EXPECTED: RFP/procurement process documentation; drawings/maps/photos showing precise location of each stop as well as existing and suggested improvements (such as signs/poles, shelters/benches, concrete pads and access to the stops).

PROBLEMS: No new problems. Project was previously delayed due to significant managerial staff turnover.

FUNDS:

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - June 30			
1st - 4th Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$13,000.00	\$12,000.00	\$25,000.00
Claimed by Percentage	0.0%	0.0%	0.0%

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

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

PROGRESS: Work during the fourth quarter included day-to-day transportation planner duties related to bicycle, pedestrian, transit, and rail related activities; attendance at NCRA and MTA meetings; coordination, and duties related to the State's Active Transportation Program (ATP). Duties also included monitoring MCOG's LTF 2% Bike & Pedestrian program; local agency coordination/assistance, and non-motorized transportation related issues. Staff time spent on preparing a Rural Planning Assistance (RPA) grant application for MTA (Short Range Transit Development Plan Update) was charged to this work element after W.E. 20 (Grant Development & Assistance) was expended.

PRODUCT EXPECTED: Products may include staff reports, meeting attendance, quarterly reports, staff recommendations, documentation of tribal government-to-government relations, written reports.

PROBLEMS: None.

FUNDS:

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$5,237.12	\$5,237.12
1st Quarter Expenditures	\$5,237.12	\$5,237.12
Oct. 1 - Dec. 31		
MCOG	\$4,629.17	\$4,629.17
2nd Quarter Expenditures	\$4,629.17	\$4,629.17
Jan. 1 - Mar. 31		
MCOG	\$6,613.10	\$6,613.10
3rd Quarter Expenditures	\$6,613.10	\$6,613.10
Apr. 1 - Jun. 30		
MCOG	\$11,520.61	\$11,520.61
4th Quarter Expenditures	\$11,520.61	\$11,520.61
Total Expenditures	\$28,000.00	\$28,000.00
Total Allocation of Funds	\$28,000.00	\$28,000.00
Claimed by Percentage	100.0%	100.0%

17. WORK ELEMENT 17: PAVEMENT MANAGEMENT PROGRAM TRIENNIAL UPDATE – (MCOG) - CARRYOVER

PURPOSE: To perform a triennial update of the County's, City of Ukiah's, City of Willits', and City of Fort Bragg's Pavement Management Program (PMP) to provide a systematic record for determining roadway pavement maintenance, rehabilitation and reconstruction needs.

PROGRESS: Work during the fourth quarter included coordinating with the consultant and local agencies. Condition surveys were finished during this quarter by consultant. Draft reports were distributed to the local agencies for comment. A StreetSaver training for local agencies took place at the end of the quarter.

PRODUCT EXPECTED: Request for Proposals, Updated Pavement Condition Reports for the County Maintained Road System and for the cities of Ukiah, Fort Bragg, Willits and Point Arena Road Systems.

PROBLEMS: Response time from local agencies delayed the final report. Project will need to be carried over and amended into the FY 2017/18 OWP, for completion.

FUNDS:

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$3,438.30	\$3,438.30
Consultant	\$0.00	\$0.00
1st Quarter Expenditures	\$3,438.30	\$3,438.30
Oct. 1 - Dec. 31		
MCOG	\$2,629.86	\$2,629.86
Consultant	\$2,293.42	\$2,293.42
2nd Quarter Expenditures	\$4,923.28	\$4,923.28
Jan. 1 - Mar. 31		
MCOG	\$212.89	\$212.89
Consultant	\$49,585.16	\$49,585.16
3rd Quarter Expenditures	\$49,798.05	\$49,798.05
Apr. 1 - Jun. 30		
MCOG	\$544.99	\$544.99
Consultant	\$57,185.62	\$57,185.62
4th Quarter Expenditures	\$57,730.61	\$57,730.61
Total Expenditures	\$115,890.24	\$115,890.24
Total Allocation of Funds	\$150,000.00	\$150,000.00
Claimed by Percentage	77.3%	77.3%

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

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

PROGRESS: During the fourth quarter, MCOG staff worked on developing maps for the Active Transportation Plan as well as the Regional Transportation Plan update.

