



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

Revised AGENDA

Monday, December 3, 2018 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., Room 113, 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 / Roll Call
2. Convene as RTPA – Appreciation for Members Leaving Office
3. Recess as RTPA – Reconvene as Policy Advisory Committee

PUBLIC EXPRESSION

4. 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

5. Acceptance of Report and Presentation: Active Transportation Program (ATP) Safe Routes to School Non-Infrastructure Grant Projects – *Walk and Bike Mendocino*
6. Discussion/Direction: 2019 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.

7. Approval of November 5, 2018 Minutes
8. Appointments to Social Services Transportation Advisory Council (SSTAC)

9. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2015/16 through 2017/18 – *continued from November 5, 2018*

RATIFY ACTION

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

REPORTS

11. Reports – Information
- a. Mendocino Transit Authority
 - b. North Coast Railroad Authority
 - c. MCOG Staff – Summary of Meetings
 - d. MCOG Administration Staff
 1. Election Results: Proposition 6, Voter Approval for Future Gas and Vehicle Taxes and 2017 Tax Repeal Initiative – *verbal report*
 2. Reminder: Form 700 Statements of Economic Interest – *verbal report*
 3. Miscellaneous
 - e. MCOG Planning Staff
 1. Caltrans Sustainable Transportation & Adaptation Planning Grant Applications – *verbal report*
 2. Miscellaneous
 - f. MCOG Directors
 - g. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

12. Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

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

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.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 5
Regular Calendar
MCOG Meeting
12/3/2018

STAFF REPORT

TITLE: Safe Routes to School Active Transportation Program (ATP)
Non-Infrastructure (N/I) Grants - Presentation of Draft Final Report

DATE PREPARED: 11/20/18

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 12/3/18

BACKGROUND:

For the past several years beginning in FY 2014/15, MCOG planning staff has been administering a large multi-year Active Transportation Program (ATP) Non-Infrastructure (N/I) grant project to conduct “safe routes to school” activities throughout the County. The purpose of Work Element 22 (carryover) in the FY 2018/19 Overall Work Program is “to implement two awarded Active Transportation Program (ATP) Non-Infrastructure grants (one Countywide, and one in Covelo) to incorporate a range of activities that will make it safer and easier for students to walk and bike to school in fourteen target schools (in seven communities) throughout Mendocino County.”

The two awarded N/I grants (Countywide \$871,000 + Covelo \$233,000) were combined into one comprehensive project (totaling \$1,104,000) conducted by a consultant team lead by Walk and Bike Mendocino/North Coast Opportunities (with Laytonville Healthy Start, as a subcontractor). Partners on the project included MCOG, Mendocino County Health & Human Services Agency (HHSA), school districts, and the California Conservation Corps.

As originally programmed, these grants were due to end in June 2018, however, MCOG received an extension to March 2019 from the California Transportation Commission to allow the consultant team and partners to complete all tasks. This extension was necessary due to time lost initially when grant administration for the countywide grant was transferred from the County HHSA to MCOG, and additional time spent conducting a second lengthy procurement cycle to hire a consultant, after the first effort was unsuccessful.

The original three-year budget for this project was as follows: MCOG staff + direct costs \$180,167; HHSA staff + direct costs \$300,042; Schools \$65,340; CA Conservation Corp \$23,232; Consultants + direct costs \$535,219; total combined project = \$1,104,000. Attached is the work element listing all tasks and showing remaining budget for the current fiscal year.

We are now nearing the end of the project, and the consultant (Neil Davis, Walk and Bike Mendocino/NCO) will be presenting the draft final report at the December MCOG meeting. Mr. Davis will give a PowerPoint presentation summarizing educational activities and outreach events that have occurred under this project, and will be available to respond to any questions the Board may have.

ACTION REQUIRED: Receive presentation of draft final report, and accept report. The Board may direct the consultant to include any desired comments or changes in the report before submitting the final report, which is due to MCOG by December 31, 2018.

ALTERNATIVES: None provided.

RECOMMENDATION: Accept draft final report and direct consultant to submit the final report (with any desired changes) to MCOG no later than December 31, 2018.

Attachment: W.E. 22 Safe Routes to School ATP - Non-Infrastructure Grant (Carryover) FY 2018/19 OWP

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

PURPOSE:

To implement two awarded Active Transportation Program (ATP) Non-Infrastructure grants (*one Countywide, and one in Covelo*) to incorporate a range of activities that will make it safer and easier for students to walk and bike to school in fourteen target schools (in seven communities) throughout the County of Mendocino. *The California Transportation Commission has extended this grant until February 22, 2019.*

PREVIOUS WORK:

This is a carryover project from the FY 2016/17 Overall Work Program. The project was initiated with minor activity in FY 2014/15. This project builds on priorities and recommendations in the Mendocino County Safe Routes to School Plan (2014) and the City of Ukiah Safe Routes to School Plan (2014)

TASKS:

The following tasks will be performed by staff from MCOG, Health & Human Services Agency, Schools, and consultants.

Task 1.1 was completed in FY 2015/16; remaining tasks are ongoing throughout the grant period.

1. Project Management & Coordination

1.1 Develop Request for Proposals (RFP), Select Contractors, Prepare & Execute Contracts

- Prepare & distribute RFP
- Form Consultant Selection Committee, prepare agenda & minutes
- Attend Consultant Selection Committee meeting; review & rank proposals
- Conduct interviews, if needed; select consultant
- Prepare & execute consultant contract (MCOG, HHSA)

Task 1.1 Deliverables: Request for Proposals, documentation of procurement process, including advertisement; Consultant Selection Committee agenda and minutes; Review & ranking of proposals – signed ranking sheets; Consultant contract

1.2 Kick-off and Coordination Meetings

- Prepare & distribute kick-off meeting agenda
- Attend kick-off meeting
- Prepare & distribute kick-off meeting minutes
- Hold bi-weekly or monthly coordination meetings or teleconferences as needed (MCOG, HHSA, Consultant)

Task 1.2 Deliverables: Kick-off meeting agenda & minutes; kick-off meeting attendance; attendance at bi-weekly or monthly coordination meetings/teleconferences; agendas & minutes of coordination meetings

1.3 Invoicing

- Prepare & submit monthly invoices
- Review & approve invoices
- Gather information from project partners & prepare quarterly status reports. (MCOG will provide report template)
- Assist MCOG Administration with preparing quarterly Requests for Reimbursement to submit to Caltrans (MCOG, HHSA, Consultant)

Task 1.3 Deliverables: Monthly invoices from MCOG Planning staff; processing of invoices from project partners and consultants; quarterly reports; quarterly Requests for Reimbursements (for submission to Caltrans)

1.4 Ongoing Project Management

- Review & comment on products & deliverables
- Coordination with contractors & partners, including coordination with other communities' consultants that may be hired to conduct Safe Routes to School activities
- Overall grant management; including monitoring project tasks and schedule

Task 1.4 Deliverables: Comments on products/deliverables, as needed; coordination and overall grant management duties; coordination with other communities' consultants that may be hired to conduct Safe Routes to School activities.

1.5 Final Reports

- Prepare Draft Final Report that summarizes activities performed under this multi-year grant, and deliverables produced for each task. Report shall include breakdown of activities and tasks for each school site/community.
- Present Draft Report to MCOG project partners for review and comment
- Prepare Final Report, incorporating suggested revisions, as appropriate
- Present Final Report (*e.g. PowerPoint or other acceptable format*) to MCOG Board of Directors, at conclusion of project

Task 1.5 Deliverables: Five (5) print copies, plus two (2) digital "pdf" copies (*on CD or flash drive*) of Draft Final Report; Twenty-five (25) print copies, plus three (3) digital "pdf" copy (*on CD or flash drive*) of Final Report; Presentation of Final Report at MCOG Board meeting.

