



# MENDOCINO COUNCIL OF GOVERNMENTS

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

PHILLIP J. DOW, EXECUTIVE DIRECTOR

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

## AGENDA

**Monday, December 5, 2016 at 1:30 p.m.**

### Primary Location

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

### Audioconference Location

Caltrans District 1, 1656 Union St., Eureka

### Additional Media

For live streaming and later viewing:

YouTube link at <http://www.mendocinocog.org> under Meetings

For later viewing:

Public Access TV Channel 65 and archives at <http://mendocinoaccess.org>

**The Mendocino Council of Governments (MCOG) meets as the Board of Directors of:**  
Mendocino Regional Transportation Planning Agency (RTPA) and  
Mendocino County Service Authority for Freeway Emergencies (SAFE)

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

1. Call to Order / Roll Call
2. Convene as RTPA
3. Recess as RTPA - Reconvene as Policy Advisory Committee

## PUBLIC EXPRESSION

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

4. **Public Hearing:** Unmet Transit Needs for Fiscal Year 2017/18
  - a. Finding of Proper Notice
  - b. Staff Report: Social Services Transportation Advisory Council (SSTAC) Recommendations of November 1, 2016
  - c. Public Hearing
  - d. Board Action
5. Acceptance of MCOG Triennial Performance Audit by Michael Baker International
6. Approval of Local Transportation Fund (LTF) Reserve Claim for FY 2015/16 Revenue Shortfall
7. Appointment of Interim Executive Committee Members
8. Discussion/Direction: Draft 2017 Board Calendar

## CONSENT CALENDAR

The following items are considered for approval in accordance with Administrative Staff, Committee, and/or Directors' recommendations and will be enacted by a single motion. Items may be removed from the Consent Calendar for separate consideration, upon request by a Director or citizen.

9. Approval of October 3, 2016 Minutes
10. Approval of Second Amendment to Fiscal Year 2016/17 Transportation Planning Overall Work Program (OWP)
11. Adoption of Resolution No. M2016-\_\_\_ \* Approving the Allocation of California Proposition 1B Funds, Fiscal Year 2014/15 Transit System Safety, Security, and Disaster Response Program, for Mendocino Transit Authority's Eligible Project

#### RATIFY ACTION

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

#### REPORTS

13. Reports – Information
  - a. Mendocino Transit Authority
  - b. North Coast Railroad Authority
  - c. MCOG Staff – Summary of Meetings
  - d. MCOG Administration Staff
    1. US-101 Bypass of Willits Update – Opening Ceremony of November 3, 2016
    2. Active Transportation Program (ATP) Cycle 3 Proposed Awards
    3. Notice of Proposed Funding Award by California Energy Commission to ChargePoint and MCOG for Installation of Electric Vehicle Charging Infrastructure on U.S. 101
    4. Ukiah Traffic Study of Schools at Low Gap Road Area
    5. CSDA Board Secretary/Clerk Conference, November 14-16 in Monterey
    6. Miscellaneous
  - e. MCOG Planning Staff
    1. Regional Transportation Plan and Active Transportation Plan - Public Workshops
    2. Traffic Control for Safer Work Zones Training – Tech. Transfer Program, Nov. 17, 2016
    3. Miscellaneous
  - f. MCOG Directors – Update of Membership Appointments
  - g. California Association of Councils of Governments (CALCOG) Delegates

#### ADJOURNMENT

14. 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 # 4**  
Regular Calendar  
MCOG Meeting  
12/5/2016

## STAFF REPORT

TITLE: 2017/18 Unmet Transit Needs Hearing

MEETING DATE: 12/5/2016

SUBMITTED BY: Janet Orth, Deputy Director/CFO

DATE PREP'D: 11/21/2016

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### BACKGROUND:

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

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

Testimony received for this hearing: The Social Services Transportation Advisory Council (SSTAC), a standing committee of MCOG, met for the annual Unmet Transit Needs workshop on November 1. (Minutes will be provided by MCOG’s planning staff.) The SSTAC’s recommendation includes transit needs from public input heard at MTA board meetings during the year, in addition to a new list of needs developed in the workshop. Issues raised included assisted services, non-emergency medical trips, weekend services, service to remote areas, and expansion of existing services. The list of 17 needs is attached.

The SSTAC’s duties also include advising MCOG on any other transportation issues. I have attached a short list of General Transportation Recommendations for consideration.

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### ACTION REQUIRED:

The following process fulfills TDA requirements.

#### **# 6a. Finding of Proper Notice:**

The Board makes the finding, by motion and vote, that a proper 30-day notice has been given. The notice of public hearing was published by the Ukiah Daily Journal (November 1), The Willits News (November 2), Fort Bragg Advocate-News (November 3), and Independent Coast Observer (pending at this writing). Proofs of publication were received. Only one notice of general circulation is required. The notice was posted on our web site and was emailed to a list of interested parties. These actions more than meet the requirement.

#### **# 6b. Staff Report:**

Staff reports on any written testimony received for the record, including findings of the SSTAC’s November 1, 2016 workshop. A list of identified needs is attached, including unmet needs from public input received by Mendocino Transit Authority.

### **# 6c. Public Hearing:**

The Chair opens the public hearing. Public testimony is received. The hearing is closed.

### **# 6d. Board Action:**

The Board of Directors then determines whether any of the testimony received qualifies as an “unmet transit need” according to the attached definitions adopted by MCOG. The two main options for a motion are:

- 1) *"The testimony heard includes “unmet transit needs” as qualified by MCOG’s adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the SSTAC and the Transit Productivity Committee."*
- 2) *"The testimony heard does not include any “unmet transit needs” as qualified by MCOG’s adopted definitions, therefore there are no unmet transit needs found for fiscal year 2017/18, and the annual process is concluded."*

If the finding is “yes,” testimony does include unmet needs, the list of needs is directed to MTA to prepare an analysis that may include operational costs, ability to provide service, and prioritization of needs. Finally the analysis would go to MCOG’s Transit Productivity Committee (TPC) in April or May 2017, and a recommendation made to MCOG on which, if any, needs are “reasonable to meet” for inclusion in MTA’s 2017/18 Transit Claim, due to MCOG April 1, 2017. The analysis and recommendation also would be discussed by the SSTAC. In June, when MCOG allocates funds to the transit claim, a finding of “reasonableness” is made.

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

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### **ALTERNATIVES:**

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

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

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### **RECOMMENDATION:**

Staff recommends that the Board:

First make a finding of proper notice and hear the staff report. Next, hold the public hearing. Lastly, after hearing all testimony, make a finding that *"The testimony heard includes “unmet transit needs” as qualified by MCOG’s adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the SSTAC and the Transit Productivity Committee."*

Also discuss and consider the SSTAC’s list of three General Transportation Recommendations for next steps and/or or future action.

### Enclosures:

SSTAC Recommendations of 11/1/2016

MCOG’s “Unmet Transit Needs” and “Reasonable to Meet” Process



## MENDOCINO COUNCIL OF GOVERNMENTS

FY 2017/2018 Unmet Transit Needs  
Recommended by  
MCOG's Social Services Transportation Advisory Council

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

November 1, 2016

1. Non-emergency medical transportation, including trips to out-of-county locations and outside of regular senior center transportation operating hours; e.g. collaborative volunteer driver program
2. Saturday connection with Route 75 at Navarro River Junction
3. Saturday Route 5 and Route 60 service, same as weekday
4. Include "The Cove" in the route serving Point Arena
5. Round trip circuit between Gualala and Point Arena along Highway 1 and the ridge east of Gualala (Old Stage Road/ Iverson Road)
6. Service from Gualala and Point Arena to Ukiah and back in the same day
7. Increase Saturday service and add Sunday service to Route 9 in Ukiah
8. Add trips and Saturday and Sunday service to Route 7 "The Jitney" in Ukiah
9. Service for isolated seniors where buses can't go
10. Rides for seniors to evening events in Ukiah, Fort Bragg and Willits areas
11. Wheelchair accessible door-through-door assisted service for seniors on Wednesday in Ukiah area (Ukiah Senior Center transportation does not run Wednesdays due to budget constraints)
12. Assisted service for seniors on weekends, especially for those going to church on Sundays
13. Service from Laytonville to Willits and beyond
14. Service to/from Potter Valley
15. Service to/from The Woods retirement community
16. More frequent Willits-Ukiah trips to attract "choice" riders
17. Service to/from Ridgewood Ranch/Golden Rule

**TOTAL of 17 Recommended Unmet Transit Needs**



# MENDOCINO COUNCIL OF GOVERNMENTS

FY 2017/2018

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

(not in any order of priority)

November 1, 2016

1. Mobility Manager / one-stop call center for coordinated transportation
2. Ride sharing system for general mobility
3. Rider pass for seniors, linking specialized transportation to transit system, with universal fares

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

## MENDOCINO COUNCIL OF GOVERNMENTS

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

#### Introduction

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

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

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

#### Definitions

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

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

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

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

/le  
/jmo





## MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 5**  
Regular Calendar  
MCOG Meeting  
12/5/2016

### STAFF REPORT

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**TITLE:** Acceptance of MCOG Triennial Performance Audit

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

**DATE:** 11.22.2016

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#### **BACKGROUND:**

According to the Transportation Development Act (TDA), MCOG is required to "*designate an independent entity to make a performance audit*" of MCOG every three years (Section 99246). The contractor, Michael Baker International, has released the final report of its performance audit of MCOG for the period ended June 30, 2015. It covers Fiscal Years 2012/13, 2013/14, and 2014/15.

We are pleased to receive another favorable report of performance: "*MCOG has satisfactorily complied with applicable State legislative mandates for Regional Transportation Planning Agencies.*" Fourteen key compliance requirements are listed and described in the report.

– *Executive Summary and Section II, Page 6*

Of the four prior performance audit recommendations, MCOG implemented two, partially implemented one, and did not implement another. Most of those issues identified were raised by staff, as an opportunity to seek advice from a qualified consultant on matters of policy and procedure. – *Section III, Page 15*

There are three current recommendations. One is to update MCOG's TDA manual to include new state legislation, SB 508, primarily affecting public transit. The other two are carried forward from the previous audit, suggesting 1) that MCOG or MTA consider an alternate funding formula for senior center TDA funds, and 2) that MCOG strengthen the existing role and explore additional functions of the Social Services Transportation Advisory Council (SSTAC).

– *Section V, Page 29*

The full report is attached. It serves as a useful overview of the Council's operations and a valuable resource going forward, in addition to the necessary review of past performance. Staff welcomes questions or discussion of any aspect the board members wish to review.

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#### **ACTION REQUIRED:**

Accept the audit report as prepared by Mr. Derek Wong, AICP, of Michael Baker International.

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#### **ALTERNATIVES:**

The Council may delay or decline acceptance. Regardless of MCOG's actions, the report was submitted to Caltrans by September 30, 2016 as required by TDA.

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#### **RECOMMENDATION:**

Accept the triennial performance audit of MCOG as prepared by the independent auditor consultant, Michael Baker International. Consider keeping the audit report with your Board manual for future reference.

Enclosure



## MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 6**  
Regular Calendar  
MCOG Meeting  
12/5/2016

### STAFF REPORT

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**TITLE:** Local Transportation Fund (LTF) Reserve Claim for FY 2015/16 Revenue Shortfall

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

**DATE:** 11.22.2016

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#### **BACKGROUND:**

MCOG's Fiscal Year 2015/16 Local Transportation Fund (LTF) budget estimate, provided by the County Auditor-Controller by law (the Transportation Development Act, or TDA), was \$3,412,582. Actual LTF revenues from sales tax during the fiscal year amounted to \$3,347,426, resulting in a budget shortfall of \$65,156.

According to MCOG's policy adopted in 1999, consistent with TDA, a Local Transportation Fund Reserve is available to cover revenue shortfalls. Since transit is last in the order of LTF allocation priorities, it is first to absorb a budget shortfall. The policy states:

Eligible Withdrawals and Uses. LTF Reserve funds shall be used for transit services provided by Mendocino Transit Authority (MTA) that have been funded by MCOG through the annual transit claim process, **when 1) actual LTF revenues fall short of LTF budget allocations**, or 2) extreme or unusual circumstances warrant an additional allocation.

In the first case, a shortfall, the procedure for claims on the LTF Reserve fund is as follows:

Revenues Short of Allocation: After a report by the County Auditor to the MCOG Board..., and upon the Board's review and concurrence, the Executive Director may instruct the County Auditor to make a funds transfer to MTA if actual revenues fall short of MCOG's budget allocation for transit operations at fiscal year end.

In June, the Auditor's office released the final monthly allocation to MTA in full. MCOG staff could have partially rescinded the allocation before year-end closing, but MTA requested that we apply the Reserve procedures instead. In October, Executive Director Dow and I met with County Auditor Lloyd Weer and his staff to review and clarify procedures for calculating the revenues and claiming Reserve funds. His report of the revenues is attached.

