



**MENDOCINO
COUNCIL OF GOVERNMENTS**

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

NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite 206
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Transportation Planning: Suite 204
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AGENDA

Monday, November 5, 2018

Laytonville Fire Department, 44950 Willis Ave., Laytonville

Additional Media for later viewing:

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

BUS AND WALKING TOUR OF WILLITS AND LAYTONVILLE AREA TRANSPORTATION PROJECTS

Approximate Schedule:

8:45 a.m.	County Administration Center 501 Low Gap Rd., Ukiah	Passengers board MTA tour bus
MCOG Board Meeting: <i>Call to Order/Roll Call, Convene as RTPA, depart for tour: 9:30 a.m.</i>	Meet for tour at Safeway, 845 S. Main Street, Willits (shopping center at intersection of State Route 20) Return to Safeway parking appx. 10:30 a.m.	Park & Ride for Tour through Downtown Willits: <ul style="list-style-type: none"> ▪ Blosser Lane at State Route 20 ▪ Caltrans Main St. relinquishment/bypass child projects – sidewalks, paving, Sherwood Road intersection ▪ EV charging station at W. Mendocino & School St.
11:00 a.m. – Noon	Meet at Laytonville Fire Department, Willis Ave. & Branscomb Rd. for bus and walking tour	Bus & Walking Tour Highlights in Laytonville: <ul style="list-style-type: none"> ▪ Safe Routes to School ▪ Pedestrian/multi-use bridge ▪ EV charging station site, Branscomb & US-101 ▪ Projects in Laytonville Traffic Calming & Revitalization Plan
<i>Recess as RTPA: 12:00 – 1:00 p.m.</i>	Laytonville Fire Department	Lunch served to Council, staff, guest presenters, and to all others while supplies last
<i>Reconvene as PAC: 1:00 – 2:00 p.m.</i>	Laytonville Fire Department	Reconvene MCOG Board Meeting and Policy Advisory Committee
<i>Adjourn by 2:30 p.m.</i>	Depart Fire Dept. for return trip	Drop off at listed pick-up locations in Willits, Ukiah

Vehicle is provided by Mendocino Transit Authority (MTA).

Members of the public may ride along on a space-available basis – meet bus or contact MCOG office at (707) 463-1859 by 3:00 p.m. on Friday, November 2.

**MEETING
9:30 a.m.**

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

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

1. Call to Order / Roll Call
2. Convene as RTPA – Transportation Tour
3. Recess as RTPA – Lunch – Reconvene as Policy Advisory Committee

PUBLIC EXPRESSION

4. Participation is welcome in Council meetings. Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard. "Public Expression" time is limited to matters under the Council's jurisdiction that may not have been considered by the Council previously and are not on the agenda. No action will be taken. Members of the public may comment also during specific agenda items when recognized by the Chair.

REGULAR CALENDAR

5. Discussion of Willits/Laytonville Area Tour, Transportation Plans and Projects, Related Matters
6. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2015/16 through 2017/18

CONSENT CALENDAR

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

7. Approval of August 20, 2018 Minutes
8. Approval of Second Amendment to Fiscal Year 2018/19 Transportation Planning Overall Work Program (OWP)
9. Acceptance of 2016/17 Fiscal Audit of Mendocino Transit Authority

RATIFY ACTION

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

REPORTS

11. Reports – Information
 - a. Mendocino Transit Authority
 - b. North Coast Railroad Authority
 - c. MCOG Staff – Summary of Meetings
 - d. MCOG Administration Staff
 1. Covelo State Route 162 Corridor Multi-Purpose Trail Project
 2. Transit Productivity Committee / Social Services Transportation Advisory Council Issues
 3. Miscellaneous
 - e. MCOG Planning Staff – *verbal reports*
 1. Caltrans Sustainable Transportation & Adaptation Planning Grant Applications Due Nov. 30
 2. Miscellaneous
 - f. MCOG Directors – Report of Funds to Mendocino County from Senate Bill 1, The Road Repair & Accountability Act of 2017, and Other Reports from Board Members
 - g. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

12. Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

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

SPECIAL MEETINGS

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



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda # 5
Regular Calendar
MCOG Meeting
11/5/2018

TITLE: Discussion of Willits/Laytonville Area
Tour, Transportation Plans & Projects

DATE PREPARED: 10/26/18
MEETING DATE: 11/05/18

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

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

Recent construction of the County's Branscomb Road Pedestrian/Multi-Use Bridge over Ten Mile Creek in Laytonville and Caltrans's post-bypass improvements through Willits have prompted the current trip to the Willits and Laytonville areas for this tour and meeting. While in those areas, we will also view the site of a planned Caltrans project at the intersection of SR 20 and Blosser Lane in Willits, two electric vehicle charging station sites, and previous pedestrian improvements around Laytonville.

Mendocino Transit Authority is once again providing transportation from Ukiah to our off-site meeting. The bus will also provide transportation to visit the project sites included in the tour. Caltrans and MCOG staff will lead the discussion of the Willits area projects. Mendocino County Department of Transportation Director Howard Dashiell and MCOG staff will be on hand to discuss the new pedestrian bridge in Laytonville and other improvements in the area. Other community representatives or stakeholders may wish to contribute to these discussions as well.

ACTION REQUIRED: Discuss Willits and Laytonville area projects included in the tour.

