



**MENDOCINO  
COUNCIL OF GOVERNMENTS**

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February 24, 2014

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director for Administration  
**Subject:** Information Packet of March 3, 2014 Meeting - No Action Required

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The following items are attached.

1. Progress of US-101 Bypass of Willits Project – Report to MCOG Executive Director by Caltrans Project Manager Mauricio Serrano, dated February 2014.
2. Transportation Planning Work Program – 2nd Quarter report, Fiscal Year 2013/14.
3. Technical Advisory Committee (TAC) – Meeting minutes of January 15, 2014.

**WILLITS BYPASS PROJECT  
2014 CONSTRUCTION SEASON  
FEBRUARY 2014 UPDATE TO PHIL DOW**

The following is a summary of the Willits Bypass project up to **February 20, 2014**:

**Scope of Work**

- 5.9 mile facility on a new alignment consisting of two interchanges, several bridge structures, three retaining walls, and a floodway viaduct (design speed of 65 mph) to bypass the City of Willits.

**Contractor**

- Joint Venture (JV) – Flatiron West (Structures work) and DeSilva Gates (Roadway work).

**Budget**

- The JV has completed approximately 34% of the item work. Total authorized item work is approximately \$108 million.
- Total cost due to protestors delay for this season is approximately \$4.6 million. This includes the following cost:
  1. CHP (24 hrs, 7 days per week) ~ \$3,000,000.
  2. Removal of protestors from the project site (tree sitters/wick drain equipment) ~\$500,000.
  3. Impacts to wick drain work and Clearing and Grubbing work ~\$1,100,000.
- Caltrans and the JV continue having partnering meetings to discuss total global impacts due to other construction delays such as bird surveys and archeological sites. The goal is to resolve this claim before construction of the 2014 season starts next spring.

**Schedule**

- During the 2013 season, the JV was able to perform work along the entire alignment: at the South Segment, Floodway Viaduct, and North Segment.
- The JV stopped major construction work for the 2013 season on November 15, 2013 and the project is in winter suspension. The JV anticipates resuming work around April 1, 2014.
- The JV continues inspecting, monitoring, and maintain the jobsite for SWPPP requirements. Construction completion is anticipated by the fall 2016.
- The only work taking place at this time is SWPPP inspections, monitoring, and maintenance to comply with storm water quality permit requirements.

**Other Issues**

- On December 11, 2013, the California Transportation Commission (CTC) granted a 20-month time extension to award the Wetland Mitigation project by August 2015. Caltrans Project Development Team is in the process of repackaging the Mitigation project so it can be re-advertised.
- On December 19, 2013, a Federal Judge issued an order denying the Plaintiffs' (WEC, Center for Biological Diversity, EPIC, and Sierra Club) motion for summary judgment against Caltrans and the U.S. Army Corps of Engineers (USACE). Caltrans had entered into a settlement agreement with the Farm Bureau for \$690,000.
- The JV is working with the Mendocino Forest Products (MFP) to obtain environmental permits from Mendocino County to use material from the MFP borrow site instead of the Oil Well Hill borrow site.

MCOG  
FY 2013/14 Transportation Planning Work Program  
Second Quarter Status Report  
(October – December, 2013)

1. **WORK ELEMENT 1: CURRENT PLANNING (MCOG)**

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

**PROGRESS:** Work during the second quarter included day-to-day transportation planner duties, management of the Overall Work Program (OWP), preparation of quarterly reports and claims; preparation and processing of second and third OWP Amendments; Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up; monitoring Rural Counties Task Force (RCTF) meetings and issues; monitoring and responding to MAP 21 related issues; monitoring legislation; reviewing/responding as necessary to correspondence & technical studies from the state; local agency assistance; and phone calls from the state and local agencies. The Third OWP Amendment (12/2/13) added \$3,951 in RPA carryover funds to this work element.

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

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$ 121,951 (46.78% Claimed)
	Local (LTF)	= \$ 2,000 (\$2,000 Claimed)
	State (RPA)	= \$ 119,951 (\$55,054 Claimed) *

2. **WORK ELEMENT 2: LONG RANGE PLANNING (MCOG)**

**PURPOSE:** Long range transportation planning duties, including streets/roads/highways, air quality, aviation, and transit planning.

**PROGRESS:** Tasks included coordination and/or meeting attendance on various long range projects and/or Project Development Teams. Ongoing tasks include participation on the Willits Bypass PDT, and participation on Caltrans Statewide Freight Advisory Committee. Work on the Regional Blueprint, Ph. 3 (W.E. 17-3) continued to be charged to this work element as staff time in that budget has been exhausted.

**PRODUCT EXPECTED:** Staff reports/comments on long range planning documents as needed; and documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$26,000 (41.58% Claimed)
	State (RPA)	= \$26,000 (\$10,812 Claimed) *

3. **WORK ELEMENT 3: STORM DRAIN MAINTENANCE AND REHABILITATION STUDY (CITY OF UKIAH) - CARRYOVER**

**PURPOSE:** To complete a Storm Drain Maintenance and Rehabilitation Study for the City of Ukiah.

**PROGRESS:** During this quarter, City of Ukiah staff prepared and issued an RFP for this project.

**PRODUCT EXPECTED:** Final Report; GIS mapping/database.

**PROBLEMS:** Continued slow start for this carryover project.

**FUNDS:** Total Allocation = \$ 45,000 (0% Claimed)  
Local (LTF) = \$ 45,000 (\$0 Claimed)

**4. WORK ELEMENT 4: STUDY OF CO. URBANIZED AREA STORM WATER SYSTEMS, PH. 1 (CO. DOT)**

**PURPOSE:** To perform a GPS survey to identify, describe and map the primary features of the County Maintained Road System drainage facilities for roads/road segments in the County's two urbanized areas (*in the greater vicinities of Ukiah and Fort Bragg*).

