



# MENDOCINO COUNCIL OF GOVERNMENTS

367 North State Street ~ Ukiah ~ California ~ 95482  
www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

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(707) 463-1859  
Transportation Planning: Suite 204  
(707) 234-3434

## AGENDA

**Monday, April 1, 2019**

Please Note Change of Location for This Date Only:  
Gualala Community Center, 47950 Center St., Gualala

Additional Media for later viewing:

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

### BUS AND WALKING TOUR OF POINT ARENA AND GUALALA AREA TRANSPORTATION PROJECTS

*Approximate Schedule:*

<b>8:00 a.m.</b>	County Administration Center 501 Low Gap Rd., <b>Ukiah</b>	Passengers board MTA tour bus and depart Ukiah *
MCOG Board Meeting: <i>Call to Order/Roll Call, Convene as RTPA, depart for tour:</i> <b>10:20 a.m. – 11:20</b>	Meet at <b>Point Arena City Hall</b> 451 School St./ 24000 Hwy. 1, Point Arena for bus tour  (707) 882-2122	Bus Tour Highlights in Point Arena: <ul style="list-style-type: none"> <li>▪ Pedestrian Needs Study priority project sites **</li> <li>▪ Safe Routes to School, Lake/Main Streets</li> <li>▪ EV charging station at 24870 Highway 1</li> <li>▪ Windy Hollow Rd., Garcia River alt. bridge sites</li> <li>▪ Iverson/Port Road</li> <li>▪ Arena Cove Launch Facility</li> </ul>
<i>Recess:</i> <b>11:45 a.m. – 12:15</b> p.m.	Lunch at <b>Gualala Community Center</b> , 47950 Center Street, Gualala (707) 884-3179	Lunch served to Council, staff, guest presenters, and to all others while supplies last
<i>Reconvene as PAC:</i> <b>12:15 – 1:00 p.m.</b> <i>Recess as PAC</i>	Gualala Community Center (Working Lunch)	Reconvene MCOG Board Meeting and Policy Advisory Committee
<i>Convene as RTPA, depart for tour:</i> <b>1:00 – 2:2:30</b> p.m.	Downtown Gualala – S. Highway 1	Walking Tour Highlights in Gualala: <ul style="list-style-type: none"> <li>▪ Pedestrian Needs Study priority project sites **</li> <li>▪ Downtown Gualala Streetscape Project features</li> <li>▪ Long-term extended ped. features Old State Hwy</li> </ul>
<b>Adjourn by 3:00 p.m.</b>	Depart Gualala Community Center for return trip	Drop off bus passengers at listed locations in Point Arena and Ukiah

Vehicle is provided by Mendocino Transit Authority (MTA).

\*\* <https://mendopedestrian.org/>

\* Members of the public may ride along on a space-available basis – meet bus or contact MCOG office at (707) 463-1859 by 3:00 p.m. on Friday, March 29.

**MEETING  
10:20 a.m.**

**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)**

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

1. Call to Order / Roll Call
2. Convene as RTPA
3. Transportation Tour – Part 1: Point Arena
4. Recess – Serve Lunch – Reconvene as Policy Advisory Committee (PAC) for Working Lunch

**PUBLIC EXPRESSION**

5. 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**

6. Discussion of Point Arena/Gualala Area Tour, Transportation Plans & Projects, Related Matters

**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 upon request by a Director or citizen, in which event the item will be considered as the first item on the Regular Calendar.

7. Approval of March 4, 2019 Minutes
8. Approval of February 20, 2019 Executive Committee Minutes
9. Acceptance of 2017/18 Fiscal Audit of Mendocino Transit Authority

**RATIFY ACTION**

10. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee

**REPORTS**

11. Reports – Information
  - a. Mendocino Transit Authority
  - b. North Coast Railroad Authority
  - c. MCOG Staff – Summary of Meetings
  - d. MCOG Administration Staff
  - e. MCOG Planning Staff
  - f. MCOG Directors
  - g. California Association of Councils of Governments (CALCOG) Delegates

12. Transportation Tour – Part 2: Gualala

**ADJOURNMENT**

13. Adjourn

**AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS**

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the MCOG office at (707) 463-1859, at least 72 hours before the meeting.

**SPECIAL MEETINGS**

The Brown Act, Section 54956, states that “a local body may call a special meeting by providing notice 24 hours in advance of the meeting to all of the legislative body members and to all media outlets who have requested notification. The notice shall state the time, place, and business to be transacted at the meeting, and no other business shall be considered at the special meeting.” Therefore, Additions to Agenda and Closed Session are removed from this notice.



**MENDOCINO COUNCIL OF GOVERNMENTS**  
**STAFF REPORT**

**Agenda # 6**  
Regular Calendar  
MCOG Meeting  
4/1/2019

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**TITLE:** Discussion of South Coast Area  
Tour, Transportation Plans & Projects

**DATE PREPARED:** 03/25/19  
**MEETING DATE:** 04/01/19

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

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**BACKGROUND:**

For many years now, we have tried to schedule at least one meeting per year outside Ukiah with a transportation tour of the selected area. This provides Board members with first-hand knowledge of local conditions and issues to which they may have otherwise been exposed only through written or verbal staff reports. If possible, these on-location meetings are scheduled to coincide with the initiation or completion of transportation plans or projects. An opportunity is also provided for city or county projects in the local area to be highlighted.

