



MENDOCINO COUNCIL OF GOVERNMENTS

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

NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite 206
(707) 463-1859
Transportation Planning: Suite 204
(707) 234-3434

AGENDA

Monday, February 3, 2020 at 1:30 p.m.

Primary Location:

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

Audioconference Location:

Caltrans District 1, 1656 Union St., Eureka

Additional Media

For live streaming and later viewing:

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

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

1. Call to Order and Roll Call
2. Election of Officers – Chair and Vice Chair
3. Convene as RTPA
4. Recess as RTPA – Reconvene as Policy Advisory Committee

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. **Public Hearing:** Unmet Transit Needs for Fiscal Year 2020/21 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of December 9, 2019
7. Annual Appointments to Standing Committees
 - a. Executive Committee
 - b. Transit Productivity Committee
 - c. California Association of Councils of Governments (CALCOG)
8. Adoption of 2020 Board Calendar

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.

9. Approval of December 2, 2019 Minutes
10. Technical Advisory Committee (TAC) Recommendation of January 15, 2020: Approval of Third Amendment to Fiscal Year 2019/20 Transportation Planning Overall Work Program (OWP)
11. Adoption of Resolution #M2020-____* Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program - Annual Regional Apportionment for Transit Operating Assistance
12. Support for Grant Applications under Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program
 - a. Adoption of Resolution #M2020-____* Approving the Programming of Mendocino Transit Authority's Proposal for Continuation of Route 65, Mendocino to Santa Rosa Service
 - b. Approval of Letter of Support for Greyhound's Proposal for Continuation of Arcata to San Francisco Service, Second Daily Round Trip
13. Appointments to Social Services Transportation Advisory Council (SSTAC)

RATIFY ACTION

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

REPORTS

15. Reports – Information - *No Action*
 - a. Mendocino Transit Authority
 - b. North Coast Railroad Authority
 - c. MCOG Staff - Summary of Meetings
 - d. MCOG Administration Staff
 1. State Route 20 Intersection Improvements at Blosser Lane in Willits
 2. Federal Transit Administration Section 5310 Grant Awards – *verbal report*
 3. Miscellaneous
 - e. MCOG Planning Staff
 1. Fiscal Year 2020/21 Draft Transportation Planning Overall Work Program (OWP)
 2. Public Workshops – SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study
 3. Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan – *verbal report*
 4. Miscellaneous
 - f. MCOG Directors
 - g. California Association of Councils of Governments (CALCOG) Delegates

CLOSED SESSION

Any public reports of action taken in closed session will be made in accordance with Govt. Code sections 54957.1.

16. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Dewey-White v. Mendocino Council of Governments
Mendocino Superior Court Case No. SCUJCVPT 18-70179

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 72 hours before the meeting.

Las personas que requieren alojamiento especial de acuerdo con el Americans with Disabilities Act, o personas que requieren servicios de interpretación (libre de cargo) deben comunicarse con MCOG (707) 463-1859 al menos tres días antes de la reunión.

ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

CLOSED SESSION

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

POSTED 1/28/2020

*** Next Resolution Number: M2020-01**



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 2
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: Annual Election of Officers

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 1/17/2020

BACKGROUND:

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

Officers elected in 2019 were Dan Gjerde as Chair and Michael Carter as Vice Chair.

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

ACTION REQUIRED:

Follow last year's method or vote to use another method.

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

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

ALTERNATIVES:

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

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

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

RECOMMENDATION:

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

Enc: Bylaws excerpt

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

Excerpt of MCOG Bylaws Amended May 6, 2013

ARTICLE III - OFFICERS/STAFF/COMMITTEES

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

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

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



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 6
Regular Calendar
MCOG Meeting
2/3/2020

TITLE: FY 2020/21 Unmet Transit Needs Public Hearing

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 1/21/2020

BACKGROUND:

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

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

Testimony received for this hearing: The Social Services Transportation Advisory Council (SSTAC), a standing committee of MCOG, met for the annual Unmet Transit Needs workshop on December 9. (Minutes are provided in the Information Packet.) The SSTAC recommended a list of five needs developed in the workshop; considered and endorsed 13 needs from public input heard at MTA board meetings during the year; for a total of 18 needs, attached. Issues raised included assisted services, expanded services to remote areas, non-emergency medical transportation, increased trips on major highway corridors, additional stops and seasonal/ weekend service within local communities, and connections to outlying communities.

The SSTAC’s duties also include advising MCOG on any other transportation issues. This year, a recommendation was made to consider additional local funding to maintain service levels of the senior centers’ existing transportation programs.

ACTION REQUIRED:

The following process fulfills TDA requirements.

Finding of Proper Notice:

The Board makes the finding, by motion and vote, that a proper 30-day notice has been given. The notice of public hearing was published by the Ukiah Daily Journal (January 3), Fort Bragg Advocate-News (January 9), The Willits News (January 4) and Independent Coast Observer (January 3). Proofs of publication were received and will be available for view at the hearing. Only one notice of general circulation is required, met by two papers. The notice has been posted on our web site and emailed to a list of interested stakeholders. These actions more than meet the requirement.

Public Hearing:

The Chair opens the public hearing. Staff reports any written testimony received for the record,

including findings of the SSTAC's December 9, 2019 workshop. A list of identified needs is attached, including unmet needs from public input received by Mendocino Transit Authority. Public testimony is received. The hearing is closed.

Board Action:

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

- 1) *"The testimony heard includes Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the SSTAC and the Transit Productivity Committee."*
- 2) *"The testimony heard does not include any Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, therefore there are no unmet transit needs found for fiscal year 2019/20, and the annual process is concluded."*

If the finding is "yes," testimony does include unmet needs, the list of needs is directed to MTA to prepare an analysis that may include operational costs, ability to provide service, and prioritization of needs. Finally the analysis would go to MCOG's Transit Productivity Committee (TPC), in April or May 2020, for a recommendation to MCOG on which, if any, needs are "reasonable to meet" for inclusion in MTA's 2020/21 Transit Claim, due to MCOG April 1, 2020. The analysis and recommendation also would be discussed by the SSTAC. In June, when MCOG allocates funds to the transit claim, a finding of "reasonableness" is made.

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

ALTERNATIVES:

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

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

RECOMMENDATION:

Staff recommends that the Board:

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

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

Enclosures:

SSTAC Recommendations of 12/9/2019

List of additional needs received from the public to date

MCOG's "Unmet Transit Needs" and "Reasonable to Meet" Process

Notice of Public Hearing



MENDOCINO COUNCIL OF GOVERNMENTS

FY 2020/21 Unmet Transit Needs
Recommended by
MCOG's Social Services Transportation Advisory Council

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

December 9, 2019

Needs Identified by SSTAC:

1. Passenger van for expanded service to remote or inaccessible areas in Ukiah Senior Center's service territory
2. Reconsider a pulse system at the Navarro Junction for buses to Fort Bragg, Ukiah, Gualala and Point Arena
3. Service for disabled transit riders on inaccessible roads and driveways
4. Wheelchair accessible door-through-door assisted services for seniors and disabled adults on Wednesdays in the Ukiah area
5. Weekend and after-hours rides for seniors and disabled adults.

