



# MENDOCINO COUNCIL OF GOVERNMENTS

367 North State Street ~ Ukiah ~ California ~ 95482  
[www.mendocinocog.org](http://www.mendocinocog.org)

PHILLIP J. DOW, EXECUTIVE DIRECTOR

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

## AGENDA

**Monday, March 6, 2017 at 1:30 p.m.**

Primary Location

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

Audioconference Location

Caltrans District 1, 1656 Union St., Eureka

Additional Media

For live streaming and later viewing:

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

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

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

1. Call to Order and Roll Call
2. Convene as SAFE
3. Executive Committee Recommendation of January 20, 2017:  
Adoption of Mendocino County Service Authority for Freeway Emergencies (SAFE) Five-Year Strategic & Financial Plan – 2016 through 2020
4. Recess as SAFE – Convene as RTPA
5. Recess as RTPA – Reconvene as Policy Advisory Committee

## PUBLIC EXPRESSION

6. 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

7. Annual Appointments to Standing Committees - California Association of Councils of Governments (CALCOG) – *continued from February 6, 2017*
8. Appointments to Social Services Transportation Advisory Council (SSTAC)
9. **Public Hearing:** Adoption of Resolution #M2017-\_\_\_\_\* Approving Federal Transit Administration (FTA) Section 5310 Grant Program Regional Priority List

**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.

10. Approval of February 6, 2017 Minutes
11. Acceptance of January 20, 2017 Executive Committee Minutes
12. Acceptance of 2015/16 MCOG Fiscal Audit

**RATIFY ACTION**

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

**REPORTS**

14. Reports – Information - *No Action*
  - a. Mendocino Transit Authority
  - b. North Coast Railroad Authority
  - c. MCOG Staff - Summary of Meetings
  - d. MCOG Administration Staff
    1. Executive Committee's FY 2017/18 Budget Recommendations of February 21, 2017
    2. California Transportation Forum – February 22, 2017 in Sacramento – *verbal/handout*
    3. Miscellaneous
  - e. MCOG Planning Staff
    1. Draft FY 2017/18 Overall Work Program (OWP)
    2. Miscellaneous
  - f. MCOG Directors
  - g. California Association of Councils of Governments (CALCOG) Delegates

**ADJOURNMENT**

15. 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

## STAFF REPORT

**Agenda # 3**  
Regular Calendar  
MCOG Meeting  
3/6/2017

**TITLE:** Service Authority for Freeway Emergencies (SAFE) Plan

**DATE PREPARED:** 02/24/17  
**MEETING DATE:** 03/06/17

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

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### BACKGROUND

Only occasionally does the MCOG Board convene to consider action as the Board of Directors of the Mendocino County Service Authority for Freeway Emergencies (SAFE). The agency was created in 1994 to implement a system of call boxes on the State highway system in Mendocino County. It seemed like such a simple thing to do. But it has not proven to be.

From the very start we understood that the amount of revenue we could collect could not provide a complete **system**, with spacing consistent with standards, but a **service**, with frequency less than standard. From the beginning we installed boxes on less travelled roads (primarily on two-lane roads) where accidents are more frequent. Now that cell phone use is so pervasive, the large agencies are now downsizing because they are not getting the service call frequency to justify the cost. Ironically, the large agencies are moving some of their boxes to more rural areas, on the lesser travelled roads.

The plan under which we installed most of the call boxes has lapsed. I let it lapse because I wanted the next plan to lead us into a phase where we are primarily maintaining and operating the system. Until recently, it has been less clear how to proceed with completing the last installations and where to go from there. I also wanted to get to the point where there would only be one contractor in charge. Very soon we will be there. Planning for the Mendocino system is winding down. We will be entering a phase of monitoring, analysis and adjustment.

The draft *Mendocino County SAFE Five-year Strategic and Financial Plan* is attached for your consideration. I intend to go over the highlights of this plan and explain where this program is heading in the future. Not only do we have infrequent SAFE meetings, but also there are several new members on the board this year. Topics to be briefly addressed are likely to be:

- Origin and need for the call box service
- Source of revenues
- Urban intent versus rural needs
- Maintenance of the call boxes
- Implementation issues
- Current status
- Completed service and the future

The Executive Committee met on February 21, 2017 and review of the draft *Mendocino County SAFE Five-year Strategic and Financial Plan* was on the agenda. After some discussion that included some of the bulleted topics identified above, the Executive Committee recommended that the Board adopt the plan, pending favorable review by the California Highway Patrol (CHP) and Caltrans. Review by these two partner agencies was completed very quickly. The CHP found a math error (this was corrected) and Caltrans wanted to ensure that our review of the entire service included consistency with Americans with Disability Act standards for the mobility impaired. This has been clarified in the final plan that is before the Board for adoption.

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**ACTION REQUIRED:**

Adopt the *Mendocino County SAFE Five-Year Strategic and Financial Plan*.

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**ALTERNATIVES:** The Board may choose to provide additional comments and require clarification prior to adoption.

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**RECOMMENDATION:** Staff recommends that the Board adopt the *Mendocino County SAFE Five-Year Strategic and Financial Plan*. The Executive Committee met on February 21, 2017 and has recommended adoption, subject to positive Caltrans & CHP review.



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 7**

Regular Calendar

MCOG Meeting

3/6/2017

**TITLE:** Appointments to CALCOG – *Continued from February 6, 2017*

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

**DATE:** 2/24/2017

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### BACKGROUND:

At our last Council meeting, annual appointments were made to the Executive Committee and Transit Productivity Committee. Annual appointments to the California Association of Councils of Governments (CALCOG) were continued to the next meeting.

According to MCOG's bylaws, the Council shall appoint two members to CALCOG, including at least one Executive Committee member. One serves as the delegate and the other as the alternate. Current Executive Committee members (appointed in February) are Chair Gjerde, Vice Chair Stranske, and Director Scalmanini.

Last year's appointments were Director Scalmanini as Delegate and Chair Gjerde as Alternate.

I have attached the appropriate section of the bylaws for your reference.

