



MENDOCINO
COUNCIL OF GOVERNMENTS

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March 23, 2018

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Information Packet of April 2, 2018 Meeting - No Action Required

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The following items are attached.

1. Transportation Planning Work Program – 2nd Quarter report, Fiscal Year 2017/18.
2. MCOG Technical Advisory Committee (TAC) – Meeting minutes of January 17, 2018.

MCOG
FY 2017/18 Transportation Planning Work Program
Second Quarter Status Report
(October – December, 2017)

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

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

PROGRESS: Work during the second quarter included general transportation planning duties, including management of the Overall Work Program, certification of year-end expenditures and Rural Planning Assistance (RPA) carryover balance, preparation of the second OWP amendment, preparation of quarterly reports and invoices, Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up; monitoring Rural Counties Task Force (RCTF) meetings and issues; monitoring MAP 21/federal transportation related issues; monitoring legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance; phone calls from the state and local agencies; and coordination on planning-related issues with MCOG’s separate Administrative Contractor (Dow & Associates).

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

PROBLEMS: None.

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$22,757.05	\$0.00	\$22,757.05
Consultants/Others	\$2,000.00	\$0.00	\$2,000.00
1st Quarter Expenditures	\$24,757.05	\$0.00	\$24,757.05
Oct. 1 - Dec. 31			
MCOG	\$16,985.27	\$0.00	\$16,985.27
2nd Quarter Expenditures	\$16,985.27	\$0.00	\$16,985.27
Total Expenditures	\$41,742.32	\$0.00	\$41,742.32
Total Allocation of Funds	\$81,725.00	\$250.00	\$81,975.00
Claimed by Percentage	51.1%	0.0%	50.9%

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

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

PROGRESS: Work during the second quarter included work on general transportation planning duties and coordination on tasks that may not be RPA-eligible, including management of the Overall Work Program, preparation of quarterly reports and invoices, Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up; monitoring

legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance and coordination; phone calls from state and local agencies; and coordination on planning-related issues with MCOG's separate Administrative Contractor (Dow & Associates).

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$20,471.84	\$20,471.84
1st Quarter Expenditures	\$20,471.84	\$20,471.84
Oct. 1 - Dec. 31		
MCOG	\$16,844.00	\$16,844.00
2nd Quarter Expenditures	\$16,844.00	\$16,844.00
Total Expenditures	\$37,315.84	\$37,315.84
Total Allocation of Funds	\$90,700.00	\$90,700.00
Claimed by Percentage	41.1%	41.14%

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

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

PROGRESS: During the second quarter minimal staff time was charged to this work element. Staff anticipates scheduling community meetings to follow up on previously identified projects, in the next quarter.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$945.36	\$945.36
1st Quarter Expenditures	\$945.36	\$945.36
Oct. 1 - Dec. 31		
MCOG	\$52.52	\$52.52
2nd Quarter Expenditures	\$52.52	\$52.52
Total Expenditures	\$997.88	\$997.88
Total Allocation of Funds	\$14,750.00	\$14,750.00
Claimed by Percentage	6.8%	6.8%

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

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

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

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$157.56	\$157.56
1st Quarter Expenditures	\$157.56	\$157.56
Oct. 1 - Dec. 31		
MCOG	\$210.08	\$210.08
2nd Quarter Expenditures	\$210.08	\$210.08
Total Expenditures	\$367.64	\$367.64
Total Allocation of Funds	\$10,000.00	\$10,000.00
Claimed by Percentage	3.7%	3.7%

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

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

PROGRESS: To date, the City of Ukiah’s consultant (Omni-Means) has completed the radar speed surveys and has collected daily traffic volume counts. Consultant has also begun data reduction and preparation of the draft report.

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

PROBLEMS: None.

Reporting Period	State (PPM)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
Ukiah (Consultant)	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Oct. 1 - Dec. 31			
Ukiah (Consultant)	\$5,680.00	\$19,298.00	\$24,978.00
2nd Quarter Expenditures	\$5,680.00	\$19,298.00	\$24,978.00
Total Expenditures	\$5,680.00	\$19,298.00	\$24,978.00
Total Allocation of Funds	\$5,680.00	\$32,596.00	\$38,276.00
Claimed by Percentage	100.0%	59.2%	65.3%

6. WORK ELEMENT 6: COMBINED SPECIAL STUDIES (CO. DOT)

PURPOSE: To perform special studies that will aid in safety improvements, as well as prioritization of improvements, for the overall region’s local streets and roads systems and to aid in implementation of the Regional Transportation Plan.