Our April tour will focus on the South Coast area of Mendocino County. While in those areas, we will view completed and potential future projects, including projects that have recently been identified in our Pedestrian Needs Inventory and Engineered Feasibility Study in both the Point Arena and Gualala areas. In Gualala, we will tour the site of the MCOG funded Gualala Downtown Streetscape project. Caltrans personnel will be on hand to provide information on that and other State implemented projects, as well as discuss alternatives that Caltrans is considering to address frequent closures of SR 1 due to flooding in the area of the Garcia River.

Mendocino Transit Authority is once again generously providing transportation from Ukiah to our off-site meeting. The bus will also provide transportation to visit the project sites included in the tour.

The majority of the day will be taken up by our tour, however, we will be having a brief meeting at the Gualala Community Center. The meeting will provide an opportunity to hear from community members and discuss items included in the tour.

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**ACTION REQUIRED:** Discuss South Coast area projects and sites included in the tour.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Discuss South Coast area projects and sites included in the tour. The Board may choose to place further discussion of one or more of the projects visited today on a future Board agenda.



March 22, 2019

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director / CFO  
**Subject:** Consent Calendar of April 1, 2019

The following agenda items are recommended for approval/action.

7. Approval of March 4, 2019 Minutes – *attached*
8. Approval of February 20, 2019 Executive Committee Minutes – *attached*
9. Acceptance of 2017/18 Fiscal Audit of Mendocino Transit Authority – MTA received a clean audit report.  
- *Staff report and MTA "Basic Financial Statements" with TDA compliance report are attached.*



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 7**  
Consent Calendar  
MCOG Meeting  
4/1/2019

## MINUTES

**Monday, March 4, 2019**

County Administration Center, Board of Supervisors Chambers

### ADDITIONAL AUDIOCONFERENCE LOCATION:

Caltrans District 1, 1656 Union St., Eureka

### ADDITIONAL MEDIA:

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

### **The Mendocino Council of Governments (MCOG) meets as the Board of Directors of:**

Mendocino Regional Transportation Planning Agency (RTPA) and  
Mendocino County Service Authority for Freeway Emergencies (SAFE)

**1. Call to Order / Roll Call.** The meeting was called to order at 1:33 p.m. with Directors Jim O. Brown, Larry Stranske, Richey Wasserman, Tess Albin-Smith, Michael Carter/Alt., John Haschak, Rex Jackman (Caltrans/PAC), and Dan Gjerde present; Chair Gjerde presiding.

Staff present: Nephele Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner, and Marta Ford, Administrative Assistant.

### **2. Presentation and Discussion Board Orientation & Overview of MCOG Programs.**

Executive Director Nephele Barrett conducted an updated Board orientation due to the three new Board members, and as a refresher for the others. Ms. Barrett's presentation included:

- MCOG Background, Mission, Board composition, Officers and Committees
- Mendocino SAFE Motorist Aid Call Box program
- MCOG Staffing, Responsibilities, Funding, Programs and Plans

Questions and discussions on the Orientation included:

- Does MCOG have a role with school transportation and the process that was used to use the Ukiah Unified School District busses during the fire evacuations? (*Albin-Smith*) – *Ms. Orth confirmed that school transportation is not under MCOG's responsibilities. Director Carter explained how the busses were requested by the Sheriff's Office of Emergency Services.*
- Does MCOG contribute funding for pedestrian passage along the highways, including gravel down for drainage? (*Albin-Smith*) – *Ms. Barrett explained it would not be within the Regional/State Transportation Improvement Program (STIP); however, there are other funding sources for specific projects that include improving pedestrian safety. Chair Gjerde explained funding for the pedestrian bridge in Laytonville on Branscomb Road and the Safe Routes to School program.*
- What restrictions are in place for funding-by-formula to the County and cities? (*Haschak*) – *Ms. Barrett explained Article 19 dictates the usage of the Regional Surface Transportation Program (RSTP) funds. Ms. Orth explained the allowable uses are broad and could be for projects/items that other funds do not allow. She described how recently the City of Willits used their funding to purchase a street sweeper, while others often use it to pave and fill potholes.*
- Clarification for the process of the applications from the Cities and County for grants? (*Albin-Smith*) – *Ms. Ellard explained that MCOG staff issues a call-for-projects to the Technical Advisory Committee (TAC), which includes local city and County public works staff and some planning staff.*

- Request for further details on how projects are prioritized for a competitive grant. (*Haschak*) – *Ms. Barrett explained that projects are prioritized by projected timeframe of the projects, studies and data such as fatalities or accidents within the project area, and other criteria.*

After the orientation presentation, staff took group pictures of the board members to post on the website.

### **3. Convene as SAFE**

**4. Report: Upcoming Cellular Network Changes and Impacts to Call Box System.** Ms. Barrett introduced Alexis Pedrotti, SAFE Coordinator, to discuss Mendocino County's 3-G Verizon network issues. There are 141 call boxes installed; 45 are satellite operated and 96 are standard cellular. Verizon wireless is terminating 3-G cellular service, which will affect an unknown number of the 96 Mendocino SAFE call boxes. Additional planning will be needed before implementing changes to the current system. Usage of Mendocino call boxes average one or more per day. Ms. Pedrotti will work with the network providers to determine the best approach to recommend to the Mendocino County SAFE.