**PROGRESS:** During the second quarter, County DOT staff completed and advertised the RFP for this project. RFP response deadline was Dec. 17, 2013. Consultants were ranked through the County's evaluation process and County DOT is in negotiations with highest-ranked consultant.

**PRODUCT EXPECTED:** RFP; Professional Services Agreement; Two separate outfall location maps; Two separate Municipal Separate Storm Water Sewer Systems (MS4) infrastructure maps; Final Report; Documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** MCOG staff is concerned with slow progress on this RPA-funded project. Co. DOT staff notes that due to limited funds, the project will need to be accomplished in phases. Additional funding has been requested in next year's (FY 2014/15) Overall Work Program.

**FUNDS:** Total Allocation = \$65,000 (0% Claimed)  
State (RPA) = \$65,000 (\$0 Claimed)\*

**5. WORK ELEMENT 5: SAFE ROUTES TO SCHOOL PLAN (CO. DOT) - CARRYOVER**

**PURPOSE:** To prepare a Safe Routes to School Plan for the County of Mendocino.

**PROGRESS:** During the second quarter, the Steering Group participated in numerous calls; consultant gathered information from schools and parents on existing conditions and set up a virtual workshop online; survey data entry is in process; consultant is working on draft plan and tool kit. The Second OWP Amendment (11/4/13) adjusted carryover funding for this project to reflect balances available after 6/30/13.

**PRODUCT EXPECTED:** Draft & Final Plans.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 38,377 (20.39% Claimed)  
Local (LTF) = \$ 30,000 (0% Claimed)  
Local (PPM) = \$ 8,377 (\$7,825 Claimed)

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

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

**PROGRESS:** During the second quarter, County DOT staff continued updating the accident database for the County Maintained Road System; investigated fatal accident sites on various roads; responded to several reports of potential hazards; attended quarterly meetings of County Traffic Safety Coalition; conducted traffic counts and radar speeds surveys at various locations;

responded to public inquiries/local agency questions concerning traffic safety aspects of various roads; initiated research and preparation for a speed zone study in Gualala.

**PRODUCT EXPECTED:** A Special Studies Summary which identifies studies performed, and a Road System Traffic Safety Review Report.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 40,000 (21.05% Claimed)
Local (PPM)	= \$ 14,000 (\$0 Claimed) *
State (RPA)	= \$ 26,000 (\$8,420 Claimed) *

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

**PURPOSE:** Planning, programming, and monitoring activities associated with State Transportation Improvement Program (STIP) process, Regional Transportation Improvement Program (RTIP) process, and Transportation Enhancement (TE) process.

**PROGRESS:** Second quarter work included completion of the 2014 RTIP cycle, including preparation and submission of the 2014 RTIP to CTC; ongoing coordination and monitoring of current STIP projects; providing assistance to local agencies; CTC meeting attendance; interaction and coordination with local agencies, Caltrans and CTC; preparation of required STIP forms; invoicing and reporting for PPM funds.

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

**PROBLEMS:** Based on the year-end fiscal audit, there was \$7,996 less PPM carryover available than programmed, so that amount was replaced with LTF funds in the Second OWP amendment (11/4/13).

**FUNDS:**

Total Allocation	= \$ 66,207 (49.59% Claimed)
Local (LTF)	= \$ 7,996 (\$0 Claimed)
Local (PPM)	= \$ 58,211 (\$32,835 Claimed)

**8. WORK ELEMENT 8: GATEWAY STREETSCAPE STUDY – PERKINS ST. (CITY OF UKIAH)**

**PURPOSE:** To complete a feasibility study with conceptual plans for gateway streetscape improvements on Perkins Street (U.S. 101 to State Street).

**PROGRESS:** During this quarter City staff prepared and issued a Request for Proposals for this project.

**PRODUCT EXPECTED:** Gateway streetscape study for Perkins St. with feasibility and conceptual plan.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 48,000 (0% Claimed)
Local (PPM)	= \$ 48,000 (\$0 Claimed)

**9. WORK ELEMENT 9: BICYCLE & PEDESTRIAN MASTER PLAN UPDATE (CITY OF UKIAH) - CARRYOVER**

**PURPOSE:** To update the City's 1999 Bicycle & Pedestrian Master Plan, to identify high priority bicycle and pedestrian facilities and develop a short term achievable strategy.

**PROGRESS:** During this quarter, staff received proposals for this project. A Consultant Selection Committee reviewed and evaluated the proposals, and selected the firm of Alta Planning + Design. The Ukiah City Council awarded a professional services agreement to Alta Planning +Design.

**PRODUCT EXPECTED:** Draft and Final Plans.

**PROBLEMS:** This is the third and final year for this PPM funding which expires June 30, 2014.

**FUNDS:**

Total Allocation	= \$ 53,000 (0% Claimed)
Local (PPM)	= \$ 53,000 (\$0 Claimed)

**10. WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN (RTP) 2015 UPDATE, Ph. 1**

**PURPOSE:** To begin the update process for the Regional Transportation Plan (RTP) 2015 to comply with updated RTP guidelines. Phase 1 will focus on reviewing and updating goals, objectives and policies.

**PROGRESS:** During the second quarter, staff attended a two-day workshop on new requirements of the federal transportation bill, MAP-21. The focus of the workshop was performance measures and target setting for use in the RTP.