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### ACTION REQUIRED:

Appointment by the Council of two CALCOG Delegates. Typically CALCOG delegates have met in March or April for the annual Regional Leadership Forum, and again in the autumn for a joint meeting with statewide county and city associations. This year the Forum is scheduled for March 29-31 in Monterey. Also there may be business meetings with a call-in option.

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### ALTERNATIVES:

Annual CALCOG appointments are mandated by MCOG's bylaws, so there is no alternative without amendment.

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### RECOMMENDATION:

Appoint a Delegate and Alternate Delegate to CALCOG as described above, following MCOG's bylaws.

Enc: Bylaws excerpt

## **Excerpt of MCOG Bylaws Amended May 6, 2013**

### **ARTICLE III - OFFICERS/STAFF/COMMITTEES**

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

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

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



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 8**  
Regular Calendar  
MCOG Meeting  
3/6/2017

**TITLE:** Social Services Transportation Advisory Council Appointments

**DATE PREPARED:** 02/24/17

**MEETING DATE:** 03/06/17

**SUBMITTED BY:** Nephele Barrett, Program Manager

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

Five seats have either expired or will expire this spring. Three of the members currently filling the expired/expiring seats have agreed to continue serving if reappointed. Two new representatives have been nominated to fill the other expiring seats. In addition to these positions, there are three seats that are currently vacant. Members have not been identified to fill the vacant seats at this time. The seats that are currently nominated to be filled are listed below.

- “Local social service provider for the handicapped that provides transportation”
  - *Reappoint through April 2019*
  - Marilyn DeFrance, Ukiah Senior Center
- “Local social service provider for the handicapped”
  - *Reappoint through April 2020*
  - Sheila Keys, Community Services Resource Manager, Redwood Coast Regional Center
- “Representative of local Consolidated Transportation Services Agency”
  - *Reappoint through April 2020*
  - Carla Meyer, Mendocino Transit Authority
- “Local social service provider for the persons of limited means”
  - *Appoint through April 2020*
  - Arlene Peterson, Action Network
- “Local social service provider for persons of limited means”
  - *Appoint through April 2020*
  - Doris Sloan, Consolidated Tribal Health

Please refer to the attached chart of available seats and qualified nominations. Terms are for three-year, staggered terms. Three seats will remain vacant after approval of these appointments. If volunteers become available for the vacant seats, additional appointments can be made by the MCOG Board at such time.

**ACTION REQUIRED:** Appoint up to five members to fill terms on the SSTAC.

**ALTERNATIVES:** The Board may submit additional names for consideration. Also, the Board may appoint more members than the nine prescribed by law.

**RECOMMENDATION:** Reappoint Marilyn DeFrance, Sheila Keys, and Carla Meyer to the SSTAC. Appoint Arlene Peterson of Action Network and Doris Sloan of Consolidated Tribal Health as new members of the SSTAC.



## Social Services Transportation Advisory Council (SSTAC)

### Proposed Membership Roster

March 2017

Position	Name	Alternate	Agency	Term Expires
Local social service provider for seniors	Allyn Nonneman	Priscilla Tarver	Willits Seniors, Inc.	April 2018
	Michelle (Micki) Dolby		Area Agency on Aging	April 2018
Local social service provider for seniors that provides transportation	Charles Bush	Steve Jordan	Redwood Coast Seniors	April 2018
Potential transit user at least 60 years of age	<i>Vacant</i>			April 2018
Potential “handicapped” transit user	<i>Vacant</i>			April 2019
Local social service provider for the handicapped that provides transportation	Marilyn DeFrange	Diana Clarke	Ukiah Senior Center	April 2019
Representative of local Consolidated Transportation Services Agency	<i>Vacant</i>			April 2019
Local social service provider for the handicapped	Sheila Keys		Redwood Coast Regional Center	April 2020
Local social service provider for persons of limited means	Arlene Peterson		Action Network	April 2020
	Doris Sloan		Consolidated Tribal Health	April 2020
Representative of local Consolidated Transportation Services Agency	Carla Meyer		Mendocino Transit Authority	April 2020



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 9  
Regular Calendar  
MCOG Meeting  
3/6/2017

**TITLE:** Public Hearing – Adoption of Resolution Approving  
FTA Section 5310 Grant Program Regional  
Priority List

**DATE PREPARED:** 02/24/17  
**MEETING DATE:** 03/06/17

**SUBMITTED BY:** Nephelle Barrett, Program Manager

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### BACKGROUND:

The FTA Section 5310 Program is a grant program intended to provide funding to private non-profit agencies for the purpose of providing transportation services to the elderly and disabled. The program provides two categories of funding—traditional 5310 funding for vehicles and equipment and the expanded program, which provides operating and mobility management funds. Although the program typically requires a local match, the match for this application cycle is being provided by the state using toll credits, so no local funds will be needed for these grants if successful. The attached fact sheet provides additional information.

As part of the application process, the RTPA must review and score each local application under the traditional 5310 program and approve a regional priority list. The applications are due on March 1, and regional scores must be submitted by April 1. This tight timeframe means that the application information and scores will have to be presented at the meeting as the agenda packet will be distributed prior to receipt of applications.

MCOG staff has been working closely with the local potential applicants for the program. At the time of this report, we anticipate that three different agencies will be applying for the traditional program. The projects that we expect to receive are listed below. In addition to these, Mendocino Transit Authority, Coastal Seniors, and Consolidated Tribal Health will be submitting applications for operational funding, however, MCOG does not score those applications.

<u>Applicant</u>	<u>Project</u>
Coastal Seniors	Two vehicles (one replacement, one expansion)
Redwood Coast Seniors	One vehicle (replacement)
Consolidated Tribal Health	One vehicle (expansion)

At this meeting, we will ask that the MCOG Board approve the project scores and regional list by resolution (to be presented at the meeting), and authorize the director to sign any necessary documentation that will be required. Following MCOG Board action, the list and scores will be forwarded to Caltrans for their consideration. The state will conduct their own scoring process, and will notify MCOG of any significant discrepancies between state scores and regional scores. A statewide project list is expected in June.

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### ACTION REQUIRED:

1. Receive staff report and scoring results.
2. Open public hearing. (*Note: this public hearing does not require a legal notice – only an opportunity to allow public input, per grant requirements.*)
3. Receive public comments.
4. Close public hearing.
5. Action by MCOG—adoption of resolution.