### **5. Recess as SAFE – Reconvene as RTPA**

### **6. Recess as RTPA – Reconvene as Policy Advisory Committee**

### **7. Public Expression.** None.

### **8. Regular Calendar.**

### **8. Executive Committee Recommendations of February 20, 2019**

- a. Draft FY 2019/20 Regional Transportation Planning Agency (RTPA) Budget. Ms. Orth reported on the proposed draft budget. Total revenues are estimated at over \$8 million, 28% above this time last year. The Local Transportation Fund (LTF) estimate of local sales tax revenue shows a significant increase, above the CPI rate of inflation. Additionally, there is a high balance of LTF actual revenues carried over from FY 2017/18, at about \$375,000. After reserves according to policy, total LTF revenues are \$4.3 million. Senate Bill 1 adds adds new revenue for transit, up 30%.

Allocation from other sources for the Transportation Planning Overall Work Program (OWP) are as recommended by staff and Technical Advisory Committee. Allocations from the Regional Surface Transportation Program (RSTP) are according to policies, based on Caltrans' estimates. All MCOG program allocations are recommended at \$1.5 million. The total balance available for public transit comes to \$5,765,420.

The May meeting will include the Budget presentation and the final budget will be prepared for adoption at the June meeting. This was for information purposes only; no action required at this time.

- b. Amendment of FY 2018/19 RTPA Budget – DBC Planning Services Contract for SAFE Planning & Operations. Ms. Barrett explained that the planning budget for the RTPA and SAFE are separate functions. The Executive Committee recommended approval of an amendment to Exhibit D of Resolution #M2018-03, adding funds for SAFE Planning not to exceed \$17,000. Staff refined the amount consistent with the contract limits, for a recommendation of \$16,262 to cover actual hours worked.

**Upon motion** by Carter, second by Haschak, and carried unanimously on roll call vote (8 Ayes – *Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith., Haschak, Jackman, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the FY 2018/19 RTPA



Budget is amended to include funding for SAFE Planning & Operations in Exhibit D of Budget Resolution #M2019-03 in the amount of \$16,262.

- c. Approval of Selected Option for Comprehensive Staffing Services Starting October 1, 2019. Ms. Barrett explained that Dow & Associates and Davey-Bates Consulting contracts with MCOG are for a five-year period; the current contracts will expire on September 30, 2019. Three contracting options may determine how to proceed from the end of the contract term:
- Extend the existing contracts, which are allowed annually for up to five years
  - Prepare Requests for Proposals for new proposals for the services
  - Discontinue utilizing outside contracts and hire public employees.

The committee recommended extension of the contracts for one year and to appoint an ad hoc committee for negotiations. Ms. Barrett requested that the Board select an approach, but cautioned the Board not to discuss negotiations with MCOG contractors' involvement.

**Upon motion** by Brown, second by Carter, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith., Haschak, Jackman, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED to extend the existing contracts for MCOG Administration & Fiscal Services and MCOG Planning Services for one year.

**Upon motion** by Brown, second by Carter, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith., Haschak, Jackman, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that an Ad Hoc committee is appointed to work with the contractors and negotiate contract extensions, to include Directors Haschak, Brown, and Chair Gjerde.

**9. Consent Calendar.** Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith., Haschak, Jackman, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the consent item is approved:

**9. Approval of February 4, 2019 Minutes.** Chair Gjerde made a correction to the minutes on the second page, second paragraph, to omit “by Caltrans” – *as amended*

**10. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee.** Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith., Haschak, 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.

## **11. Reports - Information**

- a. Mendocino Transit Authority. None.
- b. North Coast Railroad Authority. None.
- c. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written staff report.
- d. MCOG Administration Staff.
  1. California Transportation Foundation (CTF) Forum, February 13, 2019 in Sacramento. Ms. Orth referred to her written report, noting a big-picture view of transportation goals, progress and innovations. Chair Gjerde mentioned Mr. Heinz Heckerth, CTF Board Member and former Caltrans executive, has family connections to Mendocino. Ms. Orth explained the information on current transportation modes that have not become available to Mendocino, such as shared electric mopeds in San Francisco that reported over 3,000 rides a day. Other subjects included statewide status of Caltrans and a commitment to

protect SB 1, the Road Repair & Accountability Act of 2017. This was the 20<sup>th</sup> annual forum by the foundation.

2. *Miscellaneous*. Ms. Barrett reported she received a request from Del Norte County Transportation Commission for MCOG to submit a letter of support for a project they are partnering with Caltrans to apply for funding through California Transportation Commission (CTC). They are applying for \$40 million on the Last Chance Grade, a stretch of highway that spans from Klamath to Crescent City. The road is consistently closed due to slides and is in jeopardy of permanently closing. Closure of this road creates a 329-mile detour. Over the last nine years, the cost in emergency federal funding was around \$56 million.