2. Build School Capacity to Implement Safe Routes to School Activities

2.1 Revise School Wellness Policies

- Meet with District staff, school staff, parents and students to review school wellness policies and identify appropriate areas to include or enhance SRTS language
- Develop and introduce draft program and policy materials and data to key stakeholders
- Collaborate with school staff and administration to identify their objectives and to sculpt policies
- Provide additional sample policy language if needed
- Assess the need for additional data. Collect additional data as needed

- Provide stakeholders with an opportunity to review and provide feedback

Task 2.1 Deliverables: School wellness program and policy materials, sample policy language data collection

2.2 Develop Safe Routes to School Task Force

- Network with District staff, school staff, parents, clubs, programs, to identify opportunities to include Safe Routes to School activities in their work
- Convene meetings with key partners to expand outreach and strategize support for policy adoption and improvements
- Work with schools to establish formal SRTS task forces or other core group of stakeholders at each school and convene monthly meetings.

Task 2.2 Deliverables: Identified opportunities to include SRTS in schools in work; meetings with key partners to support SRTS policy adoption, establishment of SRTS task forces or other core-group of stakeholders, in each of the seven communities

2.3 Provide Technical Assistance to Institutionalize and Sustain SRTS Activities

- Provide training or training resources to increase capacity of schools to conduct SRTS activities and to develop future leadership
- Connect schools with one another and state walk/bike agencies for resources and networking
- Advocate with schools to include SRTS activities and funding in future Local Control and Accountability Plan (LCAP) or budget planning
- Work with schools to institutionalize SRTS activities through policy curriculum, transportation plans, and infrastructure development
- Meet with MCOG and county/city transportation departments (or other county/city agencies) to explore developing possible infrastructure projects
- Assist with identifying additional/future funding resources including development of a school bike fleet

Task 2.3 Deliverables: Training /training resources to increase SRTS capacity of schools; connect schools with other agencies for resources/networking; advocacy for inclusion of SRTS activities in budgets and Local Control and Accountability Plans (LCAPs); institutionalization of SRTS activities through policy, curriculum, transportation plans, and infrastructure development; meetings with MCOG, county and city transportation departments (or other county/city agencies) to explore development of infrastructure projects; identification of funding resources, including development of school bike fleet

2.4 Train Crossing Guards as needed

- Collaborate with school staff and administration to identify need for crossing guards
- Identify model programs that meet the needs of the school
- Provide training or training resources
- Assist with implementation of program as needed

Task 2.4 Deliverables: Identification of need for crossing guards, identified model programs or crossing guards, training/training resources for crossing guards; assistance with crossing guard program as needed

3. Increase Student Participation in Safe Routes to School Activities

- 3.1 Coordinate & Conduct Walk/Bike to School Days, Walking School Bus, Bike Trains & Rodeos
- Collaborate to promote and conduct walk/bike to school day activities, i.e. Walking School Bus, Bike Trains, Walk to School days, Bike to School days, and Bike Rodeos
 - Provide resources (e.g. educational resources, tool kits, websites, information, equipment, event supplies, etc.)
 - Organize trainings for schools on walking school bus, bike rodeos, etc.

Task 3.1 Deliverables: Walk/bike to school day activities (i.e. walking school bus, bike trains, walk and bike to school days, bike rodeos) including three events per year, per community (Round Valley, Anderson Valley, Fort Bragg, Laytonville, Ukiah, Willits, and Potter Valley); Resources to support walk/bus to school day activities; organized trainings for schools on walk/bike to school activities

- 3.2 Coordinate Contests – e.g. mileage tracking
- Work with schools to explore contest ideas
 - Provide resources, materials, and support as needed

Task 3.2 Deliverables: Walk/bike to school contests; resources and materials to support contests

- 3.3 Increase Access to Bikes/Helmets
- Purchase and fit helmets for rodeos and school-based safety education programs
 - Provide HHSA bike fleet for rodeos and school-based safety education programs
 - Encourage development of bike mechanic programs, provide training and resources as needed

Task 3.3 Deliverables: Helmets and bike fleets for rodeos and school-based safety education programs, development of bike mechanic programs, training and resources for bike mechanic program

- 3.4 Provide School-based Safety Education
- Provide curriculum bicycle safety materials for review and selection
 - Provide bicycle safety training to school students and staff/volunteers, as needed
 - Provide pedestrian safety curriculum materials for review and selection
 - Provide pedestrian safety training to school students and staff/volunteers as needed (High School students to work with Elementary students)
 - Meet with school staff or task force to explore ways of institutionalizing programs

Task 3.4 Deliverables: Curriculum bicycle safety materials; bicycle safety training to school students and staff/volunteers; pedestrian safety curriculum materials, pedestrian safety training to school students and staff/volunteers; meetings with school staff/task force to explore ways to institutionalize programs

- 3.5 Develop Walk/Bike Maps for each site
- Collaborate with task forces to explore methods of assessing and selecting safe routes
 - Provide assessment tools and resources

- Utilize GIS resources for creating maps of school neighborhoods
- Produce and distribute maps as appropriate

Task 3.5 Deliverables: Assessment/selection of safe routes; assessment tools and resources; creation, production, and distribution of GIS maps of safe neighborhoods

- 3.6 Work with High School Students to Assist with and Provide Role Models at Events
- Collaborate with high schools to identify student groups to assist with events/activities
 - Explore youth service learning programs and resources for best practices
 - Collaborate with schools to develop service learning plans
 - Work with school staff and task force members to implement service learning activities that support SRTS activities
 - Work with school staff and task force members to explore ways to institutionalize SRTS service learning activities through policy change

Task 3.6 Deliverables: Identification of student groups to assist with events/activities; identification of youth service learning programs and resources for best practices; development of service learning plans, implementation of service learning activities that support SRTS activities; policy changes that institutionalize SRTS service learning activities

4. Increase Community Support and Awareness

- 4.1 Recruit High School Students to use PhotoVoice for Audits and Advocacy
- Collaborate with SRTS task forces to identify youth groups in developing messages through tools such as PhotoVoice, leadership programs and public speaking classes, journalism, environmental, and health and wellness clubs
 - Work with schools to conduct assessment such as PhotoVoice to gain understanding of conditions that are barriers to youth walking and biking to school and parent surveys to gain understanding of parental concerns and potential policy change support
 - Research projects being considered by different agencies including transportation planning agencies in order to incorporate youth key messages and PhotoVoice projects as presentations to the appropriate Boards, Commissions, and Councils
 - Utilize PhotoVoice or other assessment results in review of wellness policy and other school policy. Include feedback from various stakeholders
 - Work with school leaders to summarize findings and draft recommendations
 - Conduct conference calls with MCOG to address common themes revealed in the survey and to strategize policy efforts

Task 4.1 Deliverables: Identification of youth groups to utilize tools, programs and clubs to increase community support and awareness; conduct assessments (such as PhotoVoice); conduct parent surveys, incorporation of youth key messages and PhotoVoice projects as presentations to appropriate Boards, Commissions, and Councils, Utilize PhotoVoice or other assessment results in wellness and other school policies; finding and draft recommendations; conference calls with MCOG to strategize policy efforts

4.2 Conduct Outreach and Promotion

- Work with task forces to develop messaging appropriate for their community, including community-based safety education for drivers
- Develop localized and countywide media campaign, including press releases and public service announcements for kick-off of community education & outreach for bike/pedestrian events, presentations to community organizations, social media, etc. to promote walking and biking and safe driving near schools and neighborhoods

Task 4.2 Deliverables: Development of messaging appropriate for communities; develop localized and countywide media campaign for community education and outreach to promote bike/pedestrian events and safe driving near schools