PROGRESS: During the second quarter, the County began data collection for the Road System Traffic Safety Review, performed weekly traffic and speed surveys, continued updating the accident and signs databases for the County Maintained Road System, responded to several incidents of potential hazards that did not warrant investigation beyond an initial assessment, and responded to public inquiries/local agency questions concerning traffic safety aspects of various County Maintained Roads.

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Co. DOT	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
Co. DOT	\$10,761.92	\$10,761.92
2nd Quarter Expenditures	\$10,761.92	\$10,761.92
Total Expenditures	\$10,761.92	\$10,761.92
Total Allocation of Funds	\$60,000.00	\$60,000.00
Claimed by Percentage	17.9%	17.9%

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

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

PROGRESS: Second quarter work included ongoing coordination and monitoring of current STIP projects; providing assistance to local agencies; interaction and coordination with local agencies, Caltrans and CTC, including participating in regular project status meetings; preparation of required STIP forms and quarterly reports, and allocation of funds. Staff prepared the 2018 Regional Transportation Improvement Program during this quarter. Staff worked with local agencies to identify priorities for the 2018 RTIP and assess existing STIP projects. Available funding was awarded to projects and project programming documents were prepared. The RTIP was adopted by the MCOG Board adopted in December and submitted to the CTC and Caltrans by December 15.

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

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$9,453.33	\$9,453.33
1st Quarter Expenditures	\$9,453.33	\$9,453.33
Oct. 1 - Dec. 31		
MCOG	\$11,001.43	\$11,001.43
Direct Costs	\$7,250.00	\$7,250.00
2nd Quarter Expenditures	\$18,251.43	\$18,251.43
Total Expenditures	\$27,704.76	\$27,704.76
Total Allocation of Funds	\$78,163.00	\$78,163.00
Claimed by Percentage	35%	35%

8. WORK ELEMENT 8: PUBLIC PARTICIPATION PLAN (MCOG)

PURPOSE: To update MCOG’s 2008 Public Participation Plan to be consistent with the current federal transportation bill “Fixing America’s Surface Transportation (FAST) Act”.

PROGRESS: None. This project is expected to begin in the third quarter.

PRODUCT EXPECTED: Staff summary of update requirements, staff summary of update needs, documentation of tribal consultation, public notices, flyers, e-mail distribution lists, website postings, Draft and Final Public Participation Plan – 2017 Update, public notice, staff report, recommendations, resolution or minute order.

PROBLEMS: None, other than slow start.

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Oct. 1 - Dec. 31			
MCOG	\$0.00	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$250.00	\$5,000.00	\$5,250.00
Claimed by Percentage	0.0%		0.0%

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

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

PROGRESS: City of Fort Bragg staff reports that development of the Request for Proposals is expended in the third quarter. Staff has reviewed and amended the work plan, and is in the process

of scheduling the plan to complete the project by the end of the fiscal year. Staff has commenced review of the 2010 Residential Streets Safety Plan and held an internal meeting to discuss traffic study needs. Community Development Staff will work with Public Works staff to determine where to focus new studies or study updates.

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

PROBLEMS: City staff reports that project is behind schedule due to staff changes.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Fort Bragg	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
City of Fort Bragg	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$64,975.00	\$64,975.00
Claimed by Percentage	0.0%	0.0%

10. WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN (RTP) – 2017 UPDATE, PH. 2 (MCOG) – CARRYOVER

PURPOSE: To prepare the 2017 Regional Transportation Plan Update, due December, 2017.

PROGRESS: During this quarter, a draft was presented to the Technical Advisory Committee and the MCOG Board for review and comment. Development of the CEQA document took place during this quarter, as well as public and agency noticing and outreach to Tribal governments. The final draft RTP was completed during this quarter for the public review period which started at the beginning of January.

PRODUCT EXPECTED: Staff reports/recommendations; public notices, press releases, announcements; e-mail communications; workshops materials; agendas; meeting notes; documentation of tribal government-to-government interactions; technical memoranda; recommendation on adequacy of existing EIR/EIR Supplement; possible additional EIR Supplement; Draft and Final RTP; transmittal letter.

PROBLEMS: None.

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$14,467.05	\$0.00	\$14,467.05
1st Quarter Expenditures	\$14,467.05	\$0.00	\$14,467.05
Oct. 1 - Dec. 31			
MCOG	\$12,052.07	\$0.00	\$12,052.07
2nd Quarter Expenditures	\$12,052.07	\$0.00	\$12,052.07
Total Expenditures	\$26,519.12	\$0.00	\$26,519.12
Total Allocation of Funds	\$65,207.00	\$7,500.00	\$72,707.00
Claimed by Percentage	40.7%	0.0%	36.5%

11. WORK ELEMENT 11: TRAFFIC ANALYSIS FOR REALIGNMENT OF TALMAGE ROAD (CITY OF UKIAH)

PURPOSE: To prepare a traffic analysis for proposed realignment of Talmage Road in Ukiah. Talmage Road is an important regional roadway, and one of the most-travelled routes in Ukiah (the county seat) for both passenger trips and goods movement. It provides a direct link from U.S. 101 to one of the largest shopping areas in the County, and to Ukiah’s main street (State Street). It transitions out of the city limits and becomes State Highway 222.