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#### **ACTION REQUIRED:**

Authorize the Executive Director to instruct the County Auditor to make a funds transfer from LTF Reserve to the Local Transportation Fund in the amount of the shortfall, thereby reimbursing MCOG for funds already allocated and released to MTA.

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#### **ALTERNATIVES:**

The Council could authorize staff to partially rescind MTA's FY 2015/16 allocation in the amount of the shortfall. – *Not recommended*

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#### **RECOMMENDATION:**

Authorize the Executive Director to instruct the County Auditor to make a funds transfer from LTF Reserve to the Local Transportation Fund in the amount of \$65,156.

Enc: County Auditor-Controller's report of FY 2015/16 revenues

**LLOYD B. WEER**  
AUDITOR-CONTROLLER



**LUCY SIMONSON**  
ASSISTANT  
AUDITOR-CONTROLLER

**COUNTY OF MENDOCINO**  
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501 LOW GAP RD., RM. 1080  
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E-mail: auditor@co.mendocino.ca.us

November 23, 2016

Mendocino Council of Governments  
c/o Dow & Associates  
367 N. State Street, Suite 206  
Ukiah, CA 95482

**Re: Request for County Auditor Report for 2015/16 LTF revenues received during the year**

Dear MCOG Board,

This letter is in response to an email sent by Janet Orth dated 11/18/2016 requesting a report from me confirming the total Local Transportation Fund (LTF) revenues for Fiscal Year 2015/16. Attached is my report showing a total of \$3,347,426.31 that was received and deposited into the LTF Trust Account 2110-760155. Let me know if you need any further information.

Sincerely,

A handwritten signature in cursive script that reads 'Lloyd B. Weer'. The signature is written in black ink and is positioned above the printed name of the signatory.

Lloyd B. Weer, Auditor-Controller

**Revenues deposited into the MCOG Local Transportation Fund Trust Account 2110-760155**

2016	3	1062	9/25/2015	CRP	1110	135942	15-Jul	-281,440.15	BOE-AUDITOR	LOCL TX ID:23	
2016	4	1093	10/22/2015	CRP	1110	137060	15-Aug	-256,900.00	BOE-AUDITOR	LOCL TX ID:23	
2016	5	826	11/19/2015	CRP	1110	138525	15-Sep	-342,600.00	BOE-AUDITOR	LOCL TX ID:23	
2016	6	1220	12/28/2015	CRP	1110	140310	15-Oct	-263,948.28	BOE-AUDITOR	LOCL TX ID:23	
2016	7	987	1/21/2016	CRP	1110	141512	15-Nov	-235,300.00	BOE-AUDITOR	LOCL TX ID:23	
2016	8	922	2/18/2016	CRP	1110	143105	15-Dec	-313,700.00	BOE-AUDITOR	LOCL TX ID:23	
2016	9	1245	3/28/2016	CRP	1110	144976	16-Jan	-296,929.55	BOE-AUDITOR	LOCL TX ID:23	
2016	10	908	4/21/2016	CRP	1110	146314	16-Feb	-210,800.00	BOE-AUDITOR	LOCL TX ID:23	
2016	11	952	5/19/2016	CRP	1110	148197	16-Mar	-281,000.00	BOE-AUDITOR	LOCL TX ID:23	
2016	12	2545	6/30/2016	GEN		ACCRUE	2015/16	16-Apr	-295,008.33	BOE-AUDITOR	A/R #3 REVENUE ACCRUAL
2016	12	2545	6/30/2016	GEN		ACCRUE	2015/16	16-May	-244,200.00	BOE-AUDITOR	A/R #3 REVENUE ACCRUAL
2016	12	3408	6/30/2016	GEN		ACCRUE	2015/16	16-Jun	-325,600.00	BOE-AUDITOR	A/R #7 REVENUE ACCRUAL
								<b>Total:</b>	<b>-3,347,426.31</b>		



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**Agenda # 7**  
Regular Calendar  
MCOG Meeting  
12/5/2016

**TITLE:** Appointment of Interim Executive Committee Members

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

**DATE:** 11.23.2016

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**BACKGROUND:**

Staff would like to meet with the Executive Committee in January for some business to be addressed before the February 2017 Council meeting. We expect that two of three committee members will be unavailable (Doug Hammerstrom and Tom Woodhouse) before new appointments are made in February.

According to MCOG's bylaws, the Council may appoint an Executive Committee, consisting of the Chair, the Vice Chair, and one other member reflecting a city-county balance. (In this case, Vice Chair Hammerstrom's term will have expired.)

Executive Director Dow anticipates that a draft Mendocino County Service Authority for Freeway Emergencies (SAFE) Five-Year Strategic & Financial Plan will be ready for review and direction by the committee, before adoption by the full Council in February. The current plan has expired, so he would like to expedite adoption of the new plan. Also we have some fiscal issues that could be addressed before the next budget cycle starts in February.

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**ACTION REQUIRED:**

Appoint two interim members to the Executive Committee, in addition to Chair Gjerde, reflecting a city-county balance, to attend one meeting in January.

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**ALTERNATIVES:**

- Defer Executive Committee business until February, after 2017 appointments have been made.
  - Defer all business to the full Council; the Executive Committee is optional according to bylaws.
- *Not recommended*
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**RECOMMENDATION:**

Appoint two interim members to the Executive Committee, reflecting a city-county balance, to attend one meeting in January.

## 2017 MCOG BOARD MEETING CALENDAR

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

*DRAFT #1 as of 11/22/2016 - subject to change*

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

### Related Meetings of Interest / Educational Options

February 22	18th Annual CTF Transportation Forum, Sacramento <a href="http://www.transportationfoundation.org/">http://www.transportationfoundation.org/</a>	
March/April	CALCOG Delegates: 2017 Annual Regional Leadership Forum, Monterey <a href="http://www.calcog.org/">http://www.calcog.org/</a>	
Nov./Dec.	28th Annual Focus on the Future Conference – Self Help Counties Coalition <a href="http://www.selfhelpcounties.org/focus/index.html">http://www.selfhelpcounties.org/focus/index.html</a>	

November 28, 2016

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director/CFO  
**Subject:** Consent Calendar of December 5, 2016

The following agenda items are recommended for approval/action.

9. Approval of October 3, 2016 Minutes – *attached*
10. Approval of Second Amendment to Fiscal Year 2016/17 Transportation Planning Overall Work Program (OWP) – MCOG planning staff recommends a routine amendment to program unexpended carryover of Rural Planning Assistance (RPA) funds and other minor revisions. This amendment was pending Caltrans' certification of the RPA carryover amount, now completed. All proposed revisions involve previously approved (carryover) funding, with no new funds. The OWP's total budget would increase from \$1,743,869 to \$1,752,991, a difference of \$9,122.  
– *Staff report and proposed amendment are attached.*
11. Adoption of Resolution Approving the Allocation of California Proposition 1B Funds, Fiscal Year 2014/15 Transit System Safety, Security, and Disaster Response Account, for Mendocino Transit Authority Eligible Projects – Total funds available to Mendocino County transit operators (MTA) amount to \$80,487. Most of the funds (\$73,195) are allocated under a government code section requiring the funds to flow through the regional transportation planning agency; adoption of a resolution is required. MCOG has approved MTA's requests for the previous six years of funding. MTA intends to use the funds to procure Computer Aided Dispatch Software, an eligible project. – *Staff report and resolution are attached.*

# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 9**  
Consent  
MCOG Meeting  
12/5/2016

## MINUTES

**Monday, October 3, 2016**

County Administration Center, Board of Supervisors Chambers

### ADDITIONAL MEDIA:

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

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

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

**1. Call to Order / Roll Call.** The meeting was called to order at 1:30 p.m. with Directors Rex Jackman (Caltrans/PAC), Doug Hammerstrom, Steve Scalmanini, Larry Stranske, Susan Ranochak, Alternate John McCowen, and Dan Gjerde present; Chair Gjerde presiding. Director Jim Koogle was excused.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; and Nephele Barrett, Program Manager.

### **2. Convene as RTPA**

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

**Public Expression.** Nicole Glentzer, Assistant Superintendent for Human Resources, Ukiah Unified School District, requested that MCOG fund a traffic study in the areas of Bush Street, Low Gap Road, and Despina where school traffic is generated.

Chair Gjerde asked staff to respond. Mr. Dow reported he has been working with the City of Ukiah's Public Works Director and has identified a traffic study review as a near-term solution.

### **4 - 5. Regular Calendar.**

**4. Public Hearing: Approval of Resolution Amending the 2016 Regional Transportation Improvement Program (RTIP) – Ryan Creek Fish Passage Project Funding.** The Chair confirmed with Ms. Barrett that this public hearing did not require a separate legal notice, and that the agenda provided proper notice.

The Chair opened the hearing at 1:37 p.m. Executive Director Dow reviewed his staff report, describing the urgency and constrained timeline for this project. Staff recommends commitment of supplemental funds, from future Regional Improvement Program shares. He noted how Caltrans' process for determining the need for more funds considers various alternatives. He also reported that the Technical Advisory Committee (TAC) had met after the agenda was distributed, and he requested that Caltrans give their report, followed by the TAC recommendation, since the Caltrans presentation would answer some of the questions that would arise.

Mr. Dow then introduced Caltrans representative Mauricio Serrano, Project Manager for the Willits Bypass project, who introduced the other Caltrans staff present: Chris Collison, Senior Environmental Biologist; Richard Melvin, Construction Manager; and Mike Bartlett, Environmental Project Manager. Mr. Serrano reported that construction of the bypass is expected to be complete at end of October, with opening ceremonies scheduled for November 3. He described the advertising procedures for procurement of qualified contractors on this "child project" of the bypass. There was



a mandatory briefing meeting for bidders to review the project requirements. Only three bids were received, all of which came in over budget. The Project Development Team recommended award to the lowest bidder and to request supplemental funds. Mr. Serrano listed reasons for keeping to the existing timeline; it is crucial to complete this project in 2017. The California Transportation Commission (CTC) will meet October 19-20 and consider approval of the funding. He concluded with following steps, starting with tree removal before the bird nesting season March 1, construction June to October, and other details. He handed out visual materials of the mitigation work required by California Department of Fish & Wildlife (CDFW). A project fact sheet was provided in the agenda packet.

Questions and discussion included:

- Describe photograph of 10-foot high culvert? The chosen installation method will reduce impacts to the site. (Gjerde, Serrano)
- Describe design process and cost alternatives? CDFW and other functional units are involved, including Caltrans design, construction, and environmental divisions. Caltrans does not often do work on this very costly scale of culvert size. Research and analysis showed there were no lower cost alternatives. Only a few specialized contractors are available nationwide; nine contractors were expected to bid. Down-scoping the project by removing the north fork portion (Ryan Creek) would cause non-compliance with the permit, as the requirement is to improve both south and north forks of the Outlet Creek Hydrologic Sub-Area. Re-advertising would not result in lower bids. (Hammerstrom, Serrano)
- Further questions of project design: Rock weirs for fish passage are part of design. This site blocks approximately five miles of additional fish habitat, between two other county fish passage project investments. (McCowen, Serrano, Collison - Mr. Collison has served on the bypass project more than ten years and was involved with mitigation design)
- Questions of scheduling: If re-advertised, it would be after the bypass opening; Caltrans would be compelled to pay whatever the cost of bids submitted. This project was originally scheduled for 2013, to start work in 2015. Typically delays can result in further requirements and delays. If not done in one construction season it will be more expensive. (Gjerde, Serrano, McCowen, Dow)
- Other child projects? Three others: the mitigation lands, relinquishment of Main Street/101, and Sherwood Road intersection, due in 2018. (Gjerde, Serrano)
- What happens to fish species during the year after bypass opening and before completion of the mitigation project? It is not a direct relationship. The species do not depend on Outlet, Davis, Broadus and Baechtel Creeks in the way that Ryan Creek is so important. Ryan Creek is a tributary downstream of the project. While Caltrans strives to alleviate any big impacts during bypass construction, such as working during seasons when the fish are not present, this mitigation project is meant to help species actively recover. The federal permit agencies weigh bypass impacts with needs to restore fish passage, therefore the focus on Ryan Creek. (Scalmanini, Collison)
- So this is an offset or substitute? It is compensation. Fish have been harmed in Little Lake Valley ever since bypass construction started. The species is declining in the Eel River watershed. Every year of delay, the species has a reduced ability to recover. Caltrans is also improving streams directly crossed by the bypass and restoring riparian habitat, but timing is critical now to act on the mitigation. (Hammerstrom, Collison, Serrano)
- Questions of project costs and funding: \$6,324,000 total budget covers Item Work, Supplemental Work, Stated Furnished Materials & Expenses, and a 5% Contingency Fund. This request is for MCOG's 15% share (\$313,000) of the difference between the engineering estimate and lowest bid (\$2,084,000). (Hammerstrom, Serrano)

The Chair invited public comment; no one came forward. Mr. Dow then reported the TAC recommendation to ask for 120 days to seek alternative funding through grants, and staff's concerns about the feasibility of that. He believed the TAC sincerely meant to try and reduce local-share costs. The Executive Director's recommendation had not changed from his written report, which is contrary to the TAC's. In Board discussion, he confirmed there was no viable alternative to staff's recommended action.