5. Increase Enforcement

5.1 Advocate for Increased Enforcement during School drop off and pick up hours

- Continue to attend Traffic Safety Coalition meetings to continue to engage County Dept. of Transportation and Public Safety Officers and seek their support for Bike Pedestrian policy language and focus in future planning
- Work with task force members to initiate community enforcement such as crossing guard programs and student safety patrols
- Work with task force and MCOG project partners to dialogue with local enforcement authorities for increased enforcement

Task 5.1 Deliverables: Attendance at Traffic Safety Coalition meetings; work with task force members to initiate community enforcement and student safety patrols

5.2 Advocate with Animal Control and Local Law Enforcement for Enforcement of dog leash laws.

- Work with Animal Control and local enforcement authorities for increased enforcement

Task 5.2 Deliverables: Work with Animal Control and local law enforcement for increased enforcement of dog leash laws

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Estimated Carryover Budget	Funding Source	Fiscal Year
MCOG <i>Includes staff time, travel & direct costs for remainder of 3 year grant</i>	63 69	\$54,843 \$50,000 <i>Direct Costs</i> \$657 \$1,400 \$55,500 \$51,400	State ATP	2014/2015 C/O
Co. Health & Human Services Agency <i>Includes staff time, travel & direct costs for remainder of 3 year grant</i>	300 344	\$148,739 \$130,000	State ATP	2014/2015 C/O
Schools	<i>n/a</i>	\$45,780 \$10,000	State ATP	2014/2015 C/O
CA Conservation Corps	<i>n/a</i>	\$20,754 \$16,000	State ATP	2014/2015 C/O
Consultant <i>Includes staff time, travel & direct costs for remainder of 3 year grant</i>	425 406	\$162,213 \$170,000	State ATP	2014/2015 C/O
<i>Undesignated/Unused</i>	<i>n/a</i>	\$22,751	State ATP	2014/2015 C/O
* Total	788 819	\$400,151 \$455,737		

* This combined project includes funding from two separate ATP grants awarded for Non-Infrastructure Safe Routes to School activities: Countywide Non-Infrastructure grant (\$871,000); Covelo Non-Infrastructure component (\$233,000) for a **total of \$1,104,000**.

ESTIMATED SCHEDULE – *An extension to December, 2019 will be requested from the California Transportation Commission, for this three year grant project (currently scheduled to end in July, 2018).* **At their March 16-17, 2018 meeting, the California Transportation Commission extended the deadline for this grant project from 7/7/18 to 3/7/19.**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x	x	x	x	x	x	x			
1-5	x	x	x	x	x	x						
2-5												

2019 MCOG BOARD MEETING CALENDAR

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

As of 11/26/2018 - subject to change

Date	Planned Highlights and Recurring Actions	Notes
January	No meeting this month	
February 4	Election of Officers and Committee Appointments <u>Social Services Transportation Advisory Council (SSTAC) Recommendations:</u> FY 2019/20 Unmet Transit Needs - Public Hearing	
March 4	Board Orientation/Overview <u>Staff and Executive Committee Recommendations:</u> Draft 2019/20 Budget – No Action	
April 1	<u>On Location Tour/Mobile Workshop:</u> <ul style="list-style-type: none"> ▪ Transportation Tour of Plans & Projects – South Coast ▪ Informal Lunch and Presentations/Discussion 	All-day field trip and community meeting
May 6	Fiscal Year 2019/20 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	
June 3	<u>Combined Recommendations of Staff & Committees:</u> Adoption of 2019/20 Regional Transportation Planning Agency Budget <u>TAC Recommendations:</u> Adoption of 2019/20 Planning Overall Work Program	
July	No meeting this month	
August 19	Regular Business	Change to third Monday
September	No meeting this month	
October 7	Regular Business	
November 4	Discussion/Direction: Draft Regional Trans. Improvement Program (RTIP)	
December 2	Adoption of 2020 RTIP <u>Social Services Transportation Advisory Council (SSTAC) Recommendations:</u> 2020/21 Unmet Transit Needs - Public Hearing	

Related Meetings of Interest / Educational Options

February 13	20th Annual CTF Transportation Forum, Sacramento http://www.transportationfoundation.org/	CA's leading charitable transportation organization
March 13-15	CALCOG Delegates: 2019 Annual Regional Leadership Forum, Yosemite http://www.calcog.org/	Assn. of regional agencies; networking & current issues
TBA	30th Annual Focus on the Future Conference – Self Help Counties Coalition http://www.selfhelpcounties.org/focus/	20 local agencies with transportation sales taxes

November 26, 2018

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Consent Calendar of December 3, 2018

The following agenda items are recommended for approval/action.

7. Approval of November 5, 2018 Minutes – *attached*
8. Appointments to Social Services Transportation Advisory Council (SSTAC) – Three appointments are proposed. – *Staff report and Membership Roster attached*
9. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2015/16 through 2017/18 – continued from November 5, 2018 – The Transportation Development Act (TDA) requires that both MCOG and Mendocino Transit Authority (MTA) are subject to an independent performance audit every three years. Funds are allocated in MCOG's Administration budget. The selection process was consistent with MCOG's adopted Procurement Policies & Procedures Manual. Of the proposals received, both were from well qualified auditors. Michael Baker International's proposal was ranked higher of the two by the review committee and is recommended for the contract award, not to exceed \$20,000 for the two audits. – *Staff report attached*

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7
Consent Calendar
MCOG Meeting
12/3/2018

MINUTES

Monday, November 5, 2018

Laytonville Fire Department, 44950 Willis Ave., Laytonville

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 9:30 a.m. on the bus in Willits prior to departing on the Transportation Tour. Present were Directors Larry Stranske, Jim O. Brown (Alternate), Richey Wasserman, Michael Cimolino, Michael Carter (Alternate), Georgeanne Croskey, Rex Jackman (Caltrans/PAC), and Chair Dan Gjerde presiding.

Staff present: Nephela Barrett, Executive Director; Phil Dow, Principal; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Marta Ford, Administrative Assistant; Lisa Davey-Bates, Transportation Planner; and James Sookne, Program Manager.

Guest Presenters: Richard Mullen, Program/Project Management, Caltrans; Geoff Wright, Area Construction Engineer, North Region Construction, Caltrans; Howard Dashiell, Director, Mendocino County Department of Transportation; Jeremy Ronco, Engineering Technician, City of Willits; and, Andrea Trincado, Engineering Technician, City of Willits.

2. Convene as RTPA – Transportation Tour. The group boarded the MTA shuttle for the scheduled tour, which included the following itinerary:

Park & Ride for Tour through Downtown Willits

- Blosser Lane at State Route 20
- Caltrans Main Street relinquishment/bypass child projects – sidewalks, paving, Sherwood Road intersection
- EV charging station at W. Mendocino & School Street

Bus & Walking Tour Highlights in Laytonville

- Safe Routes to School
- Pedestrian/multi-use bridge
- EV charging station site, Branscomb Rd. & US-101
- Projects in Laytonville Traffic Calming & Revitalization Plan.

3. Recess as RTPA– Lunch - Reconvene as Policy Advisory Committee. The lunch recess started at approximately 12:30 p.m., and the meeting was reconvened at 1:07 p.m.

4. Public Expression.

- Joni Potter, Superintendent of Laytonville Schools, was present to advocate continuing the work from the previous Safe Routes to Schools plan. She would like to see further improvement in creating more sidewalks and signage in the school zone, especially along Branscomb Road.

- Jayma Spence, Laytonville Health Start Family Resources Center Coordinator, works collaboratively with the school district on the current Safe Routes to School grant encouraging students and parents to walk more.
- Roland Spence works with students and parents to educating them on bike safety, teaching proper hand signals, and encouraging them to feel comfortable on the road while cycling. Mrs. and Mr. Spence are advocating to obtain additional funding for road safety and sidewalk improvements in Laytonville's school areas.