ALTERNATIVES: None identified.

RECOMMENDATION: The Board may choose to place further discussion of one or more of the projects visited today on a future Board agenda.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 6
Regular Calendar
MCOG Meeting
11/5/2018

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

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 10/26/2018

BACKGROUND:

The Transportation Development Act (TDA) requires that both MCOG and Mendocino Transit Authority (MTA) are subject to an independent performance audit every three years to ensure compliance. MCOG is responsible for engaging an auditor for both audits, paid from our administration budget.

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

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

MTA is to be consulted in the selection of an auditor. At this writing, a review committee of MCOG and MTA staff members is being convened to score and rank the proposals, using criteria specified in the RFQ. Scoring details will be available by request.

I will report the committee's recommendation at our meeting on November 5 and be prepared to answer any questions at that time.

ACTION REQUIRED:

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

ALTERNATIVES:

None are identified.

RECOMMENDATION:

Award the triennial performance audit engagement contract of up to \$20,000 to the review committee's recommended consultant (to be identified) and authorize MCOG's Executive Director to execute the agreement.

October 29, 2018

To: MCOG Board of Directors
From: Janet Orth, Deputy Director / CFO
Subject: Consent Calendar of November 5, 2018

The following agenda items are recommended for approval/action.

7. Approval of August 20, 2018 Minutes – *attached*

8. Approval of Second Amendment to Fiscal Year 2018/19 Transportation Planning Overall Work Program (OWP) - This routine amendment would reprogram unexpended funds from several work elements based on year-end actuals. Also it would add \$19,000 to Work Element 17, MCOG's "Zero Emission Vehicle & Alternative Fuels Readiness Plan Update" project. Total OWP funding would increase from \$1,227,959 to \$1,381,130, an increase of \$153,171 as a result of prior year funds carried over. No new funding is proposed.
- Staff report and amended funding summaries are attached.

9. Acceptance of 2016/17 Fiscal Audit of Mendocino Transit Authority – MTA received a clean audit report, bringing the agency into compliance for audit reporting of the period under the Transportation Development Act (TDA).
- Staff report and MTA "Basic Financial Statements" with TDA compliance report are attached.

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7
Consent Calendar
MCOG Meeting
11/5/2018

MINUTES

Monday, August 20, 2018

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*

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 1:35 p.m. with Directors Larry Stranske, Richey Wasserman, Michael Cimolino, Susan Ranochak, Georgeanne Croskey, and Tatiana Ahlstrand (Caltrans/PAC, Alt.); Chair Dan Gjerde presiding. Director Steve Scalmanini was absent.

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

2. Public Hearing: Adoption of Resolution Adopting the 2018 Mendocino County Regional Housing Needs Allocation Plan. Executive Director Barrett explained the Regional Housing Needs Allocation (RHNA) Plan process and the requirements of 60-days' notice prior to a public hearing. Ms. Barrett presented proof of publication in the Ukiah Daily Journal that appeared on June 17 and 19, 2018, as evidence to meet the requirement.

Upon motion by Croskey, second by Ranochak and carried unanimously (*6 Ayes; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that this public hearing on adopting the 2018 RHNA Plan was properly noticed.

Ms. Barrett explained that the California Department of Housing and Community Development (HCD) used population projections from the Department of Finance to assign needed housing units to each county. The number of units originally allocated to Mendocino County in the Regional Housing Need Determination totaled 3,845; which was used to generate the draft allocation. Due to concerns from the local agencies, MCOG submitted an appeal to the California Department of Housing and Community Development requesting a revised determination. On July 9, 2018 MCOG received a response from HCD that reduced the determination to 1,845. Ms. Barrett summarized tables with the revised number of units used in the draft plan. She explained how the Methodology Committee generated the revised draft allocating housing unit needs by income categories of: Very Low, Low, Moderate, and Above Moderate. The recommendation was for MCOG Board to adopt, by resolution, the 2018 Mendocino County Regional Housing Needs Plan.

Chair Gjerde opened the public hearing at 1:46 p.m. The following people submitted their testimony:

- *Nash Gonzalez, Interim Director, Mendocino County Planning & Building Services* – Mr. Gonzalez came to the meeting with a late submittal of his comments on the Draft RHNA Plan, to the Executive Director requesting that the County's concerns be forwarded to HCD and for MCOG to revisit the plan to further reduce the County's allocation. He requested further reduction in the Very Low and Low Income level numbers for the County of Mendocino based on the constraints of lack of infrastructure.

- *Jesse Davis, Planner III, Mendocino County Planning & Building Services* – Mr. Davis worked with MCOG staff on the Methodology Committee that responded to HCD on the initial number of units that were determined. In his opinion, HCD’s numbers are too reliant on population and he voiced further concerns of the community’s constraints that may not have been considered during their process. Some items of concerns he included are: land capacity, infrastructure capacity, and residential development potential.