Needs Identified by Mendocino Transit Authority (MTA):

1. Increased round trips between Ukiah and Hopland – evening, morning and weekend
2. Increased weekend round trips between Santa Rosa and Fort Bragg
3. Increased service along Highway 1 to and from Fort Bragg
4. Increased service between Willits and Fort Bragg, and Fort Bragg and Mendocino
5. Service to The Woods retirement community in Little River, either fixed route or as needed
6. Summer service to Todd Grove Park in Ukiah
7. Additional northbound stops in Willits
8. Brooktrails service
9. Connection with Humboldt Transit
10. Service to Covelo, Leggett, and Laytonville
11. Round trip to City of Ten Thousand Buddhas Temple in Ukiah/Talmage
12. Saturday service on Willits Local Route 1
13. Additional stop in Willits at Food Bank

TOTAL of 18 Recommended Unmet Transit Needs



MENDOCINO COUNCIL OF GOVERNMENTS

FY 2020/2021

General Transportation Recommendations of MCOG's Social Services Transportation Advisory Council

December 9, 2019

1. Consideration of additional allocations of Local Transportation Funds to maintain service levels of Senior Centers' existing transportation programs.



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FY 2020/21 Unmet Transit Needs

Identified through Public Outreach

From Community Care, a nonprofit agency that arranges affordable, competent help to enable people with disabilities or illnesses continue to live independently at home:

1. Non-emergency, wheelchair-accessible medical transport
 2. Transportation service to the Little River area – lots of older adults in that community
 3. Transportation to the Sanford Ranch Road area bordering Ukiah/Talmage.
-
4. From Adventist Health Howard Memorial Hospital in Willits, a non-emergency medical transportation need for:
 - Patients that are being discharged and don't have anyone to take them home
 - Patients that arrived at the emergency room in an ambulance, but then must return home when they're done
 - Outpatients that need to get to appointments at the clinic

The patients that need these rides typically don't have financial resources to afford taxi service, and rides are sometimes during the evenings or nights when other options aren't available. The hospital is interested in starting their own transportation program to meet these needs because they don't think other available services fit their needs or clients.

Prepared by MCOG staff
January 21, 2020

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

MENDOCINO COUNCIL OF GOVERNMENTS

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

Introduction

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

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

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

Definitions

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

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

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

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

Page 2 of 2

12/7/98

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

/le
/jmo



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NOTICE of PUBLIC HEARING Unmet Transit Needs

Monday, February 3, 2020, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, at County Administration Center, Supervisors Chambers, Room 1070, 501 Low Gap Road, Ukiah, CA, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2020 through June 30, 2021. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information or to submit written testimony in advance, contact the MCOG office at 707-463-1859.

Janet M. Orth
MCOG Deputy Director/CFO



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7
Regular Calendar
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: Annual Committee Appointments

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 1/17/2020

BACKGROUND:

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

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

The most recent appointments are:

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

ACTION REQUIRED:

- a. Appointment by the Council of the Executive Committee. – *Please note the annual meeting is to be scheduled for late February, preferably in the final week to allow for budget preparation and proper notice.*
 - b. Appointments by the Chair to the Transit Productivity Committee. – *One or two meetings are typically required in March, April and/or May to address transit performance, MTA's annual funding claim, the unmet needs analysis, and audit recommendations.*
 - c. Appointment by the Council of two CALCOG Delegates. – *Typically CALCOG delegates have met in March/April for the annual Regional Leadership Forum, and perhaps in the autumn for a joint meeting with statewide county and/or city associations. This year the Forum is scheduled for April 5-7 in Riverside. Also there may be business meetings with a call-in option.*
-

ALTERNATIVES:

- The Executive Committee is optional according to the bylaws. The officers could meet with staff for annual business, ideally reflecting city-county balance.
 - TPC membership is mandated by the bylaws, so there is no alternative without amendment.
 - Annual CALCOG appointments are mandated also, so there is no alternative without amending the bylaws.
-

RECOMMENDATION:

Appoint members to the standing committees described above, following MCOG's bylaws.

Enc: Bylaws excerpts

Excerpts of MCOG Bylaws Amended May 6, 2013
ARTICLE III - OFFICERS/STAFF/COMMITTEES

Section 5. STANDING COMMITTEES

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

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

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

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

Section 6. ASSOCIATIONS

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

2020 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

DRAFT as of 12/2/2019 - for Board approval 2/3/2020

Date	Planned Highlights and Recurring Actions	Notes
January	No meeting this month	
February 3	Election of Officers and Committee Appointments <u>Social Services Transportation Advisory Council (SSTAC) Recommendations:</u> FY 2020/21 Unmet Transit Needs - Public Hearing	
March 2	<u>Staff and Executive Committee Recommendations:</u> Draft 2020/21 Budget – No Action	
April 6	Regular Business	
May 4	<u>On Location Tour/Mobile Workshop:</u> <ul style="list-style-type: none"> ▪ Transportation Tour of Plans & Projects – <i>Ukiah Valley Area</i> ▪ Informal Lunch and Presentations/Discussion Fiscal Year 2020/21 Budget Workshop Including: <u>Staff and TAC Recommendations:</u> Planning Overall Work Program <u>Transit Productivity Committee (TPC) and SSTAC Recommendations:</u> Unmet Transit Needs Reasonable-to-Meet Finding Funding of MTA's Annual Transit Claim	All-day field trip and community meeting
June 1	<u>Combined Recommendations of Staff & Committees:</u> Adoption of 2020/21 Regional Transportation Planning Agency Budget <u>TAC Recommendations:</u> Adoption of 2020/21 Planning Overall Work Program	
July	No meeting this month	
August 17	Regular Business	Change to third Monday
September	No meeting this month	
October 5	Regular Business / On Location Tour/Mobile Workshop – <i>pending</i>	
November 2	Regular Business	
December 7	<u>Social Services Transportation Advisory Council (SSTAC) Recommendations:</u> 2020/21 Unmet Transit Needs - Public Hearing	

Related Meetings of Interest / Educational Options

February 11	21st Annual CTF Transportation Forum, Sacramento http://www.transportationfoundation.org/	CA's leading charitable transportation organization
April 5-7	CALCOG Delegates: 2020 Annual Regional Leadership Forum, Riverside http://www.calcog.org/	Assn. of regional agencies; networking & current issues
November 15-17	Self Help Counties Coalition: 31st Annual Focus on the Future Conference, Newport Beach http://www.selfhelpcounties.org/focus/	24 local agencies with transportation sales taxes

January 27, 2020

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Consent Calendar of February 3, 2020

The following agenda items are recommended for approval/action.