5 - 6. Regular Calendar.

5. Discussion of Willits/Laytonville Area Tour, Transportation Plans and Projects, Related Matters. Chair Gjerde gave a brief overview of the projects in Willits and Laytonville that the group toured. He stated he was impressed with the electric vehicle (EV) stations. He also mentioned the pedestrian improvements, especially the bridge in Laytonville. Director Croskey added she was also impressed and pleased about the work on the bridge. Director Stranske thanked the group for touring Willits, thanked Caltrans and Granite Construction for the work they have done. He looks forward to the upcoming striping work. His concerns continue regarding motorists that ignore the law by failing to stop at the crosswalks. He suggests, on future endeavors that require temporarily removing the striping at crosswalks, to add signs reminding motorists that the law regarding crosswalks remains in affect. Director Croskey mentioned she was pleased to hear of the plans to improve sidewalks and crosswalks in the Blosser Lane area. The tours gave the group better experience by visiting the areas and examining the hazards first hand. Director Jackman reiterated that, whether striping is present or not, the law is that pedestrians have the right-of-way. Mr. Dow said the vehicle code is to yield at a marked or unmarked crosswalks; police can cite a vehicle that has not stopped for a pedestrian regardless. Chair Gjerde explained that MCOG hosts tours once or twice a year for the group to look at local transportation projects.

6. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal years 2015/16 through 2017/18. Ms. Orth requested continuance of this item to the next meeting and apologized for the delay. She explained that MCOG and Mendocino Transit Authority (MTA) are subject to independent Triennial Performance audits, according to Transportation Development Act (TDA). MCOG allocated \$20,000 in the budget to pay for the two audits. A request for Qualifications (RFQ) went out on October 3; two proposals were received within the October 24 due date. Ms. Orth will consult with MTA staff, per TDA requirements, to evaluate the proposals and give a recommendation. The Chair continued the item to December 3.

7-9. Consent Calendar. Upon motion by Croskey, second by Carter, and carried unanimously on roll call vote (*8 Ayes – Stranske, Brown/Alternate, Wasserman, Cimolino, Carter/Alternate, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that consent items are approved including the Second Amendment to FY 2018/19 Overall Work Program; MCOG authorizes Executive Director to sign appropriate certifications and revised OWP Agreement, as needed, and to forward to Caltrans, as required.

7. Approval of August 20, 2018 – as written

8. Approval of Second Amendment to Fiscal Year 2018/19 Transportation Planning Overall Work Program (OWP):

- *Adjusts funding in Work Element (W.E.) 1 to add carryover and reduce current year*
- *Adds carryover funds to W.E. 7, 9, 13, 14, 19, 20, and 22*

- *Adds \$19,000 of Rural Planning Assistance (RPA) carryover from various work elements to W.E. 17, Zero Emission Vehicle & Alternative Fuels Readiness Plan Update, increasing W.E. 17 from \$35,000 to \$54,000*
- *Reduces carryover for W.E. 21*
- *Adjusts funding between City of Fort Bragg staff and consultant for W.E. 15 Transportation Planning for Mill Site Reuse & Rezoning*
- *The revised total for the FY 2018/19 OWP funding increases from \$1,227,959 to \$1,381,130, an increase of \$153,171 from carryover funds.*

9. Acceptance of 2016/17 Fiscal Audit of Mendocino Transit Authority – Accepts the audit report as presented by R. J. Ricciardi, Inc., CPAs; MTA received a clean audit.

10. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Wasserman, second by Cimolino, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

11. Reports - Information

- a. Mendocino Transit Authority. None.
- b. North Coast Railroad Authority. Ms. Ellard attended the last meeting on October 10. Senator McGuire's office staff informed the NCRA that, with regards to SB 1029, they should be spending more time on trails rather than rail. The NCRA Board did not agree and questioned the legislation that the Governor had ultimately signed. Prior to the bill being signed into law, MCOG sent a letter of support for the bill; however, the bill's subsequent amendments had substantial differences from the initial draft bill that MCOG supported.
- c. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written report.
- d. MCOG Administration Staff.
 1. Covelo State Route 162 Corridor Multi-Purpose Trail Project. Ms. Barrett talked about a recent pedestrian fatality that occurred within the limits of the project area. Mr. Sookne reported that since adopting the Mitigated Negative Declaration (MND) on December 4, 2017, MCOG allocated money for design and right-of-way. However, on January 2, 2018 a property owner filed a petition to challenge the validity of the MND. Since then, MCOG staff retained legal counsel and continued to work on a solution with the property owner. MCOG is moving forward with design and right-of-way of the remaining area. Mr. Sookne described the next steps to complete this project; depending on delays from the challenge to the MND, the project should continue to be completed on time. Mr. Dow discussed the high fatality rates at the project site.
 2. Transit Productivity Committee / Social Services Transportation Advisory Council Issues. Ms. Orth reported on these two MCOG standing committees that address the community's transit needs. She is tracking several issues that need information and meetings to follow up in the next few months: the MTA Annual Performance Review, Fare Box Revenue, the Senior Center's funding, and the Unmet Transit Needs. Ms. Orth explained the status of these matters before the TPC and SSTAC. MTA also created a committee of their line staff that is reviewing all transit routes on the system. The next SSTAC meeting is November 15, 2018.

3. *Miscellaneous*. None.

e. MCOG Planning Staff.

1. *Caltrans Sustainable Transportation & Adaption Planning Grant Applications Due Nov. 30*. Ms. Ellard announced applications are due November 30 for both grants. MCOG staff plans to submit an application under the Sustainable Transportation grant to address the process of SB 743, which passed in 2013. It changed part of the California Environmental Quality Act (CEQA) process from Level of Service to Vehicle Miles Traveled as a measurement standard. Ms. Barret described the Climate Adaptation Planning proposal that would produce a vulnerability assessment. Climate models would identify areas of the county that are more susceptible to wild fires, issues of ingress and egress, and populations that may have limited resources in case of emergency evacuations. The project will include planning for potential evacuation routes. If the applications are approved, the projects would be included in MCOG's Overall Work Program (OWP) and have a budget to provide a match for the grants. Chair Gjerde explained that during the last year's fires and evacuation times, local government received questions from the community asking what will be done to alleviate the situation and/or ensure the evacuation routes are accessible. He suggests including processes to monitor and maintain the routes.

2. *Miscellaneous*. As Ms. Ellard reported in October, MCOG issued a call for projects to the Technical Advisory Committee (TAC) for next fiscal year's Transportation Planning OWP. Applications are due December 1, 2018. She also said that a presentation will be on the December MCOG meeting agenda on the Safe Routes to School project. The consultants have been conducting a multi-year Active Transportation Planning (ATP) Safe Routes to School Non-Infrastructure project that involves seven school districts, countywide. The project has been running for about three years; it will be wrapping up soon and they are to present their findings to the Council.

f. MCOG Directors. *Report of Funds to Mendocino County from Senate Bill 1, the Road Repair & Accountability Act of 2017, and Other Reports from Board Members*. Chair Gjerde reviewed the funds coming into the county from SB 1 and asked staff to identify areas of increase. Ms. Barrett explained that funding through the State Transportation Improvement Program (STIP) has grown; MCOG programs these funds for transportation improvements throughout the county. Previous to SB 1 passing into law, MCOG was forced to delete projects covered in the STIP due to lack of funding. Based on SB 1 revenue, MCOG has been able to support the current STIP plan with \$7.5 million allocated in 2018. Depending on the outcome of Proposition 6, an effort to repeal SB1, the funds are anticipated to increase.