Discussion and questions from the directors included:

- *How does loss of houses in the fires affect these numbers? The fires have destroyed houses and not all are able or willing to obtain permits to replace them. Also, insurance does not pay the total cost to replace the houses; there are fees involved that are the responsibility of the insured that they may not be able to afford. (Stranske)* Ms. Barrett explained that she cannot say for sure how HCD would respond to those issues, but replacement of homes lost in the fires will count as progress toward the housing need.
- *If we lost 130 homes and they only allow 75 permits for replacement due to the choice of the victims relocating, wouldn’t that come back to haunt us because our total housing stock is reduced? (Stranske)* Mr. Gonzalez said it will come back to haunt us because not all houses destroyed will be rebuilt. It is difficult to account for rebuilding plus the additional housing the HCD estimates to create.
- *How are the allocations determined? (Cimolino)* Factors in the 2008 RHNA cycle impacted the process, along with the types of housing units needed; as example, family vs. retirees and targeted income levels.
- *Fort Bragg’s last city lot just went into escrow; Fort Bragg does not have access to land to build 137 more homes. The mill site will become available in time but there is no infrastructure or water source. Does this mean we will be in jeopardy of being fined or penalized? (Cimolino)* Ms. Barrett was unaware of fines; however, a potential penalty is that the City may not be eligible for some grants.

With no further public input, the hearing was closed at 2:07 p.m. Chair Gjerde thanked staff for achieving the reduced determination number, noting slow population growth in the North State. Further board discussion included accessory dwelling units, water meters, amnesty program, and difficulty for each jurisdiction to meet these targets without state or federal subsidies.

Ms. Barrett explained that the total numbers from the State in each income category are mandated, but the Council may change how they are allocated for each jurisdiction. Director Cimolino said staff and committee had done a good job with the given numbers and the recommendation was reasonable. Director Croskey agreed with Mr. Gonzalez about lack of infrastructure and proposed moving some Low and Very Low income numbers from County to other jurisdictions. Discussion followed on the need for available land and potential for annexation. Director Wasserman asked Chair Gjerde if he would be willing to work with staff to write a protest letter to accompany the RHNA Plan; Chair Gjerde agreed to work with staff on a letter to protest the numbers allocated to Mendocino County and the impact of the RHNA process to the region.

Upon motion by Stranske, second by Wasserman, and carried on roll call vote (5 Ayes – *Stranske, Wasserman, Cimolino, Ranochak, and Gjerde; 1 Noes – Croskey; 0 Abstaining; 1 absent*): IT IS ORDERED that the following resolution is adopted and that a letter of protest be included with the transmittal.

Resolution No. M2018-10

Adopting the 2018 Mendocino County Regional Housing Needs Plan
(Reso. #M2018-10 is incorporated herein by reference)

3. Convene as RTPA

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

5. Public Expression. None.

6 - 7. Regular Calendar.

6. Presentation: North Coast and Upstate Fuel Cell Electric Vehicle (FCEV) Readiness

Project. Ms. Orth referred to her written staff report and gave a modified version of a slide presentation created by Redwood Coast Energy Authority (RCEA). RCEA is a regional joint powers authority in Humboldt County that partners with several counties and organizations, including MCOG. The FCEV Readiness Project started in 2014 and is nearing completion. The North Coast and Upstate Hydrogen Fuel Cell Electric Vehicle Readiness Project was funded by a grant from the California Energy Commission (CEC). Presenting information on general education and exposure to the topic of hydrogen fuel cell electric vehicles was a requirement of the CEC grant. Ms. Orth went through a Power Point presentation that included descriptions or identified:

- The various partners, counties and regions that participated in the project
- Related projects accomplished by RCEA
- The purpose of the grant
- The California ZEV Action Plan
- Locations of the current status of H2 Stations
- Vehicle sales progress
- Projected target numbers of FCEVs in the North State
- Projected target quantities of H2 fuel in the region
- How hydrogen fuel cells work
- Comparison of FCEV cars vs. Battery EV cars
- Other H2 fuel uses
- Hydrogen fuel production opportunities from renewable sources
- Frequently Asked Questions
- RCEA's next steps and resources available.

Questions and comments from the Council included:

- *With FCEV lifetime of only 75,000 miles, what is the cost to replace/refurbish?* Unknown; the cars are leased.
- *Can natural steam from the geysers or waste steam/heat from power plants be used in fuel production?* (e.g. co-generation) Yes.
- *Where would the fuel be produced, how close to the identified microsites, and how would it be transported to fueling stations?* Both trucking and onsite production are being considered.
- *Cost of the fueling stations appears very expensive when compared to the small number of vehicles served. What is the percentage match required for grants?* Unknown. Note the number of vehicles is increasing.
- *This proposal is worth looking at, and it would be a good thing if this can bring new technology to the northern part of the state.*

Ms. Orth explained that this is in early implementation stages; this being so new to the public, strategies and troubleshooting continue to be reviewed, while the vehicles and the stations are progressing. The innovation of FCEV provides another renewable energy option for transportation.

No action was taken.

7. Amendment of 2018 Board Calendar. Ms. Barrett referred to the Board calendar that was adopted last February. A placeholder for the September meeting was for a potential mobile tour; no

specific date or location was listed. At the June MCOG meeting, there was discussion of touring the Branscomb Road pedestrian/multi-use bridge in Laytonville that is currently being installed, pending status of the construction. Howard Dashiell, Mendocino County Department of Transportation, reported that due to delays in the construction there would not be anything substantial to see in time for the September or October meeting, only the abutments will be seen. The ground work is required to be completed by October 15, but work on the bridge will continue through fall. The Board decided to postpone the tour until the November 5 meeting and to drop the September placeholder; Chair Gjerde directed staff to amend the calendar accordingly.