The Chair closed the hearing at 2:23 p.m. with no further public comment.

**A motion was made** by Director McCowen, seconded by Stranske, to approve the amendment as recommended by staff, committing \$313,000 of future Regional Improvement Program (RIP) shares for construction cost increases to the Ryan Creek Fish Passage Project.

**Discussion on the motion:**

- Chair Gjerde: Understands that grants can fund enhancements but not required mitigations. One concern is the potential that five to ten years into the wetlands project, mitigation will be reviewed by permit agencies and further work could be required. Can anything be done proactively over the interim to line up grants for wetland restoration and reduce costs for Caltrans and MCOG?
- Mike Bartlett, Environmental Manager: Although the project team is working hard to ensure the projects are successful, there can be unforeseen conditions. As manager of the wetland mitigation properties, Mendocino County Resource Conservation District (MCRCD) has access to grants. There is a fine line between required and enhanced mitigations. Performance criteria could be met with other funding sources than the State Transportation Improvement Program (STIP), such as Caltrans' State Highway Operation & Protection Program (SHOPP) Minor Program. Funds could be set aside in advance, to be able to address problems as they are identified.
- Director Hammerstrom: Acknowledges that a 120-day delay and grants are infeasible, while also recognizing that local jurisdictions are becoming frustrated with commitment of future funding shares. Questions the State's process, where MCOG commits to cost shares without any control of factors, and Caltrans' lack of cost reduction. Other entities can seek grants. MCOG has a moral obligation to stand by the commitment, even if not a legal one. This action will consume funds that would have been available in years to come.

**The motion carried** on roll call vote (*6 Ayes – Jackman/PAC, Scalmanini, Stranske, Ranochak, McCowen/Alt., and Gjerde; 1 No – Hammerstrom; 0 Abstaining; 1 Absent – Koogler*): IT IS ORDERED that the following resolution is adopted.

**Resolution No. M2016-15**

Approving the Second Amendment to the 2016  
Regional Transportation Improvement Program (RTIP)  
(Reso. #M2016-15 is incorporated herein by reference)

**5. Consideration and Possible Action to Oppose Proposition 53, the California Voter Approval Requirement for Revenue Bonds Above \$2 Billion Initiative.** Mr. Dow introduced the issue, referring to his written report. The Technical Advisory Committee (TAC) briefly considered the matter on its September 28 agenda, but took no action. It is to some degree a political issue and unlikely to impact MCOG directly. If passed, it would erode local control of infrastructure project funding. Chair Gjerde made comments to clarify Mr. Dow's remarks. In discussion, Director Hammerstrom noted the League of California Cities, one of numerous entities opposing the initiative, is protective of local control.

**Upon motion** by Hammerstrom, second by McCowen, and carried (*4 Ayes; 0 Noes; 3 Abstaining – Jackman, Scalmanini, Ranochak; 1 Absent*): IT IS ORDERED that the Council opposes Proposition 53, the California Voter Approval Requirement for Revenue Bonds Above \$2 Billion Initiative.

**6 - 7. Consent Calendar.** Upon motion by Ranochak, second by Hammerstrom, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that consent items are approved:

**6. Approval of August 15, 2016 Minutes – as written**

**7. Approval of Transportation Planning Overall Work Program (OWP) Project Application Update**

**8. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee.** Upon motion by Ranochak second by Stranske, and carried unanimously (6 Ayes; 0 Abstaining; 1 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

**9. Reports - Information**

- a. Mendocino Transit Authority. Chair Gjerde reported that MTA moved its regular board meetings to the fourth Wednesday of each month, at 1:30 p.m. as usual.
- b. North Coast Railroad Authority. There was no report.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written staff report.
- d. MCOG Administration Staff
  1. *U.S. 101 Bypass of Willits Update.* Mr. Dow referred to the project manager's written monthly report.
  2. *National Drive Electric Week – September 10-18, Local Ukiah Event September 17.* Ms. Orth briefly reviewed her written staff report, appreciating the Ukiah Main Street Program for hosting electric vehicles in their classic car event, and making suggestions to increase promotion of EVs in future events.
  3. *Miscellaneous.* Ms. Orth reported completion of the triennial performance audit, with very good results, and that the report would come to the Council for acceptance at the next meeting.
- e. MCOG Planning Staff.
  1. *Caltrans Sustainable Transportation Planning Grant Program – Fiscal Year 2017/18 Cycle, Due November 4.* Ms. Ellard reported that \$9.3 million is available statewide, with two grant categories. The application package had been sent to the TAC members.
  2. *FY 2017/18 Transportation Planning Overall Work Program (OWP) Open for Proposals October 15–December 1, 2016.* Ms. Ellard reported on the six-week application cycle for MCOG's planning program. MCOG agency members and MTA are eligible.
  3. *2017 Regional Transportation Plan Update and Active Transportation Plan – Community Workshops October– November.* Ms. Barrett reported that staff has started work on the Regional Transportation Plan (RTP) and that the Active Transportation Plan (ATP) is in progress as a component of the RTP. The effort began in 2014 when RTP policies were revised to change the Regional Housing Needs Assessment to an eight-year cycle and the RTP to a four-year cycle, so that the RTP due date was reset to 2017. Staff is gathering public input in a series of workshops: October 17 in Fort Bragg, October 24 in Ukiah, November 7 in Willits, November 14 in Point Arena, and November 16 in Covelo.
  4. *Miscellaneous.* There were no further reports.
- f. MCOG Directors. There were no reports.

- g. California Association of Councils of Governments (CALCOG) Delegates. Chair Gjerde mentioned the upcoming fall delegates meeting November 14, which he would be unable to attend as Delegate. Alternate Delegate Scalmanini agreed to attend by conference call.

**10. Adjournment.** The meeting was adjourned at 2:52 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director/CFO



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 10**  
Consent  
MCOG Meeting  
12/5/2016

**TITLE:** Second Amendment to FY 2016/17 Overall Work Program      **DATE PREPARED:** 11/21/16

**SUBMITTED BY:** Loretta J. Ellard, Deputy Planner

**MEETING DATE:** 12/5/16

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### **BACKGROUND:**

The Final FY 2016/17 Overall Work Program (*totaling \$1,564,372*) was adopted by MCOG on June 6, 2016. It was amended on August 15, 2016 to adjust carryover amounts and make other miscellaneous changes, resulting in a revised total of \$1,743,869.

There is now a need for a second amendment to program unexpended carryover Rural Planning Assistance (RPA) funds, as well as other minor revisions. This amendment had been awaiting Caltrans' certification of the RPA carryover amount, which has recently been completed.

Proposed revisions are briefly summarized as follows. *All proposed revisions involve previously approved carryover funding; no new funding is added.*

W.E. 3 (MCOG) Active Transportation Plan Development (C/O) – Now that the FY 2015/16 RPA carryover has been certified, there is an RPA carryover balance of \$28,498 that is being added to this work element. LTF carryover funds were added in the First Amendment to fill the funding gap pending certification of RPA carryover, so unexpended LTF funds will be removed in a future OWP Amendment or left unclaimed at the end of the fiscal year. Project total is being revised from \$15,500 to \$43,998, an increase of \$28,498 (RPA funds).

W.E. 6 (County DOT) Combined Special Studies – There is an RPA carryover balance of \$19,729 that is being added to this work element. In addition, there is a miscellaneous \$11 RPA carryover balance (*from several FY 2015/16 work elements*) that needs to be programmed, so we're proposing that it be added to this work element. Project total is being revised from \$60,000 to \$79,740, an increase of \$19,740 (RPA funds).

W.E. 12 (Ft. Bragg) – Noyo Harbor Access Plan (C/O) – A minor correction is needed to correct the fiscal year of carryover funding in this work element, to reflect \$10,273 in FY 13/14 LTF carryover, plus \$36,122 in FY 14/15 LTF carryover. There is no change to the total project of \$46,395.

W.E. 22 (MCOG) Safe Routes to School – ATP Non-Infrastructure Grant (C/O) – Based on additional invoices paid after fiscal year-end, the carryover amount for this grant project is being revised from \$1,000,384 to \$961,268, a decrease of \$39,116 (ATP Grant funds).

Funding Allocation & Expenditure Summary – A narrative note has been added to the bottom of this summary relative to the "Consultant/Others/Direct Costs" column, to advise that consultant mark-up on sub-consultant costs is not allowed, and to advise that consultant travel-related costs are subject to Caltrans' approved rates. (*The updated OWP application form, approved 10/3/16, includes this information for future OWPs.*)

In summary, the proposed revisions will increase the total work program from \$1,743,869 to **\$1,752,991**, an increase of \$9,122, *from existing carryover funds*. The amended financial summary sheets are attached, with proposed changes shown in ~~strike-out~~ and **bold**. Copies of the full amendment are available upon request.

**Please note that the Technical Advisory Committee (TAC) did not meet in November, and therefore, has not reviewed this proposed Amendment. However, staff considers this amendment routine and non-controversial, as it involves no new funding.**

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**ACTION REQUIRED:** Consider approval of Second Amendment to FY 2016/17 Overall Work Program.

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**ALTERNATIVES:** (1) Approve Amendment (*Recommended*); (2) Do not approve Amendment; (3) Revise Amendment; or (4) Refer to TAC for review and recommendation.

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**RECOMMENDATION:** Accept staff's recommendation to approve the Second Amendment to FY 2016/17 Overall Work Program (OWP), and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

/le

*Attachment: FY 2016/17 OWP – Summary of Funding Sources*

*FY 2016/17 OWP – Funding Allocation & Expenditure Summary*

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2016/2017 FINAL (AMENDED) OVERALL WORK PROGRAM  
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE ATP	STATE	FEDERAL	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination <i>Combines former W.E. 1 (Current Planning) &amp; W.E. 2 (Long Range Planning)</i>	\$4,784			\$143,000		\$147,784
3	<b>MCOG - Active Transportation Plan Development (C/O)</b>	\$15,500			\$0		\$15,500
					<b>\$28,498</b>		<b>\$43,998</b>
5	Ukiah - Update Speed Zone Reports	\$33,333	\$6,667				\$40,000
6	<b>Co. DOT - Combined Special Studies</b>				\$60,000		\$60,000
					<b>\$79,740</b>		<b>\$79,740</b>
7	MCOG - Planning, Programming & Monitoring	\$7,250	\$49,458				\$56,708
8	MCOG - Bicycle & Pedestrian Counters	\$5,500					\$5,500
10	MCOG - Regional Transportation Program (RTP) 2017 Update, Phase 2	\$7,500			\$50,000		\$57,500
12	Fort Bragg - Noyo Harbor Access Plan (C/O)	\$46,395					\$46,395
13	Willits - Downtown Streets & Alleys Circ & Connectivity Study (C/O)		\$55,967				\$55,967
14	MCOG - Training	\$25,484					\$25,484
15	MTA - Bus Stop Review, Ph. 3	\$12,000			\$13,000		\$25,000
16	MCOG - Multi-Modal Transportation Planning				\$28,000		\$28,000
17	MCOG - Pavement Management Program Triennial Update (C/O)		\$150,000				\$150,000
18	MCOG - Geographic Information System (GIS) Activities	\$6,850					\$6,850
20	MCOG - Grant Development & Assistance	\$22,797					\$22,797
22	<b>MCOG - Safe Routes to School - ATP Non Infrastructure Grant (C/O)</b>				\$1,000,384		\$1,000,384
					<b>\$961,268</b>		<b>\$961,268</b>
	<b>TOTAL</b>	\$187,393	\$262,092	\$1,000,384	\$294,000	\$0	\$1,743,869
				<b>\$961,268</b>	<b>\$342,238</b>		<b>\$1,752,991</b>

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

Continued on next page

**Proposed 2nd Amendment**

**TOTAL WORK PROGRAM SUMMARY**

Local	\$187,393
<b>State</b>	<b>\$1,556,476</b>
	<b>\$1,565,598</b>
Federal	\$0
<b>TOTAL</b>	<b>\$1,743,869</b>
	<b>\$1,752,991</b>

Local LTF 2016/17 Alloc.	\$100,000
Local LTF <i>Carryover</i>	\$87,393
State PPM 2016/17 Alloc.	\$145,000
State PPM <i>Carryover</i>	\$117,092
State RPA 2016/17 Alloc.	\$294,000
* <b>State RPA <i>Carryover</i></b>	<b>\$0</b>
	<b>\$48,238</b>
<b>State ATP <i>Carryover</i></b>	<b>\$1,000,384</b>
	<b>\$961,268</b>
Federal	\$0
<b>TOTAL</b>	<b>\$1,743,869</b>
	<b>\$1,752,991</b>

<b>PROGRAM MATCH</b>		
Local	\$187,393	<del>10.75%</del> <b>10.69%</b>
State	\$1,556,476	<del>89.25%</del> <b>89.31%</b>
Federal	\$0	0.00%
<b>TOTAL WORK PROGRAM SUMMARY</b>	<b>\$1,743,869</b>	100.00%
	<b>\$1,752,991</b>	