The State Highway Operation and Protection Program (SHOPP) also receive funds from SB 1 for maintenance and safety projects. About one-third of the SHOPP funds come from SB 1 and goes to both local and State agencies. The projects listed to receive SHOPP funds for Mendocino County's four-year cycle are over \$451 million for projects that include overlays, guardrails, and bridge rehabilitation. Richard Mullen explained Caltrans has 10-year cycle SHOPP Plan that prioritized projects and breaks down specific projects that are funded from SB 1. He said that just over \$1 billion is programed for Mendocino County projects over the 10-year Plan.

SB 1 also provides funding that goes directly to the cities and the County to be used on local streets and roads. The 10-year estimate from SB 1 for the Mendocino County region is \$67.3 million.

Ms. Davey-Bates said that funds Mendocino County receives through SB 1 are widespread to transit agencies, the Active Transportation Program (ATP), and planning grants. Ms. Barrett added that SB 1 provides funding to transit through State of Good Repair (annually, Mendocino Transit Authority receives about \$130,000) and State Transit Assistance (STA). There was an increase to STA of 89% from FY 2016-17 to FY 2017-18, and another increase in FY 2018-19 of 150%, bringing the total estimate to \$812,000 for the current year.

Mr. Dow reminded the group about the cities that passed a Self-Help dedicated transportation sales tax and are eligible for the Local Partnership Program (LPP), each entity receiving a flat \$100,000 annually. Ms. Ellard said that money can make a difference in a city applying for a competitive grant that requires a match to be provided.

- g. California Association of Councils of Governments (CALCOG) Delegates. Next CALCOG meeting is Thursday, November 8, 2018 in Sacramento.

12. Adjournment. The meeting was adjourned at 2:08 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 8
Consent Calendar
MCOG Meeting
12/3/2018

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

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 11.20.2018

BACKGROUND:

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

Reappointments are proposed for two seats and one Alternate. Three seats will expire this spring, two of which are currently filled; the seated members are proposed for reappointment. The remaining seat is currently vacant, with no one yet identified to fill this vacancy.

The members currently nominated for reappointment are:

- “Local social service provider for seniors that provides transportation”
- *Reappoint through April 2022*
Marilyn DeFrange, Ukiah Senior Center
Diana Clarke, Ukiah Senior Center - Alternate

- “Representative of local Consolidated Transportation Services Agency”
- *Reappoint through April 2022*
Jacob King, Mendocino Transit Authority

The current membership roster is attached for your reference. 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 three members to fill terms on the SSTAC.

ALTERNATIVES:

The Board may nominate additional names for consideration. Also, the Board may appoint more members than the nine prescribed by law.

RECOMMENDATION:

Reappoint Marilyn DeFrange, Diana Clarke and Jacob King to the SSTAC.



Social Services Transportation Advisory Council (SSTAC)
Membership Roster
November 2018

Position	Name	Alternate	Agency	Term Expires
Potential “handicapped” transit user	<i>Vacant</i>			April 2019
Local social service provider for the handicapped that provides transportation	Marilyn DeFrange	Diana Clarke	Ukiah Senior Center	April 2019
Representative of local Consolidated Transportation Services Agency	Jacob King			April 2019
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
	Teresa Newton Dena Eddings, Interim		Area Agency on Aging	April 2021
Local social service provider for seniors that provides transportation	Charles Bush <i>Vacant</i>	Steve Jordan	Redwood Coast Seniors	April 2021
Potential transit user at least 60 years of age	<i>Vacant</i>			April 2021



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 9
Consent Calendar
MCOG Meeting
12/3/2018

TITLE: Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2015/16 through 2017/18

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 11/20/2018

BACKGROUND:

(This item is continued from November 5.) The Transportation Development Act (TDA) requires that both MCOG and Mendocino Transit Authority (MTA) are subject to an independent performance audit every three years to ensure compliance. This is also an opportunity to gain advice on resolving any problems or improving policies and procedures, from consultants with expertise in our specialized functions.

Budget: MCOG is responsible for engaging an auditor for both audits, paid from our administration budget. MCOG has allocated \$19,500, saved over three years for these audits. I have added \$500 from the Contingency line item, for a total not-to-exceed of \$20,000 for the two audits. This is to keep pace with inflation at the Consumer Price Index rate MCOG applies for budget purposes, although we might not need the entire amount.

Proposals: Consistent with our adopted Procurement Policies & Procedures Manual, I issued a Request for Qualifications (RFQ), inviting six firms and two consultant networks, on October 3, 2018. We received two proposals by the due date of October 24, from Derek Wong of Michael Baker International (whom we engaged for the past two performance audits) and Moore & Associates. Both are known to be well qualified auditors.

Evaluation: By law, MTA is to be consulted in the selection of an auditor. Carla Meyer, General Manager, and I reviewed and scored the proposals based on the evaluation criteria stated in the RFQ.

Result: Our rankings were the same, with Michael Baker International in first place, followed by Moore & Associates. The scores are available by request, and I will be glad to answer any questions.

ACTION REQUIRED:

Award a contract to a qualified independent auditor to conduct the triennial performance audits of both MCOG and MTA for the three years ended June 30, 2018.

ALTERNATIVES:

None are identified. The selection process was consistent with MCOG's adopted Procurement Policies & Procedures Manual.

RECOMMENDATION:

Award the triennial performance audit engagement contract to Michael Baker International, not to exceed \$20,000, and authorize MCOG's Executive Director to execute the agreement.



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda # 11c
Reports
MCOG Meeting
12/3/2018

TITLE: Summary of Meetings

DATE PREPARED: 11/21/18

SUBMITTED BY: Marta Ford, Administrative Assistant

BACKGROUND:

Since our last regular MCOG meeting packet, MCOG Administration and Planning staff has attended (or will have attended) 14 meetings the following statewide and local meetings on behalf of MCOG:

Date	Meeting/Event	Location	Staff
11/1/2018	Adaptation Grant Meeting W/ CEO	County Admin Ukiah	Ellard, Barrett, & Davey-Bates
11/1/2018	Pedestrian Facility Needs Technical Advisory Group	Teleconference	Ellard, Barrett, & Sookne
11/5/2018	MCOG Board Meeting – Mobile Tour	Willits/Laytonville	Barrett, Ellard, Orth, Davey- Bates, Dow, Ford, Sookne
11/7/2018	Ukiah City Council Downtown Parking	Ukiah	Ellard
11/8/2018	Mendocino County Project Status Meeting	Teleconference	Barrett
11/9/2018	Covelo Project Team Meeting	Covelo	Sookne & Barrett
11/14/2018	North Coast Rail Authority	Ukiah	Ellard
11/15/2018	Active Transportation Plan Non- Infrastructure Monthly Coordination	Ukiah	Barrett & Ellard
11/15/2018	Caltrans Tribal Summit	Ukiah	Barrett
11/15/2018	Social Services Technical Advisory Committee	Ukiah	Orth, Barrett, & Ford
11/27/2018	MTA Finance Meeting	Ukiah	Orth & Barrett
11/27/2018	Dow & DBC Coordination Meeting	Ukiah	All Staff
11/29/2018	Pedestrian Facility Needs Technical Advisory Group	Teleconference	Ellard, Barrett, & Sookne
11/30/2018	Rural Counties Task Force	Sacramento	Barrett & Davey- Bates

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

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

November 26, 2018

To: MCOG Board of Directors
From: Janet Orth, Deputy Director / CFO
Subject: Information Packet of December 3, 2018 Meeting - No Action Required

* * * * *

The following items are attached.

1. MCOG Press Release - Electric Vehicle Fast Charger Installations Nearing Completion, dated November 9, 2018.
2. Transportation Planning Work Program – 1st Quarter report, Fiscal Year 2018/19.