8 – 10. Consent Calendar. Upon motion by Director Cimolino, second by Director Ranochak, and carried unanimously on roll call vote (*7 Ayes – Stranske, Wasserman, Cimolino, Ranochak, Croskey, Ahlstrand/PAC Alt., and Gjerde; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that consent items are approved including the First Amendment to FY 2018/19 Overall Work Program; MCOG authorizes Executive Director to sign appropriate certifications and revised OWP Agreement, as needed; and forward to Caltrans, as required.

8. Approval of June 4, 2018 Minutes – as written

9. Approval of May 17, 2018 Transit Productivity Committee (TPC) Minutes – as written

10. Approval of First Amendment to Fiscal Year 2018/19 Transportation Planning Overall Work Program (OWP). Ms. Ellard's written staff report explained the proposed First Amendment. She explained that the Technical Advisory Committee (TAC) has not had a chance to review this amendment because they do not meet until August 22; but this is a routine carryover procedure and there is no new funding requested. Recommended changes are as follows:

- *Add Carryover funds – Work Element 5 (Ukiah) Update Speed Zone Reports – \$6,833 in Local Transportation Funds (LTF) carried over. This will be the third and final year of programming for this study, which was funded in FY 2016/17 at a total of \$40,000.*
- *Revised total FY 2018/19 OWP funding from \$1,221,126 to \$1,227,959, an increase of \$6,833, from prior year carryover funds.*

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

12. Reports - Information

- a. Mendocino Transit Authority. None.
- b. North Coast Railroad Authority. Ms. Ellard reported the August meeting was cancelled; the next meeting is scheduled for September in Eureka. Senate Bill 1029 relative to North Coast Railroad Authority (NCRA) passed the assembly appropriations committee; the bill proposes to abolish NCRA and create a new trail agency. Jason Liles of Senator Mike McGuire's office notified her that the Assembly had made some significant changes to SB 1029, mostly at the Administration's request; the changes will be available on August 21. They will continue to work with the Governor's office to find a compromise that will work for everyone. The Administration is still uncomfortable with the timeline of the transfer and closure of NCRA. MCOG Board has sent two letters in support of the bill (with requested amendments, provided in the Council's information packet) and she will continue tracking the bill's process. Funding will likely follow in a budget bill, separate from SB 1029.

- c. MCOG Staff - Summary of Meetings. Ms. Barrett had nothing to highlight but pointed out the report, submitted as a handout, had a new streamlined format.
- d. MCOG Administration Staff.
 1. *Senate Bill 1 Implementation – Road Repair and Accountability Act of 2017* - Ms. Barrett gave an update on SB1 implementation; the City of Point Arena was pleased to award a contract for a project using their new local partnership funding. A call for projects is out for third-year funding of that program. Proposition 6 obtained qualifications for the November ballot to repeal SB1. Staff may not campaign for or against bills or propositions but may provide factual information to the public on project funding and state how the project is affected by the bill or proposition; in other words, “educate, not advocate.” Regarding SB1, there is an estimate of \$4.5 million in formula funding guaranteed to go directly to the Mendocino County region in Fiscal Year 2018/19. Also, in MCOG’s regional program, the 2018 State Transportation Improvement Program (STIP) received approximately \$7 million for programming, as a direct result of SB1 passing into law. The State Highway Operation and Protection Program (SHOPP) that allows funding for operational and maintenance improvements on the highways are funded by SB1, which would be affected by the repeal of SB1. SB1 has increased funds for transit, competitive projects in the Active Transportation Program (ATP), and the local partnership programs. California Alliance for Jobs came out with a report that provides useful information that is available for public review. The California Transit Association and Transportation California’s “*The Economic Impact on Senate Bill 1 on California*” provides statewide information on the number of jobs that have been created through revenue from SB1 and overall economic impact.
 2. *FY 2018/19 Local Agency Subrecipient Agreements Distributed August 6, 2018*. Ms. Orth reported that this is the second year of executing the Local Agency Subrecipient Funding Agreements. As a recipient of state and federal funds, MCOG is required to enter into cooperative funding agreements with its subrecipients, which are the County and the four cities of Ukiah, Willits, Fort Bragg, and Point Arena. She sent out the agreements on August 6 and some of the cities have already signed and returned them. The documents provide a reference of all MCOG funding allocated to each entity annually.
 3. “*Bringing Electric Vehicle Charging Stations to Mendocino County California State Parks*” – *Completion of 13 Installations through California Energy Commission Grant to Mendocino Land Trust with MCOG and Other Partners*. Ms. Orth reported the ribbon cutting event on August 17 in Willits had a good turnout. Congressman Huffman’s representative presented a certificate to Mendocino Land Trust. The field representative for Senator McGuire put together a certificate along with Assemblyman Wood for the Land Trust as well. Media attended from local papers and there were Chevy Bolt and Tesla electric vehicles on display. Ms. Orth and speakers from the Land Trust discussed educational topics on the process and the performance and cost-effectiveness of electric vehicles. This was a four-year project that installed charging infrastructure in seven state parks and in Caspar. MCOG provided supplemental funds for the stations installed in Fort Bragg, Point Arena and Willits.
 4. *Miscellaneous*. None.
- e. MCOG Planning Staff.