\* *Note: RPA carryover will be programmed after year end certification is complete, in a future OWP amendment*



**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2016/2017 FINAL (AMENDED) OVERALL WORK PROGRAM  
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY DPBS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination <i>Combines former W.E. 1 (Current Planning ) and W.E. 2 (Long Range Planning)</i>					\$145,534	\$2,250	\$147,784
3	<b>MCOG - Active Transportation Plan Development (C/O)</b>					\$15,000 <b>\$43,498</b>	\$500	\$15,500 <b>\$43,998</b>
5	Ukiah - Update Speed Zone Study Reports						\$40,000	\$40,000
6	<b>Co. DOT - Combined Special Studies</b>	\$60,000 <b>\$79,740</b>						\$60,000 <b>\$79,740</b>
7	MCOG - Planning, Programming & Monitoring					\$49,458	\$7,250	\$56,708
8	MCOG - Bicycle & Pedestrian Counters						\$5,500	\$5,500
10	MCOG - Regional Transportation Plan (RTP) 2017 Update, Phase 2					\$50,000	\$7,500	\$57,500
12	Fort Bragg - Noyo Harbor Access Plan (C/O)				\$3,144		\$43,251	\$46,395
13	Willits - Downtown Streets & Alleys Circ & Connectivity Study (C/O)						\$55,967	\$55,967
14	MCOG - Training						\$25,484	\$25,484
15	MTA - Bus Stop Review, Ph. 3						\$25,000	\$25,000
16	MCOG - Multi-Modal Transportation Planning					\$28,000		\$28,000
17	MCOG - Pavement Management Program Triennial Update (C/O)					\$10,000	\$140,000	\$150,000
18	MCOG - Geographic Information System (GIS) Activities					\$6,250	\$600	\$6,850
20	MCOG - Grant Development & Assistance					\$22,297	\$500	\$22,797
22	<b>MCOG - Safe Routes to School - ATP Non Infrastructure Grant (C/O)</b>					\$111,930	\$888,454 <b>\$849,338</b>	\$1,000,384 <b>\$961,268</b>
	<b>TOTAL</b>	\$60,000 <b>\$79,740</b>	\$0	\$0	\$3,144	\$438,469 <b>\$466,967</b>	\$1,240,006 <b>\$1,203,140</b>	\$1,743,869 <b>\$1,752,991</b>

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Continued on next page

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

Reimbursement Rates Used For Calculating Days Programmed (estimate only)

County/Cities/Local Agencies (\$75/hr); Consultants (\$125/hr); MCOG Planning Staff (approx \$33-\$115/hr - various positions, per contract)

\* MCOG planning staff funding level is based on a contracted obligation with Davey-Bates Consulting (DBC) for \$348,226 for FY 2016/17, and includes a 1.47% CPI increase.

In addition, \$4,901.14 in carryover funding (\$2,537.73 FY 2014/15 + \$2,363.41 FY 2015/16) is available to DBC from under-expending prior years' contracted funding, for a total available of \$353,127.14

**\*\* Consultant mark-up of sub-consultant & direct costs is not allowed. Consultant travel costs are limited to Caltrans' approved rates**



## MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 11**  
Consent Calendar  
MCOG Meeting  
12/5/2016

### STAFF REPORT

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**TITLE:** Allocation of California Proposition 1B Funds, FY 2014/15 Transit System Safety, Security, and Disaster Response Program, for MTA's Eligible Project

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

**DATE:** 11/21/2016

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#### **BACKGROUND:**

Proposition 1B made available statewide up to \$1 billion in bond funds over ten years, starting in Fiscal Year 2007/08, to improve public transit safety and security.

Total funds available to Mendocino County transit operators amount to \$80,487, equivalent to previous years. Most of the funds (\$73,195) are allocated under a government code section requiring the funds to flow through the regional transportation planning agency (MCOG), in the same manner as for State Transit Assistance funds. Adoption of a resolution by MCOG is required. Mendocino Transit Authority (MTA) is the only eligible applicant.

MTA intends to use the funds as identified by resolution of the MTA Board of Directors on October 26, 2016, for the following eligible project:

**Computer Aided Dispatch Software, to protect sensitive client data and further aid the local emergency services to evacuate vulnerable residents of Mendocino County in the event of an emergency.**

This "Route Match" software also will improve efficiency and effectiveness of service delivery. Total project cost is estimated at \$79,040.

The State Controller's fund estimate for this program confirms the regional apportionment. The estimate was received by MCOG in September 2014 for FY 2014/15 funding. We understand that the bond sales have delayed release of the funds, so that the Governor's Office of Emergency Services (Cal OES), which administers the program, is awarding grants annually as funds become available.

I have reviewed the online grant guidance package. MCOG has approved seven previous grants of these funds for MTA.

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#### **ACTION REQUIRED:**

Adopt the resolution approving the allocation of these funds to MTA's grant projects.

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#### **ALTERNATIVES:**

None are identified. If MCOG does not approve this action, MTA, as the only eligible applicant in our region, will not receive this state assistance.

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#### **RECOMMENDATION:**

Adopt the resolution allocating California Proposition 1B Funds, FY 2014/15 Transit System Safety, Security, and Disaster Response Program, for MTA's eligible projects and authorizing the Executive Director, or MTA's General Manager or designee, to execute required documents.

# MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2016-\_\_\_\_\_

APPROVING THE ALLOCATION OF PROPOSITION 1B FUNDS,  
FISCAL YEAR 2014/15 TRANSIT SYSTEM SAFETY, SECURITY  
AND DISASTER RESPONSE PROGRAM

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County;
- In November 2006 California voters approved Proposition 1B, which provided bond funding for Transit System Safety, Security and Disaster Response through the Governor's Office of Emergency Services;
- In 2008, 2009, 2011, 2012, 2013, 2015 and 2016, MCOG approved the allocation of funds from the first seven years of the program to Mendocino Transit Authority for eligible projects;
- Fiscal Year 2014/15 allocations to regional transportation planning agencies are at the same level as prior years, of which MCOG's estimated eligible allocation is \$73,195 under Government Code Section 8879.58(a)(2), subject to available bond funding; and
- Mendocino Transit Authority, as the regional transit operator, has applied for an eligible project to the California Office of Emergency Services: Homeland Security, Prop 1B and Emergency Management Division; therefore, be it

RESOLVED, THAT:

MCOG approves the allocation of FY 2014/15 Proposition 1B funds to Mendocino Transit Authority's eligible project up to \$73,195 or the final amount issued by the State Controller for the Mendocino County region, for grant identification number \_\_\_\_\_; and MCOG authorizes its Executive Director, or Mendocino Transit Authority's General Manager or designee to execute any documents required by the Governor's Office of Emergency Services or by other State agencies for the purpose of receiving these funds.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 5th day of December, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

\_\_\_\_\_  
ATTEST: Phillip J. Dow, Executive Director

\_\_\_\_\_  
Dan Gjerde, Chair

# MENDOCINO COUNCIL OF GOVERNMENTS

## Staff Report

**TITLE: Summary of Meetings**

**DATE PREPARED: 11/17/16**

**MEETING DATE: 12/05/16**

**SUBMITTED BY: Phil Dow, Executive Director**

### BACKGROUND:

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

1. California Service Authority for Freeway Emergencies (SAFE) Annual Meeting  
 Monterey 10/04/16  
 (Dow)
2. *Active Transportation Program Greenhouse Gas Relief Fund Guidelines*  
*Teleconference* 10/05/16  
 (Ellard & Dow)
3. *Pavement Management Program (PMP) Consultant Selection*  
 Ukiah 10/11/16  
 (Barrett & Sookne)
4. *Active Transportation Program (ATP) Non-Infrastructure Grant Implementation (NCO & HSSA)*  
 Ukiah 10/11/16  
 (Ellard & Barrett)
5. *Federal Transit Authority (FTA) Section 5310 Program Advisory Committee*  
*Teleconference* 10/11/16  
 (Barrett)
6. Critical Urban/Rural Freight Networks  
 Teleconference 10/12/16  
 (Dow)
7. *North Coast Railroad Authority (NCRA)*  
 Healdsburg 10/12/16  
 (Ellard)
8. Tribal Transportation Roundtable  
 Lakeport 10/13/16  
 (Dow, Davey-Bates, Sookne & Speka)
9. *Regional Transportation Planning Agencies (RTPAs) Regional Transportation Plan (RTP) Modeling*  
*Teleconference* 10/17/16  
 (Davey-Bates & Barrett)
10. *2017 Regional Transportation Plan/Active Transportation Plan Early Public Involvement*  
 Fort Bragg 10/17/16  
 (Barrett & Dow)
11. Regional Transportation Planning Agencies Meeting  
 San Jose 10/19/16  
 (Dow & Davey-Bates)
12. California Transportation Commission  
 Teleconference 10/19/16 – 10/20/16  
 (Dow & Davey-Bates)

13. *Caltrans Sustainable Communities Transportation Planning Grants Workshop*  
Teleconference 10/20/16  
(Davey-Bates & Speka)
14. *California State Bike & Pedestrian Plan Workshop*  
Sacramento 10/24/16  
(Davey-Bates)
15. Mendocino County Auditor  
Ukiah 10/24/16  
(Orth & Dow)
16. *2017 Regional Transportation Plan/Active Transportation Plan Early Public Involvement*  
Ukiah 10/24/16  
(Barrett & Dow)
17. North State Super Region (NSSR) Semi-Annual Meeting  
Yreka 10/26/16  
(Dow & Davey-Bates)
18. *Orchard Avenue Sustainable Communities Planning Grant*  
Ukiah 10/26/16  
(Ellard)
19. *Regional Transportation Planning Agencies (RTPA) Regional Transportation Plan (RTP) Guidelines Workshop*  
Sacramento 10/27/16  
(Davey-Bates)
20. *Social Services Transportation Advisory Committee Meeting*  
Ukiah 11/1/16  
(Barrett & Orth)
21. Administration/Planning Coordination Meeting/Grants  
Ukiah 11/1/16  
(Dow, Davey-Bates, Ellard, Sookne & Speka)
22. *California Environmental Quality Act*  
Webinar 11/02/16  
(Ellard & Barrett)
23. US 101 Bypass of Willis Dedication Ceremony  
US 101 11/03/16  
(Dow, Davey-Bates, Orth, Sookne, Speka, Ellard, Barrett)
24. Zero Emission Vehicles (ZEV) Readiness Plan Pre-Application Workshop  
Webinar 11/04/16  
(Sookne)
25. *2017 Regional Transportation Plan/Active Transportation Plan Early Public Involvement*  
Willits 11/04/16  
(Barrett & Dow)
26. *Active Transportation Program (ATP) Non-Infrastructure Grant Implementation (NCO & HSSA)*  
Ukiah 11/08/16  
(Ellard & Barrett)
27. Critical Urban/Rural Freight Networks  
Teleconference 11/08/16  
(Dow)

28. California Special Districts Association - Board Secretary/Clerk Conference  
Monterey 11/14/16 – 11/16/16  
(Orth, Ford, Davey-Bates & Pedrotti)
29. *Mendocino Projects Status Meeting*  
*Teleconference* 11/14/16  
(Barrett)
30. *2017 Regional Transportation Plan/Active Transportation Plan Early Public Involvement*  
*Point Arena* 11/14/16  
(Barrett & Dow)
31. *2017 Regional Transportation Plan/Active Transportation Plan Early Public Involvement*  
*Covelo* 11/16/16  
(Barrett & Dow)
32. *Federal Transit Authority (FTA) Section 5310 Program Application Training*  
*Sacramento* 11/16/16  
(Barrett)
33. *Local Training Sponsorship: "Traffic Control for Safer Work Zones"*  
*Ukiah* 11/17/16  
(Ellard)
34. *Rural Counties Task Force (RCTF)*  
*Teleconference* 11/18/16  
(Ellard & Dow)
35. *Pavement Management Program Consultant Kick-off Meeting*  
*Ukiah* 11/18/16  
(Barrett & Sookne)

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

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**ACTION REQUIRED:**

None.

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**ALTERNATIVES:**

None identified.

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**RECOMMENDATION:** None. This is for information only.



# MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 13d1

Reports

MCOG Meeting

12/5/2016

## STAFF REPORT

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**TITLE:** US 101 Bypass of Willits

**DATE PREPARED:** 11/22/16

**MEETING DATE:** 12/05/16

**SUBMITTED BY:** Phillip J. Dow, Executive Director

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### **BACKGROUND:**

Having had its main arterial clogged for decades, the “Heart of Mendocino County” received a bypass on November 3, 2016. An opening ceremony and dedication planned and directed by Caltrans attracted a crowd estimated at 1,000 to the event.

Preceded by several local events on the bypass, emcee Betsy Totten led off a ceremony that included speakers Charlie Fielder (recently retired Caltrans District 1 Director), Caltrans Director Malcom Dougherty, Congressman Mike Thompson, Willits Mayor Bruce Burton, myself, Justin Diston (Operating Engineers, Local 3), and Flat Iron Construction District Manager Mike Costa.