9. Approval of December 2, 2019 Minutes – *attached*
10. Technical Advisory Committee (TAC) Recommendation of January 15, 2020: Approval of Third Amendment to Fiscal Year 2019/20 Transportation Planning Overall Work Program (OWP) – This routine amendment would transfer expiring Planning, Programming & Monitoring funds from Work Element 7 to WE 2 for timely expenditure. Also it would correct an error in the Second Amendment so as to allocate local funds for MCOG staff training under WE 14. One task each is added to WE 2 and to WE 20. Finally, a correction is made to the grant funding source for WE 5, from SB 1 to State Highway Account. The amendment would move funds between work elements; no change is proposed to total OWP funding of \$1,133,141.
- Staff report and amended funding tables are attached.
11. Adoption of Resolution Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program - Annual Regional Apportionment for Transit Operating Assistance – This is a routine matter annually, requiring MCOG's approval by resolution. Mendocino Transit Authority is eligible for these funds, and staff finds that MTA meets program requirements. The estimated apportionment available to Mendocino County for FFY 2020 is \$531,772. Applications are due February 12, 2020.
– Staff report and resolution are attached.
12. Support for Grant Applications under Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program
 - a. Adoption of Resolution Approving the Programming of Mendocino Transit Authority's Proposal for Continuation of Route 65, Mendocino to Santa Rosa Service – Over the past six years, MTA has applied for these funds to subsidize this route, with MCOG's approval. Grant awards were made for the first four proposals. MTA again is requesting \$300,000 of continued Operating Assistance for this route. MCOG approval is required. Applications are due February 12, 2020. – *Staff report and resolution are attached.*
 - b. Approval of Letter of Support for Greyhound's Proposal for Continuation of Arcata to San Francisco Service, Second Daily Round Trip – As a private operator, Greyhound Bus Lines is eligible for FTA 5311(f) funds and has received previous grant awards, however programming is done directly with Caltrans and does not require MCOG's approval. Staff recommends support of this daily route on US-101 connecting Mendocino County with the Bay Area. – *Draft letter is attached.*
13. Appointments to Social Services Transportation Advisory Council (SSTAC) – Four appointments are proposed. – *Staff report and Membership Roster are attached.*

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda #9
Consent Calendar
MCOG Meeting
2/3/2020

MINUTES

Monday, December 2, 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*

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 1:32 p.m. with Rex Jackman (Caltrans/PAC), Jim Brown, Richey Wasserman, Greta Kanne (Alternate), John Haschak, Mike Carter and Dan Gjerde present; Chair Gjerde presiding. Director Tess Albin-Smith arrived subsequently.

Staff present: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; James Sookne, Program Manager; and Monica Galliani, Administrative Assistant.

2. Convene as RTPA

3. Recess as RTPA - Reconvene as Policy Advisory Committee.

4. Public Expression. None.

5 - 7. Regular Calendar.

5. Report/Discussion: Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan. Ms. Barrett introduced Mr. Bob Neumann, Vice President of Category Five Professional Consultants (MCOG's contractor), and provided a brief background of the grant-funded Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan in MCOG's planning program.

Mr. Neumann reported that Category Five has a goal of creating a wildfire emergency evacuation plan for multiple areas of the county. Category Five has met with various fire chiefs and teams throughout the county and is structuring a multi-hazard plan that will divide the county into area-specific zones. A public survey has been released for further input. Chair Gjerde pointed out that the lack of cell phone service in the county has proven to be problematic and he is looking forward to its expansion. Board discussion included:

- Are the planning teams looking into transportation issues such as residential areas with only one way in/out? (Haschak) – Yes.
- Is there a specified time frame for the project? (Brown) – Yes, two years total with an evacuation plan in place by next fire season.
- Is there a plan in place that aims to bring each agency to some sort of agreement? (Haschak) – Yes, through meetings with the technical advisory group, Sheriff and fire teams, and will engage all stakeholder agencies.

The Chair thanked Mr. Neumann. No action was taken.

6. Technical Advisory Committee (TAC) Recommendation of November 20, 2019 and Public Hearing: Approval of Resolution Adopting the 2020 Regional Transportation Improvement Program (RTIP). Finding of Proper Notice. Mr. Sookne confirmed proof of publication from Ukiah Daily Journal, published on November 21, 2019.

Upon motion by Director Wasserman, second by Director Haschak, and carried unanimously on roll call vote (*8 Ayes – Brown, Kanne/Alt., Wasserman, Haschak, Jackman/PAC, Carter, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Albin-Smith*): IT IS ORDERED that this public hearing on Approval of the 2020 RTIP was properly noticed.

Ms. Barrett introduced the item and reported that the Technical Advisory Committee had met twice, scored and ranked project applications and approved the RTIP as presented. Mr. Sookne summarized each section of the RTIP and reported that timing issues and schedule adjustments were resolved.

In response to a follow-up question by Chair Gjerde regarding the Gualala project, Ms. Barrett added that there is minimal potential for a loss of parking spaces. There is no current statement that allows property owners to opt out of parking.

Mr. Sookne reviewed relevant acronyms and their meanings for the board. Ms. Barrett explained how different aspects of the document were separated based on funding methods.

Director Albin-Smith arrived at 1:55 p.m.

Public Hearing. Chair Gjerde opened the hearing at 1:55 p.m.

Tom Murphy from the Gualala Municipal Advisory Council stated that some Gualala residents have expressed concern over the potential ability for property owners to opt in or out of parking development in front of their stores. GMAC supported the original landscape component of the plan.

Ms. Barrett responded that the landscape was eliminated from the project streetscape and that Caltrans was concerned with maintenance.

The hearing was closed at 1:58 p.m.

Upon motion by Brown, second by Carter and carried unanimously on roll call vote (*8 Ayes – Brown, Albin-Smith, Kanne/Alt., Wasserman, Haschak, Jackman/PAC, Carter, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the following resolution is adopted, and staff is authorized to submit the adopted RTIP to Caltrans and the California Transportation Commission.

Resolution No. M2019-10

Adopting the 2020 Regional Transportation
 Improvement Program

(Reso. #M2019-10 is incorporated herein by reference)

New STIP Programming:	
North State Street Intersection/Interchange Improvement	
Right of Way	\$ 232,000
Gualala Downtown Streetscape	
Right of Way	390,000
Right of Way Supp.	510,000
Roundabout at Low Gap and North Bush – CON	703,000
Planning, Programming & Monitoring	235,000
TOTAL	\$ 2,070,000

7. Discussion/Direction: 2020 MCOG Board Calendar. Ms. Orth presented the tentative schedule of 2020 MCOG Board meetings to adopt in February. She gave an overview of the general layout and content of meetings, noting exceptions to first Mondays including placeholders for two transportation tours. Ms. Barrett asked the board whether they preferred one or two project tours, suggested Ukiah Valley and Covelo, and asked for their input. Chair Gjerde suggested scheduling a tour in Ukiah in the spring and keeping fall open for another location. Staff accepted direction to finalize the draft calendar with a tour in May and a potential tour in October. No action was taken.