PROGRESS: City of Ukiah staff continued working on the Request for Proposals (RFP) during this quarter, and anticipates issue the RFP in January, 2018.

PRODUCT EXPECTED: (1) Request for Proposals; (2) Final Report on the Traffic Analysis for the Realignment of Talmage Road.

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Ukiah	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
City of Ukiah	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$25,000.00	\$25,000.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: City of Ukiah staff continued working on the Request for Proposals (RFP) during this quarter, and anticipates issue the RFP in January, 2018.

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

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Ukiah	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
City of Ukiah	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$35,000.00	\$35,000.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: During this quarter, the County received the official “notice to proceed” from Caltrans (11/9/17). A kick-off meeting was held on 11/21/17 with County Department of Transportation, MCOG and Caltrans staff. County staff worked on development of the Request for Proposals, to be advertised in January, 2018.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
County DOT	\$0.00	\$0.00
1st Qtr Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
County DOT	\$0.00	\$0.00
2nd Qtr Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$19,556.00	\$19,556.00
Claimed by Percentage	0.0%	0.0%

14. WORK ELEMENT 14: TRAINING (MCOG)

PURPOSE: To provide funding for technical training in the transportation planning field to the MCOG planning staff, and to local agency staff, to stay abreast of changes in the field.

PROGRESS: During the second quarter, County DOT staff attended Caltrans ER training in Eureka; County DOT staff attended MUTCD Update workshop in Woodland, and MCOG staff attended SB 743 training in Sacramento (RCTF). In the first quarter, County staff attended Caltrans A&E Consultant Contract training in Eureka, and City of Ukiah staff attended Caltrans A & E Consultant Contracts training in Eureka. MCOG staff attended three training workshops in Sacramento: (1) Subrecipient Agreement procedures (RCTF); Non A & E procurement procedures (RCTF); and SB 1 planning grants (Caltrans).

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$2,547.22	\$2,547.22
County/Cities/MTA	\$365.28	\$365.28
1st Quarter Expenditures	\$2,912.50	\$2,912.50
Oct. 1 - Dec. 31		
MCOG	\$2,375.08	\$2,375.08
County/Cities/MTA	\$1,039.00	\$1,039.00
2nd Quarter Expenditures	\$3,414.08	\$3,414.08
Total Expenditures	\$6,326.58	\$6,326.58
Total Allocation of Funds	\$38,846.00	\$38,846.00
Claimed by Percentage	16.3%	16.3%

15. Deleted

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

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

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

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$4,149.08	\$4,149.08
1st Quarter Expenditures	\$4,149.08	\$4,149.08
Oct. 1 - Dec. 31		
MCOG	\$7,434.70	\$7,434.70
2nd Quarter Expenditures	\$7,434.70	\$7,434.70
Total Expenditures	\$11,583.78	\$11,583.78
Total Allocation of Funds	\$20,000.00	\$20,000.00
Claimed by Percentage	57.9%	57.9%

17. WORK ELEMENT 17: PAVEMENT MANAGEMENT PROGRAM TRIENNIAL UPDATE (MCOG) - CARRYOVER

PURPOSE: To perform a triennial update of the County’s, City of Ukiah’s, City of Willits’, and City of Fort Bragg’s Pavement Management Program (PMP) to provide a systematic record for determining roadway pavement maintenance, rehabilitation and reconstruction needs.

PROGRESS: This project was completed in the second quarter. Final reports have been provided to local agencies, and the withheld retention has been released.

PRODUCT EXPECTED: Request for Proposals, Updated Pavement Condition Reports for the County Maintained Road System and for the cities of Ukiah, Fort Bragg, Willits and Point Arena Road Systems.