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**ALTERNATIVES:**

None identified.

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**RECOMMENDATION:**

Adopt the resolution approving the project scores and regional list, authorize the Executive Director to sign the required documentation, and authorize staff to forward the executed resolution and required documents to Caltrans for further processing.

# FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

## Federal Fiscal Years 2015, 2016 and 2017

### PROGRAM FACT SHEET AND TIMELINE

#### Program Purpose:

Provide capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

#### Funds Available FFY 2015 – 2017

- Approximately \$28 million in Federal funds for Large UZAs; and \$20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

**NEW** this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

#### Eligible Applicants:

- \* Private non-profit corporations; (Vehicles, Other Equipment, Mobility Management and Operating Assistance);
- \* Public agencies where no private non-profits are readily available to provide the proposed service (Vehicles and Other Equipment);
- \* Public agencies that have been approved by the State to coordinate services (Vehicles and Other Equipment);
- \* Public agencies (Operating Assistance and Mobility Management);
- \* An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Operating Assistance and Mobility Management).

#### Eligible Equipment:

- \* Accessible vans and buses;
- \* Mobile radios and communication equipment;
- \* Computer hardware and software

#### Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

**Service Expansion Eligibility:** Applicants must be able to document that the proposed transportation service will provide:

- \* Services to additional persons; or
- \* Expand the service area or hours; or
- \* Increase the number and/or frequency of trips.

**Eligible Mobility Management Activities:** Include, but are not limited to:

- \* Planning, development, implementation of coordinated transportation services;
- \* Travel training/trip planning.

**Eligible Operating Activities:** Include, but are not limited to:

- \* Expansion of hours/service of paratransit service beyond the requirements of ADA;
- \* Enhancement of services (same day; etc.)
- \* New or expansion of Volunteer Driver Programs.

#### Funding Selection Process:

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and compiles a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of small urban and rural projects.
4. Caltrans submits approved projects to the FTA.

**Program Requirements:** Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life; or, for mobility management or operating assistance projects, the Standard Agreement duration. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor Vehicles, and the regulations of the California Highway Patrol.

**PROGRAM NOTE:**

*FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with state and federal procurement procedures when purchasing with local funds. Upon project completion, the grantee requests reimbursement from Caltrans for the Federal Share.*

## 5310 PROGRAM TIMELINE

- November 2016** - RTPA/MPO Training scheduled for Redding, Sacramento, Riverside  
- Begin Schedule for Public Hearings (Public Transit Only)
- January 9, 2017** - Call for Projects  
- Grant Application Workshops
- January 9-13, 2017** - EGM Training for Agencies/RTPAs and Application Workshops (Workshops scheduled for Redding, Sacramento, Oakland, Visalia, San Bernardino/Riverside area). See [2017 Applicant Workshop Flyer](#).
- March 1, 2017** - Applications are closed on EGM for any additional entry. System locks applications at 5 PM on March 1. Before EGM closes RTPAs certify to Caltrans that all projects are included in their respective Coordinated Plans.  
- The RTPAs score the vehicles and equipment applications. SRC verifies the RTPAs' scores on the vehicle and equipment project applications. SRC scores the Operating Assistance and Mobility Management applications.  
- Complete Public Hearings (must be completed by April 3, 2017)
- April 3, 2017** - RTPAs verify regional prioritized lists on EGM to be submitted to FTA by Caltrans.  
- Grace period for completing Public Hearings ends.
- April 2017** - Regional scores are merged into a statewide-prioritized list of projects.
- May 2017** - Submit draft list to CTC for book item at the upcoming CTC meeting  
- CTC distributes public draft Program of Projects (POP)
- June 2017** - CTC conducts staff level conference for the SRC to hear any filed appeals  
- CTC conducts public hearing to adopt final POP  
- Final POP distributed publicly  
- Projects are programmed in the FTIP prior to Submittal of Grant to FTA. Rural will be programmed by Caltrans into the FTIP
- August 2017** - Schedule Successful Applicant Workshops, verify new agency information  
- After verification that all projects have been programmed, approved POP submitted to FTA for funding approval  
- After FTA's final approval, Standard Agreement process initiated  
- Procurement process begins.

*For additional information call our toll free number (1.888.472.6816) or visit our website at:  
<http://www.dot.ca.gov/hq/MassTrans/5310.html>*

February 27, 2017

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director/CFO  
**Subject:** Consent Calendar of March 6, 2017

The following agenda items are recommended for approval/action.

10. Approval of February 6, 2017 Minutes – *attached*
11. Acceptance of January 20, 2017 Executive Committee Minutes – *attached*
12. Acceptance of 2015/16 MCOG Fiscal Audit – MCOG received a clean fiscal audit report.  
– *Staff report, Basic Financial Statements and Management Report are attached separately.*

# MENDOCINO COUNCIL OF GOVERNMENTS

## MINUTES

**Monday February 6, 2017**

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 1:35 p.m. with Directors Rex Jackman, Steve Scalmanini, Saprina Rodriguez/Alternate, Susan Ranochak, Richey Wasserman, and Dan Gjerde present; Chair Gjerde presiding. There is currently no representative for Third District. Absent: New Director Michael Cimolino representing Fort Bragg.

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

Executive Director Dow introduced returning director Richey Wasserman, representing Point Arena, and Saprina Rodriguez as an alternate representing Willits.

**2. Election of Officers – Chair and Vice Chair.** Deputy Director Orth introduced this item, reviewing staff's recommended procedure for the election as outlined in her written report. She suggested to follow last year's method of voting, consistent with Robert's Rules of Order. With no one objecting or proposing another method, Ms. Orth conducted the election.

Nominations were opened for office of Chair. Director Gjerde was nominated. With no further nominations, Ms. Orth closed nominations for the office of Chair.

**Upon motion** by Ranochak, second by Scalmanini, and carried unanimously (*5 Ayes; 0 Noes; 0 Abstaining; 1 Absent – Cimolino*): IT IS ORDERED that **Director Gjerde is re-elected Chair**.