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

8. Approval of November 4, 2019 Minutes - as written

9. Approval of Resolution Adopting an Amended Conflict of Interest Code by Reference

Resolution No. M2019-11

Adopting an Amended Conflict of Interest Code by Reference
(Reso. #M2019-11 is incorporated herein by reference)

10. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Carter, second by Kanne, and carried unanimously on roll call vote (7 Ayes – Brown, Albin-Smith, Kanne/Alt., Wasserman, Haschak, Carter, 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. Director Albin-Smith had attended the most recent meeting and reported that there had been some difficulty applying for a grant.
- b. North Coast Railroad Authority. None.
- c. MCOG Staff - Summary of Meetings. Ms. Barrett gave a report on the Blosser Lane walking audit. MCOG and Caltrans staff stood at the intersection and observed problems. The community gave positive feedback on the current plan for the intersection. Caltrans believes the plan will work well short-term. Director Haschak brought attention to the large number of children and families that are affected by the intersection. Ms. Barrett explained that there would be wider shoulders and sidewalks rather than roundabouts or pedestrian refuges for this project. A brief board discussion ensued.
- d. MCOG Administration Staff
 1. *SBI Local Partnership Program (LPP) Guidelines Update.* Ms. Barrett reported that Caltrans and the California Transportation Commission (CTC) are working to update the guidelines for LPP funding distributions in response to negative feedback from various transportation agencies. She reviewed the current LPP guidelines and pointed out the advantages and disadvantages of the various options for small towns/cities, noting it is likely that the funding minimum will be doubled to \$200,000. She sent in a letter containing MCOG's comments. Brief discussion ensued.

2. *Reminder: Form 700 Statements of Economic Interest due in 2020.* Ms. Orth reminded the Board members to complete their 700 forms by April 1, 2020 and noted the changes made to MCOG's code under Consent Calendar.
 3. *North State Super Region Meeting of November 5, 2019.* Ms. Orth reported on the North State Super Region and CTC Town Hall meetings she attended in Del Norte County.
 4. *Miscellaneous.* None.
- e. MCOG Planning Staff
1. *Proposals Received for FY 2020/21 Transportation Planning Overall Work Program (OWP).* Ms. Ellard reviewed the annual work program process and reminded the Board that eligible applicants can submit applications through the end of today.
 2. *Miscellaneous.* None.
- f. MCOG Directors. None.
- g. California Association of Councils of Governments (CALCOG) Delegates. Director Albin-Smith attended the most recent business meeting as MCOG's delegate and mentioned current topics of interest such as housing and the promotion of regional stories through the calcog.org website. She expressed interest in attending the annual CALCOG forum in Riverside; Ms. Orth confirmed the availability of budgeted travel and training funds.
Ms. Barrett responded that Mendocino County projects will not be affected by the new federal Safer Affordable Fuel Efficient (SAFE) Vehicle Rule regarding air quality. Ms. Orth remarked on the harm this rule could do to California's investments in zero emission vehicle technology and noted the State is defending its policies through legal channels.

15. Adjournment. The meeting was adjourned at 2:43 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda #10
Consent Calendar
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: Third Amendment to FY 2019/20 Overall Work Program

SUBMITTED BY: Alexis Pedrotti, Project Manager

DATE PREPARED: 1/24/20

BACKGROUND:

The MCOG Board of Directors has reviewed and approved the Final and first two amendments to the Overall Work Program for FY 2019/20. Amendments to the Overall Work Program can be very typical in one fiscal year depending on a variety of factors. 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. Additionally, amendments could be necessary to include new grant funded projects or changes to a grant funded project's scope or schedule. Finally, a project or regional need may arise after the final OWP is developed where the local jurisdiction or MCOG Staff could request funding support through the OWP if funds are available.

After reviewing expenditures through November, it's apparent a third amendment to the Overall Work Program is necessary to adjust expiring funds under some work elements of the OWP. Additionally, staff has found a need to include some additional tasks into the OWP. Requested changes are as follows:

Funding Adjustments:

- Work Element 7 – Planning, Programming & Monitoring: This element currently has an unexpended balance of \$25,195 of 2017/18 Planning, Programming and Monitoring (PPM) funds that are scheduled to expire June 30, 2020. Additionally, this element is funded with a large amount of Rural Planning Assistance (RPA) funding that also will need to be expended. To ensure these funds will be properly expended by the deadline, staff is requesting to move the expiring PPM funds to Work Element 2 – Planning Management & General Coordination.
- Work Element 14 – Training: Incorporated under the second amendment was carryover funding for direct costs that were unexpended for FY 2018/19. These funds were incorrectly allocated to the wrong agency. MCOG Staff should have received \$15,733 of Local Transportation Funds for direct costs they may incur over the next year for trainings.

Task Language Changes:

- Work Element 2 – Planning Management & General Coordination: Staff is requesting to add a task that reads "*Develop and Prepare RFPs and coordinate studies consistent with regional transportation planning related tasks, plans and studies.*"
- Work Element 20 – Grant Development & Assistance: Staff is requesting to add a task that reads "*As necessary, allow participation, monitoring and assisting with grant funded work elements and projects to ensure scope, schedule and deliverables have been met as required by Caltrans.*"

The third amendment to the OWP will not increase the FY 2019/20 Overall Work Program total from \$1,133,141, but simply shifts some PPM funds from one element to another. Details are shown in **bold** and ~~strike out~~ on the attached financial summary sheets. *Copies of the full amendment will be available upon request.*

The Technical Advisory Committee (TAC) considered this proposed amendment at their January 15, 2020 meeting, and unanimously recommended approval.

Subsequent to the TAC meeting, we learned that the title of the funding source for the Sustainable Communities Grant for W.E. 5 (*SB 743 Vehicle Miles Traveled – Regional Baseline Study*) needs to be corrected from “State SB 1 Sustainable Communities Grant” to “State Highway Account – Sustainable Communities Grant”. This proposed amendment also includes that correction.

ACTION REQUIRED: Consider approval of Third Amendment to FY 2019/20 Overall Work Program.