1. *Mendocino County Pedestrian Needs Assessment and Engineered Feasibility Study.* Ms. Ellard gave an update on the countywide study. This project is in two components, the greater Point Arena and south coast funded with State Rural Planning Assistance (RPA) funds, and the inland and north coast, funded with a Caltrans Sustainable Communities grant, along with MCOG's local match, that totals \$278,978 in funds for both projects. The consultant's contract total was \$257,200, awarded in March to TrailPeople, with sub-consultants GHD and Local Government Commission. The project has been in process for two months. The kick-off meeting in April generated a Technical Advisory Group that includes County, city, and Caltrans representatives. A community workshop was held in Point Arena on June 19; and there are plans for other community workshops in October, in Fort Bragg and Ukiah. The consultants submitted an Existing Conditions Report for County and city representatives to review. The report's goal is to list factors such as inventory, pedestrian facilities, what currently exists, what is planned and what is needed, and input from the communities. Multiple agencies can use the information for projects to apply for grant funding. Ms. Ellard will email the information on the workshops to the Board.
2. *Miscellaneous.* None.
 - f. MCOG Directors. Director Stranske reported on the sidewalk work in downtown Willits funded by Caltrans as part of the relinquishment process of Main Street/Highway 101. The work is going so well they may be ahead of schedule to start paving this year. Director Croskey added that work has also started on the Sherwood Road intersection realignment project. Both are "child projects" of the Willits bypass.

Director Wasserman also mentioned that Port Road from downtown to the pier is being repaved in preparation for slurry seal later this year, and the first phase of this project is complete; this is from the SB 1 funds.
 - g. California Association of Councils of Governments (CALCOG) Delegates. None.

13. Adjournment. The meeting was adjourned at 3:29 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda # 8
Consent Calendar
MCOG Meeting
11/5/2018

TITLE: Second Amendment to FY 2018/19 Overall Work Program

DATE PREPARED: 10/23/18

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 11/5/18

BACKGROUND:

The Final FY 2018/19 Overall Work Program (totaling \$1,221,126) was adopted by MCOG on June 4, 2018. On August 20, 2018, the First Amendment was approved, which revised the total from \$1,221,126 to \$1,227,959 (*an increase of \$6,833 from carryover funds*).

At both the August 22, 2018 and September 19, 2018 TAC meetings, the TAC reviewed and recommended approval of some routine adjustments in several work elements to revise carryover balances, based on actual year-end expenditures. A minor amendment to Fort Bragg's Work Element 15 to adjust the funding breakdown between City staff and consultant was also recommended. These revisions were combined into one proposed Second Amendment. Due to the October MCOG meeting being cancelled, the TAC's recommendation on the Second Amendment has not yet been considered by MCOG.

Subsequent to the September 19 TAC meeting, we received Caltrans' certification of FY 2017/18 Rural Planning Assistance (RPA) carryover funds, so those funds may now be carried over and reprogrammed in the FY 2018/19 OWP. Since the MCOG Board has not yet acted on the pending Second Amendment, we've added the additional proposed revisions into the proposed Second Amendment.

We are also proposing to add \$19,000 in RPA funds (*from FY 2017/18 carryover and FY 2018/19 funding*) to the consultant budget for W.E. 17 (Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update) to increase the consultant portion of the budget from \$26,000 to \$45,000, in an attempt to attract prospective consultants. This is in response to a recent (August 2018) unsuccessful Request for Proposals (RFP) procurement process in which no proposals were received. The proposed \$19,000 is available from carryover funds (*\$14,472 from various MCOG staff work elements; plus \$1,659 balance from W.E. 11 Traffic Analysis for Realignment of Talmage Road – City of Ukiah*), plus \$2,869 from W.E. 1 in the current FY 2018/19 OWP.

Please note the TAC has not considered this revised Second Amendment because the October TAC meeting was cancelled.

Proposed revisions are shown on the attached spreadsheets. In summary, the proposed amendments would revise the total work program from \$1,227,959 to \$1,381,130, an increase of \$153,171 (*from carryover funds*). **No new funding is proposed.** Details are shown in **bold** and ~~strike out~~ on the attached financial summary sheets. The full amendment (52 pages) will be available upon request.

ACTION REQUIRED: Consider approval of Second Amendment to FY 2018/19 Overall Work Program.

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

RECOMMENDATION: Accept staff's recommendation to approve the Second Amendment to FY 2018/19 Overall Work Program (OWP), and authorize the Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

//e

Attachments: *FY 2018/19 Summary of Funding Sources*
FY 2018/19 Funding Allocation & Expenditure Summary

**MENDOCINO COUNCIL OF GOVERNMENTS
 FY 2018/2019 FINAL (AMENDED) OVERALL WORK PROGRAM
 FUNDING ALLOCATION & EXPENDITURE SUMMARY**