**PRODUCT EXPECTED:** RTP update work plan and schedule; staff reports/recommendations; TAC and MCOG meeting agendas and minutes; updated policies; documentation of Tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 10,000 (16.04% Claimed)
State (RPA)	= \$ 10,000 (\$1,604 Claimed) *

**11. WORK ELEMENT 11: CITY SURROUNDED BY A BIKE PATH (CITY OF FORT BRAGG)**

**PURPOSE:** To provide a comprehensive trail system that surrounds the City of Fort Bragg and provides non-motorized bicycle and pedestrian facilities.

**PROGRESS:** Second quarter progress included planning for a public workshop on January 16, 2014 at Town Hall in Fort Bragg. Nearby property owners were sent notice of the workshop and many have provided responses. Prior progress reported includes the completion of a site reconnaissance to scope out potential trail alignments, and meetings with major property owners and the County of Mendocino to identify issues, opportunities and concerns.

**PRODUCTS EXPECTED:** Conceptual design/plan for multi-use trail system; project phasing plan and cost estimate; easement and fee simple acquisition map; management plan.

**PROBLEMS:** This project is off to a slow start due to staffing shortages.

**FUNDS:**

Total Allocation	= \$ 85,500 (4.63% Claimed)
Local LTF	= \$ 46,400 (\$0 Claimed)
Local PPM	= \$ 39,100 (\$3,957 Claimed)

**12. WORK ELEMENT 12: COMPREHENSIVE WAY FINDING SIGNAGE PLAN (CITY OF FORT BRAGG) – CARRYOVER**

**PURPOSE:** To evaluate existing signage within the City of Fort Bragg Highway One corridor and Central Business District and develop a comprehensive way-finding signage plan.

**PROGRESS:** This project is nearly complete, with City staff reporting that 90% of the Way-Finding Signage Plan has been drafted. Staff will present the Plan to the Council on February 24, 1014 for direction. The 12/2/13 OWP Amendment revised the funding breakdown in this work element between City staff and consultant to accurately reflect the work distribution; the project total remains unchanged.

**PRODUCTS EXPECTED:** Draft & Final Comprehensive Way-Finding Signage Plans.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 12,019 (82.66% Claimed)  
Local (LTF) = \$ 12,019 (\$9,935 Claimed)

### 13. WORK ELEMENT 13: CLIMATE CHANGE ADAPTATION PILOT STRATEGY (MCOG)

**PURPOSE:** MCOG will partner with Caltrans and three other Regional Transportation Planning Agencies in Caltrans District 1 to participate in a Federal grant project to conduct a climate change adaptation pilot strategy for four distinct critically vulnerable assets in Northwest California. Project includes study areas in Mendocino, Lake, Humboldt and Del Norte counties, and will serve as a prototype for addressing similar situations nationwide.

**PROGRESS:** During the second quarter, MCOG staff participated with Caltrans, consultant, and other Regional Transportation Planning Agencies in District 1, in a kick-off meeting (*via teleconference*) for this project. The firm of GHD, Inc. was selected last quarter to conduct this project.

**PRODUCT EXPECTED:** Products may include technical memos and maps, meeting minutes, agendas and related materials, meeting attendee lists, live project website; cost estimate report; electronic and hard copy of final report, training and presentation materials, bi-weekly status reports, notes, and invoices.

**PROBLEMS:** Slow start to this project.

**FUNDS:** Total Allocation = \$ 5,000 (44.66% Claimed)  
State (RPA) = \$ 5,000 (\$2,233 Claimed) \*

### 14. WORK ELEMENT 14: TRAINING (MCOG)

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

**PROGRESS:** During the second quarter, MCOG staff planned and scheduled a Fred Pryor “Project Management” training workshop for local agency personnel to be held in the third quarter (3/20/14). Three individuals (one MCOG board member, two local agency staff members) attended a “California by Bike” summit in Oakland, and one MCOG staff member attended an Excel training workshop in Santa Rosa.

**PRODUCT EXPECTED:** Educational and training materials; and trained staff.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 25,948 (6.95% Claimed)  
Local (LTF) = \$ 25,948 (\$1,803 Claimed)

**15. WORK ELEMENT 15: ZERO EMISSION VEHICLE (ZEV) PROJECT – 2012 UPDATE & REGIONAL READINESS (AIR QUALITY MANAGEMENT DISTRICT) - CARRYOVER**

**PURPOSE:** To build on previous work and participate in ongoing statewide and nationwide transitions to new vehicle technologies and renewable energy infrastructure, in response to health and environmental impacts, energy issues, and climate change.

**PROGRESS:** This work element was amended in the Second OWP Amendment (11-4-13) to reprogram remaining funds from MCAQMD staff to MCOG staff for completion of a stakeholder database and for “ongoing transportation planning duties, as needed, related to regional and statewide ZEV infrastructure; and coordination with public and private agencies, as appropriate, to follow up on recommendations of the Final Plan. No other progress was reported; activities are anticipated to resume in the third quarter.

**PRODUCT EXPECTED:** Request for Proposals, consultant contract, stakeholder database, GIS mapping data, List of Plug-in electric vehicle (PEV) charging locations; Draft & Final Plans.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 4,981 (87.89% Claimed)
Local (LTF)	= \$ 3,421 (\$3,421 Claimed)
Local (PPM)	= \$ 1,560 (\$957 Claimed)

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

**PURPOSE:** Day to day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail aeronautics, and goods movement planning activities. *These duties were previously included under W.E.1.*

**PROGRESS:** Work during the second quarter included day-to-day transportation planner duties related to bicycle, pedestrian, transit, and rail related activities; and attendance at NCRA and MTA meetings. Duties included completing the 2013/14 LTF 2% Bicycle & Pedestrian program application cycle, and monitoring the LTF 2% Bike & Pedestrian program. Duties also included local agency coordination/assistance, participation on the County’s Health & Human Services Agency’s ACHIEVE committee re: countywide Safe Routes to School and non-motorized transportation issues; participation on the County’s Health & Human Services Agency’s mini-grants project (W.E. 27); participation on the County Department of Transportation’s Safe Routes to School Plan technical committee. Staff time was also charged to this work element for work on the Covelo Non-Motorized Needs Technical Study (W.E. 22) and Covelo Engineered Feasibility Study (W.E. 26) after those work elements were expended.