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

RECOMMENDATION: Accept staff’s recommendation to approve the Third Amendment to FY 2019/20 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 2019/20 OWP - Summary of Funding Sources*
FY 2019/20 OWP – Funding Allocation & Expenditure Summary

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 FINAL (3RD AMENDED) OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE HWY ACCT SB-1 Sust. Comm. Grant	STATE SB 1 Adaptation Grant	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$114,500			\$114,750
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$82,276	\$12,723 \$37,918				\$94,999 \$120,194
3	MCOG - Community Transportation Planning	\$8,071	\$10,500				\$18,571
4	MCOG - Sustainable Transportation Planning			\$12,660			\$12,660
5	MCOG - SB 743 VMT Regional Baseline Study - <i>Grant Awarded</i>	\$15,485			\$119,516		\$135,001
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$77,297 \$52,102	\$70,156			\$147,453 \$122,258
8	MCOG - Mendo. Co. Fire Vulnerability Assessment & Emergency Preparedness - <i>Grant Awarded (2-year project)</i>	\$32,116				\$247,884	\$280,000
12	Ukiah - Comprehensive ADA Access Plan Update - <i>Carryover</i>		\$35,000				\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match - <i>Carryover</i>	\$9,436					\$9,436
14	MCOG - Training	\$44,270					\$44,270
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - <i>Carryover</i>		\$41,361				\$41,361
16	MCOG - Multi-Modal Transportation Planning			\$31,500			\$31,500
18	MCOG - Geographic Information System (GIS) Activities	\$600		\$5,250			\$5,850
20	MCOG - Grant Development & Assistance	\$8,478		\$28,248			\$36,726
	<i>Pavement Management Program (PMP) Triennial Update - RESERVE</i>		\$65,564				\$65,564
	TOTAL	\$200,982	\$242,445	\$322,314	\$119,516	\$247,884	\$1,133,141

TOTAL WORK PROGRAM SUMMARY

Local	\$200,982	Local LTF 2019/20 Alloc.	\$147,701
State	\$932,159	Local LTF <i>Carryover</i>	\$53,281
Federal	\$0	State PPM 2019/20 Alloc.	\$90,000
TOTAL	\$1,133,141	State PPM <i>Carryover</i>	\$152,445
		State RPA 2019/20 Alloc.	\$294,000
		State RPA <i>Carryover</i>	\$28,314
		State SB-1 SHA Sust. Communities Gran	\$119,516
		State SB 1 Adaptation Grant	\$247,884
		Federal	\$0
		TOTAL	\$1,133,141

PROGRAM MATCH		
Local	\$200,982	17.7%
State	\$932,159	82.3%
Federal	\$0	0.0%
TOTAL WORK PROGRAM SUMMARY	\$1,133,141	100.0%

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 FINAL (3RD AMENDED) OVERALL WORK PROGRAM
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY DPBS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination					\$112,500	\$2,250	\$114,750
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$94,999 \$120,194		\$94,999 \$120,194
3	MCOG - Community Transportation Planning					\$17,821	\$750	\$18,571
4	MCOG - Sustainable Transportation Planning					\$12,660		\$12,660
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Award					\$15,000	\$120,001	\$135,001
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$140,203 \$115,008	\$7,250	\$147,453 \$122,258
8	MCOG - Mendoc. Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Award (2-year project)					\$35,000	\$245,000	\$280,000
12	Ukiah - Comprehensive ADA Access Plan Update - <i>Carryover</i>						\$35,000	\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match - <i>Carryover</i>						\$9,436	\$9,436
14	MCOG - Training					\$16,783	\$27,487	\$44,270
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - <i>Carryover</i>				\$1,111		\$40,250	\$41,361
16	MCOG - Multi-Modal Transportation Planning					\$31,500		\$31,500
18	MCOG - Geographic Information System (GIS) Activities					\$5,250	\$600	\$5,850
20	MCOG - Grant Development & Assistance					\$36,226	\$500	\$36,726
	<i>Pavement Management Program Triennial Update - RESERVE</i>						\$65,564	\$65,564
	TOTAL	\$60,000	\$0	\$0	\$1,111	\$517,942	\$554,088	\$1,133,141

Note: Several work element numbers have been left blank for potential carryover projects

*

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 (\$390,542). DBC's contract extension (approved 5/6/19) goes through 9-30-20. In addition, \$111,977.54 in carryover funding (\$2,537.73 FY 2014/15; \$2,363.41 FY 2015/16; \$18,931.06 FY 2016/17; \$22,045.70 FY 2017/18; \$66,099.64 FY 2018/19) is available from under-expending prior years' funding, for a total available of \$502,519.54.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 11
Consent Calendar
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: Approval of Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program - Annual Regional Apportionment for Transit Operating Assistance

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 1.24.2020

BACKGROUND:

As an annual matter, Mendocino Transit Authority (MTA) is applying to Caltrans for funds available under the Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program for Fiscal Year 2020/21. The estimated amount available is **\$531,772** (up 5.7%). This amount is Mendocino County's regional apportionment. Applications are due February 12, 2020.

MAP-21 legislation amended eligible recipients to include a State or Indian tribe that receives a federal transit program grant directly from the FTA. A subrecipient of the program includes a State or local governmental authority, a non-profit organization, or an operator of public or private transportation or intercity bus service that receives federal transit program grant funds. (We assume this follows under the current FAST Act.)

MTA would be a "subrecipient." The proposed "project" consists of transit operations that the program is meant to assist in rural areas. We are not aware of any other claims. Note that MTA is the designated Consolidated Transportation Services Agency for the region.

Executive Director Barrett's signature on the application represents MCOG's certification that the regional agency has approved, by resolution, the programming of these funds for MTA and that MTA complies with certain standard requirements related to local funding match availability, coordination with other transportation service providers, and STIP requirements.

This has been considered a routine item with no reason to withhold support. Also note that when allocating Local Transportation Funds, the Transportation Development Act (TDA) requires a finding by MCOG of whether MTA is making full use of available federal funds.

ACTION REQUIRED:

Adopt the resolution to program these funds for MTA's Operating Assistance. The certification document, as part of the application, includes a statement that the regional agency has approved, by resolution, the programming of funds for this project. The Executive Director is able to certify the other two assurances. (Certification statements are available on request.)

ALTERNATIVES:

If MCOG does not approve this action, MTA will not receive the federal operating assistance for which they are eligible. If another eligible recipient or subrecipient were to make a claim under this year's program, a decision would need to be made at this MCOG meeting.

RECOMMENDATION:

Adopt the attached resolution approving the programming of MCOG's FY 2020/21 regional apportionment of FTA Section 5311 transit operating assistance funds and authorizing the Executive Director's signature on the certification documents for MTA's application.