Director Jackman will look into additional information on Caltrans plans to improve a problem slip-out north of Leggett; he plans to follow up with Ms. Barrett and the next MCOG meeting.

- e. MCOG Planning Staff. None.
- f. MCOG Directors. None.
- g. California Association of Councils of Governments (CALCOG) Delegates. Director Albin-Smith announced the CALCOG's 2019 Yosemite Leadership & Policy Conference later this month; Ms. Orth and Ms. Davey-Bates both plan on attending as well.

**12. Adjournment.** The meeting was adjourned at 3:50 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant

# MENDOCINO COUNCIL OF GOVERNMENTS

## Executive Committee MINUTES

**Agenda # 8**  
Consent Calendar  
MCOG Meeting  
4/1/2019

February 20, 2019

MCOG / Dow & Associates Conference Room  
367 N. State Street, Ukiah

**Present:** Committee Members: Chair Dan Gjerde, Vice Chair Michael Carter, Director Richey Wasserman  
MCOG Staff: Nephele Barrett, Janet Orth, Marta Ford, Alexis Pedrotti  
MTA Staff: Absent

1. **Call to Order** at 2:01 p.m., Chair Gjerde presiding.

2. **Public Expression** - None.

3. **Review & Recommendation on Draft 2019/20 Regional Transportation Planning Agency (RTPA) Budget.** Janet's written staff report was provided in the meeting packet. Total available revenues from all sources are estimated at over \$8 million, higher than ever at 28% above this time last year. For the coming fiscal year, MCOG will be able to fund programs of the Regional Transportation Planning Agency and Mendocino Transit Authority, with an increase of TDA revenues accelerating under the economic recovery, augmented by new SB 1 revenues.

Nephele gave a brief introduction, noting options for the Administration and Planning staff contracts, which expire September 30, 2019.

- a. Local Transportation Fund (LTF) New Revenue Estimate and Reserve. Janet reviewed the general economic trend, the estimate, and how the reserve is calculated, then proceeded through the proposed allocations. County Auditor-Controller's fund estimate is \$3,852,643, up 2.7% (\$101,135) from the Fiscal Year 2018/19 initial estimate. Actual revenues this fiscal-year-to-date show an increase of 5.8% compared the same seven months a year ago.
- b. Administration. Janet briefly reviewed each line item in this budget detail. The total Administration budget proposal is up 4.9% (\$21,622), pending uncertainties of the staffing contract. LTF costs for Administration remain steady at 12% of the Auditor's estimate. As a percentage of total revenues from all sources, Administration is under 6%. Staff's proposal is \$591,278 from: LTF (\$464,066), Regional Surface Transportation Program (\$90,000), and Service Authority for Freeway Emergencies/SAFE (37,211).

Janet and Nephele explained how the contract was calculated. A 5% increase was added to cover unknowns, as a placeholder in the event a Request for Proposals is issued for new contracts; alternatively the Consumer Price Index (CPI) inflation rate and a healthcare increase would be proposed with a contract extension. Staff handed out the alternate preliminary calculation (about \$3,000 less). Questions and discussion included:

- Is this amount consistent with past increases? No, the past four years followed the negotiated agreements, so it does not compare accurately.
- Background: the 2013 Caltrans audit precipitated a separation of Administration and Planning into two separate contracts and a procurement of new staffing contracts. (Dan)
- Discussion of various CPI rates, such as Bay Area, Western region, California, and urban. Tracking closest to Mendocino County, after research and analysis by the retirement board, was the Western region. MCOG has been using the California All Urban Consumers rate, within perhaps a half-percent difference. (Dan, group)
- Discussion of healthcare rates: staff researched and used 11.5%, consistent with past years. MCOG board is not involved in healthcare plan decision making under the contracts. If bids were solicited, the process would self-regulate the costs. The difference between public employees and private contracts was noted. Today's agenda does not cover more discussion; suggestion of another committee meeting to look into that issue if desired. Overall healthcare trends statewide

- could be reviewed without looking at the contract. (Dan, Nephele, Richey)
  - In 2014 a round number was used, then the budget was amended after contracts were established. (Janet)
- c. Two Percent Bicycle & Pedestrian Program. Janet reviewed this formula, with 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 \$67,772. MCOG issues a call for eligible projects every two years to the Technical Advisory Committee and awards are made by the Council. There were no objections to allocating the full two percent.
- d. Planning Overall Work Program (OWP). Janet and Nephele reviewed the funding proposal prepared by Loretta Ellard, Deputy Planner, noting one change from the detail sheet: Planning, Programming & Monitoring (PPM) carryover is now LTF carryover (funds identified by audit). There is no increase to the LTF proposal over last year, at \$147,816. Nephele discussed the planning grant applications pending; \$368,285 is shown as a placeholder until Caltrans announces awards in April. The total initial OWP proposal amounts to \$905,377.
 

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 presented to the Council in the May budget workshop, for adoption 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 \$3,548,623, up \$ 394,818 (12.5%) from FY 2018/19. Janet reviewed the fund estimate for State Transit Assistance (STA), which continues to rise after years of decline. A preliminary estimate of \$946,179 is up 39% over last year's preliminary estimate. Together with MCOG's unclaimed fund balance, a total of \$1,410,136 from STA is available. New Senate Bill 1 revenues are the primary reason STA has nearly tripled from its low point. Total revenues for transit are \$5,765,420.