PRODUCT EXPECTED: Products may include maps, reports, documentation, presentation materials, and various databases and GIS layers to support project tasks.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$827.08	\$827.08
1st Quarter Expenditures	\$827.08	\$827.08
Oct. 1 - Dec. 31		
MCOG	\$1,582.86	\$1,582.86
2nd Quarter Expenditures	\$1,582.86	\$1,582.86
Jan. 1 - Mar. 31		
MCOG	\$1,461.82	\$1,461.82
3rd Quarter Expenditures	\$1,461.82	\$1,461.82
Apr. 1 - Jun. 30		
MCOG	\$2,898.55	\$2,898.55
4th Quarter Expenditures	\$2,898.55	\$2,898.55
Total Expenditures	\$6,770.31	\$6,770.31
Total Allocation of Funds	\$6,850.00	\$6,850.00
Claimed by Percentage	98.8%	98.8%

19. *Work Element 19 - Intentionally left blank*

20. **WORK ELEMENT 20: GRANT DEVELOPMENT & ASSISTANCE (MCOG)**

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

PROGRESS: Work during the fourth quarter included day-to-day transportation planner duties related to various federal and state transportation related grants, including providing information to local agencies. MCOG staff monitored and researched various grant programs included in the new SB 1 – Road Repair and Accountability Act 2017, signed by the Governor on 4/28/17. Staff continued monitoring and coordination activities related to the Active Transportation Program, attended an Active Transportation Program grant workshop and an Environmental Enhancement & Mitigation (EEM) grant workshop in Sacramento, and prepared a Rural Planning Assistance (RPA) grant application for MTA (Short Range Transit Development Plan Update).

PRODUCT EXPECTED: Products may include: grant applications, informational notices, staff assistance, recommendations, distribution of grant materials, staff reports, documentation of tribal governmental-to-government relations, and other documents to support project tasks.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$890.17	\$890.17
1st Quarter Expenditures	\$890.17	\$890.17
Oct. 1 - Dec. 31		
MCOG	\$5,406.28	\$5,406.28
2nd Quarter Expenditures	\$5,406.28	\$5,406.28
Jan. 1 - Mar. 31		
MCOG	\$11,306.67	\$11,306.67
3rd Quarter Expenditures	\$11,306.67	\$11,306.67
Apr. 1 - Jun. 30		
MCOG	\$4,693.88	\$4,693.88
4th Quarter Expenditures	\$4,693.88	\$4,693.88
Total Expenditures	\$22,297.00	\$22,297.00
Total Allocation of Funds	\$22,797.00	\$22,797.00
Claimed by Percentage	97.8%	97.8%

21. **Work Element 21 – Intentionally Left Blank**

22. **WORK ELEMENT 22: SAFE ROUTES TO SCHOOL – ACTIVE TRANSPORTATION PROGRAM (ATP) NON-INFRASTRUCTURE GRANT (MCOG) - CARRYOVER**

PURPOSE: To implement two awarded State Active Transportation Program (ATP) Non-Infrastructure grants (“Safe Routes to School – ATP Non Infrastructure Grant” and “SR 162 Corridor Multi-Purpose Trail, Ph. 1” – Non-Infrastructure component).

PROGRESS: During the fourth MCOG staff participated in monthly coordination meetings with consultants; coordinated with Caltrans and project partners; and performed grant management duties including invoicing, preparing reimbursement invoice packages for Caltrans, budget tracking, reporting. Staff reviewed work products and quarterly reports from consultants, monitored activities, reviewed task force agendas and minutes, and attended task force (or subcommittee) meetings/teleconferences.

NCO/WBM staff worked on project management duties including coordination and meetings with MCOG, HHSA, and subcontractor (Laytonville Healthy Start), and quarterly reporting and invoicing. NCO/WBM staff attended task force meetings; participated in pick-up and drop off observations and consultations at Anderson Valley and Laytonville schools; distributed bike helmets, promoted walking school bus concept; developed and promoted outreach campaign to address loose dog problem in Covelo; assisted Dana Gray and Anderson Valley Elementary with development of crossing guard program; participated in walking school bus, community bike rodeos, bike to school days, traffic safety education events at various schools, introduced students to bike mechanic skills, provided traffic safety education to Covelo, Laytonville, and Nokomis (Ukiah) schools; conducted outreach and promotion activities, and consulted with law enforcement personnel for increased enforcement during school drop-off/pick-up hours.