Nominations were opened for office of Vice Chair. Director Stranske was nominated; his interest in serving on the committee was announced by alternate Rodriguez. With no further nominations, Ms. Orth closed nominations for the office of Vice Chair.

**Upon motion** by Wasserman, second by Ranochak, and carried unanimously (*5 Ayes ; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED that **Director Stranske is elected Vice Chair**.

**3. Convene as RTPA.**

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

**Public Expression:** No one spoke for Public Expression.

**5 – 11. Regular Calendar**

**5. Annual Appointments to Standing Committees**

a. Executive Committees: According to MCOG bylaws, the Chair and Vice Chair are members of this committee (formalized by following board action) with the addition of a third

member, reflecting a city-county balance of representation. Ms. Orth requested a meeting in February for annual business. Director Scalmanini volunteered to serve on the Executive Committee.

**Upon motion** by Wasserman, second by Rodriguez and carried unanimously (6 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the Council appoints **Chair Gjerde, Vice Chair Stranske, and Director Scalmanini** to the Executive Committee.

- b. Transit Productivity Committee: Ms. Orth itemized the four topic areas of duties on this committee. Director Ranochak volunteered to serve. **Chair Gjerde** appointed himself and **Director Ranochak** to the Transit Productivity Committee. (According to the Bylaws, appointments are made by the Chair.)
- c. California Association of Councils of Governments (CALCOG). Duties and upcoming events were noted, with the annual Regional Leadership Forum late March as the next delegates meeting. After discussion on issues of conflicting schedules it was determined to continue this discussion and appoint members at the next MCOG meeting. The Chair continued this item to the next MCOG meeting.

**6. Adoption of 2017 Board Calendar.** Ms. Orth submitted a proposed agenda for the Board to adopt. In discussion of the “To Be Determined” date for the April meeting to conduct the *On-Location Tour/Mobile Workshop* in Fort Bragg, the date of April 11 was established, contingent on participation of City staff. The calendar also includes another *On-Location Tour/Mobile Workshop* proposed for September. The August 21 meeting will be considered a Special Meeting (since it varies from the policy to meet on first Mondays), to include a report on the State Transportation Improvement Program (STIP) Fund Estimate.

**Upon motion** by Rodriguez, second by Wasserman, and carried unanimously (6 Ayes; 0 Noes; 0 Abstained; 1 Absent): IT IS ORDERED that the 2017 Board Meeting Calendar is adopted with the amended date of April 11 for the *On-Location Tour/Mobile Workshop*.

**7. Consideration of Letters of Support for Transportation Funding Legislation – SB 1 and AB 1:** Executive Director Dow explained benefits the Senate Bill 1 and Assembly Bill 1 would bring to the State and more specifically Mendocino County. Mr. Dow included the agenda attachment of AB1(Frazier)/SB1(Beall): Transportation Funding/Reform - CSAC Review and Expenditure Analysis as basis of the information he provided to the Board.

**Upon motion** by Scalmanini, second by Rodriguez and carried unanimously (6 Ayes; 0 Noes; 0 Abstained; 1 Absent): IT IS ORDERED that MCOG supports Assembly Bill 1 and Senate Bill 1 and directs staff to prepare letters of support for delivery to Senator McGuire and Assemblymember Wood.

**8. Public Hearing: Approval of Resolution Amending the Mendocino County Coordinated Public Transit – Human Services Transportation Plan.** Mr. Dow introduced Nephele Barrett, Program Manager. Ms. Barrett asked for a Public Hearing to consider an amendment to the Mendocino County Coordinated Public Transit – Human Services Transportation Plan (referred to as the “Coordinated Plan”) to include establishment of a Mobility Management program as a priority strategy and to include other non-profits in the strategy to expand demand response service. Ms. Barrett provided attachments to the agenda that show proposed changes and additions to the Coordinated Plan that would be applied to the grant applications for Federal Transit Administration (FTA) Section 5310 grant funding, offered annually. Caltrans requires that projects funded through the 5310 program are included in the Coordinated Plan.

The Chair opened the hearing at 2:23 p.m. With no one testifying and no written testimony received from the public, the hearing was closed at 2:24 p.m. A separate legal notice is not required; in this case the agenda provided proper notice.

Chair Gjerde commented on his understanding about the Mobility Management software, explained some of the benefits it would bring to MTA, and expressed in favor of implementing it. No further comments were made by the Board.

**Upon motion by** Scalmanini second by Rodriguez, and carried unanimously on roll call vote (6 Ayes – Jackman/PAC, Scalmanini, Rodriguez/Alt., Wasserman, Ranochak, Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Cimolino): IT IS ORDERED that the following resolution is adopted.

**Resolution No. M2017-01**  
Amending the Mendocino County  
Coordinated Public Transit – Human Services Transportation Plan  
(Reso. #M2017-01 is incorporated herein by reference)

**9. Approval of Request for Regional Surface Transportation Program (PSTP) Funds – City of Point Arena Electric Vehicle Charging Station, Not to Exceed \$17,500.** Mr. Dow reported on his communication with Richard Shoemaker, City Manager for Point Arena, regarding the installation of an electric vehicle (EV) charging station within the City of Point Arena instead of the previously planned Manchester State Park site. Relocating to the City of Point Arena will allow for better visibility, accessibility and security. The request is for MCOG to commit funding from the Partnership Funding Program to supplement existing grant funding, awarded to the Mendocino Land Trust by the California Energy Commission, for construction of a fee recovery type EV charging station. Mr. Dow reported the Technical Advisory Committee's unanimous vote of support on January 31.

Ms. Orth noted the site was identified in the Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan with community support and has already received improvements that could accommodate the installation of an EV charging station. Some of the site improvements were funded by a federal Transportation Enhancement (TE) grant from MCOG.

Director Wasserman reported that since the Point Arena-Stornetta Public Lands addition to the California Coastal National Monument was established, the City has received up to 25 percent more visitors and this investment would be compatible with tourism.

**Upon motion by** Wasserman, second by Scalmanini, and carried unanimously on roll call vote (6 Ayes – Jackman/PAC, Scalmanini, Rodriguez/Alt., Wasserman, Ranochak, Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Cimolino): IT IS ORDERED to commit up to \$17,500 from the Partnership Funding Program, of the Regional Surface Transportation Program fund, to supplement existing grant funding for construction of a fee recovery type electric vehicle charging station in Point Arena.