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

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 22,000 (56.5% Claimed)
State (RPA)	= \$ 22,000 (\$12,430 Claimed) *

**17(3) WORK ELEMENT 17-3: REGIONAL BLUEPRINT, PHASE 3 (MCOG) - CARRYOVER**

**PURPOSE:** To develop a Regional Blueprint Plan for the Mendocino County region. This third phase will focus on development of alternate scenarios and final plans.

**PROGRESS:** The draft blueprint plan and preferred scenario were presented to the City of Ukiah during the second quarter (other presentations were done in the first quarter). The plan was then revised and



presented to the MCOG Board for review and comment. It was then finalized and adopted at a public hearing by the MCOG Board in December. As the final step of this phase, the consultant developed a list of resources to aid in implementation of the plan. This phase of the blueprint project is now complete.

**PRODUCT EXPECTED:** RFP, consultant contract, quarterly reports, alternate scenarios, performance measures, presentation materials, media notices, outreach materials, blueprint supportive policies and incentives, reports, document tribal government-to-government relations, workshop agendas and meeting notes, draft and final blueprint plans.

**PROBLEMS:** Expired PPM funds totaling \$7,850 were replaced with LTF funds in the Second OWP Amendment (11/4/13).

**FUNDS:**

Total Allocation	= \$ 47,511 (88.61% Claimed)
Local (LTF)	= \$ 14,752 (\$9,342 Claimed)
Federal Blueprint	= \$ 32,759 (\$32,759 Claimed) *

#### 17(4) **WORK ELEMENT 17-4: REGIONAL BLUEPRINT, PHASE 4 (MCOG) - CARRYOVER**

**PURPOSE:** To develop a Regional Blueprint Plan for the Mendocino County region. This fourth phase will be to integrate the Vision Mendocino 2030 Blueprint Plan vision and policies into the planning processes of local and regional organizations to facilitate implementation of the Regional Blueprint Plan.

**PROGRESS:** Staff attended a blueprint workshop during this quarter.

**PRODUCT EXPECTED:** Quarterly & annual reports; completed meetings & meeting summaries; RFP/RFQ; consultant contract; presentation materials & completed presentations; summary reports; summary of input; workshop & training materials; evaluation/comment forms; implementation tools & resources; list of potential funding sources; policies & criteria for use by MCOG to select projects; identification of performance tracking strategies; tools and resources.

**PROBLEMS:** No new problems. Project initiation has previously been delayed, pending completion of Phase 3 (which was completed in this second quarter).

**FUNDS:**

Total Allocation	= \$ 75,000 (0.66% Claimed)
Local (LTF)	= \$ 15,000 (\$99 Claimed)
Federal Blueprint	= \$ 60,000 (\$395 Claimed) *

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

**PURPOSE:** To provide GIS support services related to the roadway transportation system, and all transportation modes in Mendocino County. *These duties were previously included under W.E. 1.*

**PROGRESS:** During the second quarter, MCOG staff worked with County Information Services staff to obtain the new parcel file and reviewed information for future use.

**PRODUCT EXPECTED:** Products may include maps, reports, documentation, presentation materials, and various databases and GIS layers to support the above tasks. Examples of GIS tasks include support for the Regional Transportation Plan, Regional Bikeway Plan, Wine-Country Inter-regional Partnership, Pavement Management Program, etc.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 5,600 (35.3% Claimed)
Local (LTF)	= \$ 600 (\$520 Claimed)
State (RPA)	= \$ 5,000 (\$1,457 Claimed) *

**19. WORK ELEMENT 19: SR 128 VALLEY TRAIL FEASIBILITY STUDY (MCOG) – CARRYOVER**

**PURPOSE:** To study the feasibility of a multi-use non-motorized path along the State Route 128 corridor through Anderson Valley from Cloverdale to the SR 128/SR1 junction.

**PROGRESS:** During the second quarter, the consultant substantially completed existing conditions data and identified trail design concepts and options. The first of two outreach events was conducted on location (including focus group listening sessions, bus tour, walkabout, and community design workshop), with participation of MCOG and Caltrans staffs. The second of four Technical Advisory Group (TAG) meetings was held on location. The project management team continued its biweekly status conference calls. MCOG staff and consultant continued ongoing administration and fiscal management.

**PRODUCT EXPECTED:** Products include: kick-off meeting agendas & meeting notes; RFP, consultant contract, TAG membership list, TAG agendas & meeting notes; technical memoranda; project mapping; GIS database; list of stakeholders; outreach materials; flyers; poster; news releases; workshop agendas and workshop notes; workshop attendance sheets; PowerPoint presentations; refreshments; meeting facility rental; draft & final feasibility plans; MCOG meeting notes; quarterly reports and invoices.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$ 145,935 (36.57 % Claimed)
	Local (LTF)	= \$ 14,593 (\$5,337 Claimed)
	State (CBTP Grant)	= \$ 131,342 (\$48,032 Claimed)

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

**PURPOSE:** To provide technical assistance, research, and support to local agencies, Mendocino Transit Authority, tribal governments, North Coast Railroad Authority, and others, on federal, state, and local grant opportunities. *These duties were previously included under W.E. 1.*

**PROGRESS:** Work during the second quarter included day-to-day transportation planner duties related to various federal, state, and local transportation related grants. MCOG staff reviewed grant information and provided information to local agencies, and provided required grant documents (including an In-Kind Valuation Plan) for MTA’s successful transit grant project (Countywide Transit Ridership Survey).

