



MENDOCINO
COUNCIL OF GOVERNMENTS

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

PHILLIP J. DOW, EXECUTIVE DIRECTOR

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

March 27, 2017

To: MCOG Agenda Mail List
From: Janet Orth, Deputy Director/CFO
Subject: CHANGE OF COUNCIL MEETING DATE FOR APRIL

* * * * *

Please be advised that there will be no Regular Meeting of the MCOG Board of Directors for April 2017 on the first Monday of the month.

A Special Meeting is scheduled for 1:00 p.m., Tuesday April 11 at Town Hall in Fort Bragg. The meeting follows a 10:00 a.m. tour of transportation projects.

The Special Meeting agenda will follow, with details of the itinerary and opportunities for public participation.

For more information, refer to our web site at www.mendocinocog.org or contact Marta Ford, Administrative Assistant at 463-1859 or by email at fordm@dow-associates.com.



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REVISED AGENDA

Tuesday, April 11, 2017

Town Hall, 363 N. Main St., Fort Bragg (Highway 1 and Laurel St.)

Additional Media

For live streaming and later viewing:

<https://city.fortbragg.com/578/Community-Meetings>

BUS AND WALKING TOUR OF FORT BRAGG AREA TRANSPORTATION PROJECTS

Approximate Schedule:

8:15 – 8:30 a.m.	County Administration Center 501 Low Gap Rd., Ukiah	Passengers board tour group vehicle
9:15 a.m.	Willits City Hall, 111 E. Commercial St.	Passengers board tour group vehicle
<i>Call to Order/Roll Call, Convene as RTPA, depart for tour:</i> 10:00 a.m. – Noon	Meet at Fort Bragg Town Hall, Hwy. 1 and Laurel Street for bus and walking tour <i>See agenda packet for full itinerary at www.mendocinocog.org, Meetings page</i>	MCOG Board Special Meeting Tour Highlights in planned sequence: <ul style="list-style-type: none"> ▪ EV charging station sites at City Hall ▪ MTA’s Diana Stuart transit center ▪ Coastal Trail – north trailhead at Glass Beach ▪ Pudding Creek Trestle and start of Haul Road ▪ Sidewalk projects adjacent to Noyo Bridge ▪ Noyo Harbor Access Plan ▪ Coastal Trail – south trailhead at Cypress ▪ Chestnut Street / Safe Routes to School ▪ Green Alleys ▪ Coastal Trail – central access, walk from Town Hall
<i>Recess as RTPA:</i> 12:00 – 1:00 p.m.	Fort Bragg Town Hall	Lunch served to Council, staff, guest presenters, and to all others while supplies last
<i>Reconvene as PAC:</i> 1:00 – 2:00 p.m.	Fort Bragg Town Hall	Continue the MCOG Board Special Meeting and Reconvene as Policy Advisory Committee
<i>Adjourn:</i> 2:30 – 3:00	Depart Town Hall for return	Drop off at listed pick-up locations

Vehicle is provided by Mendocino Transit Authority (MTA) and/or MCOG.
Members of the public may ride along on a space-available basis – meet bus/van or contact MCOG office at (707) 463-1859 by 3:00 p.m. on Monday, April 10.

**SPECIAL MEETING
10:00 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 Fort Bragg Area Tour, Transportation Plans and Projects, and Related Matters

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.

6. Approval of March 6, 2017 Minutes
7. Approval of February 21, 2017 Executive Committee Minutes
8. Acceptance of Triennial Performance Audit of Mendocino Transit Authority

RATIFY ACTION

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

REPORTS

10. Reports – Information
 - a. Mendocino Transit Authority
 - b. North Coast Railroad Authority
 - c. MCOG Staff – Summary of Meetings
 - d. MCOG Administration Staff
 1. Transportation Funding – *verbal report*
 2. Miscellaneous
 - e. MCOG Planning Staff – Miscellaneous
 - f. MCOG Directors
 - g. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

11. 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

Agenda # 5
Regular Calendar
MCOG Meeting
4/11/2017

STAFF REPORT

TITLE: Fort Bragg Transportation Tour

DATE PREPARED: 03/28/17

MEETING DATE: 04/11/17

SUBMITTED BY: Phillip J. Dow, Executive Director

BACKGROUND:

MCOG has been conducting transportation project tours in various parts of Mendocino County (and even a couple of out-of-county tours) for many years now. It provides an opportunity for Board members from outside the tour area to familiarize themselves with transportation projects in the tour area for which they may be asked to commit funding, and to review completed projects which MCOG has funded. There is also an opportunity for local agencies to review projects under their jurisdictions.