Three long time supporters of the project from the California Transportation Commission were also in attendance: Commissioner Jim Ghielmetti, Commissioner Bob Alvarado, and Commissioner James Earp. Most of the MCOG staff also were present.

Immediately following the opening ceremony, Assemblymember Jim Wood and a contingent of Navy SEALs were on hand for the dedication of the viaduct structure as the *JESSE D PITTMAN SOI NAVY SEAL MEMORIAL BRIDGE*. A Willits native and former fire fighter, Jesse died in a helicopter crash while serving in Afghanistan.

Although construction is complete on the bypass itself, work is continuing on four related projects known as the “Child Projects.” These are:

1. Project No. 125W: Willits Bypass Relinquishment – scheduled for construction in FY 17/18
2. Project No. 125X: Wetland/Riparian Mitigation – ongoing work
3. Project No. 125Y: Ryan Creek Coho Salmon Mitigation – ongoing work
4. Project No. 125Z: Sherwood Road Geometric Upgrade – scheduled for construction in FY 17/18.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** This is intended as an information item.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** This is intended as an information item.



Willits Bypass northbound: Southern Interchange



Floodway Viaduct

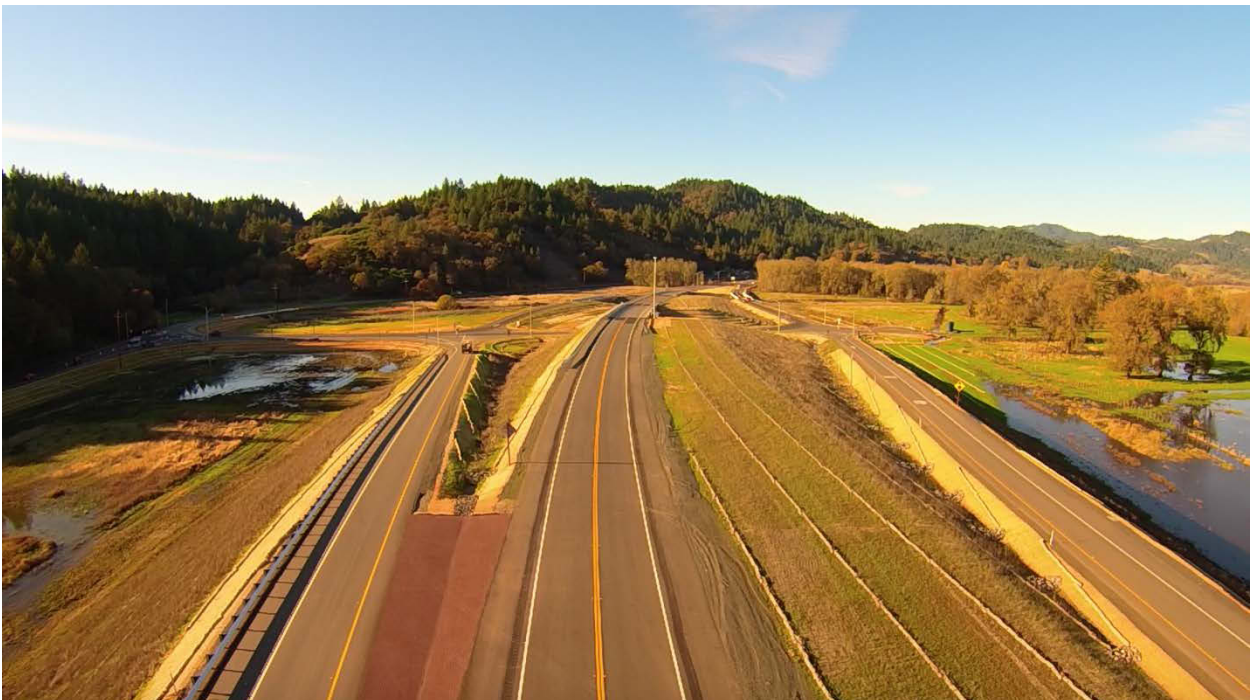




Floodway Viaduct



Approaching the Northern Interchange



Passing through the Northern Interchange



PHOTOS COURTESY OF CALTRANS CONSTRUCTION

November 2, 2016

MENDOCINO COUNCIL OF GOVERNMENTS



# MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 13d2  
Reports  
MCOG Meeting  
12/5/2016

## STAFF REPORT

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**TITLE:** Cycle 3 Active Transportation Program  
Recommendations

**DATE PREPARED:** 11/17/16  
**MEETING DATE:** 12/05/16

**SUBMITTED BY:** Phillip J. Dow, Executive Director

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### **BACKGROUND:**

On October 28 Staff Recommendations for Cycle 3 of the Active Transportation Program were posted on the California Transportation Commission website. The Commission received 456 applications in Cycle 3, requesting nearly \$977 million in funding. Staff is recommending \$131.76 million in funding for 40 projects in the Statewide Component and another \$26.33 million to fund 10 projects in the Small Urban and Rural Component.

There are no projects recommended for funding on the entire North Coast from the Statewide Component. The North Coast was well represented in the Small Urban and Rural Component, with projects being recommended in Humboldt, Lake and Mendocino counties. The sole Mendocino project recommended for funding is Fort Bragg Coastal Trail Phase II. This project tied with a project from Redding at the scoring threshold of 83 points.

The California Transportation Commission meets in Riverside on December 8, at which time the Commission is expected to act on staff recommendations. Based on outcomes from the Cycle 2 hearing, I believe it is very unlikely that the Commission will vary from Staff Recommendations.

The successful Fort Bragg project is as follows:

#### ***Fort Bragg Coastal Trail Phase II***

Project will construct 1.31 miles of 12-foot multi-use trail that connects the north and south segments of the Fort Bragg Coastal Trail. Completion of this gap will result in a 6.3 mile multi-use facility through western Fort Bragg. Project cost is \$1.514 million, of which \$766,000 is being sought from ATP funding. City of Fort Bragg will be the implementing agency.

Unsuccessful projects from Cycle 3 are:

- ***City of Willits Rails with Trails Project (71 points)***
- ***MacKerricher State Park Haul Road Repair & Enhancement Project (66 points)***
- ***City of Ukiah Northwestern Pacific Rail Trail Phase 3 (53 points)***

A summary of the ATP Cycle 3 program, as well as tables of recommended projects for both components are attached. This was obtained from the California Transportation Commission website.



## 2017 Active Transportation Program

Attached are the staff recommendations for the Statewide and Small Urban & Rural Components of the 2017 Active Transportation Program.

The staff recommendations are based on:

- Funding levels identified in the Revised 2017 Active Transportation Program Fund Estimate;
- Eligibility for the program;
- Project scores;
- Statutory requirements; and
- Commission policies as expressed in the 2017 Active Transportation Program Guidelines.

### Summary

The Commission received 456 applications requesting \$976,768,000. These applications were reviewed and evaluated by evaluator teams comprised of Active Transportation Workgroup members. The applications and evaluator scoring were also reviewed by Commission staff for score reasonableness and accuracy. Additionally, as a part of the evaluation process, Caltrans reviewed all applications for program eligibility, and determined that 12 projects did not meet the requirements of the Active Transportation Program or the applications were incomplete. Based on this review and a review by Commission staff, these 12 projects were removed from evaluation process.

In summary, staff recommendations include:

- Statewide Program: \$131,763,000 for 40 projects valued at \$247,740,000. These projects are distributed as follows; 62% in Southern California and 38% in Northern California.
- Small Urban & Rural: \$26,333,000 for 10 projects valued at \$64,905,000. These projects are distributed as follows; 45% in Southern California and 55% in Northern California.

The projects recommended for funding are largely capital projects, with two plans and two stand-alone non-infrastructure projects included in the recommendations.

### Disadvantaged Communities

All projects included in the recommendations benefit disadvantaged communities based on the definitions set forth in the 2017 Active Transportation Program Guidelines. For context, the 2015 Active Transportation Program included 88% of funds benefitting disadvantaged communities in the statewide component and 74% in the small urban and rural component. Staff believes that this increase over the levels in 2015 is because more than 85% of all 2017 applications submitted benefitted disadvantaged communities, and because the 2017 Active Transportation Program Guidelines, while revising application scoring to make it more difficult to receive all the points available to a disadvantaged community, provided greater flexibility in defining a disadvantaged community.

### Greenhouse Gas Reduction Fund

Project applicants recommended for funding in the statewide portion of the 2017 Active Transportation Program may, by December 30, submit supplemental application material for 2017-18 funding from the Greenhouse Gas Reduction Fund.

### Metropolitan Planning Organization Component

The ATP consists of three components: the statewide component (50% of the funds), the small urban & rural component (10% of the funds), and the large Metropolitan Planning Organization (MPO) component (40% of the funds). Projects located within the boundaries of a large MPO not selected in the statewide component will be considered for funding through the MPO component. Large MPOs will submit their programming recommendations to the Commission by January 27, 2017 and will be presented at the March 15-16, 2017 Commission meeting.

**2017 Active Transportation Program - Statewide Component  
Staff Recommendations  
(\$1,000's)**

Co	Applicant	Project Title	DAC	Total Project Cost	Total Fund Request	19-20	20-21	CON	CON NI	PA&ED	PS&E	ROW	Project Type	Plan	SRTS	SRTS-NI	OTH-NI	REC TR	SOF	Final Score	
Var	Caltrans	Active Transportation Resource Center		0	5,058	3,833	1,225	5,058													
LA	Paramount	West Santa Ana Branch Bikeway Phase 2	X	4,550	3,423	395	3,028	3,021	0	56	339	7	Infrastructure (I)								99.00
LA	Cudahy	Atlantic Avenue Bicycle and Pedestrian Enhancement Project	X	5,068	1,784	114	1,670	1,670	0	20	94	0	Infrastructure (I)								99.00
KER	Delano	ATP-3 SRTS Delano Sidewalk Gap Closure	X	609	537	537	0	422	44	0	71	0	Combination (I/NI)		X	X					98.00
LA	San Fernando	City of San Fernando Pacoima Wash Bike/Ped Path, Phase 1	X	3,543	973	973	0	973	0	0	0	0	Infrastructure (I)					X			98.00
LA	Los Angeles County DPW	Slauson Blue Line Station Intersection Improvements	X	1,465	1,465	60	1,405	1,205	0	60	200	0	Infrastructure (I)								96.00
KER	Kern County Road Department	Boron/Desert Lake Pedestrian Path	X	2,319	1,971	85	1,886	1,580	0	85	255	51	Infrastructure (I)		X						95.00
SAC	Sacramento County	47th Ave Pedestrian and Bicycle Improvements	X	4,235	3,009	3,009	0	3,009	0	0	0	0	Infrastructure (I)								95.00
LA	Los Angeles DPW Bureau of Engineering	Jefferson Boulevard Complete Street Project	X	6,336	5,986	925	5,061	5,061	0	0	925	0	Infrastructure (I)		X						95.00
ALA	Oakland	14th Street: Safe Routes in the City	X	13,939	10,578	1,219	9,359	9,359	0	0	1,219	0	Infrastructure (I)								95.00
RIV	Moreno Valley	Juan Bautista De Anza Trail Gap Closure	X	3,149	2,849	90	2,759	2,574	0	90	160	25	Infrastructure (I)		X						94.00
LA	South Gate	Garfield Avenue Complete Streets Corridor	X	826	660	116	544	536	0	32	84	8	Infrastructure (I)								94.00
BUT	Chico	Esplanade Corridor Safety and Accessibility Improvement Project	X	7,661	7,241	1,005	6,236	6,236	0	0	1,005	0	Infrastructure (I)		X						93.00
KER	Kern County Road Department	Rexland Acres Community Sidewalk Project	X	6,376	5,640	1,104	4,536	4,536	0	26	769	309	Infrastructure (I)		X						93.00
TEH	Corning	First Street Class 2 Bike Lanes	X	73	73	73	0	67	0	1	5	0	Infrastructure (I)		X				X		93.00
SBD	Yucca Valley	Little League Drive Pedestrian Improvements	X	779	622	68	554	554	0	4	64	0	Infrastructure (I)								92.00
YUB	Marysville	Marysville Bicycle and Pedestrian Improvement Project	X	583	515	515	0	452	0	0	63	0	Infrastructure (I)						X		92.00
YUB	Yuba County	Eleventh Avenue Pedestrian and Bicyclist Route Improvements	X	1,701	1,505	227	1,278	1,253	25	57	170	0	Combination (I/NI)		X	X					92.00
BUT	Oroville	Oroville SR 162 Pedestrian/Bicyclist/Disabled Mobility and Safety Improvements	X	3,951	3,451	40	3,411	3,411	0	0	40	0	Infrastructure (I)								92.00
LA	Huntington Park	City of Huntington Park – Uncontrolled Crosswalk SRTS Ped Safety Project	X	1,054	1,032	87	945	945	0	9	78	0	Infrastructure (I)		X						92.00
LA	SCAG	Southern California Disadvantaged Communities Planning Initiative	X	1,350	1,150	1,150	0	0	1,150	0	0	0	Plan	X							91.00
FRE	Fresno	Midtown Fresno Trail: McKinley Avenue Gap Closure	X	3,519	1,556	1,556	0	1,556	0	0	0	0	Infrastructure (I)								91.00
KER	Delano	Delano ATP3 SRTS Intersection Enhancement and Education Project	X	669	589	589	0	519	44	0	26	0	Combination (I/NI)		X	X					91.00
LA	Lancaster	2020 Safe Route To School Pedestrian Improvements	X	7,443	5,272	5,272	0	5,272	0	0	0	0	Infrastructure (I)		X						90.00
ALA	Oakland	Fruitvale Alive Gap Closure Project	X	8,241	5,850	850	5,000	5,000	0	0	800	50	Infrastructure (I)								90.00
SD	SANDAG	Imperial Avenue Bikeway	X	11,037	4,450	4,450	0	4,450	0	0	0	0	Infrastructure (I)								90.00
SB	Santa Barbara	Eastside Green Lanes & Bike Boulevard Gap Closure	X	2,763	2,736	280	2,456	2,438	0	100	180	18	Infrastructure (I)		X				X		90.00
STA	Ceres	Ceres-Citywide Active Transportation Plan	X	131	104	104	0	0	104	0	0	0	Plan	X					X		90.00