**PRODUCT EXPECTED:** Products may include: grant applications, informational notices, staff assistance, recommendations, distribution of grant materials, staff reports, documentation of tribal to tribal relations, and other documents.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$ 10,000 (20.04% Claimed)
	Local (LTF)	= \$ 10,000 (\$2,004 Claimed)

**21. WORK ELEMENT 21: HOPLAND ENGINEERED FEASIBILITY STUDY (MCOG)**

**PURPOSE:** To prepare an Engineered Feasibility Study (EFS) for the “main street” corridors on both U.S. 101 through Hopland proper and SR 175 through Old Hopland.

**PROGRESS:** None. This two-year SP&R grant contract is not scheduled to begin until February, 2014. During the first quarter MCOG staff worked with Caltrans to refine the Scope of Work and budget.

**PRODUCT EXPECTED:** Draft & Final Plans.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$150,000 (0% Claimed)  
State (SP&R) = \$150,000 (\$0 Claimed)

**22. WORK ELEMENT 22: ROUND VALLEY NON-MOTORIZED NEEDS TECHNICAL STUDY (MCOG) - CARRYOVER**

**PURPOSE:** To evaluate the Covelo community's high priority non-motorized corridors from a technical standpoint to identify fundable bicycle and pedestrian projects.

**PROGRESS:** *Implementation of this grant project was previously combined with W.E. 26 – Covelo Engineered Feasibility Study, for efficiency, although grant reporting and invoicing will be kept separate.* MCOG's staff budget for this combined project was fully expended by the end of the first quarter, and remaining tasks were charged to W.E. 16. Staff continued to coordinate with the consultant team (*led by GHD*) Caltrans, and the Technical Advisory Group, including reviewing and commenting on the Draft Plan. A PowerPoint presentation of the Draft Plan was provided by consultants to the MCOG Board and Covelo community at the November 4, 2013 MCOG meeting which was held on location in Covelo. MCOG staff attended bi-weekly project meetings and teleconferences, as needed; and provided overall project management and fiscal management of the grant. The Final Plan was received by MCOG after this reporting period in mid-January, and is scheduled for acceptance by MCOG on February 3, 2014.

**PRODUCT EXPECTED:** RFP & distribution list, agendas & meeting notes, executed contract, list of TAG members, technical memoranda, list of stakeholders, ads, news releases, draft & final plans, quarterly reports, grant invoices.

**PROBLEMS:** Delivery of Final Plan was about a month behind schedule. MCOG staff worked with the consultant and Caltrans to address various invoice related issues.

**FUNDS:** Total Allocation = \$ 67,861 (79.63% Claimed)  
Local LTF = \$ 6,786 (\$5,404 Claimed)  
State Grant (EJ) = \$ 61,075 (\$48,633 Claimed)

**23. WORK ELEMENT 23: U.S. 101 CORRIDOR THROUGH THE GREATER UKIAH AREA MICRO-SIMULATION MODEL (MCOG)**

**PURPOSE:** This project will build a tool to help quantify cumulative impacts and diversionary effects of individual projects on the U.S. 101 corridor and interchanges through Ukiah.

**PROGRESS:** None. This two-year SP&R grant contract is not scheduled to begin until February, 2014.

**PRODUCT EXPECTED:** RFP, executed contract, TAG member list, meeting notes, compiled data, digital files, un-calibrated and calibrated micro-simulation model; memo reporting findings; simulate project alternatives; Trans Modeler files for project alternatives; draft model operations manual, technical memos; draft and final reports; PowerPoint presentations' full model documentation; training; procedures manual; recorded webinar; electronic meeting notes; invoices; reports. Final product will be a site-specific traffic micro-simulation model, in TransModeler.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 250,000 (% Claimed)  
State Grant (SP&R) = \$ 250,000 (\$0 Claimed)

**24. WORK ELEMENT 24: REGIONAL PROJECT MANAGEMENT (MCOG)**

**PURPOSE:** To manage programmed projects and provide technical assistance to member agencies throughout the project development process for regional and local priority projects.

**PROGRESS:** Second quarter activities included providing assistance and coordination with local agencies and Caltrans on various projects and programs; assisting City of Point Arena with a time extension for State-Local Partnership Program/Prop. 1B funds, and assisting the City of Willits with an RTIP application.

**PRODUCT EXPECTED:** Project status database, quarterly reports to MCOG, State and/or Federal reports as needed.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$136,010 (27.93% Claimed)  
Local (RSTP) = \$136,010 (\$37,984 Claimed)

**25. WORK ELEMENT 25: COUNTYWIDE TRANSIT RIDERSHIP SURVEY (MTA)**

**PURPOSE:** To conduct a countywide ridership survey of Mendocino Transit Authority's (MTA) fixed route services, intra-community services, inter-city routes, and the two MTA Dial-A-Ride services.

**PROGRESS:** This Caltrans grant project was added to the work program in the Second OWP Amendment (11/4/13). During this quarter MCOG staff forwarded remaining documents, including a Third Party In-Kind Valuation Plan, updated scope of work, budget and schedule (*with staff time charged to W.E. 16*). MTA is now awaiting authorization to proceed, which is not expected until the third quarter.