The April tour will be in Fort Bragg. We will be visiting projects envisioned, programmed, underway, and/or completed by the City of Fort Bragg. Funding sources for these projects vary, but may include: local funds, Safe Routes To School, Active Transportation Program, Highway Safety Improvement Program, Regional Surface Transportation Program, federal “earmark”, repurposed federal earmark, and MCOG’s 2% Bike and Pedestrian Fund.

Although there may be a few action items on the formal Board agenda, we attempt to keep our off-site meetings clear to allow review and discussion of transportation projects reviewed on the tour. This also provides an opportunity for North Coast residents to attend and possibly participate in the regional transportation planning process.

Now is the time set aside for discussion of projects viewed or visited in the morning tour.

Please see attached Tour Itinerary to aid in your discussion.

MCOG and Fort Bragg staff will be available for questions.

ACTION REQUIRED: Discuss transportation projects that were visited in the Fort Bragg tour.

ALTERNATIVES: None identified.

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

Mendocino Council of Governments

Fort Bragg Area Tour

April 11, 2017

(Subject to Revision)

The spring 2017 tour of transportation plans and projects will include projects only within the City of Fort Bragg.

MTA will once again provide a small bus for Board members, staff, and public (on a space available basis). The tour will be leaving at 10:00 am from Town Hall, 363 N. Main Street, Fort Bragg. The tour is planned for approximately 2 hours.

Part A: To the North!

1. On the way we will swing by the city's parking facilities near city hall (one south on Laurel; the other to the north of the building) where Electric Vehicle (EV) charging stations are planned. This facility is to be provided through a grant obtained by State Parks. (MCOG)
2. For those unaware of MTA's Diana Stuart Transit Center and its function of delivering service on the North Coast, we will drive by the facility at Franklin and Spruce streets. (MCOG/MTA)
3. To the west, we will view the Glass Beach Trail and from McKerricher State Park Road we will view and then discuss plans for the Haul Road. (Fort Bragg/MCOG) **This is STOP #1**

Part B: To the South!

4. Along Main Street, from Cypress Street southward to 550 feet south of Ocean view/Boatyard, bicycle lanes and sidewalk improvements were included in the 2016 Regional Transportation Improvement Program (RTIP), but were ultimately cut from the program due to budget shortfalls. Pedestrian improvements lacking on west side north of Noyo Bridge, but on both sides south of the bridge. (Ft. Bragg/MCOG)
5. North Harbor Drive provides narrow vehicular access to Noyo Harbor, but non-motorized access is challenging. A project in MCOG's 2016/17 Work Program is to identify alternatives for pedestrian and bicycle access to the harbor. **STOP #2** will be beneath and west of the Noyo Bridge. (Ft. Bragg/MCOG)
6. Access to the south trailhead of the Coastal Trail is provided to the west of Cypress Street. This access is gated, but if time permits, **STOP #3** will be to discuss trail development. (Fort Bragg)

Part C: To the Center!

7. Work is progressing along the Chestnut Street Corridor to provide a multi-use trail from Main Street to nearby schools (Dana Gray Elementary and Fort Bragg High School). Several funding sources are being utilized to complete this project.
8. Safe Routes to School projects will be viewed along segments of Cedar, Harold and Fir streets. (Fort Bragg)
9. Within this same general area, the city's Green Alleys will be viewed. These projects utilize innovative methods of collecting, treating, and infiltrating storm water. (Fort Bragg)

Part D: to the West!

10. We will return to Town Hall for the final stop, **STOP #4**. From this point it becomes a Walking Tour. Here, we will prepare people for lunch with a walk along the Central Coastal Trail. Completed, funded, and planned segments of the trail will be discussed. (Fort Bragg)

The tour ends at Town Hall at approximately noon.

March 28, 2017

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Consent Calendar of April 11, 2017

The following agenda items are recommended for approval/action.