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2020-____

APPROVING THE PROGRAMMING OF FTA SECTION 5311 NON-URBANIZED PROGRAM FUNDS FOR MENDOCINO TRANSIT AUTHORITY OPERATING ASSISTANCE

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County; and
- The estimated regional apportionment of Federal Fiscal Year 2020 funding from the Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program is \$531,772;
- Mendocino Transit Authority (MTA) intends to apply for the purpose of assisting its transit operations; and
- MTA is an eligible applicant for these funds in the region and is able to meet the requirements of the Section 5311 program; and
- The program application requires certification that MCOG, as the transportation planning agency, has approved by resolution the programming of funds for this project; therefore, be it

RESOLVED, THAT:

MCOG approves the programming of its estimated regional apportionment of FTA Section 5311 funds in the amount of \$531,772 for FFY 2020, or of its final regional apportionment amounts when issued, for Mendocino Transit Authority operating assistance and the Executive Director is authorized to sign the required documents and certifications.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 3rd day of February, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

ATTEST: Nephele Barrett, Executive Director

MCOG Chair



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12a
Consent Calendar
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: Approval of Mendocino Transit Authority's Project Proposal for FTA Section 5311(f) Intercity Bus Program Grant Funds – Continuation of Route 65 Service

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 1.24.2020

BACKGROUND:

Caltrans annually makes available the Federal Transit Administration (FTA) Section 5311(f) funds. According to the program guidelines, "*The... Intercity Bus Program in California is designed to address the 'intercity bus transportation needs of the entire state' by supporting projects that provide transportation between non-urbanized and urbanized areas that result in connections of greater regional, statewide, and national significance.*"

The application requires certification, by resolution, that the Regional Transportation Planning Agency approves the programming of Section 5311(f) funds for the proposed project.

FTA 5311(f) funds were awarded in 2014 for an additional Route 65 trip between Willits and Santa Rosa, meeting several unmet transit needs and providing connectivity with Greyhound. In 2015 MTA successfully applied for another 5311(f) grant to extend this run from Fort Bragg to Santa Rosa (Phase 2). In 2016, MTA successfully applied for more funds to operate an additional round trip daily from Fort Bragg to Santa Rosa. In 2017, MTA was awarded funds to continue the expanded Route 65 service, with a connection to the town of Mendocino. In 2018, MTA applied for operating assistance for this route, but did not receive an award. In 2019 MTA again applied (results are not yet posted).

This year, MTA once again will apply for a 5311(f) grant of \$300,000 to continue Route 65 Mendocino to Santa Rosa service; applications are due February 12, 2020 for the FY 2020/21 cycle.

Also note that claims for the local and state Transportation Development Act (TDA) funds require that MTA make full use of any available federal funding—this is a finding made in MCOG's budget.

MTA is responsible for any required match of funding resources; they are eligible this cycle for toll credits in lieu of a cash match. MCOG is responsible to ensure the project is consistent with the Regional Transportation Plan.

MCOG has supported each of MTA's proposals for Route 65 service under this FTA program.

ACTION REQUIRED:

Approve the programming of available FTA Section 5311(f) funds for MTA's project.

ALTERNATIVES:

The Council could decline approval or take no action, although without MCOG's programming of these federal funds, MTA's application cannot be approved. – *not recommended*

RECOMMENDATION:

Adopt the attached resolution approving the programming of \$300,000 in federal grant funds to continue the expanded Route 65 service and authorizing the Executive Director to sign the required documents and certifications.

Enc.: Draft resolution

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2020-_____

APPROVING THE PROGRAMMING OF FTA SECTION 5311(f)
INTERCITY BUS PROGRAM FUNDS FOR
MENDOCINO TRANSIT AUTHORITY'S PROJECT PROPOSAL:
CONTINUATION OF ROUTE 65 SERVICE

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County;
- Mendocino Transit Authority (MTA) intends to apply for FY 2020/21 funding from the Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program, up to \$300,000;
- This funding is requested for operating assistance to subsidize MTA's Route #65 from the town of Mendocino to Santa Rosa;
- MTA is an eligible applicant for these funds in the region and is able to meet the requirements of the Section 5311(f) program; and
- The program application requires certification that MCOG, as the transportation planning agency, has approved, by resolution, the programming of funds for this project; therefore, be it

RESOLVED THAT:

MCOG approves the programming of FTA Section 5311(f) operating assistance funds for this MTA continued service project in Fiscal Year 2020/21, not to exceed \$300,000, and the Executive Director is authorized to sign the required documents and certifications.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 3rd day of February, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

ATTEST: Nephele Barrett, Executive Director

MCOG Chair



MENDOCINO
COUNCIL OF GOVERNMENTS

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

Agenda # 12b
Consent Calendar
MCOG Meeting
2/3/2020

NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite 206
(707) 463-1859
Transportation Planning: Suite 204
(707) 234-3434

February 3, 2020

Kathy Pongratz, Chief
Rural Transit & Intercity Bus Branch
FTA Section 5311& 5311(f)
Division of Rail and Mass Transportation
Office of Transit Grants and Contracts
1120 N Street, MS 39
Sacramento, CA 95814

RE: Greyhound's Application for FTA Section 5311(f) Funding

Dear Ms. Pongratz:

On behalf of the Mendocino Council of Governments, I would like to express my support for Greyhound's application for FTA Section 5311(f) grant funds for their rural inter-city bus service between Arcata and San Francisco. This will provide continuing funding for an existing service that includes two stops in Mendocino County along the US 101 corridor—in the cities of Ukiah and Willits. Passengers of the local Mendocino Transit Authority system are able to connect with the inter-regional Greyhound system from these locations.

The service operates 7 days a week, 365 days a year and is the only inter-regional, rural bus service that connects the rural communities along US 101 with the urbanized San Francisco Bay Area. The service provides residents of Mendocino County an opportunity to connect to transit services in counties to both the north and south, as well as make connections to the national intercity bus network.

Thank you for considering funding to continue this important service. Feel free to contact our office for further information.

Sincerely,

Nephele Barrett
Executive Director

cc: Steve Abernathy, Greyhound State Government Relations



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda #13
Consent Calendar
MCOG Meeting
2/3/2020

STAFF REPORT

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

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 1.22.2020

BACKGROUND:

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

At the SSTAC meeting of December 9, appointments were proposed for one seat and one Alternate, and one reappointment. Two members planning to retire in 2020 (Marilyn DeFrange and Diana Clarke) will create vacancies. Another member (Carla Meyer) is due for reappointment and an alternate member is advisable.

The members currently nominated for appointment/reappointment are:

- “Representative of Local Consolidated Transportation Services Agency”
- *Reappoint through April 2023*
Carla Meyer, Mendocino Transit Authority (MTA)
- “Representative of Local Consolidated Transportation Services Agency”
- *Appoint through April 2023*
Dawn White, MTA – Alternate
- “Local social service provider for the handicapped that provides transportation”
- *Appoint through April 2022*
Kathy Sheehy, Ukiah Senior Center
Heather Haydon, Ukiah Senior Center – Alternate

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

ACTION REQUIRED: Appoint four members to fill terms on the SSTAC.

ALTERNATIVES:

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

Appoint Carla Meyer, Dawn White, Kathy Sheehy and Heather Haydon to the SSTAC.