**PRODUCT EXPECTED:** Meeting notes; copy of procurement procedures; RFP; consultant contract; list of compiled data; existing conditions report; on-board and non-user surveys; training materials; data base of survey results; software, invoice packages; quarterly status reports, draft and final reports.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 70,572 (0% Claimed)  
Local (MTA In-kind) = \$ 10,572 (\$0 Claimed)  
Fed Grant (Sec. 5304) = \$ 60,000 (\$0 Claimed)

**26. WORK ELEMENT 26: COVELO ENGINEERED FEASIBILITY STUDY (MCOG) - CARRYOVER**

**PURPOSE:** To identify individual projects on a corridor basis for State Route 162 through the community of Covelo and the Round Valley Indian Reservation. The result will be a report outlining recommendations for corridor improvements and priorities, and will provide engineering and project detail to initiate project scoping document in order to secure project funding.

**PROGRESS:** *Implementation of this grant project was previously combined with W.E. 22 – Round Valley Non-Motorized Needs Technical Study, for efficiency although grant reporting and invoicing will be kept separate.* MCOG's staff budget for this combined project was fully expended by the end of the first quarter, and remaining tasks were charged to W.E. 16. Staff continued to coordinate with the consultant team (*led by GHD*) Caltrans, and the Technical Advisory Group, including reviewing and commenting on the Draft Plan. A PowerPoint presentation of the Draft Plan was provided by the consultants to the MCOG Board and Covelo community at the November 4, 2013 MCOG meeting which was held on location in Covelo. MCOG staff attended bi-weekly project meetings and teleconferences, as needed; and provided overall project management and fiscal management of the grant. The Final Plan was received by MCOG after this reporting period in mid-January, and is scheduled for acceptance by MCOG on February 3, 2014.

**PRODUCT EXPECTED:** Numerous products, including RFP/RFQ, list of TAG members, executed contract, agendas & meeting notes, refined Scope of Work, mapping, traffic data, non-motorized counts, preliminary engineering plans, environmental assessments, candidate project cost estimates, and various other products, including Draft and Final Engineered Feasibility Study.

**PROBLEMS:** Delivery of Final Plan was about a month behind schedule. MCOG staff worked with the consultant and Caltrans to address various invoice related issues.

**FUNDS:** Total Allocation = \$79,813 (82.95% Claimed)  
 State Grant (SP&R) = \$79,813 (\$66,204 Claimed)

**27. WORK ELEMENT 27: SAFE ROUTES TO SCHOOL MINI-GRANTS (MCOG)**

**PURPOSE:** To administer the "Safe Routes to School Mini-Grants" process for the County of Mendocino's Health & Human Services Agency's "California Community Transformation Initiative Grant".

**PROGRESS:** During the second quarter, MCOG staff worked with County Health & Human Services Agency (HHS) staff to coordinate with the four mini-grant recipients. Grant recipients submitted invoices for activities conducted. Walk to School Day (October 9<sup>th</sup>) activities were conducted by three of the four grant recipients. For the Laytonville Walk to School Day, approximately 80 children and teens and 25 adults from the elementary and high schools participated. The Round Valley Indian Health Center also began regular "walk bus" Wednesdays to encourage students to walk to school in groups and presented a bicycle to the student that won the raffle. The Willits High School Walk to School Day event included incentives that allowed students to direct funds towards either the woodworking or construction programs to work on projects such as constructing a bike rack for the school. MCOG staff communicated with two of the grant recipients to obtain additional information to process invoices. MCOG staff communicated with HHS staff and grant recipients via phone and e-mail.

**PRODUCT EXPECTED:** Products may include administrative procedures, contracts, invoices or claims, quarterly and final reports, as needed, to accomplish the above tasks.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$34,436 (11.47% Claimed)  
 Local (Co. of Mendo.) = \$34,436 (\$3,949 Claimed)\*

**Total Expenditures – Second Quarter**

<b>Summary of Funding Sources:</b>	<b>Total Expenditures Through 2<sup>nd</sup> Quarter</b>
Local LTF = \$ 234,515	\$ 39,865
Local PPM = \$ 222,248	\$ 45,574
Local RSTP = \$ 136,010	\$ 37,984
Local – County = \$ 34,436	\$ 3,949
Local - MTA = \$ 10,572	\$ -0-
State RPA = \$ 278,951	\$ 92,010 *(Local funds were used, pending State reimbursement)
State Grants = \$ 672,230	\$162,869*(Local funds were used, pending State reimbursement)
Federal = \$ 152,759	\$ 33,154 *(Local funds were used, pending Fed. reimbursement)
<b>Total = \$1,741,721</b>	<b>\$415,405</b>

This represents 23.85% of the Final (Amended) FY 2013/14 Work Program of \$1,741,721

L. Ellard (2/18/14)

**DRAFT**

## MINUTES

### MENDOCINO COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE

January 15, 2014  
MCOG Conference Room

#### **MEMBERS PRESENT**

Ben Kageyama, *for Rick Seanor, City of Ukiah*  
Sally Webster, *for Dan Baxter, MTA*  
Bob Scaglione, AQMD  
Tasha Ahlstrand, Caltrans  
Alicia Meier, County DOT  
Tom Varga, City of Ft. Bragg

#### **STAFF & OTHERS PRESENT**

Phil Dow, MCOG  
Loretta Ellard, MCOG  
Nephele Barrett, MCOG  
James Sookne, MCOG  
Howard Dashiell, Co. DOT

#### **MEMBERS ABSENT**

Hunter Alexander, City of Pt. Arena  
Steve Dunncliff, County DPBS  
Mitch Stogner, NCRA (*Non-Voting*)  
Tom Mannatt, City of Willits

1. **Call to Order/Introductions** - Phil called the meeting to order at 10:07 a.m. and self-introductions were made.
2. **Public Expression** - None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow early input from tribal representatives on transportation issues. No tribal representatives were present.
4. **Approval of Minutes**
  - 4a. **Minutes of 11/20/13 - Motion by Bob Scaglione, seconded by Alicia Meier, and carried unanimously, to approve the 11/20/13 minutes as submitted.**
5. **FY 2013/14 Overall Work Program (OWP) – Second Quarter Report** - Loretta reported that although the second quarter report has not yet been prepared, a review of work elements is needed at this half-way point through the fiscal year. She noted concern with projects that have large unexpended amounts of RPA funds, and projects with PPM funds which expire 6/30/14.