**Recommendation:**

Upon motion by Carter, seconded by Wasserman, and carried unanimously (*3 Ayes; 0 Noes; 0 Absent*), the Executive Committee recommended approval of staff's recommended Draft 2019/20 Regional Transportation Planning Agency (RTPA) Budget, with potential adjustment for the pending Administration staffing contract, for further development during the annual budget process, including:

- The LTF Reserve minimum fund balance of five percent, \$193,000, according to policy, releasing for allocation \$375,634
- A reserved balance of LTF one-time unallocated revenues of \$29,135
- \$464,066 LTF for Administration
- \$67,772 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$147,816 LTF for the Planning program
- \$3,548,623 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 Regional Surface Transportation Program (RSTP) according to policy and the staffing contract.

– *Summary of recommended budget is attached.*

**4. Review & Recommendation on Proposed FY 2018/19 Budget Amendment – Contracted Planning Staff Time for Service Authority for Freeway Emergencies (SAFE).** Nephele explained the reason for this request. Implementation of the SAFE plan is incomplete. Alexis reviewed operational challenges of the motorist aid call box system, with changes from analog to digital, and now Verizon shifting from 3G and 4G to the new 5G (fifth generation) protocol. Due to our rural area, quite a few of the call boxes use roaming, since upgrade to 5G would cut off the boxes that need US Cellular for reception in remote areas. She noted

Sheriff's activities to monitor the call boxes. Nephele clarified that the proposed budget amendment would add funds to cover the extended planning activities as well as those that fell behind in the past year due to outside factors. Funds are available in the SAFE account, and only actuals costs would be claimed.

**Recommendation:**

A motion was made by Carter, seconded by Wasserman, to approve the recommendation. Discussion on the motion: Janet showed where this item appears in the budget (Resolution #2018-03, Exhibit D). The adopted budget allocated no funds to the Davey-Bates Consulting (DBC) Planning budget. The motion carried unanimously (*3 Ayes; 0 Noes; 0 Absent*): the Executive Committee recommended approval of an amendment to the FY 2018/19 MCOG Budget not to exceed \$17,000 for SAFE Planning work.

**5. Review & Recommendation on Options for Comprehensive Staffing Services Starting October 1, 2019.**

Nephele gave background of staff's consultations with Maura Twomey, a transportation professional and former Caltrans auditor considered an expert (credentials noted) about contract extensions acceptable to the State. Ms. Twomey has done further research and considers acceptable the existing contracts that specify up to five one-year extensions. Nephele noted two basic contract options available: extend the contracts or issue new Requests for Proposals (RFP). If extensions are approved, additional optional actions include 1) consultation with legal counsel to establish reasonable basis, and 2) before a second extension, issue a "Request for Interest" to gauge the level of competition (refer to staff report). Discussion followed.

**Recommendation:**

Upon motion by Wasserman, seconded by Carter, and carried unanimously (*3 Ayes; 0 Noes; 0 Absent*), the Executive Committee recommended a one-year extension of both staffing contracts and appointment of an ad hoc committee to take the next step, for the March 4 Council agenda.

Dan left for another meeting at 3:30 p.m.

**6. Reports and Information – No Action.** Mike reported the Laytonville Area Municipal Advisory Council (LAMAC) met to address a paving need in Laytonville. Thermal crosswalk markings have deteriorated and must be removed, to be replaced with better, more visible ones. The project starts from the Chevron station downtown.

**7. Members' Concerns.** None.

**8. Adjournment.** The meeting was adjourned at 3:38 p.m.

Submitted by Janet Orth, Deputy Director / CFO

## Mendocino Council of Governments Regional Transportation Planning Agency - Fiscal Year 2019/20 Budget

Administration, Bicycle & Pedestrian, Planning, and Transit Allocations - Executive Committee Recommendation as of 2/20/2019