Health & Human Services Agency (HHSA) staff continued work on various tasks including coordination and meetings with MCOG, North Coast Opportunities/Walk and Bike Mendocino, school staff, task forces, school site councils and/or subcommittees. Staff continued work with schools to develop wellness policies, and continued work on task force development and providing technical assistance to sustain Safe Routes to School activities. HHSA staff worked with project partners to schedule/implement walk and bike to school days in various communities. Staff worked with Willits afterschool program to bring pedestrian and bike safety education to students, recruited youth to do walk audits and assist with Safe Routes to School events, and worked with high school youth and teachers to develop PhotoVoice projects. Staff coordinated with

NCO/WBM staff to keep Law Enforcement informed about walk and bike activities, and worked with project partners to develop strategies to address the loose dog issue/concerns in Covelo. HHSA staff also worked on grant reporting and invoicing tasks

PRODUCT EXPECTED: Press releases; staff recruitment; develop MOUs with schools; meeting participation; implementation plans & schedules; identify Safe Route to School liaisons; hold bike/pedestrian events and trainings; community education & outreach; data collection of walking and biking rates; Safe Routes to School task force assistance; recruit high school students and initiate service learning; organize school contests; organize bike/walk groups; train crossing guards; review/make recommendations on school policies; develop and implement advocacy plan with law enforcement agencies; conduct community-based safety education; distribute educational information; hold summer bike rodeos/clinics; develop and distribute Safe Routes to School maps; and overall grant management including invoicing and reporting.

PROBLEMS: There have been challenges in getting activities started in Potter Valley; however, NCO/WBM and HHSA staff continue to reach out to Potter Valley school staff. There have been challenges in getting some task forces functioning; so other appropriate groups (i.e. School Site Council, Wellness Committee) are being utilized.

FUNDS:

Reporting Period	State (ATP)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$8,518.99	\$8,518.99
Consultants/Others	\$49,242.63	\$49,242.63
1st Quarter Expenditures	\$57,761.62	\$57,761.62
Oct. 1 - Dec. 31		
MCOG	\$4,379.22	\$4,379.22
Consultants/Others	\$55,639.65	\$55,639.65
2nd Quarter Expenditures	\$60,018.87	\$60,018.87
Jan. 1 - Mar. 31		
MCOG	\$8,861.67	\$8,861.67
Consultants/Others	\$60,508.18	\$60,508.18
3rd Quarter Expenditures	\$69,369.85	\$69,369.85
Apr. 1 - Jun. 30		
MCOG	\$10,201.99	\$10,201.99
Consultants/Others	\$62,676.47	\$62,676.47
4th Quarter Expenditures	\$72,878.46	\$72,878.46
Total Expenditures	\$260,028.80	\$260,028.80
Total Allocation of Funds	\$961,268.00	\$961,268.00
Claimed by Percentage	27.1%	27.1%

Total Expenditures - Fourth Quarter

Summary of Funding Sources	Amount Programmed	1st Qtr Expenditures	2nd Qtr Expenditures	3rd Qtr Expenditures	4th Qtr Expenditures	Total Expenditures
Local LTF	\$187,393	\$9,365.47	\$19,284.79	\$15,254.64	\$45,252.49	\$89,157.39
State PPM	\$262,092	\$38,626.14	\$12,093.85	\$56,486.30	\$100,958.69	\$208,164.98
State RPA*	\$342,238	\$60,738.98	\$53,553.76	\$83,595.44	\$89,889.53	\$287,777.71
State ATP Grant*	\$961,268	\$57,761.62	\$60,018.87	\$69,369.85	\$72,878.46	\$260,028.80
Totals	\$1,752,991	\$166,492.21	\$144,951.27	\$224,706.23	\$308,979.17	\$845,128.88
	<i>* Local funds were used to pay invoices, pending reimbursement</i>					

*Prepared by L. Ellard
8/2/17*

MINUTES

MENDOCINO COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE

May 31, 2017
MCOG Conference Room

Members Present

Jason Wise, County DOT
Richard Shoemaker, City of Point Arena
Robert Dostalek, County DPBS
Tom Varga, City of Fort Bragg
Rick Seanor, City of Ukiah
Dave Carstensen, Caltrans – *via teleconference*