**2017 Active Transportation Program - Statewide Component  
Staff Recommendations  
(\$1,000's)**

Co	Applicant	Project Title	DAC	Total Project Cost	Total Fund Request	19-20	20-21	CON	CON NI	PA&ED	PS&E	ROW	Project Type	Plan	SRTS	SRTS-NI	OTH-NI	REC TR	SOF	Final Score	
KER	Kern County Road Department	Rosamond Boulevard Pedestrian Path Project	X	997	880	279	601	601	0	44	79	156	Infrastructure (I)		X						90.00
RIV	La Quinta	La Quinta Village Complete Streets - A Road Diet Project	X	9,533	7,313	7,313	0	7,313	0	0	0	0	Infrastructure (I)		X						90.00
FRE	Fresno	Midtown Fresno School Area Multimodal Interconnectivity Project	X	1,401	1,241	144	1,097	1,097	0	43	101	0	Infrastructure (I)		X						90.00
STA	Modesto	Paradise Road Area Pedestrian and Bicycle Safety Improvements	X	3,983	3,943	388	3,555	3,555	0	0	388	0	Infrastructure (I)								90.00
LA	Signal Hill	Spring Street Bicycle Lane Gap Closure Project, Signal Hill	X	2,599	2,079	376	1,703	1,703	0	44	332	0	Infrastructure (I)								90.00
RIV	Coachella Valley AOG	CV Link - Multi-Modal Transportation Corridor	X	99,997	24,307	24,307	0	24,307	0	0	0	0	Infrastructure (I)								89.50
RIV	Desert Hot Springs	Palm Drive Bicycle and Pedestrian Improvement Project, #2016-02	X	965	772	772	0	772	0	0	0	0	Infrastructure (I)		X					X	89.50
SON	Sonoma-Marín Area Rail Transit Dist	SMART Pathway - Petaluma (Payran to Southpoint)	X	3,272	1,461	1,461	0	1,461	0	0	0	0	Infrastructure (I)		X						89.00
PLA	Roseville	Dry Creek Greenway Multi-Use Trail Project, Roseville	X	12,152	4,500	0	4,500	4,318	182	0	0	0	Combination (I/NI)		X	X		X			89.00
LA	Los Angeles County DPW	Los Nietos Safe Routes to School - Phase II	X	1,552	1,452	47	1,405	1,194	0	47	211	0	Infrastructure (I)		X						89.00
SOL	Fairfield	East Tabor/Tolenas Safe Routes to School Gap Closure Project	X	1,860	1,700	88	1,612	1,015	0	88	132	465	Infrastructure (I)		X						89.00
SCL	Sunnyvale	Sunnyvale SNAIL Neighborhood Active Transportation Connectivity Improvements	X	6,059	2,036*	865	1,171*	1,171*	13	72	780	0	Combination (I/NI)		X	X					89.00
		Totals		247,740	131,763	64,766	66,997	119,664	1,562	878	8,570	1,089									

\* Applicant requested \$4,847. \$2,036 was available funding. Commission staff will work with the applicant to determine if the project can be delivered with available ATP funding.

CON: Construction Phase  
 DAC: Benefit to Disadvantaged Communities  
 NI: Non-Infrastructure  
 PA&ED: Environmental Phase  
 Plan: Active Transportation Plan  
 PS&E: Plans, Specifications & Estimate Phase  
 REC TR: Recreational Trails Eligible  
 RW: Right-of-Way Phase  
 SRTS: Safe Routes to School

**2017 Active Transportation Program - Small Urban and Rural Component  
Staff Recommendations  
(\$1,000's)**

Co	Applicant	Project Title	DAC	Total Project Cost	Total Fund Request	19-20	20-21	CON	CON NI	PA&ED	PS&E	ROW	Project Type	Plan	SRTS	SRTS-NI	OTH-NI	REC TR	SOF	Final Score	
SCR	Santa Cruz	Rail Trail Segment 8 and 9 Design and Environmental Review	X	32,934	3,169	519	2,650	0	169	350	2,650	0	Combination (I/NI)								88.00
SB	Santa Barbara	Westside Bike Boulevard Gap Closure	X	4,482	4,437	355	4,082	4,042	0	75	280	40	Infrastructure (I)		X					X	87.00
SB	Santa Barbara County Association of Governments	Rincon Multi-use Trail	X	7,828	6,833	6,833	0	6,833	0	0	0	0	Infrastructure (I)								87.00
SB	Buellton	SR25 Improvements at Intersection of Highway 246 and Sycamore Drive	X	784	684	684	0	684	0	0	0	0	Infrastructure (I)		X						86.00
HUM	Humboldt County Public Works	Fortuna & McKinleyville Active Transportation Education Program	X	595	595	595	0	0	595	0	0	0	Non-Infrastructure (NI)			X				X	86.00
MON	Monterey County	Via Salinas Valley: An Active Transportation Education Program	X	1,158	965	965	0	0	965	0	0	0	Non-Infrastructure (NI)			X					85.00
LAK	Lakeport	Hartley Street Safe Route to School Project - Lakeport, California	X	1,874	1,852	185	1,667	1,667	0	30	155	0	Infrastructure (I)		X					X	85.00
SBO	Hollister	Safe Connections and Complete Streets for West Side of Hollister	X	5,315	1,078	0	1,078	1,078	0	0	0	0	Infrastructure (I)		X						84.00
MEN	Fort Bragg	Fort Bragg Coastal Trail Phase II	X	1,514	766	766	0	766	0	0	0	0	Infrastructure (I)						X	X	83.00
SHA	Redding	Bechelli Lane & Loma Vista Active Transportation Corridor Improvements	X	8,421	5,954*	0	5,954*	5,954*	0	0	0	0	Infrastructure (I)		X						83.00
<b>Totals</b>				<b>64,905</b>	<b>26,333</b>	<b>10,902</b>	<b>15,431</b>	<b>21,024</b>	<b>1,729</b>	<b>455</b>	<b>3,085</b>	<b>40</b>									

\* Applicant requested \$6,740. \$5,954 was available funding. Commission staff will work with the applicant to determine if the project can be delivered with available ATP funding.

CON: Construction Phase  
 DAC: Benefit to Disadvantaged Communities  
 NI: Non-Infrastructure  
 PA&ED: Environmental Phase  
 Plan: Active Transportation Plan  
 PS&E: Plans, Specifications & Estimate Phase  
 REC TR: Recreational Trails Eligible  
 RW: Right-of-Way Phase  
 SRTS: Safe Routes to School





## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**Agenda # 13d3**  
Reports  
MCOG Meeting  
12/5/2016

**TITLE:** Notice of Proposed Funding Awards for Electric Vehicle Infrastructure on US-101

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

**DATE:** 11.28.2016

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**BACKGROUND:**

MCOG joined in a partnership with ChargePoint, Inc. on a proposal to the California Energy Commission (CEC), under solicitation #GFO-15-603, to install electric vehicle direct current fast-charging infrastructure (DCFC) on US-101 from north of Santa Rosa through Mendocino County to Leggett. \$875,000 was available for grants on this segment of the corridor.

Good news: in October the CEC announced its Notice of Proposed Awards (attached). The project awards are to be approved at a regular CEC business meeting. We are monitoring the agendas; the next meeting is on December 14.

Originally \$10 million was to be awarded statewide. The staff recommendation is to award nearly \$14 million. Two grants are recommended for Corridor 4 through Mendocino County, so we anticipate double coverage.

Sites proposed by MCOG and Chargepoint are in Leggett, Laytonville, Willits, Cloverdale, and Healdsburg. The other proposed award is to Recargo, Inc., with sites in Leggett, Laytonville, Willits, Hopland, and Healdsburg.

I will keep the Council informed and am available to answer any questions at our meeting.

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**ACTION REQUIRED:** None, for information only.

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**ALTERNATIVES:** Not applicable.

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**RECOMMENDATION:** None, this report is provided for information.

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More information: MCOG agenda materials of June and August 2016  
<http://www.energy.ca.gov/contracts/transportation.html#GFO-15-603>

**CALIFORNIA ENERGY COMMISSION**

1516 NINTH STREET  
SACRAMENTO, CA 95814-5512  
www.energy.ca.gov

**NOTICE OF PROPOSED AWARD****Alternative and Renewable Fuel and Vehicle Technology Program****Grant Solicitation GFO-15-603  
DC Fast Chargers for California's Interregional Corridors  
October 10, 2016**

On January 26, 2016, the California Energy Commission (Energy Commission) released a Grant Solicitation and Application Package entitled "DC Fast Chargers for California's Interregional Corridors" under the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This grant solicitation was an offer to fund projects that will install direct current fast charging stations along major corridors that will fill in the existing gaps for interregional travel for electric vehicles travelling in the state. The grant solicitation announced that there is a total of \$9.97 million available for the agreements resulting from this solicitation and that the Energy Commission, at its sole discretion, reserves the right to increase or reduce the amount of funds available.

The attached table, "Notice of Proposed Awards", identifies each applicant selected and recommended for funding by Energy Commission staff and includes the amount of recommended funding and score. This notice is being mailed to all parties who submitted an application to this solicitation and is also posted on the Energy Commission's website at: <http://www.energy.ca.gov/contracts/index.html>.

Funding of proposed projects resulting from this solicitation is contingent upon the approval of these projects at a publicly noticed Energy Commission Business Meeting and execution of a grant agreement.

Questions should be directed to: Tatyana Yakshina  
Grants and Loans Officer  
California Energy Commission  
1516 Ninth Street, MS-1  
Sacramento, CA 95814  
(916) 654-4204  
Tatyana.Yakshina@energy.ca.gov

**California Energy Commission**  
**Alternative and Renewable Fuel and Vehicle Technology Program**  
**Solicitation GFO-15-603**  
**DC Fast Chargers for California's Interregional Corridors**  
**Notice of Proposed Awards**  
**October 10, 2016**



Proposal Number	Applicant	Corridor	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
<b>Proposed Awards</b>								
10	ChargePoint, Inc.	1	Mojave Express Interregional Corridor Project	\$868,749	\$868,749	\$500,680	92.8%	Awardee
21	ChargePoint, Inc.	2	Redwood Coast Express Interregional Corridor Project	\$1,001,072	\$1,001,072	\$477,639	92.3%	Awardee
35	Recargo, Inc.	2	Recargo California Electric Highway - Corridor 2	\$1,050,000	\$1,050,000	\$392,980	90.1%	Awardee
11	ChargePoint, Inc.	3	Joshua Tree Express Interregional Corridor Project	\$766,846	\$766,846	\$325,532	92.4%	Awardee
22	EV Connect, Inc.	3	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$928,577	\$928,577	\$204,022	78.3%	Awardee
12	ChargePoint, Inc.	4	Mendocino Express Interregional Corridor Project	\$838,236	\$838,236	\$411,927	91.8%	Awardee
36	Recargo, Inc.	4	Recargo California Electric Highway - Corridor 4	\$875,000	\$875,000	\$422,430	90.7%	Awardee
13	ChargePoint, Inc.	5	Tahoe- Truckee Express Interregional Corridor Project	\$861,634	\$861,634	\$459,797	93.8%	Awardee
14	ChargePoint, Inc.	6	South Lake Tahoe Express Interregional Corridor Project	\$672,360	\$672,360	\$260,532	93.6%	Awardee
30	ChargePoint, Inc.	7	High Desert Express Corridor Project	\$680,571	\$680,571	\$227,571	92.0%	Awardee
24	EV Connect, Inc.	7	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$699,007	\$699,007	\$243,118	80.1%	Awardee
19	ChargePoint, Inc.	8	East-West Edwards Express Interregional Corridor Project	\$669,860	\$669,860	\$260,532	91.4%	Awardee
15	ChargePoint, Inc.	9	San Luis Express Interregional Corridor Project	\$502,267	\$502,267	\$232,312	93.5%	Awardee