MENDOCINO COUNCIL OF GOVERNMENTS

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NEPHELE BARRETT, EXECUTIVE DIRECTOR

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

November 9, 2018
End Date December 1, 2018

Information # 1
MCOG Meeting
12/3/2018

To: Mendocino County News Media

Contact: Janet Orth, Deputy Director, Mendocino Council of Governments, 463-1859

Electric Vehicle Fast Charger Installations Nearing Completion

Electric vehicle (EV) fast chargers are now several steps closer to opening for travel on Highway 101 throughout the North Coast region, thanks to a partnership of ChargePoint and Mendocino Council of Governments (MCOG) funded by a grant from the California Energy Commission and private matching funds.

The corridor segment through Mendocino County will have charging station sites in Leggett, Laytonville, and Ukiah. Two additional sites lie within Sonoma County, in Cloverdale and Santa Rosa. Interregional partners have secured another grant for stations in Humboldt and Del Norte counties. Altogether, the new charging sites will expand the infrastructure network and extend the range of EV travelers, with more than \$2.7 million of public and private investment.

Culminating a more than two-year process, all Mendocino County sites, listed below, are at the permit stage and ready to build.

- Leggett: The Peg House, 69501 US-101
- Laytonville: The Larson Building (Boomers), 45020 N. Highway 101
- Ukiah: Burger King, 711 E. Perkins Street
- Cloverdale: 1139 S. Cloverdale Boulevard in the Furber Ranch Plaza
- Santa Rosa: A location on Hopper Road, one of two sites to be announced.

Completion is anticipated for all sites by year end. A ribbon cutting ceremony is being planned for Ukiah.

“All of the hard work by ChargePoint and our partners is going to pay off in multiple ways, both economically and environmentally,” said Janet Orth, MCOG Deputy Director, staff leader of this regional agency advancing plans and projects for EV readiness. “This long-awaited

project fills in several of the identified plug-in EV charging sites in our feasibility and community planning. We're thrilled to see this coming together so that more of us can drive with electricity to reduce our carbon footprint."

Additional key project partners are Conti Electric, Cal Polytechnic State University College of Engineering, and Grant Farm.

Each site will initially include up to two 50-kilowatt DC Fast Charging Stations, providing an 80 percent charge in 20-30 minutes for most electric vehicles. Sites will also provide Level-2 ports to ensure EV charging for all vehicles and site applications. Each fast charger will be equipped with the two most common fast charging connectors, compatible with the vast majority of EVs. Tesla cars can use an adapter to access the new stations.

MCOG, as the Regional Transportation Planning Agency, produced a Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan in 2012, followed by a feasibility study in 2015, that engaged stakeholders and the general public in identifying locations for a potential countywide public network of electric vehicle charging stations. In 1996, MCOG began testing and demonstrating plug-in EVs in the rural environment, building on work in the community to advance renewable energy.

* * * * *

Attachment:

Photo of similar ChargePoint installation in Humboldt County



More information: <https://www.chargepoint.com/about/news/chargepoint-opens-all-california-electric-travel-new-interregional-dc-fast-charge>

About the Mendocino Council of Governments: MCOG formed as a joint powers agreement in 1972, as mandated by state law, to disburse state and federal funds for transportation, to provide regional planning, and to serve as a regional forum. MCOG is overseen by a board consisting of two county supervisors, a countywide public appointee, and one council member from each of the four incorporated cities. More info: <https://mendocinocog.specialdistrict.org/>.

MCOG
FY 2018/19 Transportation Planning Work Program
First Quarter Status Report
(July – September, 2018)

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

PURPOSE: This work element covers Rural Planning Assistance (RPA) eligible regional transportation planning duties and ongoing coordination with state, regional, and local agencies, as well as long range transportation planning duties.

PROGRESS: Work during the first quarter included general transportation planning duties, including management of the Overall Work Program, preparation of quarterly and annual reports and claims, 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 transportation related issues; monitoring legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance; phone calls from the state and local agencies; and coordination on planning-related issues with MCOG’s separate Administrative Contractor (Dow & Associates).

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

PROBLEMS: None.

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$26,377.86	\$0.00	\$26,377.86
Consultants/Others	\$2,000.00	\$0.00	\$2,000.00
1st Quarter Expenditures	\$28,377.86	\$0.00	\$28,377.86
Total Expenditures	\$28,377.86	\$0.00	\$28,377.86
Total Allocation of Funds	\$107,950.00	\$250.00	\$108,200.00
Claimed by Percentage	26.3%	0.0%	26.2%

2. WORK ELEMENT 2: PLANNING MANAGEMENT & GENERAL COORDINATION (Non-RPA) (MCOG)

PURPOSE: This work element include transportation planning tasks that may not be eligible for Rural Planning Assistance (RPA) funds, including development and management of the Overall Work Program, day-to-day transportation planning duties, general coordination duties with state, regional, local and community agencies, as well as long range transportation planning duties for all transportation modes.

PROGRESS: Work during the first quarter included work on general transportation planning duties and coordination on tasks that may not be RPA-eligible, including management of the Overall Work Program, preparation of quarterly and annual reports and claims, Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up; monitoring legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance and coordination; phone calls from state and local agencies; and coordination on planning-related issues with MCOG’s separate Administrative Contractor (Dow & Associates).

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$22,944.75	\$22,944.75
1st Quarter Expenditures	\$22,944.75	\$22,944.75
Total Expenditures	\$22,944.75	\$22,944.75
Total Allocation of Funds	\$90,475.00	\$90,475.00
Claimed by Percentage	25.4%	25.36%

3. WORK ELEMENT 3: COMMUNITY TRANSPORTATION PLANNING & COORDINATION (MCOG)

PURPOSE: This work element covers transportation planning duties including ongoing coordination, outreach, and support to all local communities in Mendocino County (including cities and unincorporated areas) to identify and plan policies, strategies, programs and actions that maximize and implement the regional and community transportation infrastructure, including all transportation modes, and improve community livability.

PROGRESS: First quarter tasks included attendance at a community meeting in Willits regarding the proposed rail trail, telephone calls and e-mail communication with local agency staff, and general coordination.

PRODUCTS: Meeting attendance; meeting notes; staff reports/recommendations; Public notices and outreach materials; grant application materials, correspondence; meeting notes, documentation of tribal consultation.

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$846.84	\$846.84
1st Quarter Expenditures	\$846.84	\$846.84
Total Expenditures	\$846.84	\$846.84
Total Allocation of Funds	\$10,250.00	\$10,250.00
Claimed by Percentage	8.3%	8.3%

4. WORK ELEMENT 4: SUSTAINABLE TRANSPORTATION PLANNING (MCOG)

PURPOSE: To support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council, and conduct sustainable transportation planning activities.

PROGRESS: Very little work occurred on this work element. Staff monitored issues from the Strategic Growth Council.

PRODUCTS: Staff reports/recommendations, correspondence, agendas, minutes, resolutions; public notices, meeting notes, documentation of tribal consultation.

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$109.28	\$109.28
1st Quarter Expenditures	\$109.28	\$109.28
Total Expenditures	\$109.28	\$109.28
Total Allocation of Funds	\$10,000.00	\$10,000.00
Claimed by Percentage	1.1%	1.1%

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

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

PROGRESS: During this quarter, City of Ukiah staff continued to review the draft speed zone report. After review, staff will coordinate final revisions and will schedule presentation of the report with the updated speed zone ordinance to the City Council.

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

PROBLEMS: None.