10:15 a.m. (*approx.*) – Tom Varga, recently hired Public Works Director for the City of Fort Bragg, arrived. Individuals re-introduced themselves.

Each work element was briefly reviewed. Loretta noted concern with the high amount of unexpected RPA funds in W.E. 4 (Study of Co. Urbanized Area Storm Water Systems, Ph 1.). Howard Dashiell advised that the County is in negotiations with a consultant to conduct this project, and he did not

expect any problems in expending the funds before the end of the fiscal year. Loretta also noted concern with W.E. 9 (Ukiah’s Bike & Pedestrian Master Plan) and advised that the PPM funding in this carryover project expires 6/30/14.

A brief discussion ensued with TAC members addressing questions and providing project updates. Loretta advised that she will e-mail the quarterly report to TAC members after it’s prepared. Information only.

**6. FY 2014/15 Draft Overall Work Program – Summary of Funding Requests** – Loretta provided a summary of requests received for transportation planning projects in next year’s Overall Work Program. Copies of applications had been included in agenda packets.

The table below summarizes local agency requests and MCOG work elements.

Agency	Project	Claimant	Request
Ft. Bragg	Noyo Harbor Access Plan	FB \$6,500; Cons \$52,520	\$ 55,770
Ukiah	Gateway Streetscape Study - Talmage Rd. (Priority #1)	Consultant	\$ 43,000
Ukiah	Gateway Streetscape Study - Gobbi St. (Priority #2)	Consultant	\$ 37,000
Ukiah	Street Connection & Circ. Enhancement Study (Priority #3)	Consultant	\$ 40,000
MTA	Bus Stop Review, Ph. 2	MTA \$5,000; Cons \$20,000	\$ 25,000
Co. DOT	W.E. 6 - Combined Special Studies	Co. DOT	\$ 56,000
Co. DOT	Study of Co. Urbanized Area Storm Water Systems, Ph. 2	Consultant	\$ 65,000
<b>Subtotal</b>			<b>\$321,770</b>
MCOG	W.E. 1 - Current Planning	MCOG \$116k; RCTF 2k	\$118,000
MCOG	W.E. 2 - Long Range Planning	MCOG	\$ 26,000
MCOG	W.E. 7 - Planning, Programming, Monitoring	MCOG \$48k; PMP Fees 6k	\$ 54,000
MCOG	W.E. 10 - RTP Update, Ph. 2	MCOG \$40,000; Cons \$2,500	\$ 42,500
MCOG	W.E. 14 - Training	MCOG \$6k; Agencies \$5k	\$ 11,000
MCOG	W.E. 16 - Multi-Modal Transportation Planning	MCOG	\$ 22,000
MCOG	W.E. 17 - Human Services Coord Transp Plan Update	MCOG	\$ 5,000
MCOG	W.E. 18 - GIS Activities	MCOG \$5k; Cons \$600	\$ 5,600
MCOG	W.E. 20 - Grant Development & Assistance	MCOG	\$ 20,000
MCOG	W.E. 24 - Regional Project Management	MCOG	\$ 90,000
<b>Subtotal</b>			<b>\$394,100</b>
<b>Total</b>			<b>\$715,870</b>

A brief discussion ensued, with members reviewing their proposed projects and responding to questions. Tom reviewed Fort Bragg’s application, explaining the needed improvement will provide ADA compliance as well as provide access for workers. Ben reviewed Ukiah’s applications, noting that Talmage Road (Ukiah’s #1 priority project) has recently been taken into the City’s system from Caltrans. Phil noted that Transportation Enhancement (TE) funding is no longer available for scenic improvements. Ben also reviewed the Gobbi Street project, noting that these streetscape projects would cover bike and pedestrian improvements along the corridor, not just scenic improvements. Tasha commented that the Talmage Road project might be premature, noting the current interchange issues at that location. Ben reviewed Ukiah’s proposed street connection and circulation enhancement study which would look at improving circulation and connections.

Loretta noted that MCOG staff work elements are proposed at the current year's funding level, with the exception of W.E. 20 (Grant Assistance) which is proposed to increase from \$10,000 to \$20,000, due to the new grant program under Map 21 – the Active Transportation Program. (*See additional discussion of the ATP under #8 below*). In addition, new MCOG work elements are proposed for phase two of the RTP update, and a required update to the Human Services Coordinated Transportation Plan. Phil commented on MCOG planning staff needs, and advised that his contract includes a range for planning services.

Sally reviewed MTA's request for phase two of the Bus Stop Review. Howard and Alicia reviewed Co. DOT's proposed projects, and Howard advised that he is in negotiations with a consultant for phase one of the Storm Water study, which is funded in the current Work Program.

Loretta advised that expected revenues total \$593,105, compared to \$715,870 in funding requests, so not all requests can be funded. Some potential areas to cut were briefly mentioned (*i.e. funding projects at current year's level only; funding only consultant portion of costs, with local agencies to pay their staff costs; and requiring agencies to complete current projects before receiving new projects*). She explained that a TAC recommendation is not needed today, but TAC input will be considered during preparation of a balanced Draft OWP. The Draft will be presented for TAC review and recommendation in February, for forwarding to Caltrans by the March 1 due date.