*Proposed Second Amendment
 For MCOG Consideration on 11/5/18*

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY DPBS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination					\$105,950 \$103,081	\$2,250	\$108,200 \$105,331
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$90,475		\$90,475
3	MCOG - Community Transportation Planning					\$10,000	\$250	\$10,250
4	MCOG - Sustainable Transportation Planning					\$10,000		\$10,000
5	City of Ukiah - Update Speed Zone Reports - <i>Carryover</i>						\$6,833	\$6,833
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$56,775 \$95,379	\$7,250	\$64,025 \$102,629
9	Fort Bragg - Street Safety Plan - <i>Carryover</i>				\$3,000 \$42,493		\$45,000 \$11,796	\$48,000 \$54,289
10	MTA - Transit Designs Guidelines Manual						\$35,000	\$35,000
12	Ukiah - Comprehensive ADA Access Plan Update - <i>Carryover</i>						\$35,000	\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study Grant Match - <i>Carryover</i>						\$13,000 \$18,381	\$13,000 \$18,381
14	MCOG - Training					\$10,000 \$13,910	\$11,000 \$29,621	\$21,000 \$43,531
15	Fort Bragg - Transportation Planning for Mill Site Reuse & Rezoning				\$7,875		\$48,125 \$40,250	\$48,125
16	MCOG - Multi-Modal Transportation Planning					\$30,000		\$30,000
17	MCOG - Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update					\$8,500	\$26,500 \$45,500	\$35,000 \$54,000
18	MCOG - Geographic Information System (GIS) Activities					\$5,000	\$600	\$5,600
19	MCOG - Ped. Facility Needs Inventory/EFS (S. Coast) - <i>Carryover</i>						\$27,500 \$30,451	\$27,500 \$30,451
20	MCOG - Grant Development & Assistance					\$22,300 \$29,559	\$500 \$1,000	\$22,800 \$30,559
21	MCOG - Ped. Facility Needs Inventory/EFS (Inland/N. Coast) - <i>Carryover</i>					\$7,000 \$8,353	\$150,000 \$146,586	\$157,000 \$154,939
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - <i>Carryover</i>					\$50,000 \$54,843	\$350,151 \$400,894	\$400,151 \$455,737
	TOTAL	\$60,000	\$0	\$0	\$3,000 \$50,368	\$406,000 \$459,100	\$758,959 \$811,662	\$1,227,959 \$1,381,130

Note: Some 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 \$36-\$122/hr - various positions, per contract)

* MCOG planning staff funding level based on contracted obligation with DBC Consulting (\$373,641), and includes a 2.94% CPI increase.

In addition, ~~\$23,832.20~~ **\$45,877.90** in carryover funding (\$2,537.73 FY 2014/15 + \$2,363.41 FY 2015/16 + \$18,931.06 FY 2016/17 + **\$22,045.70 FY 2017/18**) is available from under-expending prior years' contracted funding, for a total available of ~~\$397,473.20~~ **\$419,518.90**. FY 2017/18 unexpended funding (if any) will be identified after 6/30/18.

** Consultant mark-up of subconsultant & direct costs is not allowed. Travel costs are limited to Caltrans' approved rates.

MENDOCINO COUNCIL OF GOVERNMENTS
FY 2018/2019 FINAL (AMENDED) OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE Sust. Comm.	STATE ATP Grant	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$107,959			\$108,209
				\$105,081			\$105,331
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$90,475					\$90,475
3	MCOG - Community Transportation Planning	\$10,250					\$10,250
4	MCOG - Sustainable Transportation Planning			\$10,000			\$10,000
5	City of Ukiah - Update Speed Zone Reports - Carryover	\$6,833					\$6,833
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$35,275	\$28,750			\$64,025
			\$73,879				\$102,629
9	Fort Bragg - Street Safety Plan - Carryover		\$48,000				\$48,000
			\$54,289				\$54,289
10	MTA - Transit Designs Guidelines Manual	\$30,341	\$4,659				\$35,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover		\$35,000				\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study Grant Match - Carryover	\$13,000					\$13,000
		\$18,381					\$18,381
14	MCOG - Training	\$21,000					\$21,000
		\$43,531					\$43,531
15	Fort Bragg - Transportation Planning for Mill Site Reuse & Rezoning		\$48,125				\$48,125
16	MCOG - Multi-Modal Transportation Planning			\$30,000			\$30,000
17	MCOG - Zero Emissions Vehicle & Alternative Fuels Readiness Plan Upda			\$35,000			\$35,000
				\$54,000			\$54,000
18	MCOG - Geographic Information System (GIS) Activities		\$5,600				\$5,600
19	MCOG - Ped. Facility Needs Inventory/EFS (S. Coast) - Carryover			\$27,500			\$27,500
				\$30,451			\$30,451
20	MCOG - Grant Development & Assistance	\$500		\$22,300			\$22,800
		\$8,259					\$30,559
21	MCOG - Ped. Facility Needs Inventory/EFS (Inland/N. Coast) - Carryover	\$18,008			\$138,992		\$157,000
		\$17,772			\$137,167		\$154,939
22	MCOG - Safe Routes To School ATP Non-Infrastructure Grant - Carryover					\$400,151	\$400,151
						\$455,737	\$455,737
	TOTAL	\$190,657	\$176,659	\$321,500	\$138,992	\$400,151	\$1,227,959
		\$226,092	\$221,552	\$340,582	\$137,167	\$455,737	\$1,381,130

TOTAL WORK PROGRAM SUMMARY

Local	\$190,657	Local LTF 2018/19 Alloc.	\$147,816
	\$226,092	Local LTF c/o	\$42,841
State	\$1,037,302		\$78,276
	\$1,155,038	State PPM 2018/19 Alloc.	\$89,000
Federal	\$0	State PPM c/o	\$87,659
TOTAL	\$1,227,959		\$132,552
	\$1,381,130	State RPA 2018/19 Alloc.	\$294,000
		State RPA 2017/18 c/o	\$27,500
			\$46,582
		State Sust. Comm. Grant c/o	\$138,992
			\$137,167
		State ATP Grant c/o	\$400,151
			\$455,737
		Federal	\$0
		TOTAL	\$1,227,959
			\$1,381,130