6. Approval of March 6, 2017 Minutes – *attached*
7. Approval of February 21, 2017 Executive Committee Minutes – *attached*
8. Acceptance of Triennial Performance Audit of Mendocino Transit Authority – MTA received a favorable performance audit report by the consultant Michael Baker International.
– *Staff report and FY 2013-2015 Triennial Performance Audit of MTA*

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 6
Consent Calendar
MCOG Meeting
4/11/2017

MINUTES

Monday, March 6, 2017

County Administration Center, Board of Supervisors Chambers

Additional Audioconference:

Caltrans District 1, 1656 Union St., Eureka

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 1:32 p.m. with Directors Larry Stranske, Steve Scalmanini (arrived at 1:35 p.m.), Susan Ranochak, John McCowen (Alternate), Richey Wasserman, and Dan Gjerde present; Chair Gjerde presiding. Director Rex Jackman (Caltrans/PAC) joined the meeting by audioconference. Director Michael Cimolino was absent.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Nephela Barrett, Program Manager; Alexis Pedrotti, Mendocino SAFE Call Box Coordinator; and Marta Ford, Administrative Assistant.

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. Executive Director Phil Dow introduced Mendocino SAFE Call Box Coordinator Alexis Pedrotti, who was present to support potential questions of this agenda item. There were no public comments.

Upon motion by McCowen, second by Stranske and carried unanimously on roll call vote (6 Ayes – *Stranske, Ranochak, McCowen, Wasserman, Gjerde*; 0 Noes; 0 Abstaining Absent – *Scalmanini, Cimolino*): IT IS ORDERED that the Mendocino County Service Authority for Freeway Emergencies (SAFE) Five-Year Strategic & Financial Plan is adopted.

4. Recess as SAFE – Convene as RTPA

Steve Scalmanini joined the meeting.

5. Recess at RTPA – Reconvene as Policy Advisory Committee

6. Public Expression: None.

7 – 9. Regular Calendar

7. Annual Appointments to Standing Committees – California Association of Councils of Governments (CALCOG) – *continued from February 6, 2017.* Duties and upcoming events were noted. Director McCowen nominated Scalmanini as Delegate and Gjerde as Alternate Delegate.

Upon motion by McCowen, second by Ranochak, and carried unanimously on roll call vote (7 Ayes – Jackman/PAC, Stranske, Scalmanini, Ranochak, McCowen, Wasserman, Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the Council appoints **Director Scalmanini as the Delegate** and **Chair Gjerde as the Alternate Delegate** to CALCOG.

8. Appointments to Social Services Transportation Advisory Council (SSTAC). Ms. Barrett explained five seats are, or will soon be, vacant. She brought three nominations subject to be reappointed and two new potential appointments to be considered in order to fill the various seats. The board was invited to nominate candidates if they had other nominees to be considered; the board declined the offer to name additional nominees. The Chair invited public comment; no one came forward to speak to the item.

Upon motion by Ranochak, second by Stranske, and carried unanimously on roll call vote (7 Ayes – Jackman/PAC, Stranske, Scalmanini, Ranochak, McCowen, Wasserman, Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the following members are appointed to the SSTAC:

- *Marilyn DeFrage, Administrative Support PR, Ukiah Senior Center, as Alternate Local Social Service Provider for the Handicapped that Provides Transportation – reappointed through April 2019*
- *Sheila Keys, Community Services Resource Manager, Redwood Coast Regional Center, as Local Social Service Provider for the Handicapped – reappointed through April 2020*
- *Carla Meyer, General Manager, Mendocino Transit Authority, as Representative of Local Consolidated Transportation Services Agency – reappointed through April 2020*
- *Arlene Peterson, Program Manager, Action Network, as Local Social Service Provider for Persons of Limited Means – appointed through April 2020*
- *Doris Sloan, Community Outreach Manager, Consolidated Tribal Health, as Local Social Service Provider for Persons of Limited Means – appointed through April 2020*

9. Public Hearing: Adoption of Resolution Approving Federal Transit Administration (FTA) Section 5310 Grant Program Regional Priority List. Nephele Barrett, Program Manager asked for a public hearing to consider adopting the Federal Transit Administration (FTA) Section 5310 Grant Program regional application scores and priority list. A separate legal notice is not required; in this case the agenda provided proper notice. The FTA 5310 grant provides funding for transportation services for the elderly and disabled. Ms. Barrett recommended that MCOG:

- Accept and ratify the scores that resulted from MCOG staff's review
- Adopt the FTA Section 5310 Regional Priority List
- Find that projects are included in strategies from the adopted Mendocino County Coordinated Public Transit – Human Services Transportation Plan
- Maintain consistency with objectives of the Regional Transportation Plan.