REVENUES	LOCAL		STATE		FEDERAL		TOTALS
	LTF	STA	PPM	RPA	RSTP	Other	
2019/20 LTF Official County Auditor's Estimate	3,852,643						3,852,643
2018/19 Auditor's Anticipated Unrestricted Balance	163,519						163,519
Total Local Transportation Fund (LTF) Estimate	4,016,162						4,016,162
2018/19 Auditor's Anticipat'd Unrestricted Balance - Reversal	-163,519						-163,519
Reserved LTF prior-year unallocated revenues	29,135						29,135
Carryover - Planning Overall Work Program	5,276						5,276
2019/20 State Transit Assistance - SCO's Preliminary Estimate		946,179				131,815 SGR	1,077,994
State Transit Assistance - Fund Balance Available for Allocation		463,957					463,957
MCOG's Capital Reserve Fund - Balance Available for Transit		674,846					674,846
MTA Requested Carryover from 2018/19		pending					0
2019/20 STIP Planning, Programming & Monitoring (PPM)			90,000				90,000
2019/20 Rural Planning Assistance				294,000			294,000
2019/20 State Active Transportation Program (ATP) - grants & carryover						pending	0
2019/20 State Planning Grants - requested						368,285	368,285
Regional Surface Transportation Program - State Exchange Estimate-preliminary						780,992	780,992
<b>LTF Reserve:</b>							
2017/18 LTF Unrestricted Balance - audit pending	378,614						
LTF Reserve Balance as of 6/30/2018 - audit pending	250,018						
Less LTF Reserve Allocated for FY 2018/19	59,998						
Subtotal	568,634						
Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001	193,000						
Amount Available for Allocation in FY 2019/20	375,634						375,634
<b>TOTAL REVENUES</b>	<b>4,262,688</b>	<b>1,410,136</b>	<b>90,000</b>	<b>294,000</b>	<b>780,992</b>	<b>0</b>	<b>8,012,762</b>
<b>ALLOCATIONS</b>							
Reserved LTF prior-year unallocated revenues	29,135						554,066
2019/20 Administration	464,066					90,000	67,772
2% Bicycle & Pedestrian - 2018/19 LTF less Admin. x .02	67,772						
2019/20 Planning Overall Work Program (OWP) - New Funds	147,816		90,000	294,000			368,285
Carryover Funds - See OWP Summary	5,276						0
<b>Total Administration, Bike &amp; Ped., and Planning</b>	<b>714,065</b>	<b>0</b>	<b>90,000</b>	<b>294,000</b>	<b>368,285</b>	<b>0</b>	<b>1,527,215</b>
BALANCE AVAILABLE FOR TRANSIT	3,548,623	1,410,136	674,846	0	131,815	0	5,765,420
<b>2019/20 Mendocino Transit Authority Claim - due April 1:</b>							
MTA Operations							0
Unmet Transit Needs							0
Senior Centers Operations							0
Capital Reserve Fund Contribution							0
Capital Program, MTA & Seniors Current Year							0
Capital Program, Senior Centers 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>Other Allocations - RSTP for MCOG Partnership Fund</b>					100,000		100,000
<b>Other Allocations - RSTP for County &amp; Cities Projects by Formula</b>					590,992		590,992
<b>Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail</b>						pending	
<b>TOTAL ALLOCATIONS</b>	<b>714,065</b>	<b>0</b>	<b>90,000</b>	<b>294,000</b>	<b>368,285</b>	<b>0</b>	<b>2,247,342</b>
<b>Balance Remaining for Later Allocation</b>	<b>3,548,623</b>	<b>1,410,136</b>	<b>674,846</b>	<b>0</b>	<b>131,815</b>	<b>0</b>	<b>5,765,420</b>



## MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 9**  
Consent Calendar  
MCOG Meeting  
4/1/2019

### STAFF REPORT

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**TITLE:** Acceptance of FY 2017/18 Fiscal Audit of Mendocino Transit Authority

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

**DATE PREPARED:** 3/22/2019

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**BACKGROUND:**

Each fiscal year, MCOG engages an independent Certified Public Accountant to conduct a fiscal audit of Mendocino Transit Authority, to comply with the Transportation Development Act (TDA). R. J. Ricciardi, Inc., CPAs has been engaged for five years of audits; this is the final year. MTA received a favorable audit report as usual.

The report was due by end of December 2018, however MCOG staff granted a requested 90-day extension to MTA, as allowed under TDA. A copy of the Basic Financial Statements, dated February 22, 2019, was received by MCOG on March 1, attached.

MTA's total net position decreased by \$809,295; total net position at June 30, 2018 was \$12,399,951, compared to the previous year at \$13,209,246. Unrestricted net position decreased by \$1,611,410, from \$1,673,282 to \$61,872 (we assume these funds were reclassified). – Pages 4-5, 7-8

The fare box calculation was included as directed by TDA. The ratio of fare box revenue compared to operating expenses was 12.6% (down from 12.8% in the previous year), easily meeting the new standard requirement of 10%. This is the second year under Senate Bill 508, which reduced MTA's required fare revenue of 14.7%. – Page 19

The CPA also provided a report on compliance with TDA, noting tests of compliance were performed and that: *“In connection with the audit, nothing came to our attention that caused us to believe that Mendocino Transit Authority failed to comply with...[TDA]...and the allocation instructions and resolutions of Mendocino Council of Governments.”* – Page 24

Additionally, issues concerning MCOG are "eligibility" for TDA funds allocated to MTA and senior centers. Annually, the fiscal auditor tests for eligibility of the claimant (MTA) to receive TDA funds, which involves a formula according to Section 6634. Any monies in excess of the amount eligible "shall be recovered" by the agency/commission/board (MCOG), according to Section 6649. At this writing, we are waiting for the auditor's letter. Since my last report, we have received the letter for the previous year, indicating full eligibility for TDA funds received through June 30, 2017. The Council may be assured that I will track this and report as part of the budget process.

And finally, the Notes to Financial Statements reveal that MTA received a concentration of 55% of its total revenue for the year from MCOG allocations of TDA funds, at \$3,050,612. Last year was 54%, at \$2,976,458. TDA funds were the largest single source of revenue for MTA. - Page 21

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**ACTION REQUIRED:** Accept the Fiscal Year 2017/18 MTA fiscal audit, as a fiduciary duty of the Council.