PROGRAM MATCH		
Local	\$190,657	15.53%
	\$226,092	16.37%
State	\$1,037,302	84.47%
	\$1,155,038	83.63%
Federal	\$0	0.00%
TOTAL WORK PROGRAM SUMMARY	\$1,227,959	100.00%
	\$1,381,130	

\$153,171

* Note: RPA Carryover Funds are pending Caltrans' certification.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 9
Consent Calendar
MCOG Meeting
11/5/2018

STAFF REPORT

TITLE: Acceptance of FY 2016/17 Fiscal Audit of Mendocino Transit Authority

SUBMITTED BY: Janet Orth, Deputy Director/CFO

DATE PREPARED: 10/17/2018

BACKGROUND:

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

The report was due by end of December 2017, however MCOG staff granted a requested 90-day extension to MTA, as allowed under TDA. The audit was delinquent for six months. A copy of the Basic Financial Statements, dated September 26, 2018, was received by MCOG on September 28, attached. (The delinquency delayed MCOG's ability to legally release TDA funds allocated to MTA's claim for FY 2018/19.)

MTA's total net position decreased by \$243,900; total net position at June 30, 2017 was \$13,209,246, compared to the previous year at \$13,453,146. Unrestricted net position increased by \$541,280, from \$1,132,002 to \$1,673,282. – Pages 4-5, 7-8

The fare box calculation was included as directed by TDA. The ratio of fare box revenue compared to operating expenses was 12.8% (down from 16.2% in the previous year), easily meeting the new standard requirement of 10%. This is the first year under Senate Bill 508, which reduced MTA's required fare revenue of 14.7%. – Page 19

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

Additionally, issues concerning MCOG are "eligibility" for TDA funds allocated to MTA and senior centers. Annually, the fiscal auditor tests for eligibility of the claimant (MTA) to receive TDA funds, which involves a formula according to Section 6634. Any monies in excess of the amount eligible "shall be recovered" by the agency/commission/board (MCOG), according to Section 6649. At this writing, we are waiting for the auditor's letter; the Council may be assured that I will track this and report during the next budget process if not sooner.

And finally, the Notes to Financial Statements reveal that MTA received a concentration of 54% of its total revenue for the year from MCOG allocations of TDA funds, at \$2,976,458. Last year was 43%, at \$2,949,834. TDA funds were the largest single source of revenue for MTA. - Page 21

ACTION REQUIRED: Accept the Fiscal Year 2016/17 MTA fiscal audit, as a fiduciary duty of the Council.

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

RECOMMENDATION:

Accept the FY 2016/17 MTA fiscal audit reports as presented by R. J. Ricciardi, Inc., Certified Public Accountants.

Enclosures:

MTA “Basic Financial Statements” with TDA compliance report



MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

Agenda # 11c
Reports
MCOG Meeting
11/5/2018

TITLE: Summary of Meetings

DATE PREPARED: 10/29/18

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

Since our last regular MCOG meeting packet, MCOG Administration and Planning staff has attended (or will have attended) 29 meetings the following statewide and local meetings on behalf of MCOG:

Date	Meeting/Event	Location	Staff
8/20/2018	Active Transportation Plan Non-Infrastructure Monthly Coordination	Teleconference	Barrett & Ellard
8/22/2018	MCOG Technical Advisory Committee Meeting	Ukiah	Ellard, Orth, Dow, & Barrett
8/22/2018	Pedestrian Facility Needs Technical Advisory Group	Ukiah	Ellard, Dow, & Barrett
8/29/2018	Mendocino County Status Meeting	Teleconference	Sookne
9/4/2018	Orchard Ave. Extension	Teleconference	Sookne
9/7/2018	California Special District Association Representative	Ukiah	Orth & Barrett
9/7/2018	Fuel Cell Electric Vehicle Meeting	Teleconference	Orth
9/19/2019	Dow & DBC Coordination Meeting	Ukiah	All Staff
9/19/2018	MCOG Technical Advisory Committee	Ukiah	Ellard, Orth, Dow, & Barrett
9/19/2019	Hopland Municipal Advisory Council	Hopland	Barrett
9/20/2018	Pedestrian Facility Needs Technical Advisory Group	Teleconference	Ellard, Barrett, & Sookne
9/21/2018	Rural Counties Task Force Meeting	Sacramento	Barrett & Davey-Bates
9/24/2018	Active Transportation Plan Non-Infrastructure Monthly Coordination	Teleconference	Barrett & Ellard
9/25/2018	CALCOG Directors Association Meeting	Sacramento	Barrett
9/26/2018	Orchard Avenue Feasibility Study – Community Meeting	Ukiah	Ellard
9/28/2018	Fuel Cell Electric Vehicles Partners Meeting	Webinar	Orth
10/4/2018	Pedestrian Facility Needs Community Workshop	Fort Bragg	Ellard & Sookne
10/9/2018	Pedestrian Facility Needs Community Technical Advisory Group	Teleconference	Barrett & Ellard
10/10/2018	North Coast Railroad Authority	Healdsburg	Ellard
10/11/2018	Pedestrian Facility Needs Community Workshop	Ukiah	Ellard & Sookne
10/15/2018	Active Transportation Plan Non-Infrastructure Monthly Coordination	Teleconference	Barrett & Ellard
10/16/2018	Dow & DBC Coordination Meeting	Ukiah	All Staff
10/17 & 10/18/2018	California Transportation Commission	Stockton	Barrett & Dow
10/18/2018	Fort Bragg Status Meeting	Teleconference	Barrett & Sookne
10/18/2018	ChargePoint Monthly Meeting	Teleconference	Orth
10/22-24/2018	California Special Districts Board Secretary/Clerks Training	South Lake Tahoe	Orth, Ford, & Parker
10/24/2018	Senate Bill 743 Grant Meeting	Ukiah	Ellard & Barrett
10/30/2018	Dow & DBC Coordination Meeting	Ukiah	All Staff