**10. Approval of Subcontract with Redwood Coast Energy Authority to Participate in the “North Coast and Upstate Fuel Cell Vehicle Readiness Project” Pursuant to a California Energy Commission Grant, Not to Exceed \$2,000 to MCOG.** Ms. Orth explained that MCOG was invited to participate in this project. The project is ongoing funded by a grant from the California Energy Commission (CEC). The Mendocino County Air Quality Management District had been written into the grant, one of eight subcontractor agencies, but was unable to participate. Ms. Orth described the activity as similar to MCOG's recent involvement with RCEA's alternative fuels readiness project, while lesser in scope. She requested that the Council approve the agreement as described in her written report.

**Upon motion by** Scalmanini, second by Ranochak, and carried unanimously on roll call vote (*6 Ayes – Jackman/PAC, Scalmanini, Rodriguez/Alt., Wasserman, Ranochak, Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Cimolino*): IT IS ORDERED that 1) the Executive Director is authorized to sign the agreement as a subcontractor to Redwood Coast Energy Authority (RCEA) for participation in the North Coast and Upstate Fuel Cell Vehicle Readiness Project funded by the California Energy Commission, to perform a minor scope of work as approved in the grant award, and 2) staff is directed to include \$2,000 of grant funding in MCOG's Administration budget to support participation in the program.

**11. Consideration/Discussion of State Route 1 Traffic Issues in Elk.** Mr. Dow briefed his work with Caltrans Safety Engineer Darron Hill regarding traffic speed issues along Highway 1 in and around the community of Elk. He was also contacted by former Supervisor Norman deVall about his concerns of congestion in that area. On December 2, Mr. Dow conducted site visits to address these issues. He determined a sufficient location to have a radar-feedback speed sign installed on the northbound approach to the community. Mr. Dow also assessed the area Mr. deVall has concerns with and found that there was no congestion issue in traffic engineering terms. However, there is a high volume of street parking that creates a lack of access to provide safe areas for pedestrians and bicyclists. Due to the way streets in Elk are constructed, there are no other areas to provide on-street parking. Caltrans has widened the area to allow for pedestrians and bicyclists; instead people use it for on-street parking. Mr. Dow explained that this is a local issue and suggests that private citizens look into developing off-street parking as a form of resolution.

Mr. deVall had planned to attend this meeting; however, a conflict prevented his attendance. This item on the agenda was to provide a forum to discuss traffic speed, pedestrian and general traffic safety issues in Elk, obtain input from Mr. de Vall, and to provide direction to staff as appropriate. Mr. Dow will continue to work with Caltrans to address the speed issues and with Mr. deVall to address his concerns in Elk.

Board discussion ensued including funding options for a downtown planning process, traffic calming measures, and potential parking solutions. No action was taken.

**12-13. Consent Calendar:** **Upon motion** by Ranochak, second by Wasserman and carried unanimously on roll call vote (*5 Ayes – Jackman/PAC, Scalmanini, Wasserman, Ranochak, Gjerde; 0 Noes; 1 Abstaining – Rodriguez/Alt.; 1 Absent – Cimolino*): IT IS ORDERED that consent items are approved:

**12. Approval of December 5, 2016 Minutes – as written**

**13. Approval of Third Amendment to Fiscal Year 2016/17 Transportation Planning Overall Work Plan (OWP)**

- *Transfers \$15,000 in State Rural Planning Assistance (RPA) funds from Work Element 3 (MCOG – Active Transportation Plan) to Work Element 1 (MCOG – Regional Government & Intergovernmental Coordination)*
- *The Overall Work Program total funding remains unchanged at \$1,752,991.*

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

**Advisory Committee.** **Upon motion** by Ranochak, second by Wasserman and carried unanimously (*5 Ayes ; 0 Noes; 0 Abstaining; 1 Absent*): IT IS ORDERED the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

**15. Reports - Information**

- a. Mendocino Transit Authority. Chair Gjerde reported that MTA ratified a three-year employee contract.
- b. North Coast Railroad Authority. Ms. Ellard reported that NCRA canceled their December meeting but did have a special meeting that she did not attend; she plans on attending the next meeting on February 8 in Healdsburg.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his standard written report on the meetings that staff attended since the last MCOG meeting, with nothing specific to highlight.
- d. MCOG Administration Staff.
  - 1. *North State Super Region Project Proposals – Garcia River/Windy Hollow Rd. Bridge.* Flood concerns have been brought to attention by the local public in that area periodically. Mr. Dow has been working with California Transportation Commission (CTC) staff to ensure that the 16 counties that make up the North State Super Region provide input to a transportation needs report that the CTC is compiling. He explained the presentation he submitted to the CTC of the implications if Garcia Bridge was closed due to flooding, that a person would have to travel 219 miles, about five hours, to get to the other side by way of paved roads. The interest is to raise the level of consciousness to this project. Federal funds known as “TIGER” (Transportation Investment Generating Economic Recovery) grants will be available, and there are plans to apply for this specific project. Mr. Jackman brought up that Caltrans is working on an internal feasibility study to explore a range of alternatives and costs to help inform funding proposals to address this problem. They anticipate a draft of this study to come out for comment in June. A brief discussion followed on pedestrian bridges. Mr. Jackman offered to suggest adding this to Caltrans’ scope of study.
  - 2. *Rural Counties Task Force Administrative Training – January 12-13, 2017.* Ms. Orth reported that she and several staff members attended a two-day compliance training presented by California Transportation Commissions’ Rural Counties Task Force. The training focused on regional planning, procurement, and financial and audit requirements.
  - 3. *Statements of Economic Interest (Form 700).* Ms. Orth let the Board know that letters were distributed to the Board members and alternates informing them of the requirement to list MCOG as one of the boards they serve on and that MCOG needs to receive a copy for their files. Director Ranochak explained that the 700 form can be completed electronically or, as in the past, in paper form. She also stated she will provide applicable copies to MCOG that are submitted to her office.
  - 4. *Miscellaneous.* Ms. Orth reported that the joint grant proposal of ChargePoint and MCOG that was submitted last summer has been approved by the California Energy Commission, to install fast chargers for electric vehicles at five locations on the 101 corridor. About \$850,000 was awarded for this proposal, with matching funds from ChargePoint, for a total of \$1.25 million. Another company also submitted an application that, if approved, will add more fast chargers in some of the same communities along the 101 Corridor and others as well.
- e. MCOG Planning Staff.
  - 1. *Fiscal Year 2017/18 Transportation Planning Overall Work Program (OWP) Proposals.* Ms. Ellard reported that she is working on developing the Work Program for next fiscal year. Five applications from local agencies have been received to be included for planning projects: two from the City of Ukiah; County Department of Transportation; City of Fort Bragg; and MTA. The Technical Advisory Committee had their first initial