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**ALTERNATIVES:** None identified. The report is to be submitted to the State Controller as required, regardless of any MCOG action.

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**RECOMMENDATION:**

Accept the FY 2017/18 MTA fiscal audit reports as presented by R. J. Ricciardi, Inc., Certified Public Accountants.

Enclosures:

MTA “Basic Financial Statements” with TDA compliance report





# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 11c**  
Reports  
MCOG Meeting  
4/1/2019

## STAFF REPORT

**TITLE:** Summary of Meetings

**SUBMITTED BY:** Marta Ford, Administrative Assistant

**DATE PREPARED:** 3/25/2019

### BACKGROUND:

Since our last regular MCOG meeting, MCOG Administration and Planning staff has attended (or will have attended) the following 18 statewide and local meetings on behalf of MCOG:

Date	Meeting/Event	Location	Staff
3/4/2019	MCOG Board Meeting	Ukiah	Orth, Barrett, & Ellard
3/5/2019	Dow & DBC Coordination Meeting	Ukiah	All Staff
3/6/2019	Orchard Avenue Extension Grant PDT	Teleconference	Barrett & Ellard
3/7/2019	California Electric Vehicle Infrastructure Project (CAL eVIP)	Healdsburg	Orth
3/8/2019	Rural Counties Task Force	Sacramento	Barrett
3/11/2019	Covelo Field Review	Covelo	Barrett & Sookne
3/12/2019	Covelo PDT	Teleconference	Barrett & Sookne
3/13/2019	Regional Transportation Planning Agency Group	Teleconference	Barrett
3/14 – 3/17/2019	CALCOG 2019 Yosemite Policymakers Conference	Yosemite	Orth & Davey-Bates
3/20/2019	MCOG TAC	Ukiah	Barrett, Ellard, Sookne, & Davey-Bates
3/20/2019	Zero Emission Vehicle Advisory Group (ZAG)	Ukiah	Barrett, Ellard & Orth
3/21/2019	Local Partnership Program Workshop	Webinar	Sookne
3/21/2019	Pedestrian Facility Needs Bi-weekly	Teleconference	Ellard
3/25/2019	Project Management Demo	Webinar	Ellard, Sookne, Pedrotti, Davey-Bates, & Barrett
3/27/2019	Mendocino Transit Authority	Ukiah	Ellard
3/27/2019	Orchard Avenue Extension Grant Community Meeting	Ukiah	Ellard & Barrett
3/28/2019	MCOG Ad Hoc Committee	Ukiah	Barrett & Davey-Bates
3/28/2019	SHOPP Guidelines Workshop	Webinar	Barrett

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

### ACTION REQUIRED:

None.

### ALTERNATIVES:

None identified.

### RECOMMENDATION:

Forward this information to anyone interested.





MENDOCINO  
COUNCIL OF GOVERNMENTS

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March 25, 2019

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director / CFO  
**Subject:** Information Packet of April 1, 2019 Meeting - No Action Required

\* \* \* \* \*

The following items are attached.

1. MCOG Technical Advisory Committee (TAC) – Meeting minutes of February 20, 2019.



## MINUTES

### MENDOCINO COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE

February 20, 2019  
MCOG Conference Room

#### **Members Present**

Tasha Ahlstrand, Caltrans  
Dusty Duley, City of Willits  
Alicia Meier, County DOT  
Barbara Moed, AQMD  
Jacob King, MTA  
Rick Seanor, City of Ukiah (*arrived 10:11a.m.*)

#### **Staff Present**

Nephele Barrett, MCOG Administration  
Loretta Ellard, MCOG Planning

#### **Members Absent**

Mitch Stogner, NCRA (*Non-Voting*)  
Jesse Davis, County DPBS  
Tom Varga, City of Fort Bragg  
Richard Shoemaker, City of Point Arena

1. **Call to Order/Introductions** – Nephele called the meeting to order at 10:07 a.m. Self-introductions were made. A teleconference was initiated, but terminated after no one called in.
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 1/16/19 Minutes** – Motion by Alicia Meier, seconded by Jacob King, and carried unanimously, to approve the minutes of 1/16/19 as submitted.
5. **Consideration of Changing Regular TAC Meeting Date** – *moved to later on the agenda, awaiting arrival of additional members.*

*Rick Seanor arrived during the following item.*

6. **FY 2018/19 Overall Work Program – Second Quarter Report** – Loretta reviewed the quarterly status report, noting highlights. A brief discussion ensued with staff and members commenting on various work elements. Information only.
7. **FY 2019/20 Draft Overall Work Program** – Loretta reviewed her staff report and summarized the proposed FY 2019/20 Draft OWP, for which preliminary discussion began at the last TAC meeting. She said funding needed for MCOG planning staff work elements is estimated, as the exact amount will not be known until a new (or extended) planning services contract is awarded by MCOG, likely in late summer/early fall.

Proposed work elements and funding sources were reviewed. Staff reported Caltrans confirmed the City of Fort Bragg’s requested project (*Coastal Trail – Central Business Connection Project*) was ineligible for planning funds (as proposed tasks are related to project development rather than planning) so that project was not included in the proposed Draft.