Staff & Others Present

Phil Dow, MCOG Administration
Loretta Ellard, MCOG Planning
Nephele Barrett, MCOG Planning
Janet Orth, for agenda item #9a
Alexis Kelso, Caltrans – *via teleconference*

Members Absent

Mitch Stogner, NCRA (*Non-Voting*)
Barbara Moed, AQMD
Carla Meyer, MTA
Dusty Duley, City of Willits

1. **Call to Order/Introductions** – Phil called the meeting to order at 10:06 a.m. Self-introductions were made.
2. **Public Expression** – None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow input from tribal representatives. There were no tribal representatives present.
4. **Approval of 2/15/17 Minutes** – Motion by Richard Shoemaker, seconded by Tom Varga, and carried unanimously on roll call vote (6 ayes – *Wise, Shoemaker, Dostalek, Varga, Seanor, Carstensen*; 0 noes; 3 absent – *Moed, Meyer, Duley*) to approve the minutes of 2/15/17 as submitted.
5. **FY 2016/17 Overall Work Program – Third Quarter Report** – Loretta reviewed the third quarter report, summarizing progress and noting projects to be carried over to FY 2017/18. Information only.
6. **FY 2017/18 Final Overall Work Program** - Loretta reviewed her staff report summarizing changes that have been made since the Draft was submitted to Caltrans. She advised that Caltrans' minor comments have been addressed; carryover amounts have been revised; a carryover project has been added; and the CPI increased applied to the MCOG planning budget (*per approved contract with Davey-Bates Consulting*) was determined to be 2.26%.

A brief discussion ensued with Loretta responding to questions. She noted that the proposed Final OWP includes a “reserve” of \$37,275 in State Rural Planning Assistance (RPA) funds for a future regional project, not yet identified. She advised that TAC members may suggest potential regional projects for these reserved funds, to be programmed in an OWP Amendment or carried

over to FY 2018/19 (*subject to RPA carryover provisions which limit carryover to 25% of total allocation, or \$73,500*).

Proposed work elements are as follows:

W.E.	Agency	Project	Amount
1	MCOG	Regional Government & Intergovernmental Coordination	\$ 81,975
2	MCOG	Planning Management & General Coordination (Non-RPA) <i>(New)</i>	\$ 90,700
3	MCOG	Community Transportation Planning & Coordination <i>(New)</i>	\$ 14,750
4	MCOG	Sustainable Transportation Planning <i>(New)</i>	\$ 10,000
5	Ukiah	Update Speed Zone Study Reports <i>(Carryover)</i>	\$ 35,000
6	Co. DOT	Combined Special Studies	\$ 60,000
7	MCOG	Planning, Programming & Monitoring (PPM)	\$ 64,025
8	MCOG	Public Participation Plan Update <i>(New)</i>	\$ 5,250
9	Ft. Bragg	Street Safety Plan <i>(New)</i>	\$ 64,975
10	MCOG	Regional Transportation Plan (RTP) 2017 Update, Phase 2 <i>(Carryover)</i>	\$ 32,000
11	Ukiah	Traffic Analysis for Realignment of Talmage Road <i>(New)</i>	\$ 25,000
12	Ukiah	Comprehensive ADA Access Plan Update <i>(New)</i>	\$ 35,000
14	MCOG	Training	\$ 21,000
15	MTA	MTA - Bus Stop Review <i>(Combines Ph. 3 Carryover & Ph. 4 New)</i>	\$ 37,000
16	MCOG	Multi-Modal Transportation Planning	\$ 20,000
18	MCOG	Geographic Information System (GIS) Activities	\$ 5,600
20	MCOG	Grant Development & Assistance	\$ 15,000
22	MCOG	Safe Routes to School ATP Non-Infrastructure Grant <i>(Carryover)</i>	\$ 585,000
----	MCOG	<i>Reserved for Future Projects – To Be Determined (New)</i>	\$ 37,275
		Total	\$1,239,550

Loretta requested a TAC recommendation on the Final OWP, which was scheduled for MCOG approval on June 5, 2017.

Motion by Rick Seanor, seconded by Richard Shoemaker, and carried unanimously on roll call vote (6 ayes – Wise, Shoemaker, Dostalek, Varga, Seanor, Carstensen; 0 noes; 3 absent – Moed, Meyer, Duley) to recommend that MCOG approve the Final FY 2017/18 Overall Work Program.