discussion of the applications in January and will meet in February to review the draft Work Program. The main change that affects developing the updated Overall Work Program is to implement the requirements that staff learned of from the Rural Counties Task Force Administration Training. When completed and after Caltrans comments, the final draft will be submitted to MCOG for adoption in June.

In Board discussion of the work elements, Director Scalmanini expressed concerns the City of Ukiah must spend money to update existing ADA ramps that are not up to the current standard instead of putting in additional ones that are more needed. Mr. Jackman will take his question about this to the Division of Local Assistance that works with the cities and counties to ensure they meet requirements. Alternate Rodriguez announced that the City of Willits has an expert coming to conduct a workshop for business owners on ADA regulation.

2. *Miscellaneous.* None.

- f. MCOG Directors. Mr. Dow offered orientation to new MCOG Council Members and/or a refresher for existing MCOG Council Members; either in a group or individually. Interested parties are to contact the office.

Director Scalmanini announced that he has seen four Tesla electric vehicles using the downtown Ukiah Tesla chargers during the holiday season at the same time. Currently, two parking spaces are reserved for Teslas only; at a City Council meeting it was agreed that if more than two at a time are in use they may request more of the eight parking spaces to be reserved. Ms. Orth questioned if they know when the four universal charging stations will be installed for general public use; Director Scalmanini will bring that question up and report at the next MCOG Meeting.

- g. California Association of Councils of Governments (CALCOG) Delegates. CalCOG's Annual Regional Leadership Forum is March 29-31 in Monterey.

**16. Adjourn.** The meeting was adjourned at 3:27 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant

# MENDOCINO COUNCIL OF GOVERNMENTS

## Executive Committee Approved MINUTES

January 20, 2016  
MCOG Office, 367 N. State Street, Ukiah

**Present:** Committee Members: Chair Dan Gjerde, Director Larry Stranske  
MCOG Staff: Phil Dow, Janet Orth, Marta Ford  
MTA Staff: Carla Meyer, Mendocino Transit Authority

**Absent:** MCOG Director Steve Scalmanini

**1. Call to Order** at 10:05 a.m.

**2. Public Expression - None.**

**3. Direction to Staff for Fiscal Year 2017/18 Budget Preparation of Local Transportation Fund**

**Revenues.** Janet gave an overview of her written staff report. There is a one-time surplus of \$596,200 resulting from a necessary transition to the County Auditor's modified accrual method of determining the Local Transportation Fund (LTF) revenues by fiscal year. There are two months of sales tax revenue not falling in any fiscal year. She reviewed TDA eligible allocations, in order: Administration, 2% Bicycle & Pedestrian program, Planning, and Transit. Discussion and questions followed on potential uses and limitations, including:

- Janet reported that no additional funds are requested for Administration.
- Janet and Phil answered questions about eligible Bicycle & Pedestrian uses, noting a limit of 2% of LTF.
- Phil reviewed potential Planning needs, with new information from last week's administrative training by the Rural Counties Task Force (attended by Janet and several other staff members), after this agenda packet was released. There are some new interpretations of allowable uses for state Rural Planning Assistance funds and what are considered administrative costs that should be paid for with local funds. He summarized historic levels of LTF funds to MCOG's planning program. There may be a need for additional LTF funds for planning over the next couple of years, followed by a plan for the next staffing contract (30 months from now) minimizing impact on transit funding. He gave examples of important needs and accomplishments using local funds in the Planning program. The Technical Advisory Committee (TAC) will look at the draft FY 2017/18 Transportation Planning Overall Work Program (OWP) for the first time later in January, then it goes to Caltrans for comment, then to the full Council for adoption in June.
- Janet described the Transit aspect, discussed the current unmet needs cycle, and recommended holding aside the surplus for the time being, pending committee recommendations coming up this spring. She also suggested spreading the surplus over two cycles in response to testimony from the tribal housing authority, which would give more time to identify specific transit needs of the tribes.
- Carla said some of the needs on the current list looked reasonable, while things are changing rapidly now. She reported that MTA's federal 5311f intercity bus grant, for the second phase of Route 65 expansion adding Santa Rosa trips, was reduced for lack of funds. This LTF surplus could be used to augment that grant funding and the rest could be put away. MTA is not in a position to add new services now; they are still filling open positions and need to stabilize MTA's budget. Phil mentioned duplicative 5311f grants to Greyhound that could have impacted the funds available. There was general discussion of the Route 65 expansion and communities it serves along the way. Larry reported hearing positive responses from his constituents about the Willits-Santa Rosa route.
- Carla brought up the Ukiah Costco project, which can be expected to increase sales tax revenues to LTF when it opens for business; discussion by all.

Discussion of options for action included:

- Set aside the surplus for a rainy day (Larry)
- Augment funding/fill gap of the current transit need being met – Route 65 expansion (Carla)
- Identify planning needs for local funds (Phil)
- Allocate a proportionate (2%) amount to bicycle and pedestrian projects (Dan)
- Be advised the default position is that unallocated revenue flows through the LTF reserve and out to allocations in the next budget. (Janet)

**Recommendation:**

By consensus, the Executive Committee directed staff to set aside the entire Local Transportation Fund surplus revenue of \$596,200 (resulting from a one-time transition to the County Auditor's accrual method of accounting for the revenues) as a temporary reserve, pending further recommendations from committees and staff during the upcoming budget development process for Fiscal Year 2017/18.