Tasha said MCOG’s two Caltrans planning grant applications (*SB 743/VMT Regional Baseline Study and Mendocino County Fire Vulnerability Assessment & Emergency Preparedness project*) received high scores in District 1. Grant announcements are expected in spring.

The following projects were proposed by staff for inclusion in the Draft FY 2019/20 OWP:

<b>Agency</b>	<b>Project</b>	<b>Total</b>
MCOG	W.E. 1 – Regional Government & Intergovernmental Coordination	\$113,498
MCOG	W.E. 2 – Planning Management & General Coordination	\$ 94,999
MCOG	W.E. 3 – Community Transportation Planning	\$ 10,750
MCOG	W.E. 4 – Sustainable Transportation Planning	\$ 10,500
MCOG	W.E. 5 – SB 743 VMT Regional Baseline Study – <i>Grant Request</i>	\$135,001
Co. DOT	W.E.6 – Combined Special Studies	\$ 60,000
MCOG	W.E. 7 – Planning, Programming & Monitoring	\$ 66,864
MCOG	W.E. 8 – Mendo. Co. Fire Vulnerability Assessment & Emergency Preparation – <i>Grant Request (2-year project)</i>	\$281,000
MCOG	W.E. 14 – Training	\$ 21,500
MCOG	W.E. 16 – Multi-Modal Transportation Planning	\$ 31,500
MCOG	W.E. 18 – GIS Activities	\$ 5,850
MCOG	W.E. 20 – Grant Development & Assistance	\$ 23,915
MCOG	<i>Pavement Management Program Triennial Update - RESERVE</i>	\$ 50,000
<b>Total</b>		<b>\$905,377</b>

**Motion by Rick Seanor, seconded by Alicia Meier, and carried unanimously, to approve the FY 2019/20 Draft Overall Work Program as proposed.**

Loretta advised that she will prepare and submit the Draft to Caltrans by the March 1 due date.

**8. Staff Reports**

8a. 2018 STIP Programming & Allocations - Nephela reminded members that have STIP projects programmed in the current year to be thinking ahead about allocations. She stated STIP amendments (prior to the fiscal year of programming) are better than extension requests within the fiscal year. She said amendments would need to be submitted in March, and they require two CTC meetings. A brief discussion ensued with members commenting on various STIP projects. Alicia announced that the County is currently advertising for two positions - environmental and engineering tech.

Nephele advised that discussions on the 2020 STIP will start in a few months, and future year scheduling changes can also be made at that time. The STIP Fund Estimate is expected in August, and there should be more money in the STIP due to SB 1 revenues.

8b. SB 1 Programs – Nephele reported project lists are due May 1 for the Local Streets & Roads Program. The approving resolution can't be combined with the agency's budget this time, and must have a separate action. She said Caltrans District 1 is thinking ahead to the next Active Transportation Program cycle, and has put together a list of potential projects. She will send the list out for members to review, and would like to put it on the March TAC agenda. Comments on the list are requested by the end of March. Tasha added that District 1 submitted two ATP applications last cycle that were not funded, and they want to get early buy-in on potential projects for the next cycle. MCOG staff noted that the pedestrian needs study currently in process should also identify potential projects.

In response to an inquiry, Nephele said that there is nothing specific yet on how transportation funding would be tied to housing production, but she will continue to follow this.

5. Consideration of Changing Regular TAC Meeting Date - Loretta summarized the results of the doodle poll, which showed that seven of the eight members who responded preferred making no changes to the existing meeting date/time (*third Wednesday at 10:00 a.m.*). The next highest voted options (*keeping third Wednesdays, but moving to 1:00 p.m.; and changing to first Wednesdays at 10 a.m.*) each received five votes. The lowest voted option (*changing to fourth Wednesday at 10 a.m.*) received only two votes.

A brief discussion of the poll results ensued, and there was a **general consensus** to make no changes. Members expressed hope that the Point Arena representative (who requested the change) could send a delegate or possibly attend meetings by telephone. Loretta stated she will include the 2019 TAC meeting schedule in the minutes:

<b>TAC Meeting Date</b>
January 16
February 20
March 20
April 17
May 22 – 4 <sup>th</sup> Wed due to CTC meeting conflict
June 19
July 17
August 21
September 25 – 4 <sup>th</sup> Wed. due to CTC meeting conflict
October 16
November 20
December 18

**9. Miscellaneous**

MCOG – Nephela advised that Phil is doing traffic counts, a task under the vacant Regional Project Manager position (*James' old position*). She said the position will be advertised after more is known about the MCOG staffing contract.

City of Ukiah – Rick reported that (1) Ben Kageyama has gone to work for the City of Healdsburg, and City staff is sharing his duties; (2) the Ukiah City Council is expected to award the project for the downtown streetscape at tonight's meeting to GHD - the sole respondent, and the City has completed the required sole source form; (3) the City Planning Department will be issuing an RFP for a General Plan Update.

Air Quality Management District – Barbara reported that AQMD has been contacted by Sonoma Clean Power to participate in a grant proposal for EV charging stations, funded through the California Energy Commission.

**10. Adjournment – 11:40 a.m.**

Respectfully Submitted,

Loretta Ellard  
Deputy Planner

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