The Chair opened the hearing at 1:48 p.m. with no one testifying and no written testimony received from the public; the hearing was closed at 1:49 p.m.

Upon motion by Stranske, second by Wasserman, and carried unanimously on roll call vote (7 Ayes – Jackman/PAC, Stranske, Scalmanini, Ranochak, McCowen, Wasserman, Gjerde; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2017-02
Approving FTA Section 5310 Grant Program
Regional Application Scoring & Priority List
(Reso. #M2017-02 is incorporated herein by reference)

10 - 12. Consent Calendar: Upon motion by Wasserman, second by Ranochak, and carried unanimously on roll call vote (7 Ayes –*Jackman/PAC, Stranske, Scalmanini, Ranochak, McCowen, Wasserman, Gjerde*; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that consent items are approved:

10. Approval of February 6, 2017 Minutes – *as written*

11. Acceptance of January 20, 2017 Executive Committee Minutes – *as written*

12. Acceptance of 2015/16 MCOG Fiscal Audit – *MCOG received a clean audit.*

13. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Wasserman, second by Ranochak, and carried unanimously on roll call (6 Ayes – *Stranske, Scalmanini, Ranochak, McCowen, Wasserman, and Gjerde*; 0 Noes; 0 Abstaining; 1 Absent - *Cimolino*): IT IS ORDERED the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

14. Reports - Information

- a. Mendocino Transit Authority. Nothing to report at this time.
- b. North Coast Railroad Authority. Loretta Ellard attended the NCRA meeting in Healdsburg. Ms. Ellard and Director McCowen reviewed highlights from the meeting:
 - An update on site improvements at the Ukiah Depot property are that the permit process is progressing with some minor setbacks due to wetland findings along Gibson Creek but work is continuing to move forward to obtain permits.
 - The board approved a lease of railroad property near Kunstler Ranch Road with Mendocino Forest Products.
 - There is a seat open on the board for a City Representative, vacated by Willits. The seat rotates among counties who appoint City members. Since so little time remains in the term, it was decided that the next county in rotation, Sonoma, will seat a City member ahead of the regular July 2017 starting date.
 - Next meeting is March 8 at the Mendocino County Board of Supervisors Chambers.
 - Director McCowen added information that was announced in the closed NCRA session.
- c. MCOG Staff - Summary of Meetings. Mr. Dow reviewed highlights from the CALCOG Director's Association meeting. Senator Beall, who also attended, seemed optimistic that Senate Bill 1 will pass the State Senate which would provide funding relief not only for Caltrans and the State Transportation Improvement Program (STIP), but also for counties and cities. It could pass as soon as the middle of this month. Mr. Dow also mentioned that James Sookne, Regional Project Manager for MCOG, assisted Ms. Barrett with scoring the FTA Section 5310 grant applications.
- d. MCOG Administration Staff.
 1. *Executive Committee's FY 2017/18 Budget Recommendations of February 21, 2017.* Ms. Orth went over highlights from the staff report she submitted. The Local Transportation Fund (LTF) sales tax revenue is up 2.6% from the FY 2016/17 estimate; however, the

total LTF revenues are slightly down as a result of the FY 2015/16 shortfall. She explained there is two months' worth of unallocated revenue due to a one-time transition to harmonize the way the County Auditor counts revenues versus how MCOG and the independent auditor count revenues. In January's Executive Committee meeting the committee came up with recommendations for that money, listed on Ms. Orth's staff report. There are a few more steps until the final proposal for the budget is submitted for approval in June.

Director Scalmanini questioned whether the budget takes into consideration repairs from storm damage and how it may affect the numbers in the budget. Chair Gjerde explained that the money in the budget is not allowed to fund storm damage; that money should come from different funding sources. Ms. Orth said that LTF can be used for streets and roads only if there are no identified unmet transit needs. Mr. Howard Dashiell, Director of Mendocino County Department of Transportation, who was in the audience, took the podium to explained where the funding would come from to repair roads from storm damage, depending on the extent of the damage.