7. **2017 Draft Active Transportation Plan** – Nephele reviewed this item, noting that comments received on the administrative draft plan have been incorporated into a public draft. She advised that the revised draft also reflects new information, and maps for the plan are still in development. She advised that this Active Transportation Plan replaces the former Regional Bikeway Plan, and will serve as the non-motorized element of the Regional Transportation Plan.

A brief discussion ensued. Nephele agreed to reword the language regarding the waiver process (under “Complete Streets” policies) for clarity. A suggestion was made to add SB 1 – State and Local Partnership Program to the list of funding sources. Richard Shoemaker requested that a bike/pedestrian project on Windy Hollow Road be added, and Nephele agreed to include that in the narrative discussion.

Nephele advised that the Final Plan will not be ready for adoption by MCOG until August, so a recommendation is not required today if the TAC wants to review the final document and maps.

Motion by Richard Shoemaker, seconded by Dave Carstensen, and carried unanimously on roll call vote (6 ayes – Wise, Shoemaker, Dostalek, Varga, Seanor, Carstensen; 0 noes; 3 absent – Moed, Meyer, Duley), to recommend approval to MCOG, pending changes discussed and completion of maps; with TAC to have an opportunity to review and comment on the final plan before it goes to MCOG.

8. **SB 1 – Road Repair & Accountability Act of 2017**- Phil distributed information on upcoming workshops for the various programs under SB 1, and advised that MCOG staff will be participating in the workshops. He briefly reviewed the following programs:

Active Transportation Program – CTC wants to advance projects that are ready to go, and fund projects on the unfunded list. It’s unlikely that scores will go low enough to fund low scoring projects from Mendocino region. No new projects this cycle.

State and Local Partnership Program – Rewards self-help counties; legislation did not include self-help cities, but that was fixed in trailer bill. Funds available on 50/50 match. Concern noted that CTC favors competitive process instead of formula distribution for majority of funds, which adversely affects small agencies with limited staff to produce applications.

Local Streets & Roads – Additional paperwork expected. Phil encouraged members to pay attention to guidelines as they are being developed, and to contact League of Cities and the County Engineers’ group to ensure rural interests are represented.

STIP – The 2018 Fund Estimate will be presented at the June CTC meeting, and adopted in August. Phil hopes to receive a Fund Estimate that will allow previously deleted projects to be added back into the STIP. This will be discussed in the fall.

SHOPP – Important to Mendocino County; watch.

Trade Corridor Program & Traffic Congestion Program – Mendocino region likely won’t be competitive for these funds.

State Transit Account- will stabilize transit.

Phil summarized that MCOG staff will be attending workshops, and encouraged members to stay engaged and to participate in webcasts. He noted that “CalEnviroScreen” criteria hurts the Mendocino region because of the heavy weighting on poor air quality, but other models are also now being considered.

9. Staff Reports

9a. Local Agency Subrecipient Agreement – Janet Orth explained that, in response to Caltrans’ audits and calls for better regulatory compliance by recipients of state and federal funds, MCOG is developing a subrecipient agreement with local agencies.

12:07 p.m. - Dave Carstensen excused

The draft agreement is being reviewed by legal counsel and will be going to MCOG in June. MCOG will require execution of the agreement before authorization is given to expend MCOG funding. The plan is for the master agreement to cover a five-year period, with annual exhibits.

10. Miscellaneous

Complete Streets Booklet- Loretta distributed copies of a “Complete Streets” booklet from Caltrans District One.

Transportation Concept Reports (TCRs) – Phil noted that TCRs for several routes are being circulated by Caltrans, and asked if members had submitted comments. No one responded. He said he was not aware of any changes, with plans being maintenance and rehabilitation as necessary.

10a. Next Meeting – August 9, 2017.

SB 1 – Opposition – Phil noted a movement is underway to put opposition to SB 1 on the ballot.

Ukiah Sales Tax – Rick Seanor advised that the court ruled in favor of Ukiah on the sales tax issue, but the appeal period is still open.

11. Adjournment – 12:30 p.m.

Respectfully Submitted,

Loretta Ellard
Deputy Planner

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