Carla left the meeting at 10:45 a.m.

**4. Review & Recommendation on Draft Mendocino County Service Authority for Freeway**

**Emergencies (SAFE) Five-Year Strategic & Financial Plan – 2016 through 2020.** Phil gave an overview of the draft plan. He took full responsibility for allowing the previous plan to lapse for one year. He described changes in the industry and call box technology. Other SAFE agencies have dismantled thousands of call boxes in recent years as cell phones have proliferated, and the sole source vendor has become more interested in the rural services. In 2013 Phil negotiated a test of new satellite call box technology (first in the nation), starting with remote areas of Mendocino County. He described details of this service and how Mendocino SAFE has developed the system. The sole contractor for maintenance is very distant and costly to engage for services as needed. Until recently, with just 35-40 call boxes, staff had done routine maintenance. Now that there are over 100, he proposes finding a contractor located on the North Coast to serve several neighboring counties. This could be done by a joint Request for Proposals (RFP), possibly with Mendocino, Lake, Humboldt, Del Norte, and Trinity Counties.

During discussion, Phil reported status of installations. The final large purchase of call boxes has been ordered. The accumulated fund balance has been largely spent down. Final installations should be done by this spring; then he recommends fine tuning the system by adding and subtracting boxes as needed. He proposes stabilizing and completing the system in the short term and maintaining it for the long term. As the staffing contractors, Dow & Associates would manage the Mendocino SAFE system, and Davey-Bates Consulting (DBC) would manage the Lake SAFE system. The draft plan is subject to comments from Caltrans and CHP. Discussion included:

- Dan—Agrees with this concept. Received a presentation by AT&T, about plans to fill in pockets lacking cell coverage. Has used a call box to report a mudslide near Leggett.
- Larry—Concerned to see so many bagged (out of order) boxes; would like to see a more local contractor.
- Phil—Cited certain county roads that could use call box service as priorities to consider for future placement, after the state highway call box plan is complete. It has been a very long process to build the system because of statewide lawsuits, ADA compliance and technology changes.
- Larry—The Mendocino SAFE system is a great thing; he is fully supportive of the proposed draft plan.
- All—Review of call box map, Appendix A-1. Discussion of existing call box placements, mostly at two-mile intervals, except for remote areas without cell reception. Placement is limited to what the SAFE can afford to install and maintain over time.

**Upon motion** by Stranske, seconded by Gjerde, and carried unanimously (2 Ayes – *Gjerde and Stranske; 0 Noes; 1 Absent - Scalmanini*), the Executive Committee recommends adoption by the full Council of the Draft Mendocino County Service Authority for Freeway Emergencies (SAFE) Five-Year Strategic & Financial Plan – 2016 through 2020, pending comments from Caltrans and California Highway Patrol (CHP).

**5. Miscellaneous / Members' Concerns.** None.

**6. Adjournment.** The meeting was adjourned at 11:25 a.m.



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 12**  
Consent Calendar  
MCOG Meeting  
3/6/2017

**TITLE:** Acceptance of 2015/16 MCOG Fiscal Audit

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

**DATE:** 2/24/2017

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### BACKGROUND:

The final audit report for the year ended June 30, 2016 has been completed by the independent CPA, R. J. Ricciardi, Inc., of San Rafael. Once again, MCOG has received a favorable and compliant audit. There were no current or prior-year observations for management concerning internal controls. All previous recommendations have been implemented.

Occasionally in past years, the Executive Committee has reviewed the audit report prior to acceptance by the full Council. This year, the audit report was received electronically on the morning of our Executive Committee meeting of February 21, so was not in time for that agenda. In discussion, it was agreed that since there were no findings or recommendations by the auditor, that the committee did not need to convene a special meeting for that purpose.

MCOG has 15 separate funds in a trust account held in the County treasury. The audit report, i.e. the "Basic Financial Statements," classifies them in certain ways and, according to standards, is not allowed to state a combined fund balance. I have summarized totals here for your reference, only to show the extent of assets for which MCOG is responsible.

Governmental Funds or "Special Revenue Funds" for Programs	Net Position	\$1,217,850
Expendable Trust and Agency Funds or "Fiduciary Funds"	Net Position	\$4,933,539
	<b>TOTAL</b>	<b>\$6,151,389</b>

As I mentioned in the Management's Discussion and Analysis, MCOG's net position typically has been in the range of approximately \$1.5 million in Governmental funds and \$3.5 million in Fiduciary funds, for about \$5 million total in the cash accounts and capital assets. Recently there has been slightly less in the Governmental funds and significantly more in the Fiduciary funds. I should also note that "Expendable Trust" funds are now referred to as "Private Purpose Trust." Apparently this is a directive of the Government Accounting Standards Board (GASB). I did not have time to update this in the Management's Discussion and Analysis.

For the past five years, the financial statements (considered a trial balance) that the CPA audited were produced by staff, rather than the County Auditor-Controller. The data is verified by the County's records. As reported previously, I have developed a fully accrual accounting system, which was not available from the County. This has saved time and effort not only in day-to-day operations, but also in the audit process. This accounting system withstood the scrutiny of the Caltrans Audits & Investigations team during MCOG's state audit in 2013 and is functioning well for us.

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### ACTION REQUIRED:

Accept the audited Basic Financial Statements and Management Report. In any event, I must transmit the statements to the State Controller as required, as soon as practical within this fiscal year.

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**ALTERNATIVES:** The Council may direct the Executive Committee to review and comment on the audit reports prior to acceptance by the full Council. Of course, I would be glad to answer any questions if the Council wishes to pull this item off the Consent Calendar.

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**RECOMMENDATION:**

Accept the audited Basic Financial Statements and Management Report for the fiscal year ended June 30, 2016 as prepared by R. J. Ricciardi, Inc., Certified Public Accountants.