2. *California Transportation Forum – February 22, 2017 in Sacramento* – Ms. Orth handed out a staff report, reviewed highlights from the forum in Sacramento and offered interested parties to review information she received. Some reoccurring themes discussed there were transportation funding, safety measures to address rising fatalities, innovation and technology. She stated that Caltrans Director Malcom Dougherty showed photos of storm damage throughout California and reported that the costs have reached \$493 million during this winter. Ms. Orth also reported that both Senator Frazier and Beall made appeals for passage of AB 1 and SB 1.
 3. *Miscellaneous* - Next meeting is tentatively scheduled for April 11, not in the chambers. MCOG Staff are working to put on an *On-Location Tour/Mobile Workshop* in Fort Bragg.
- e. MCOG Planning Staff.
1. *Draft FY 2017/18 Overall Work Program (OWP).* Ms. Ellard referred to her written report of the anticipated steps for MCOG's approval of the final 2017/18 Overall Work Program.
 2. *Miscellaneous.* None.
- f. MCOG Directors. Director Jackman announced that Matt Brady is the new Caltrans District 1 Director.
- g. California Association of Councils of Governments (CALCOG) Delegates. The upcoming Regional Leadership Forum, March 29-31 in Monterey was noted. Some members of staff and Director Scalmanini planned to attend.

15. Adjourn The meeting was adjourned at 2:28 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant

Executive Committee
MINUTESFebruary 21, 2017
MCOG Office, 367 N. State Street, Ukiah

Present: Committee Members: Chair Dan Gjerde, Vice Chair Larry Stranske, Director Steve Scalmanini
MCOG Staff: Phil Dow, Janet Orth and Marta Ford
MTA Staff: Carla Meyer and Sally Webster, Mendocino Transit Authority

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

2. **Public Expression** - None.

3. **Approval of January 20, 2017 Executive Committee Minutes.** Upon motion by Stranske, seconded by Gjerde, and carried (2 Ayes – Gjerde, Stranske; 1 Abstaining – Scalmanini; 0 Noes; 0 Absent), the Executive Committee approved the meeting minutes.

4. **Review & Recommendation on Draft 2017/18 Regional Transportation Planning Agency (RTPA) Budget.** Janet gave an overview of her written staff report as detailed in the following discussion.

- a. Local Transportation Fund (LTF) New Revenue Estimate and Reserve. County Auditor-Controller's fund estimate is \$3,491,711, up 2.6% (\$89,404) from the Fiscal Year 2016/17 estimate. Janet reviewed the procedure for calculating the minimum fund balance for the Local Transportation Fund (LTF) Reserve Fund according to adopted policy. To reach five percent of the Auditor's estimate (\$175,000) would require an allocation of \$68,364, as there is no prior-year excess revenue available. The audited FY 2015/16 ended with a shortfall. However, this year there is a one-time balance of \$596,200 of unallocated LTF funds, resulting from a transition to the County Auditor's accrual method, leaving two months of sales tax revenue reserved as approved by the Executive Committee at the January 20, 2017 meeting. Discussion included:
- Suggestion to amend the policy such that either a surplus or a deficit would be treated in the same way, during development of the next budget. (Sally)
 - Discussion of MCOG's cash flow needs to cover Planning program expenditures subject to quarterly State reimbursement; MCOG policy allows cash flow loans from LTF Reserve. Postponing a Reserve claim to cover a deficit impacts MCOG's cash availability. (Janet, Phil)
 - Proposal to allow cash flow loans from the LTF 2% Bicycle & Pedestrian fund up to half of the accrued fund balance (e.g. \$280,000 fund balance at FYE would allow loan of up to \$140,000). (Dan)
 - Discussion of history of the Reserve policy. Agreement to postpone the matter to the next Executive Committee meeting and bring other options for the cash flow issue to that agenda. (All)
 - Discussion of unmet transit needs; how best to allocate the one-time \$596,200 of revenue, whether or not for unmet needs, and if so, to do so over one or more cycles. (Steve, Janet, Phil, Dan, Carla)
 - Proposal to allocate \$68,364 of the unallocated, temporarily reserved LTF funds to fully fund the LTF Reserve at five percent (\$175,000) per policy. (Dan, Larry, Carla, Sally).

Recommendation:

Upon motion by Stranske, seconded by Scalmanini, and carried unanimously (3 Ayes – Gjerde, Stranske, and Scalmanini; 0 Noes; 0 Absent), the Executive Committee recommended setting the LTF Reserve minimum fund balance at \$175,000 (five percent) according to policy, by allocating \$68,364 from the unallocated temporarily reserved LTF funds, reducing the unallocated funds to \$527,836.