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

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

Agenda # 11d1
Reports
MCOG Meeting
11/5/2018

TITLE: SR 162 Corridor Multi-Purpose Trail Project Update

DATE PREPARED: 10/26/18

MEETING DATE: 11/05/18

SUBMITTED BY: James Sookne, Project Manager

BACKGROUND:

On December 4, 2017, the MCOG Board adopted the Mitigated Negative Declaration (MND) and the associated Mitigation Monitoring and Reporting Program (MMRP) for the SR 162 Corridor Multi-Purpose Trail Project. Following the adoption of these documents, the California Transportation Commission (CTC) allocated funds for the design of both phases of the project at their January 29, 2018 meeting. On June 27, 2018, the CTC allocated additional design funds for Phase 1 and funding for right-of-way work for both phases of the project.

On January 2, 2018, a property owner filed a petition with the Superior Court in Mendocino County challenging the validity of the MND. In response, MCOG staff retained legal counsel and entered into discussions with the plaintiff and their counsel. As part of those discussions, a 3rd party hydrologist was brought in to assess the impacts that the approved project alignment would have on the plaintiff's property. The additional work has been completed and settlement discussions are ongoing.

Concurrent to the settlement discussions, MCOG has been moving forward with design and right-of-way on the project. MCOG staff and their design consultant have been coordinating with Caltrans, the Round Valley Indian Tribes, and property owners to finalize the alignment of the trail and the location of the wetland mitigation site. Staff has also developed a Request for Proposal for Right-of-Way Appraisal and Acquisition services which will go out in the beginning of November.

We have recently learned of another pedestrian accident within the project vicinity. On October 7, a pedestrian traveling southbound along SR 162 was struck by a vehicle, also traveling southbound. The victim succumbed to their injuries several days later. This recent tragedy affirms just how critical this trail is. We've been in communication with our project partners at District 1 about the accident and will continue to push forward with project development as quickly as possible.

ACTION REQUIRED: No action required.

ALTERNATIVES: None identified.

RECOMMENDATION: This is informational only. No action is needed.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 11d2

Reports

MCOG Meeting

11/5/2018

TITLE: Transit Productivity Committee / Social Services Transportation Advisory
Council Issues

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 10/26/2018

BACKGROUND:

At the most recent Transit Productivity Committee (TPC) meeting in May 2018, there were several recommendations that staff is tracking and intends to revisit with the committee.

Performance Review. The TPC's Annual Transit Performance Review of MTA was completed through February 2017, one year behind schedule. Data is needed for seasonal quarters March 2017 through February 2018. This review should be completed during the current fiscal year. The next review in spring 2019 is scheduled to cover performance data through February 2019.

Farebox Revenue. It was recommended that "*MCOG consider reducing its farebox standard to ten percent over the next few years and revisit the issue this time next year with another year or two of performance data.*" The TDA standard of fare revenue to operating costs applied to MTA was 14.7%, as rural operators exceeding 10% in the 1978–79 fiscal year were required to maintain the higher farebox ratios to remain eligible for funding. As a result, MCOG's standard for MTA has long been 15%. Recently, effective July 1, 2016, Senate Bill 508 amended TDA so that a ratio of 10% now applies to all transit operators in nonurbanized areas.

Senior Centers Funding. From the meeting minutes, "MTA proposes that funding come from revising the formula for distribution of TDA transportation funds to the senior center contracts, a task that has been recommended in the past two triennial performance audits of both MCOG and MTA. There is currently no mechanism to evaluate the funding formula, but perhaps the time has come to tackle this issue." The TPC's recommendation on FY 2018/19 Unmet Transit Needs was made contingent on three issues, including "*update of the funding formula for senior centers' transportation contracts.*" As we enter another triennial performance audit, a start should be made.

Unmet Transit Needs. The Social Services Transportation Advisory Council (SSTAC) will meet this November for its annual unmet needs workshop, starting the next cycle of identifying needs that are "reasonable to meet." This is an opportunity to hear a status update of the current year's seven needs that were found reasonable "*...contingent on review of existing routes, update of the funding formula for senior centers' transportation contracts, and potential new revenues through the Federal Transit Administration (FTA) Section 5311 Program...*" MTA is reviewing all of its transit routes and has indicated a report can be made by January. Federal funding has been slow to materialize, but perhaps more will be known by that time.

Staff anticipates calling a meeting of the TPC in January or February 2018 to hear reports and begin addressing some of these matters.

ACTION REQUIRED: None.

ALTERNATIVES: Not applicable.

RECOMMENDATION:

None, this report is for information only.