Proposal Number	Applicant	Corridor	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
34	Recargo, Inc.	9	Recargo California Electric Highway - Corridor 9	\$525,000	\$525,000	\$247,610	90.4%	Awardee
18	ChargePoint, Inc.	10	Yosemite Express Interregional Corridor Project	\$502,516	\$502,516	\$231,562	92.6%	Awardee
32	ChargePoint, Inc.	11	Central Valley Express Corridor Project	\$523,647	\$523,647	\$192,432	92.3%	Awardee
31	ChargePoint, Inc.	12	Solano Express Corridor Project	\$524,148	\$524,148	\$190,932	92.7%	Awardee
26	EV Connect, Inc.	12	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$524,038	\$524,038	\$181,545	79.8%	Awardee
16	ChargePoint, Inc.	13	Berryessa Express Interregional Corridor Project	\$334,935	\$334,935	\$140,770	92.6%	Awardee
20	ChargePoint, Inc.	14	Empire Express Interregional Corridor Project	\$349,770	\$349,770	\$240,453	93.7%	Awardee
33	ChargePoint, Inc.	15	Altamont Express Corridor Project	\$173,530	\$173,530	\$89,794	92.2%	Awardee
<b>TOTAL FUNDING RECOMMENDED</b>				<b>\$13,871,763</b>	<b>\$13,871,763</b>	<b>\$5,934,170</b>		
<b>Passed But Not Funded</b>								
1	Truckee-Donner PUD	5	DC Fast Chargers for California's Interregional Corridors: I-80 Auburn to Nevada	\$704,376	\$0	\$243,579	87.3%	Finalist
2	EV Connect, Inc.	14	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$347,686	\$0	\$120,930	80.9%	Finalist
27	EV Connect, Inc.	13	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$347,654	\$0	\$120,921	79.8%	Finalist
3	EV Connect, Inc.	15	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$172,936	\$0	\$60,043	79.0%	Finalist
25	EV Connect, Inc.	9	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$523,982	\$0	\$181,530	78.5%	Finalist
<b>Did Not Pass</b>								
17	EV Connect, Inc.	2	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$1,043,464	\$0	\$364,727	69.8%	Did Not Pass
23	EV Connect, Inc.	4	GFO-15-603-DC Fast Chargers For California Interregional Corridors	\$873,188	\$0	\$304,469	68.8%	Did Not Pass
<b>Disqualified</b>								

Proposal Number	Applicant	Corridor	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
47	Cleantech Institute, Inc.	1	Cleantech Fast Charging Infrastructure on I-15- North Victorville to West of Nevada	\$1,165,000	\$0	\$370,473	N/A	Disqualified
4	EVgo Services, LLC.	1	The Mojave Electric Highway	\$1,137,954	\$0	\$269,238	N/A	Disqualified
28	LighFuel, LLC.	1	LighFuel LLC I-15 DC Fast Chargers For Interregional Corridors	\$1,165,000	\$0	\$308,140	N/A	Disqualified
46	Cleantech Institute, Inc.	3	Cleantech Fast Charging Infrastructure on I-10: Beaumont to Blythe (corridor #3)	\$930,000	\$0	\$305,996	N/A	Disqualified
5	EVgo Services, LLC.	3	The Joshua Tree Electric Highway	\$929,344	\$0	\$279,373	N/A	Disqualified
29	LightFuel, LLC.	3	LightFuel LLC I-15 DC Fast Chargers For Interregional Corridors	\$930,000	\$0	\$305,290	N/A	Disqualified
6	EVgo Services, LLC.	4	The Mendocino Coast Electric Highway	\$821,663	\$0	\$274,028	N/A	Disqualified
7	EVgo Services, LLC.	5	The Sierra Nevada Electric Highway	\$872,988	\$0	\$322,833	N/A	Disqualified
8	EVgo Services, LLC.	6	The South Lake Tahoe Electric Highway	\$698,423	\$0	\$279,974	N/A	Disqualified
45	Cleantech Institute, Inc.	7	Cleantech Fast Charging Infrastructure on SR-14: East of Santa Clarita to Inyokern	\$700,000	\$0	\$208,547	N/A	Disqualified
38	Cleantech Institute, Inc.	8	Cleantech Fast Charging Infrastructure on SR-58: East of Bakersfield to Lenwood	\$700,000	\$0	\$208,547	N/A	Disqualified
39	Cleantech Institute, Inc.	9	Cleantech Fast Charging Infrastructure on SR-152- SR-99 to East of Gilroy	\$525,000	\$0	\$153,560	N/A	Disqualified
41	Cleantech Institute, Inc.	10	Cleantech Fast Charging Infrastructure on SR-120: Oakdale to Yosemite	\$525,000	\$0	\$153,560	N/A	Disqualified
43	Cleantech Institute, Inc.	11	Cleantech Fast Charging Infrastructure on SR-41: Oakhurst to Lemoore (corridor #11)	\$525,000	\$0	\$153,560	N/A	Disqualified
44	Cleantech Institute, Inc.	12	Cleantech Fast Charging Infrastructure on SR-12: Fairfield to Lodi (corridor #12)	\$525,000	\$0	\$153,560	N/A	Disqualified

Proposal Number	Applicant	Corridor	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
42	Cleantech Institute, Inc.	13	Cleantech Fast Charging Infrastructure on I-505: Vacaville to Dunnigan (corridor #13)	\$350,000	\$0	\$98,760	N/A	Disqualified
37	Cleantech Institute, Inc.	14	Cleantech Fast Charging Infrastructure on S-49: Auburn to Grass Valley (corridor #14)	\$350,000	\$0	\$98,760	N/A	Disqualified
9	EVgo Services, LLC.	14	The Gold County Electric Highway	\$349,755	\$0	\$166,399	N/A	Disqualified
40	Cleantech Institute, Inc.	15	Cleantech Fast Charging Infrastructure on I-205/ I-580: Ulmar to Tracy (corridor #15)	\$175,000	\$0	\$62,660	N/A	Disqualified
<b>TOTAL PROPOSALS RECEIVED</b>				<b>\$52,506,758</b>	<b>\$36,161,809</b>	<b>\$20,694,460</b>		



# MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 13d4  
Reports  
MCOG Meeting  
12/5/2016

## STAFF REPORT

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**TITLE:** Ukiah School Area Traffic Analysis

**DATE PREPARED:** 11/23/16

**MEETING DATE:** 12/05/16

**SUBMITTED BY:** Phillip J. Dow, Executive Director

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### **BACKGROUND:**

For some time now MCOG has been discussing with Mendocino County Department of Transportation and City of Ukiah operational improvements that will improve North State Street, Empire Drive, and Low Gap Road. A project is already programmed in the much-delayed State Transportation Improvement Program (STIP) for a roundabout to deal with the intersection of Low Gap & Bush, which is heavily impacted by school related pedestrian and vehicular traffic. A plan to coordinate signals at KUKI and Empire/Ford Road on North State Street is underway. This should ease traffic in general, but especially during high school commute and lunch periods.

Congestion at the above mentioned locations as well as on Despina Drive has long been an issue during school commute periods. But when school opened in August this year, the level of congestion and delays hit a new high. Ukiah Unified School District adjusted the bell schedule this year which resulted in morning bell times at Ukiah High School and Frank Zeek Elementary only five minutes apart and shortly after the 8:00 a.m. start of most offices at the County Administration center.

Although congestion has eased somewhat as parents and students have adjusted their schedules and/or travel routes, the larger issue remains. After being in communication for several weeks with Ukiah Public Works Department staff, I received a letter (attached) from Director of Public Works Tim Eriksen requesting financial assistance to analyze the impacted routes and prepare recommendations to ease the situation. The estimate for the traffic study, proposed to be done by a professional traffic engineer, is \$20,000.

I have conditionally committed to providing up to \$20,000 from Regional Surface Transportation improvement (RSTP) available in MCOG's 2016/17 budget. These funds are available to assist local agencies at the discretion of the Executive Director. The condition imposed is that the City request financial participation from the Ukiah Unified School District.

I expect that the work will be advertised soon and that the analysis will proceed after the holidays.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** This is intended as an information item.



October 28, 2016

Mr. Phil Dow, Executive Director  
Mendocino Council of Governments  
367 N STATE ST STE 206  
UKIAH CA 95482-4444

RE: Request for Funding – Traffic Analysis

Dear Mr. Dow:

This year, the Ukiah High School changed its schedule to start classes at 8:15 am. Frank Zeek Elementary School starts at 8:10 am. Other schools along the Low Gap Road corridor start around 8 am. Please refer to the attached Ukiah Unified School District bell schedule.

With the change in the High School start time to coincide with the start time for Frank Zeek, the County Administration offices, and other schools in the area, the traffic congestion along the routes to school has increased substantially. These existing land uses have traditionally caused this area to have unacceptable levels of service.

The City hereby requests funding assistance from the Mendocino Council of Governments in the estimated amount of \$20,000 to pay for a traffic analysis of the routes impacted by the additional traffic. The City intends to utilize this funding to hire a professional traffic engineer to analyze and report back on the following items:

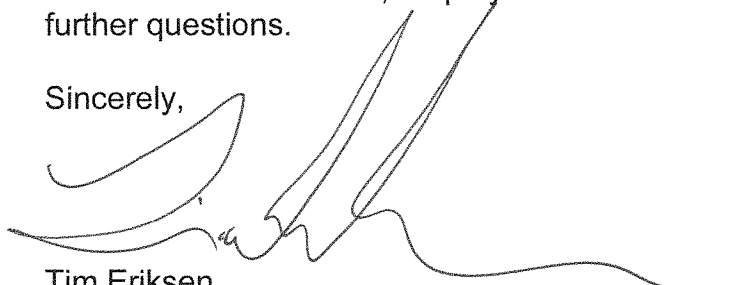
- 1) Obtain intersection traffic counts at N. State St. and Empire Dr. / Ford Rd.; N. State St. and Low Gap Rd. / Brush St.; N. Bush St. and Low Gap Rd.; and Despina Dr. and Low Gap Rd.
- 2) Analyze the signal timing at the two signalized intersections and provide updated signal timing sheets.
- 3) Analyze the unsignalized intersections and provide both interim, low cost recommendations and long term capital improvement recommendations regarding traffic flow.
- 4) Review the traffic flow at Ukiah High School during peak hours and provide recommendations regarding circulation for buses, parents dropping and collecting children, etc.
- 5) Provide out-of-the-box recommendations regarding the traffic situation



Page 2  
Mr. Phil Dow  
October 28, 2016

Thank you for assistance in securing funding for this traffic analysis. Please do not hesitate to contact Rick Seanor, Deputy Director of Public Works, at (707) 463-6296 if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Eriksen', with a long horizontal flourish extending to the right.

Tim Eriksen  
Director of Public Works / City Engineer

enc.

cc: file

**Ukiah Unified School District  
Bell Schedules  
2016-17**

School	Start Time	M,Tu,Th & F Dismissal Time	Wednesday Dismissal Time	Minimum Days Dismissal	Minimum Days
Calpella 472-5630	8:15 am	2:25 pm	12:55 pm	12:55 pm 12:35 pm	(Conferences) Nov. 10, 14, 15, 17, 18 ( Last day of school) June 8
Eagle Peak 472-5250	8:05 am	2:45 pm	1:15 pm	12:05 pm	(Conferences, 5 <sup>th</sup> gr. only) Nov. 10, 14, 15, 17, 18 (Mid terms, 6-8 <sup>th</sup> gr. only) Dec 19, 20, 21 (Finals, 6-8 <sup>th</sup> gr. only) June 6, 7, 8 ( Last day of school) June 8
Frank Zeek 472-5100	8:10 am	2:29 pm	1:29 pm	12:14 pm	(Conferences) Nov. 10, 14, 15, 17, 18 ( Last day of school) June 8
Grace Hudson 472-5460	8:00 am	2:30 pm	1:07 pm	1:07 pm 12:29 pm	(Conferences) Nov. 10, 14, 15, 17, 18 ( Last day of school) June 8
Nokomis 472-5550	8:00 am	2:23 pm	12:58 pm	12:50 pm 12:48 pm	(Conferences) Nov. 10, 14, 15, 17, 18 ( Last day of school) June 8
Oak Manor 472-5180	8:30 am	3:00 pm	12:58 pm	1:08 pm	(Conferences) Nov. 10, 14, 15, 17, 18 ( Last day of school) June 8
Pomolita 472-5350	8:15 am	3:00 pm	1:30 pm	12:37 pm	(Mid terms,) Dec 19, 20, 21 (Finals) June 6, 7, 8 ( Last day of school) June 8
So. Valley 472-5150	8:30 am	2:45 pm	1:27 pm	11:45 am	(Mid terms,) Dec 19, 20, 21 (Finals) June 6, 7, 8 ( Last day of school) June 8
Ukiah High 472-5750	8:15 am	3:15 pm	2:30 pm	12:35 pm	(Mid terms,) Dec 19, 20, 21 (Finals) June 6, 7, 8 ( Last day of school) June 8
Yokayo 472-5690	8:00 am	2:16 pm	1:25 pm	12:40 pm 12:25 pm	(Conferences) Nov. 10, 14, 15, 17, 18 ( Last day of school) June 8
Community 467-5155	8:00 am	2:20 pm	1:15 pm	N/A	N/A
CTP 468-3340	8:00 am	2:30 pm	1:15 pm	N/A	N/A
Orr Creek 467-2524	8:15 am	1:35 pm	12:20 pm	N/A	N/A
PreSchool Village AM (M-Th) 468-3300	8:30 am	11:30 am	11:30 am	N/A	N/A
PreSchool Village PM (M-Th)	12:00 pm	3:00 pm	3:00 pm	N/A	N/A
Calpella Preschool AM (M-Th) 485-7372	8:30 am	11:30 am	11:30 am	N/A	N/A
Calpella Preschool PM (M-Th)	12:04 pm	3:04 pm	3:04 pm	N/A	N/A



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**Agenda # 13d5**  
Reports  
MCOG Meeting  
12/5/2016

**TITLE:** CSDA Board Secretary/Clerk Conference

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

**DATE:** 11.28.2016

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**BACKGROUND:**

For the past six years, the California Special Districts Association has offered a training for board secretaries and clerks, including a certificate program. The conference was in Seaside (Monterey), November 14-16.