Enclosure: Audited Financial Statements and Management Report

## **Staff Report**

## **TITLE: Summary of Meetings**

**DATE PREPARED: 02/23/17**  
**MEETING DATE: 03/06/17**

**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. *North Coast Railroad Authority*  
Healdsburg 02/08/17  
(Ellard)
  2. *Active Transportation Program (ATP) Non-Infrastructure Grant Implementation (NCO & HSSA)*  
Ukiah 02/14/17  
(Ellard & Barrett)
  3. *Active Transportation Program (ATP) Fort Bragg Task Force*  
Fort Bragg 02/14/17  
(Ellard)
  4. *MCOG Technical Advisory Committee*  
Ukiah 02/15/17  
(Dow, Ellard, Davey-Bates & Barrett)
  5. *MCOG Executive Committee*  
Ukiah 02/21/17  
(Dow, Orth & Ford)
  6. *California Transportation Foundation Forum*  
Sacramento 02/22/17  
(Orth & Davey-Bates)
  7. *CalCOG Directors Association*  
Sacramento 02/27/17  
(Dow & Davey-Bates)
  8. *FTA Section 5310 Scoring Workshop*  
Webinar 03/02/17  
(Barrett)

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 # 14d1  
Reports  
MCOG Meeting  
3/6/2017

TITLE: Executive Committee's Fiscal Year 2017/18 Budget Recommendations

SUBMITTED BY: Janet Orth, Deputy Director/CFO

DATE: 2/27/2017

**BACKGROUND:**

The Executive Committee met on February 21 to review and recommend on staff's initial draft budget as usual. Segments of the budget go through further review by MCOG's standing committees before final adoption by the Council in June. The committee focused on the Local Transportation Fund (LTF) revenues and allocations. Following is a very brief summary.

- The County Auditor's estimate of LTF sales tax revenue of \$3,491,711 is up 2.6% (\$89,404) from the FY 2016/17 estimate.
- An excess of \$102,027 (3%) is projected for the current year 2016/17, which, if the revenues materialize, would be available in FY 2018/19.
- Total LTF revenues are slightly down as a result of the FY 2015/16 shortfall, which impacts the 2017/18 budget. The previous several years had shown audited excess revenues, which were available to augment following budget cycles. That cushion is absent from this budget.
- According to MCOG's LTF Reserve policy, the minimum balance would be set at \$175,000. To reach this balance, \$68,364 of new funds would need to be added to the Reserve, since last year's shortfall was covered by a draw from Reserve funds.
- Unallocated LTF revenues of \$596,200 are available as a result of a one-time transition to the County Auditor's accrual method of accounting for these revenues. This represents two months of sales tax not previously accounted for in MCOG's financial statements. In January, the Executive Committee directed staff to set aside this entire amount as a temporary reserve, pending further recommendations from committees and staff during budget development for FY 2017/18.

**The Executive Committee recommended:**

- LTF Reserve balance of \$175,000 (5%), according to policy, using \$68,364 of the one-time unallocated revenues
- \$435,333 LTF for Administration, including \$18,111 of prior-year reallocated savings
- \$61,128 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$122,750 LTF for the Planning program, up \$22,750 for the first increase in 13 years
- \$2,999,889 LTF for Transit, maintaining last year's allocation, using \$177,642 of the one-time unallocated revenues
- A temporarily reserved balance of LTF one-time unallocated revenues of \$350,194 (59%)
- Allocations from other sources for the Transportation Planning Overall Work Program (OWP) as recommended by staff and Technical Advisory Committee
- Allocations from the Regional Surface Transportation Program (RSTP) according to policy and the staffing contract.

**Conclusion:** Total available revenues from all sources are estimated at just over \$5.7 million. For the coming fiscal year, MCOG will be able to fund the necessary programs of the Regional Transportation Planning Agency and Mendocino Transit Authority, despite a leveling off of the revenues under the recent economic recovery.

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**ACTION REQUIRED:** None at this time.

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**ALTERNATIVES:** Not applicable.

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**RECOMMENDATION:** None, this is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT

Agenda # 14e1  
Reports  
MCOG Meeting  
3/6/2017

**TITLE:** Draft FY 2017/18 Overall Work Program

**DATE PREPARED:** 2/24/17

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

**MEETING DATE:** 3/6/17

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**BACKGROUND:**

At their meeting of 2/15/17, the Technical Advisory Committee (TAC) recommended approval of the Draft FY 2017/18 Overall Work Program (OWP). It was submitted to Caltrans on February 24, 2017, prior to the March 1 due date.

Caltrans will review the Draft and provide comments. We will incorporate Caltrans' recommendations as appropriate, and prepare the Final OWP for TAC review and recommendation in May. As part of the annual MCOG budget workshop in May, proposed planning projects will be reviewed so any questions or issues may be addressed before the Final OWP is presented for approval in June.

The following table lists each project included in the Draft FY 2017/18 OWP, as recommended by the TAC:

NO.	WORK ELEMENT	AMOUNT
1	MCOG - Regional Government & Intergovernmental Coordination	\$81,975
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$90,700
3	MCOG - Community Transportation Planning	\$14,750
4	MCOG - Sustainable Transportation Planning	\$10,000
5	Ukiah - Comprehensive ADA Access Plan Update	\$35,000
6	Co. DOT - Combined Special Studies	\$60,000
7	MCOG - Planning, Programming & Monitoring	\$64,025
8	MCOG - Public Participation Plan Update	\$5,250
9	Fort Bragg - Street Safety Plan	\$64,975
10	MCOG - Regional Transportation Plan 2017 Update - <i>Carryover</i>	\$25,000
11	Ukiah - Traffic Analysis for Realignment of Talmage Road	\$25,000
14	MCOG - Training	\$21,000
15	MTA - Bus Stop Review, Ph. 4	\$25,000
16	MCOG - Multi-Modal Transportation Planning	\$20,000
18	MCOG - Geographic Information System (GIS) Activities	\$5,600
20	MCOG - Grant Development & Assistance	\$15,000
22	MCOG - Safe Routes To School ATP Non-Infrastructure Grant - <i>Carryover</i>	\$25,000
	<i>Reserved for Future Projects – to be determined</i>	<b>\$37,275</b>
	<b>TOTAL</b>	<b>\$625,550</b>

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

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** Information only. The Final FY 2017/18 OWP will be reviewed in May as part of the annual MCOG budget workshop, and presented for MCOG approval in June.