- b. Administration. Janet reviewed the line items in this budget detail. The Dow & Associates five-year contract is set with an annual COLA adjustment of 2.26% from the Consumer Price Index for FY 2017/18. There is a cost savings of \$18,111 from FY 2014/15 added to Other Direct Costs, for a net proposal of \$46,900 of new LTF funds, down \$3,100 from FY 2016/17 (down \$13,100 from FY 2015/16). She and Phil answered questions. Dan said it sounded reasonable. No objections were made to staff's proposal of \$525,333 from LTF (\$435,333) and Regional Surface Transportation Program (\$90,000) funds.
- c. Two Percent Bicycle & Pedestrian Program. Janet reviewed this formula, with an optional allocation up to two percent, according to TDA law. After Administration is subtracted, 2% of the new LTF fund estimate comes to \$61,128. Phil described MCOG's process for awarding grants to eligible applicants. Dan noted the value of having these local funds for flexibility of projects and leveraging of other funding sources. A discussion followed on some of the uses and awards made to the member cities and County in past years. Janet noted how the fund balance is accumulated due to variations in project delivery schedules and interest earnings. There was a consensus to allocate the full two percent.
- d. Planning Overall Work Program (OWP). Phil reviewed the funding proposal, noting the LTF funds are by far the most flexible of the various sources for this program. Staff has proposed no more than \$100,000 of local funds annually for many years. Now the State (Caltrans) is tightening the allowable uses for its reimbursable planning funds, such as Rural Planning Assistance (RPA). While he didn't like to increase the request, for this reason staff is proposing \$122,750. Q&A included:
- In reference to the staff report, would administrative activities by Planning staff displace any of the Administration budget? No. Besides the fact that Administration and Planning staff are under two separate contracts, there have always been administrative tasks in the management of planning projects in the Planning work program, such as attending meetings and reviewing consultants' invoices for payment. The interpretation by Caltrans auditors of allowable uses of State funds is becoming much more constrained. (Dan, Phil)
 - The FY 2017/18 OWP will be separated by funding source into more work elements. (Janet, Phil)
 - MTA appreciates the effort to date to contain LTF costs. The increase is reasonable. (Carla, Sally)
 - MCOG is the only RTPA that shares its RPA dollars with its member agencies. (Phil)
 - If certain activities are not allowable uses, would more RPA funds would be available for projects? Yes. The RPA allocation remains at the same level. The funds are subject to timely use, so projects need to be a priority for the member agencies, or expended funds revert back to the State. Review of how the agencies could participate. (Dan, Phil, Janet, Larry)

Staff gave a brief overview of the Planning program as outlined in the attachment. The draft OWP is reviewed annually by the Technical Advisory Committee (TAC) for recommendation to the Council. After comments are received from Caltrans, the final OWP is presented to the Council in the May budget workshop, for adoption in June. There were no objections to the proposed OWP budget.

- e. Balance Available for Transportation. The balance of LTF available to MTA for claiming comes to \$2,822,247, down 5.9% or \$177,642 from FY 2016/17, despite the slight increase in the LTF fund estimate; this is a result of the FY 2015/16 shortfall. There are only a few budget areas available to add funds. Janet noted all available funding for Public Transit is down from last year, including LTF, State Transit Assistance (STA), and Capital Reserve Fund. Discussion included:
- Review of continuing STA revenue decline, how it is derived from fuel taxes, and legislative reforms in progress. (Janet, Sally)
 - Suggestion to wait for the Transit Productivity Committee (TPC) to meet in April and recommend on how to spend the temporary reserve of unallocated funds at \$527,836. (Dan)
 - The senior center formula is based on the increase or decrease of TDA funds to MTA, so the draft proposal would mean a cut to their transportation services. (Sally)
 - Proposal to add unallocated funds to the Available for Transit amount, bringing the allocation to the same level as last year at \$2,999,889. (Dan, Phil, Larry)

Recommendation:

Upon motion by Gjerde, seconded by Stranske, and carried unanimously (*3 Ayes – Gjerde, Stranske, and Scalmanini; 0 Noes; 0 Absent*), the Executive Committee recommended approval of staff's recommended Draft 2016/17 Regional Transportation Planning Agency (RTPA) Budget as amended, for further development during the annual budget process, including:

- 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
- 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.