**7. Development of Master Agreement between MCOG and Local Agencies** – Loretta explained that MCOG's Master Fund Transfer Agreement with the State requires MCOG to ensure that local agencies that receive funding from MCOG agree to adhere to various federal and state requirements. MCOG currently requires agencies to sign an agreement for the annual RSTP funds, but does not do so for other funds (including PPM, RPA or Caltrans planning grants). She advised that staff plans to develop a master agreement for execution between MCOG and local agencies for this purpose, beginning with FY 2014/15.

This report is provided for information only at this time, and MCOG staff will follow up with local agency personnel over the next few months, for implementation next fiscal year.

**8. Active Transportation Program (ATP)** – Phil's staff report summarizing the new ATP was included in the agenda packet. He explained that the State developed a new comprehensive grant program that combines several existing programs (Transportation Alternatives Program; Recreational Trails; Environmental Enhancement & Mitigation; Safe Routes to School, Bicycle Transportation Account, and Federal Safety Funds/Other Safety funds) into the new Active Transportation Program (ATP), with one application covering all programs. The California Transportation Commission (CTC) staff is now finalizing the ATP guidelines, and there have been numerous workshops and conference calls over the past several months, many of which he has attended. The "call for projects" is scheduled for March 21, with applications due May 21.

He explained that applications will be submitted under the statewide competitive program (50% of total TAP funding); and those not successful will automatically be considered under the rural and small urban program (10% of ATP funds). The large MPOs will have their own competition later, using the remaining 40% of ATP funds. He said the Mendocino County region has projects that should compete well under the statewide category, and listed several examples (*i.e. projects from the recent*



Pacific Coast Bike Route Plan; Ukiah's Rails with Trails project; Covelo area projects which are attractive with Tribes willing to donate a Right of Way easement, and a Caltrans/MCOG/Tribal partnership, and others). He advised that Caltrans is working on completing the Project Study Report for the Gualala project, but design exceptions will be needed, so there may not be a push to apply for that project this year.

A brief discussion ensued about potential projects in areas all around the County. Phil stated that this region should also be very competitive in the rural pot, noting the numerous bicycle and pedestrian-related studies that have been completed, which identify priority projects. During a discussion of what projects the County DOT might sponsor (such as Westport area projects), Howard advised that he will need to seek direction from the Board of Supervisors. Phil noted that County DOT's staff costs could be included in an application.

Phil advised that most projects will need to be federalized, and projects that are already environmentally cleared will have an advantage, as there will be a rush to program the federal funds.

Under program criteria, Phil advised that there is no match requirement for areas that meet the "disadvantaged community" guidelines (median household income is less than 80% of statewide average) otherwise there is a 12% match. Many areas of Mendocino County meet this criterion. Loretta offered to forward the draft guidelines to TAC members.

Phil encouraged members to begin thinking of potential projects, noting the application deadline is about four months away.

**9. 2014 Regional Transportation Improvement Program (RTIP) – Project Study Reports – Follow-up** – Nephele reviewed that the RTIP was adopted by MCOG in December and submitted to the CTC. The northern California STIP hearing is January 30, with CTC staff recommendations due February 27. She said the next critical thing is the Project Study Reports (PSRs). She reminded members that although draft PSRs (or equivalents) were sufficient for RTIP applications, the final PSRs must be completed prior to programming in the STIP (March 19). She noted, however, that it's important to complete them sooner, because all projects that include bike or pedestrian elements are being red flagged for eligibility review since there are no longer TE funds in the STIP, and the PSRs are being used for eligibility review.

She summarized that she needs a modified PSR (or addendum) for Fort Bragg to reflect the part of the project that was funded; one for North State Street (which was also flagged to look at bicycle and pedestrian components); one for Ukiah Downtown Streetscape, Ph. 2, and one for the Roundabout at Low Gap and Bush Streets. She noted that although TE applications were considered PSR equivalents, it's unknown if Caltrans will accept them for the bicycle and pedestrian eligibility review.

*12:32 p.m. Sally Webster left the meeting.*

**BREAK - 12:32 p.m. - 12:40 p.m.**

**10. Staff Reports**

Call Boxes – Phil reported that sixteen satellite call boxes were installed on Highways 20 and 162 last week. Mendocino SAFE was the first to purchase and test a satellite box; and based on its success, several were ordered and installed in areas without cell service. A brief discussion ensued, and Phil summarized that he intends to install another phase with two-mile spacing on the north coast (Highway 1) Westport to Leggett, and on the south coast, south of Navarro junction.

“Right of Way” Training – Nephele announced a “Right of Way” training workshop sponsored by Caltrans, in Eureka on January 30.

Electric Vehicle Charging Stations – Phil reported that a representative from the Governor’s office recently contacted him about available grant funding for electric vehicle charging stations. He referenced the Zero Electric Vehicle (ZEV) Readiness Plan (*Work Element 15, FY 2013/14 OWP*) recently completed by a consultant for MCOG, which studied charging station locations around the County, and discussed the need to have a complete system (not just profit-making stations) in order to ensure regular spacing. He said there may also be Cap and Trade funding and other grants for this purpose, but a decision needs to be made on what agency should oversee this work. He thought MCOG might be an appropriate agency, and he will be following up on this with the MCOG Board.

Tasha advised that there is a committee at Caltrans looking at installing electric vehicle charging stations along the Highway 101 corridor.

Next Meeting – February 19, 2014.

**12. Adjournment** – 1:03 p.m.  
Respectfully Submitted,

Loretta J. Ellard  
Assistant Executive Director

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