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
Ukiah (Consultant)	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$6,833.00	\$6,833.00
Claimed by Percentage	0.0%	0.0%

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 this quarter, Co. DOT staff completed reviewing road signs for the 2019 Road System Traffic Safety Review Report; continued updating the accident and signs database for the County Maintained Road System; responded to several reports of potential hazards that did not warrant investigation beyond initial assessment, and responded to public inquiries/local agency questions concerning traffic safety aspects of various County Maintained Roads.

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Co. DOT	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$60,000.00	\$60,000.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: First quarter work included monitoring PPM funds, and preparation and submittal of required three-year PPM report.

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

PROBLEMS: None.

Reporting Period	State (PPM)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$109.27	\$382.45	\$491.72
1st Quarter Expenditures	\$109.27	\$382.45	\$491.72
Total Expenditures	\$109.27	\$382.45	\$491.72
Total Allocation of Funds	\$35,275.00	\$28,750.00	\$64,025.00
Claimed by Percentage	0.31%	1.33%	0.77%

8. Intentionally Left Blank

9. WORK ELEMENT 9: STREET SAFETY PLAN (CITY OF FORT BRAGG) – CARRYOVER

PURPOSE: To update and broaden the scope of the City’s Residential Streets Safety Plan to include all City streets, retitling the document to the Street Safety Plan. The update will include an analysis of the vehicular, pedestrian, and bicycle circulation and traffic patterns of the City’s street network. It will include the development of recommendations to improve vehicular and pedestrian safety measures, traffic control devices, etc. These recommendations will be used to inform future Active Transportation Program (including Safe Routes to School) grant applications and other traffic calming and circulation improvements throughout the City.

PROGRESS: City of Fort Bragg staff concluded the online community survey with nearly 300 responses, and planned for community workshops and meetings. Just after this reporting period, staff presented survey results and received further community input at three community workshops/meetings. In the next quarter the consultant will focus on developing conceptual designs for recommendations and work on draft plan.

PRODUCT EXPECTED: Request for Proposals; Draft and Final Street Safety Plan.

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Fort Bragg	\$2,343.18	\$2,343.18
Consultant	\$5,660.00	\$5,660.00
1st Quarter Expenditures	\$8,003.18	\$8,003.18
Total Expenditures	\$8,003.18	\$8,003.18
Total Allocation of Funds	\$48,000.00	\$48,000.00
Claimed by Percentage	16.7%	16.7%

10. WORK ELEMENT 10: TRANSIT DESIGNS GUIDELINES MANUAL (MTA)

PURPOSE: To develop a Transit Designs Guidelines Manual for Mendocino Transit Authority.

PROGRESS: This project has not yet been started.

PRODUCT EXPECTED: Request for Proposals; Draft and Final Transit Designs Guidelines Manual.

PROBLEMS: None.

Reporting Period	Local (LTF)	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30			
MTA	\$0.00	\$0.00	\$0.00
Consultant/Other	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$30,341.00	\$4,659.00	\$35,000.00
Claimed by Percentage	0.0%	0.0%	0.0%

11. Intentionally Left Blank

12. WORK ELEMENT 12: COMPREHENSIVE ADA ACCESS PLAN UPDATE (CITY OF UKIAH) - CARRYOVER

PURPOSE: To prepare an updated comprehensive plan for achieving compliance with the access requirements of the Americans with Disabilities Act on public streets and sidewalks in the City of Ukiah.

PROGRESS: As previously reported, only one proposal was received in response to the Request for Proposals issued for this project. Staff rejected the proposal and intends to re-issue the RFP. During this quarter, staff reviewed the scope of work in preparation for re-issuing this RFP, and will make corresponding changes to the scope in order to hopefully generate more responses.

PRODUCTS EXPECTED: Request for Proposals; ADA Self-Evaluation; Facility Access Survey; Transition Plan; Comprehensive ADA Access Plan Final Report.

PROBLEMS: No new problems. Previously noted need to re-issue RFP due to insufficient number of responses.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Ukiah	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$35,000.00	\$35,000.00
Claimed by Percentage	0.0%	0.0%

13. WORK ELEMENT 13: ORCHARD AVENUE EXTENSION FEASIBILITY STUDY – GRANT MATCH (CO. DOT) – CARRYOVER

PURPOSE: This work element provides the local match for a Caltrans Sustainable Transportation Planning grant to conduct a feasibility study for the northerly extension of Orchard Avenue (in Ukiah area). This work element will provide the required local match for the Caltrans Sustainable Communities Transportation Planning Grant, awarded for this project.

PROGRESS: Progress this quarter included completion of aerial mapping and processing of data. The consultant team also began preparing traffic models and analysis, prepared portion of Feasibility Report; generated Existing Conditions memorandum; and prepared exhibits and public outreach materials for first public information meeting. The first public information meeting was held on 9/26/18.

PRODUCT EXPECTED: Kick-off meeting agenda & notes; RFP and procurement procedures, contract, Project Develop Team formation, agendas & meeting notes; existing conditions memorandum; roadway data, maps, exhibits for community meetings, list of stakeholders, outreach materials, three community meetings, agendas & meeting notes, attendance sheets, PowerPoint presentations, preliminary environmental overview report, geologic and soil report, alignment maps, roadway layout maps, preliminary cost estimates, ranking criteria, alignment analysis report & ranking exhibit, Greater Ukiah Area Microsimulation Model (GUAMM) scenario results; ranked list of alignments; draft and final reports, and PowerPoint presentations.

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
County DOT	\$0.00	\$0.00
1st Qtr Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$13,000.00	\$13,000.00
Claimed by Percentage	0.0%	0.0%

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: No funds were claimed under this work element in the first quarter.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$0.00	\$0.00
County/Cities/MTA	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$21,000.00	\$21,000.00
Claimed by Percentage	0.0%	0.0%

15. WORK ELEMENT 15: TRANSPORTATION PLANNING FOR MILL SITE REUSE & REZONING (CITY OF FORT BRAGG)

PURPOSE: The Mill Site Reuse and Rezoning project will complete a community based process for a large vacant industrial site which will achieve many key transportation goals.

PROGRESS: The City of Fort Bragg has completed planning for street circulation patterns and adopted circulation policies for the mill site. The Request for Proposals for a traffic study has been prepared, but the City is holding off on hiring a consultant, pending obtaining traffic counts next summer.

PRODUCT EXPECTED: (1) Best practice transportation planning in zoning, policies, and regulations of the Local Coast Program Amendment for the City of Fort Bragg, and (2) An updated traffic study.

PROBLEMS: The Fort Bragg City Council settled on a land use plan and circulation plan in September 2019, which was too late to complete the traffic study this year. The traffic study must be completed in July 2019 when tourist traffic flows are the greatest. Project completion is anticipated by September, 2019.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Fort Bragg	\$0.00	\$0.00
Consultant	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$48,125.00	\$48,125.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: Work during the first quarter included day-to-day transportation planning duties related to bicycle, pedestrian, transit, and rail related activities; attendance at NCRA and MTA meetings; coordination, teleconferences and duties related to the State’s Active Transportation Program (ATP). Duties also included coordinating with the City of Willits on an ATP grant application, monitoring LTF 2% Bike & Pedestrian program; local agency coordination/assistance, and non-motorized transportation related issues.

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$5,313.56	\$5,313.56
1st Quarter Expenditures	\$5,313.56	\$5,313.56
Total Expenditures	\$5,313.56	\$5,313.56
Total Allocation of Funds	\$30,000.00	\$30,000.00
Claimed by Percentage	17.7%	17.7%

17. WORK ELEMENT 17: ZERO EMISSIONS VEHICLE & ALTERNATE FUELS READINESS PLAN UPDATE (MCOG)

PURPOSE: To update the Zero Emissions Vehicle & Alternate Fuels Readiness Plan

PROGRESS: During the first quarter, MCOG staff prepared and distributed the Request for Proposals for this project. No proposals were received. Staff is reaching out to RFP recipients to gain insight on reasons for lack of responses, and reviewing options for redistributing or revising the RFP in the second quarter.