– *Summary of recommended budget is attached.*

5. Reports and Information – Administrative Staff – No Action. Janet announced that the final audit report for the fiscal year ended June 30, 2016 was received that morning, with no findings, exceptions or recommendations. There was a brief discussion of renewing the expired five-year authorization or going out to bid again for a fiscal auditor. Discussion ensued on options for review and acceptance of the audit report. Dan suggested that, while generally it is good practice for the committee to preview, in this case staff could circulate the compliance letter to the three committee members. Since there are no findings, it is reasonable to go directly to the full Council for acceptance. He also suggested including in the next Request for Proposals the use of Skype or similar video conference technology for participation of the auditor in board meetings as needed, to save on travel costs. There were no objections or other ideas.

Phil announced that comments have been received from Caltrans and California Highway Patrol on the draft Mendocino County Service Authority for Freeway Emergencies (SAFE) Five-Year Financial & Strategic Plan. He will bring it to the next Council meeting, March 6, for approval.

6. Miscellaneous / Members' Concerns – No Action. None.

7. Adjournment. The meeting was adjourned at 12:16 p.m.

Submitted by Janet Orth, Deputy Director/CFO



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 8
Consent Calendar
MCOG Meeting
4/11/2017

STAFF REPORT

TITLE: Acceptance of Triennial Performance Audit of Mendocino Transit Authority

SUBMITTED BY: Janet Orth, Deputy Director/CFO

DATE: 3.23.2017

BACKGROUND:

According to the Transportation Development Act (TDA), MCOG is required to "designate an independent entity to make a performance audit" of both MCOG and MTA every three years (Section 99246). The independent contractor, Mr. Derek Wong, AICP, of Michael Baker International has turned in the final report of MTA's performance audit for the period ended June 30, 2015. Overall, MTA received a favorable audit.

According to the report, "*MTA has complied with seven of the nine requirements. The Authority was in partial compliance with regard to the submittal of its annual fiscal and compliance audit and farebox recovery attainment. Two additional compliance requirements did not apply to MTA (intermediate farebox and exclusive urban recovery ratios).*" – Executive Summary

"Of the four prior performance audit recommendations, MTA did not implement any; three are carried forward for further consideration and implementation, and one no longer applies." There were a total of five current recommendations. – Executive Summary and Section VI, Pages 42-44

Audit Overview

From the summary: "*The performance audit serves to ensure accountability in the use of public transportation revenue.*" The performance audit verifies data that, under California law (PUC Section 99246), transit operators must monitor and report on an annual basis, using certain performance indicators.

Performance trends revealed that operating costs increased 6.4 percent, while overall ridership decreased by eight percent during the audit period. "*General ridership experienced the greatest decline in FY 2015 due primarily to the dual effects of a fare increase in July 2014 and service modifications.*" The new maintenance facility and solar canopy were completed. There was management turnover during the period, with an emphasis on training and staff development. The website and marketing were improved. Several other observations were made in the report.

I have certified to Caltrans that the performance audit of the transit operator under MCOG's jurisdiction has been completed, as required by TDA.

ACTION REQUIRED:

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

ALTERNATIVES:

The Council could delegate review and recommendation to MCOG's Transit Productivity Committee. In any case, we expect it will be a useful resource for the committee.

RECOMMENDATION:

Accept the triennial performance audit of Mendocino Transit Authority as prepared by the independent auditor consultant, Michael Baker International.

MENDOCINO COUNCIL OF GOVERNMENTS
Staff Report

Agenda # 10c
Reports
MCOG Meeting
4/11/2017

TITLE: Summary of Meetings

DATE PREPARED: 03/28/17

MEETING DATE: 04/11/17

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. *Dow/DBC Coordination Meeting*
Ukiah 03/07/17
(All)
2. *Active Transportation Program (ATP) Non-Infrastructure Grant Implementation (Fort Bragg Principal)*
Teleconference 03/07/17
(Ellard & Barrett)
3. *North Coast Railroad Authority (NCRA)*
Ukiah 03/08/17
(Ellard)
4. *Rural Counties Task Force (RCTF)*
Sacramento 03/10/17
(Dow in-person & Ellard via teleconference)
5. *Urban Greening Grant Workshop*
Sacramento 03/13/17
(Davey-Bates in-person & Ellard via teleconference)
6. *Mendocino County Project Status*
Teleconference 03/13/17
(Barrett)
7. *Dow/DBC Coordination Meeting*
Ukiah 03/21/17
(All)
8. *Active Transportation Program (ATP) Non-Infrastructure Grant Implementation*
Laytonville 03/24/17
(Ellard)
9. *CalCOG Leadership Forum*
Monterey 03/29/17 – 03/31/17
(Orth & Ellard)

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.