This year Dow & Associates administrative staff attended the training to better serve MCOG. Members of Davey-Bates Consulting, MCOG's planning staff, also attended.

Our new Administrative Assistant, Marta Ford, and Lexi Pedrotti attended the "first-time" sessions and earned certificates. Lisa Davey-Bates and I chose sessions from the advanced tracks. All of us attended the pre-conference workshop on Policy & Procedure Writing. The schedule is attached for your reference.

There was an emphasis on regulatory compliance, as well as skill building and efficiency tools. I came away with a better approach to completing some of the MCOG policy and procedure manuals that have been works in progress. Also I learned of a website hosting platform designed especially for small public agencies, with all of the required elements, which I am considering for MCOG's website makeover. Several of the sessions were presented by attorneys and professionals expert in issues such as the Public Records Act, the Brown Act, online media, and electronic records management.

We considered the conference a good investment of our agency training funds.

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**ACTION REQUIRED:**

None.

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**ALTERNATIVES:**

None identified.

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**RECOMMENDATION:**

None; this is offered for information only.



# BOARD SECRETARY/CLERK CONFERENCE

## Board Secretary/Clerk Conference Schedule

Time	Laguna Grande D	Laguna Grande C	Laguna Grande A & B
<b>Monday, November 14, 2016</b>			
8:00 a.m.	Pre-Conference Workshop Registration - <i>Ballroom Pre-convene</i>		
9:00 a.m. - 4:00 p.m.	Pre-Conference Workshop: Policy and Procedure Writing <i>*optional/additional fee - Laguna Grande A &amp; B</i>		
5:30 - 7:00 p.m.	Registration and Opening Reception - <i>Party Deck (Raffle)</i>		
<b>Tuesday, November 15, 2016</b>			
	<i>First-Time Attendees</i>	<i>Advanced: Current Certificate Holders</i>	
7:30 - 8:30 a.m.	Registration Open - <i>Ballroom Pre-convene</i>		
8:30 - 9:45 a.m.	Opening Keynote: A Day in the Life of a Nerdy Board Secretary/Clerk, All Attendees - <i>Laguna Grande C &amp; D</i>		
10:00 - 11:45 a.m.	Board Secretary/Clerk Foundations	Policy and Procedure Writing	Proposition 218: Procedural Requirements and Limitations
12:00 - 1:00 p.m.	Lunch, All Attendees - <i>Atrium</i>		
1:15 - 3:00 p.m.	Board Secretary/Clerk Foundations (cont'd)	District Documentation – What to Look For	Success in Controlling Your Time
3:00 - 3:30 p.m.	Break, Networking with the Exhibitors - <i>Party Deck (Raffle)</i>		
3:30 - 5:00 p.m.	Understanding Board Member and District Liability Issues	Protecting Your Board Members – Ethics in Elected Office	Board Secretaries: Masters of Prioritization
5:30 - 7:00 p.m.	Reception - <i>Party Deck (Raffle)</i>		
<b>Wednesday, November 16, 2016</b>			
	<i>First-Time Attendees</i>	<i>Advanced: Current Certificate Holders</i>	
8:30 - 10:00 a.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Now What? Real World Implications for Board Secretaries/Clerks	Look Before You Leap! Taking the Next Steps for Web and Digital
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors - <i>Party Deck (Raffle)</i>		
10:30 a.m. - 12:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws (cont'd)	Does Your Employee Handbook Violate the Law?	A Deep Dive into the Public Records Act
12:00 - 1:00 p.m.	Lunch, All Attendees - <i>Atrium</i>		
1:15 - 2:45 p.m.	Records Retention and Management	Website Tips Every Board Secretary Should Know	Human Resources for Board Secretaries and Clerks
2:45 - 3:00 p.m.	Break - <i>Party Deck (Exhibitor Card Raffle)</i>		
3:00 - 4:30 p.m.	Holding Effective Public Meetings	Let's Get Digital – Electronic Document Management	Keeping Up with the Brown Act
4:30 p.m.	Event Adjourns, Graduation Certificate Distribution - <i>Ballroom Pre-convene</i>		

*Hotel map on reverse*



# MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 13e1  
Reports  
MCOG Meeting  
12/5/2016

## STAFF REPORT

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**TITLE:** Regional Transportation Plan & Active  
Transportation Plan Public Workshops

**DATE PREPARED:** 11/21/16  
**MEETING DATE:** 12/05/16

**SUBMITTED BY:** Phillip J. Dow, Executive Director

---

### **BACKGROUND:**

One of the primary efforts of the FY 2016/17 transportation planning program is to produce a draft of the 2017 Regional Transportation Plan (RTP). Simultaneously, we are working to develop the first Active Transportation Plan (ATP) that combines elements of the existing Regional Bikeway Plan with new information on pedestrian needs. The ATP will essentially replace the Non-motorized Transportation element of the RTP.

In order to provide early public input into both of these plans, MCOG planning staff held five public workshops across the county between mid-October and mid-November. Workshops were held in the following communities:

1. October 17: Fort Bragg Town Hall
2. October 24: Ukiah (Farm Advisors Meeting Room)
3. November 7: Willits City Council Chambers
4. November 14: Point Arena City Council Chambers
5. November 16: Covelo Fire Department

It is always a challenge to solicit early input on transportation plans that may not result in built facilities for decades. In response, Senior Transportation Planner Nephele Barrett devised an exercise to determine public transportation priorities based on spending priorities within limited budgets.

All workshops were held from 5:30 to 7:00 p.m. to capture after-work attendees and minimize early evening interference. Attendance was disappointing at first but seemed to build into November. Point Arena won the attendance award this year.

Nephele will likely have more to add regarding the results and where the process will lead us from here.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** This is intended as an information item.



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 13e2

Reports

MCOG Meeting

12/5/2016

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**TITLE:** Training Report – Traffic Control for Safer Work Zones

**DATE SUBMITTED:** 11/21/16

**MEETING DATE:** 12/5/16

**SUBMITTED BY:** Loretta J. Ellard, Deputy Planner

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### BACKGROUND:

At the request of the County Department of Transportation, MCOG staff coordinated with U.C. Berkeley's Institute of Transportation Studies (ITS) Technology Transfer Program and the Technical Advisory Committee (TAC) to bring the "TS 10 - Traffic Control for Safer Work Zones" training/road show to Ukiah for local agency staff. *See attached class description.*

On November 17, transportation/public works staff from around the region attended a day-long "road show" at the Ukiah Valley Conference Center. Agencies represented included:

- County of Mendocino (10 attendees)
- City of Ukiah (9 attendees)
- City of Willits (8 attendees)
- City of Fort Bragg (3 attendees)
- City of Point (3 attendees)
- City of Lakeport (3 attendees)

We were pleased with the excellent turnout of 36 attendees. After registration of MCOG member agencies, remaining spaces were offered to Lake County agencies. Funding for this training was provided through MCOG's FY 2016-17 Overall Work Program training work element (W.E. 14). The total cost was approximately \$3,060, which included a reduced fee from U.C. Berkeley, a reduced fee from the Ukiah Conference Center, morning refreshments, and lunch. This amounts to approximately \$85 per attendee, much less than the cost to send staff out of county for training.

Attendees expressed appreciation to MCOG for sponsoring this road show. MCOG staff will continue to coordinate with the TAC on future training opportunities.

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**ACTION REQUIRED:** None. Information only.

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** Information only.

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/le

*Attachment: TS 10 Traffic Control for Safer Work Zones – Class Description*





Preparing today's transportation workforce for tomorrow's challenges

University of California, Berkeley  
Institute of Transportation Studies

Search Courses by Keywo

## TS-10 Traffic Control for Safer Work Zones (road show)

### Class Information

Instructor Information (InstructorInfo.awp?~~100TS1020000)

Check for other dates/locations (/ShowSchedule.awp?&Search=KEYCODE&Target=TS-10&cotype=%22Open%22)

### Description

Traffic Control for Safe Work Zones is designed to meet the needs of workers constructing and maintaining roads or completing utility work in roadways in California. This Cal-OSHA compliant training incorporates the latest State and Federal guidelines and is available to cities, counties, state, and federal agencies, utility companies, and private contractors.

Customization is a key feature of our Work Zone Safety Training program — our course can be tailored to accommodate the needs of crews working on local streets, low volume roads, or high-speed facilities.

Collectively, our team of instructors has over 150 years of work zone related experience and has trained thousands of workers in California. Two of our instructors, Dave Royer and Temo Galvez, are active members of the WATCH Committee. The WATCH Committee is an Administrative Committee of Public Works Standards, Inc (PWSI), made up of Traffic and Civil Engineers, Engineering Consultants and individuals who instruct agency and contractor personnel on work area traffic control. The Committee reviews and evaluates changes to the Manual of Uniform Traffic Control Devices (MUTCD), and produces a new edition of the Work Area Traffic Control Handbook (WATCH) every three years, or after California adopts each new edition of the MUTCD. These pocket-sized publications comply with the California MUTCD and are specifically geared toward local agency use. All students receive a copy of the WATCH manual.

### Topics Include

Traffic control plans for various types of roadway situations encountered in cities and counties in California

Instruction on proper flagging procedures

Legal section on work zone tort liability

### What You Will Learn

By the end of the training, the student will:

Understand the requirements to protect the driving public and work zone crew at and around construction and maintenance areas (or work zones)

Be able to develop traffic control plans for work zones in accordance with state and national guidelines

Understand safety equipment and markings and their uses/limitations under various conditions

Be able to install traffic control devices for work zones to assure safety of the driving public and the work zone crew

Be able to safely install and remove a variety of safety equipment and markings used to control/guide traffic safely through work zones < /li>

Know how to reduce risk of personal and agency liability arising from negligence in the work zone design and operation  
Be able to use techniques, devices and equipment to safely direct vehicle movements around work zones in accordance with state and national guidelines

(Optional flagging module) Be able to use flags and paddles to safely control vehicle movements around work zones in accordance with state and national guidelines

## Who Should Attend

This training is designed for road construction and maintenance crews, utility workers, and their supervisors who are expected to work in and around the public street right-of-way and are responsible for the implementation of traffic safety control plans in the field.

## Pricing

The California Department of Transportation, Division of Local Assistance, is now offering subsidized pricing for this training through the Cooperative Training Assistance Program. Eligible public agencies may pay only \$2,000 for the Traffic Control for Safer Work Zones (TS-10) training class. This special pricing is available to city, county, regional, and other agencies hosting classes through June 2015. Some restrictions may apply, so please contact us for details. Furthermore, your agency or company can host a class exclusively for your own work crews, or coordinate with neighbors for further savings. The regular price for this class is \$5,550.

## Request a class now

Please email [workzones@techtransfer.berkeley.edu](mailto:workzones@techtransfer.berkeley.edu) or call 510-642-3585 to request a class today.

## For More Information

About our courses and credits, see [About our Classes](http://www.techtransfer.berkeley.edu/training/about-our-classes) (<http://www.techtransfer.berkeley.edu/training/about-our-classes>)

About cancellations, refunds, and substitutions, see [How to Enroll](http://www.techtransfer.berkeley.edu/training/how-enroll) (<http://www.techtransfer.berkeley.edu/training/how-enroll>)

Or email us with your questions at [registrar@techtransfer.berkeley.edu](mailto:registrar@techtransfer.berkeley.edu) (<mailto:Registrar@techtransfer.berkeley.edu>)

Or call us at 510-643-4393

[Return to Course Listing](https://registration.techtransfer.berkeley.edu/wconnect/ShowGroups.awp) (<https://registration.techtransfer.berkeley.edu/wconnect/ShowGroups.awp>)