PRODUCT EXPECTED: Formation of Zero Emissions Vehicle (ZEV) Advisory Group; Request for Proposals, Draft and Final Plans.

PROBLEMS: No responses to RFP were received.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$2,348.25	\$2,348.25
Consultant	\$0.00	\$0.00
1st Quarter Expenditures	\$2,348.25	\$2,348.25
Total Expenditures	\$2,348.25	\$2,348.25
Total Allocation of Funds	\$35,000.00	\$35,000.00
Claimed by Percentage	6.7%	6.7%

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

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

PROGRESS: Work during the first quarter included working with ESRI to validate and check the status of the annual license, staff also reviewed and updated the existing program.

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

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$489.68	\$489.68
1st Quarter Expenditures	\$489.68	\$489.68
Total Expenditures	\$489.68	\$489.68
Total Allocation of Funds	\$5,600.00	\$5,600.00
Claimed by Percentage	8.7%	8.7%

19. WORK ELEMENT 19: MENDOCINO COUNTY PEDESTRIAN FACILITY NEEDS INVENTORY AND ENGINEERED FEASIBILITY STUDY – SOUTH COAST (MCOG) – CARRYOVER

PURPOSE: To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the City of Point Arena and greater Point Arena/south coast area (south of Highway 128) in Mendocino County. *This project has been combined with W.E. 21.*

PROGRESS: The consultant team followed up on input gathered at the community meeting held in June in Point Arena; completed the draft Existing Conditions Report; prepared the draft south coast outreach summary; worked on project website; continued outreach for online survey, and participated in a TAG meeting and bi-weekly teleconferences. MCOG staff coordinated with consultant, reviewed materials, participated in TAG meeting and bi-weekly teleconferences, and performed project management duties.

PRODUCTS EXPECTED: Procurement documents including Request for Proposals, consultant selection process; and executed contract; Technical Advisory Group (TAG) agenda and meeting notes; Existing Conditions data including list of source documents, list of identified gaps & deficiencies; GIS maps; pedestrian infrastructure data tables; draft and final Existing Conditions reports; stakeholders roster, advertising materials, public workshop agendas & meeting notes; record of public comments; list of issues/projects identified; various deliverables resulting in draft and final “Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study”.

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Consultant	\$14,408.24	\$14,408.24
1st Quarter Expenditures	\$14,408.24	\$14,408.24
Total Expenditures	\$14,408.24	\$14,408.24
Total Allocation of Funds	\$27,500.00	\$27,500.00
Claimed by Percentage	52.4%	52.4%

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

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

PROGRESS: Work during the first quarter included day-to-day and ongoing transportation planning duties related to various federal, state, and local transportation related grants, including Rural Planning Assistance (RPA) grants, Active Transportation Program (ATP) grants, and Sustainable Communities and Adaptation grants. MCOG staff monitored and reviewed grant information and guidelines, and provided information and assistance to local agencies.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$0.00	\$2,103.46	\$2,103.46
1st Quarter Expenditures	\$0.00	\$2,103.46	\$2,103.46
Total Expenditures	\$0.00	\$2,103.46	\$2,103.46
Total Allocation of Funds	\$500.00	\$22,300.00	\$22,800.00
Claimed by Percentage	0.0%	9.4%	9.2%

21. WORK ELEMENT 21: MENDOCINO COUNTY PEDESTRIAN FACILITY NEEDS INVENTORY AND ENGINEERED FEASIBILITY STUDY – INLAND/NORTH COAST (MCOG) – CARRYOVER

PURPOSE: To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the cities of Ukiah, Willits, and Fort Bragg, as well as most of the unincorporated communities in the County. *This project has been combined with W.E. 19.*

PROGRESS: During this quarter the consultant team completed the draft Existing Conditions report, worked on project evaluation criteria, outreach activities, project website and online survey, and prepared materials/planned for the Ukiah/North Coast workshop, held shortly after this reporting period. A Technical Advisory Group meeting, and bi-weekly coordination meetings were held. MCOG staff coordinated with consultant, reviewed materials, participated in TAG and bi-weekly teleconferences, and performed grant management duties.

PRODUCTS EXPECTED: Procurement documents including Request for Proposals, consultant selection process; and executed contract; Technical Advisory Group (TAG) agenda and meeting notes; Existing Conditions data including list of source documents, list of identified gaps & deficiencies; GIS maps; pedestrian infrastructure data tables; draft and final Existing Conditions reports; stakeholders roster, advertising materials, public workshop agendas & meeting notes; record of public comments; list of issues/projects identified; various deliverables resulting in draft and final “Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study”.

PROBLEMS: None.

Reporting Period	Local (LTF)	State (Sust. Comm. Grant)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$573.19	\$4,424.10	\$4,997.29
Consultant	\$5,956.97	\$45,978.18	\$51,935.15
1st Quarter Expenditures	\$6,530.16	\$50,402.28	\$56,932.44
Total Expenditures	\$6,530.16	\$50,402.28	\$56,932.44
Total Allocation of Funds	\$18,008.00	\$138,992.00	\$157,000.00
Claimed by Percentage	36.3%	36.3%	36.3%

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

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

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

NCO/WBM staff worked on project management duties including coordination and meetings with MCOG, HHSA, and subcontractor (Laytonville Healthy Start), and quarterly reporting and invoicing. Work continued on various grant tasks, and NCO/WBM staff participated in numerous events this quarter, with highlights including: seven traffic safety education classes; one Walk to School event, daily Morning Mile program at Blosser Lane Elementary, plus ongoing community/outreach events. Data was collected for preparation of Safe Routes to School maps.

Health & Human Services Agency (HHSA) staff continued work on various tasks including coordination and meetings with MCOG, North Coast Opportunities/Walk and Bike Mendocino, school staff, task forces and/or subcommittees. HHSA staff continued work with schools to provide technical assistance to sustain Safe Routes to School activities. HHSA staff worked with project partners to coordinate and conduct walk and bike to school days in various communities, provide school-based safety education, coordinate contests, increase access to helmets, and work with high schools students on events. Staff worked on tasks to increase community support and awareness, conducted outreach and promotion, and advocated for increased enforcement during school drop off and pick up hours. HHSA staff also worked on grant reporting and invoicing tasks.

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

PROBLEMS: No new problems identified.

Reporting Period	State (ATP)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$3,950.94	\$3,950.94
Consultants & Direct Costs	\$46,012.46	\$46,012.46
1st Quarter Expenditures	\$49,963.40	\$49,963.40
Total Expenditures	\$49,963.40	\$49,963.40
Total Allocation of Funds	\$400,151.00	\$400,151.00
Claimed by Percentage	12.5%	12.5%

Total Expenditures - First Quarter

Summary of Funding Sources	Amount Programmed	1st Qtr Expenditures	2nd Qtr Expenditures	3rd Qtr Expenditures	4th Qtr Expenditures	Total Expenditures
Local LTF	\$190,657	\$30,321.75	\$0.00	\$0.00	\$0.00	\$30,321.75
State PPM	\$176,659	\$8,602.13	\$0.00	\$0.00	\$0.00	\$8,602.13
State RPA*	\$321,500	\$53,043.10	\$0.00	\$0.00	\$0.00	\$53,043.10
State ATP Grant*	\$400,151	\$49,963.41	\$0.00	\$0.00	\$0.00	\$49,963.41
State Sus. Comm.	\$138,992	\$50,402.28	\$0.00	\$0.00	\$0.00	\$50,402.28
Totals	\$1,227,959	\$192,332.67	\$0.00	\$0.00	\$0.00	\$192,332.67

*Prepared by L. Ellard
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