Social Services Transportation Advisory Council (SSTAC)

Membership Roster
Approved June 3, 2019

Position	Name	Alternate	Agency	Term Expires
Local social service provider for the handicapped	Sheila Keys		Redwood Coast Regional Center	April 2020
Local social service provider for persons of limited means	Arlene Peterson		Action Network	April 2020
	Doris Sloan		Consolidated Tribal Health	April 2020
Representative of Local Consolidated Transportation Services Agency	Carla Meyer		Mendocino Transit Authority	April 2020
Local social service provider for seniors	Richard Baker	Priscilla Tarver	Willits Seniors, Inc.	April 2021
	Dena Eddings, Interim		Area Agency on Aging	April 2021
Local social service provider for seniors that provides transportation	Jill Rexrode	Steve Jordan	Redwood Coast Seniors	April 2021
		Laurie Hill		
Potential transit user at least 60 years of age	<i>Vacant</i>			April 2021
Potential “handicapped” transit user	<i>Vacant</i>			April 2022
Local social service provider for the handicapped that provides transportation	Marilyn DeFrange	Diana Clarke	Ukiah Senior Center	April 2022
Representative of local Consolidated Transportation Services Agency	Jacob King		Mendocino Transit Authority	April 2022



**MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT**

**Agenda #15c
Reports
MCOG Meeting
2/3/2020**

TITLE: Summary of Meetings

DATE PREPARED: 1/21/20

SUBMITTED BY: Monica Galliani, Administrative Assistant

BACKGROUND:

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

Date	Meeting/Event	Location	Staff
12/03/2019	Caltrans Invoice Training	Willits	Orth & Casey
12/04/2019	Regional Transportation Planning Agencies Meeting	Teleconference	Barrett
12/05/2019	Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan Meeting	Teleconference	Barrett & Ellard
12/05/2019	Active Transportation Program Guidelines Workshop	Webinar	Barrett
12/09/2019	North Coast Railroad Authority Meeting	Novato	Ellard
12/09/2019	Social Services Transportation Advisory Council Unmet Transit Needs Workshop	Ukiah	Barrett, Orth & Galliani
12/11/2019	California Association of Councils of Governments AB 101 Grant Meeting	Teleconference	Ellard
12/11/2019	Mendocino Transit Authority Meeting	Ukiah	Ellard
12/12/2019	Local Partnership Program Workshop	Sacramento	Barrett
12/12/2019	SB 743 Vehicle Miles Traveled Monthly Meeting	Teleconference	Ellard
12/17/2019	Active Transportation Program Guidelines Workshop	Webinar	Barrett
12/18/2019	SB 743 Technical Advisory Group Meeting	Ukiah	Barrett & Ellard
12/19/2019	Housing & Community Development Planning Grant (AB 101) Meeting	Ukiah	Barrett & Ellard
01/07/2020	Caltrans Dist 1/Regional Transportation Planning Agency Meeting	Teleconference	Barrett
01/07/2020	Local Partnership Program	Webinar	Barrett & Davey-Bates
01/08/2020	AB 101 Housing Grant Meeting	Teleconference	Barrett
01/09/2020	Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan Meeting	Teleconference	Barrett & Ellard
01/09/2020	Orchard Avenue Project Development Team	Teleconference	Ellard
01/09/2020	SB 743 Vehicle Miles Traveled Monthly Meeting	Teleconference	Barrett & Ellard
01/13/2020	COG Director Association of California Meeting	Sacramento	Barrett-
01/15/2020	MCOG Technical Advisory Committee Meeting	Ukiah	Barrett, Sookne, Ellard, Pedrotti & Casey
01/15/2020	Sustainable Transportation Equity Project (STEP) Workshop	Webinar	Orth

01/17/2020	Rural Planning Assistance Eligibility Meeting	Sacramento	Ellard
01/17/2020	Rural Counties Task Force Meeting	Sacramento	Barrett & Ellard
01/23/2020	Transportation Development Act (TDA) Reform Workshop	Webinar	Orth
01/27/2020	Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan Grant Technical Advisory Group Meeting	Ukiah	Barrett & Ellard
01/28/2020	Quarterly Tribal Coordination Meeting	Ukiah	Barrett
01/29/2020	California Transportation Commission Meeting	Sacramento	Barrett & Davey-Bates
01/29/2020	Mendocino Transit Authority Meeting	Ukiah	Ellard
01/30/2020	California Transportation Commission STIP Hearing	Sacramento	Barrett, Casey & Sookne
01/31/2020	Great Redwood Trail Ribbon Cutting – Ukiah Segment	Ukiah	All Staff

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

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 15d1
Reports
MCOG Meeting
2/3/2020

TITLE: SR 20/Blosser Lane Intersection -
Improvements

DATE PREPARED: 01/27/20
MEETING DATE: 02/03/20

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

In a previous meeting, I reported on a walking audit and community meeting that Caltrans organized to discuss potential improvements to the SR 20/Blosser Lane intersection in Willits. Several potential improvements were discussed that would help slow traffic and make pedestrian crossing safer. Attendees of the meeting favored a protected intersection with extended sidewalks/curbs combined with traffic calming in advance of the intersection for both east and westbound traffic.

Caltrans has finalized the immediate improvements planned for the intersection. Construction is expected to take place sometime this summer, before the next school year starts. The improvements include enhanced crosswalks, additional lighting, pedestrian activated beacons that will flash at the intersection and 300-400 feet in advance of the intersection, and speed feedback signs. The intersection will be visually narrowed by striping the excess pavement at the corners.

Unfortunately, Caltrans was not able to include construction of the extended curbs and sidewalks into the budget and timeframe for this short-term improvement. The sidewalks/curbs will be included in a Project Initiation Document (PID) that is expected to be complete in November for a longer term project. As part of that PID, Caltrans will also look at the option of a roundabout at the location.

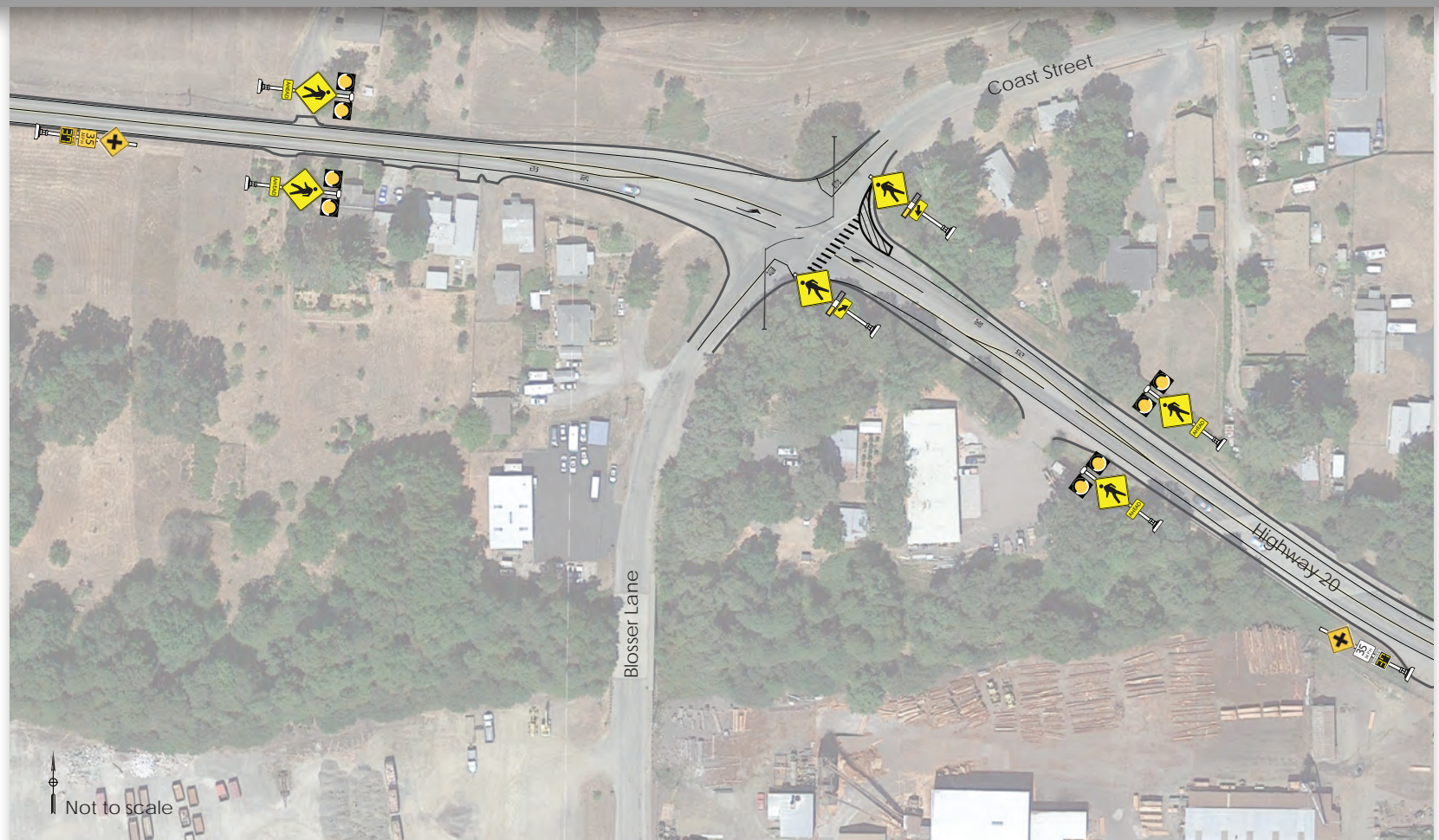
The attachment shows the planned intersection improvements and includes details on the various features.

ACTION REQUIRED: None – informational only.

ALTERNATIVES: None identified.

RECOMMENDATION: None – informational only.

IMPROVEMENTS PLANNED FOR HIGHWAY 20 AND BLOSSER LANE/COAST STREET SUMMER/FALL 2020



SPEED FEEDBACK SIGN

A new speed feedback sign will be placed approximately 600 feet west of the intersection, advising drivers to slow to 35 MPH. The existing speed feedback sign at the intersection will be removed.



YELLOW FLASHING BEACON

When pedestrians push the button to cross at the crosswalk, yellow beacons will flash approximately 300-400 feet from the intersection, alerting drivers of pedestrians crossing ahead.



INTERSECTION LIGHTING

New intersection lighting will be installed.



RECTANGULAR RAPID FLASHING BEACON

When pedestrians want to cross Highway 20, they can push a button to activate a rectangular rapid flashing beacon at the crosswalk.



SPEED FEEDBACK SIGN

A new speed feedback sign will be placed approximately 600 feet east of the intersection, reminding drivers of the speed limit.



HIGH VISIBILITY CROSSWALK

The crosswalk will be re-striped in a higher-visibility pattern.



PAINT EXCESS PAVEMENT

Excess pavement not needed for drivers to turn onto Coast Street will be painted to visually narrow the intersection and encourage turning at slower speeds.



For more information, contact
Bonnie Kuhn
Public Information Officer
707-441-4678



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 15e1
Reports
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: FY 2020/21 Draft Transportation Planning Overall Work Program **DATE PREPARED:** 1/24/20

SUBMITTED BY: Alexis Pedrotti, Project Manager **MEETING DATE:** 2/3/20

BACKGROUND:

We are now in the process of developing the Draft FY 2020/21 Transportation Planning Overall Work Program (OWP), which is due to Caltrans by March 1. The Draft OWP is expected to include routine MCOG planning staff work elements, possible local agency projects, as well as the Pavement Management Program (PMP) update project.

Only two applications were received from local agencies requesting transportation planning projects in the FY 2020/21 OWP, as follows:

County Department of Transportation – Combined Special Studies (\$60,000)
City of Ukiah – Sidewalk Maintenance and ADA Curb Ramp Inventory (\$50,000)

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, 2020.

The Technical Advisory Committee (TAC) began initial discussion of proposed work elements and funding needs at their January 15 meeting. The FY 2020/21 Draft OWP will be 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.

ACTION REQUIRED: Information only. MCOG approval is not required on the Draft OWP but will be requested on the Final OWP in June.

ALTERNATIVES: N/A

RECOMMENDATION: Information only.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 15e2
Reports
MCOG Meeting
2/3/2020

STAFF REPORT

TITLE: SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study
Public Workshops **DATE PREPARED:** 1/22/20

SUBMITTED BY: Loretta Ellard, Deputy Planner **MEETING DATE:** 2/3/20

BACKGROUND:

As previously reported, we are working with a consultant (Fehr & Peers) to conduct a Senate Bill 743 Vehicle Miles Traveled (VMT) Regional Baseline Study. This grant-funded planning project is included as Work Element #5 in MCOG's (FY 2019/20) Overall Work Program.

“Senate Bill 743, signed by Governor Brown in 2013, required the state to change how transportation impacts on the environment are evaluated under CEQA. The intent of this legislation was to remove barriers to infill development, public transportation projects, and projects that increase walking and biking. This legislation is changing measurement of transportation impacts under CEQA from level of service to vehicle miles traveled. This change will affect how new development projects and land use plans are analyzed.” (Rod Brown, Fehr & Peers)

We are now at the public and stakeholder outreach portion of the project, and have scheduled two public workshops (inland and coastal) to explain the new requirements and seek public input. The workshops will be advertised with a press release to local media and a stakeholder list, and posted on MCOG's website. We invite you to attend either of the following public meetings:

Ukiah:

- February 18, 5:30 p.m. – 6:30 p.m.
- UC Farm Advisor's Conference Room, 890 North Bush Street, Ukiah

Fort Bragg:

- February 19, 5:30 p.m. – 6:30 p.m.
- Fort Bragg Town Hall, 363 North Main Street, Fort Bragg

The timeline for this project anticipates completion this fiscal year, with a consultant presentation of the final report at MCOG's June 1, 2020 meeting.

ACTION REQUIRED: Information only.

ALTERNATIVES: N/A

RECOMMENDATION: Information only.

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