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
Consultant	\$21,364.10	\$21,364.10
1st Quarter Expenditures	\$21,364.10	\$21,364.10
Oct. 1 - Dec. 31		
Consultant	\$8,087.27	\$8,087.27
2nd Quarter Expenditures	\$8,087.27	\$8,087.27
Total Expenditures	\$29,451.37	\$29,451.37
Total Allocation of Funds	\$34,110.00	\$34,110.00
Claimed by Percentage	86.3%	86.3%

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

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

PROGRESS: During the second quarter staff worked on finalizing maps for the Active Transportation Plan and 2017 Regional Transportation Plan. Staff also prepared a map to be included in the Request for Proposals for the Pedestrian Facility Needs Inventory an Engineered Feasibility Study (EFS), a Caltrans Sustainable Transportation Planning Grant funded project.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$0.00	\$1,177.20	\$1,177.20
1st Quarter Expenditures	\$0.00	\$1,177.20	\$1,177.20
Oct. 1 - Dec. 31			
MCOG	\$0.00	\$0.00	\$0.00
Direct Costs	\$520.94	\$2,619.27	\$3,140.21
2nd Quarter Expenditures	\$520.94	\$2,619.27	\$3,140.21
Total Expenditures	\$520.94	\$3,796.47	\$4,317.41
Total Allocation of Funds	\$600.00	\$5,000.00	\$5,600.00

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

PURPOSE: To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the City of Point Arena and greater Point Arena/south coast area (south of Highway 128) in Mendocino County.

PROGRESS: During the second quarter, MCOG staff developed and distributed the Request for Proposals for this project, with proposals due after this reporting period on 1/26/18. With the concurrence of Caltrans, the RFP combined this project (covering south coast and Greater Point Arena area) with the grant-funded project in W.E. 21 (covering Inland/North Coast areas of the County), for efficiency.

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
MCOG	\$3,297.76	\$3,297.76
2nd Quarter Expenditures	\$3,297.76	\$3,297.76
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$76,528.00	\$76,528.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: Work during the second quarter included day-to-day and ongoing transportation planning duties related to various federal, state, and local transportation related grants, including Rural Planning Assistance (RPA) grants, SB 1 planning and adaptation grants, Affordable Housing Sustainable Communities (AHSC) grants, Urban Greening grants, Active Transportation Program (ATP) grants, and Sustainable Communities grants. MCOG staff attended meetings and teleconferences, researched questions, monitored and reviewed grant information and guidelines, and provided information and assistance to local agencies.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$2,225.92	\$2,225.92
1st Quarter Expenditures	\$2,225.92	\$2,225.92
Oct. 1 - Dec. 31		
MCOG	\$0.00	\$0.00
2nd Quarter Expenditures	\$4,621.76	\$4,621.76
Total Expenditures	\$6,847.68	\$6,847.68
Total Allocation of Funds	\$15,500.00	\$15,500.00
Claimed by Percentage	44.2%	44.2%

21. Work Element 21 – Intentionally Left Blank

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

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

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

NCO/WBM staff worked on project management duties including coordination and meetings with MCOG, HHSA, and subcontractor (Laytonville Healthy Start), quarterly reporting and invoicing, and attending task force meetings. Work continued on various grant tasks, staff attended task force meetings, worked on training crossing guards, performed traffic safety education and pedestrian education sessions, participated in walking school bus programs; supported morning mile program, promoted walk Wednesdays, promoted

“Walktober”, distributed helmets to students, continued development of bike kitchens, and conducted various outreach and promotion efforts. NCO/WBM staff participated in numerous events this quarter, with highlights including: five traffic safety education events at Anderson Valley Elementary; three bicycle education and safety events at Grace Hudson Elementary, three pedestrian safety events at Dana Gray Elementary, weekly Wednesday Walking School bus events at Dana Gray Elementary and Yokayo Elementary, and Walk to School Days at Laytonville Elementary, Willits Elementary, and Covelo Elementary.

Health & Human Services Agency (HHS) staff continued work on various tasks including coordination and meetings with MCOG, North Coast Opportunities/Walk and Bike Mendocino, school staff, task forces, school site councils and/or subcommittees. HHS staff continued work with schools to develop wellness policies, with success in Covelo, Laytonville, Anderson Valley, and Fort Bragg. Staff continued work on providing technical assistance to sustain Safe Routes to School activities. HHS staff worked with task forces on eligible uses of grant funds per Memorandum of Understanding (MOU) with MCOG. HHS staff worked with project partners to coordinate and conduct walk and bike to school days in various communities, provide school-based safety education, coordinate contests, increase access to helmets, and work with high schools students on events. Staff worked on tasks to increase community support and awareness, conducted outreach and promotion, and advocated for increased enforcement during school drop off and pick up hours. HHS staff also worked on grant reporting and invoicing tasks. California Conservation Corps (CCC) staff assisted with one bicycle education event this quarter.

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

PROBLEMS: No new problems identified. Where task forces do not exist, other community groups or site councils/wellness councils have been utilized for that role. NCO/WBM and HHS staff continue to reach out to school staff and community members.

Reporting Period	State (ATP)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$4,868.13	\$4,868.13
Consultants	\$45,046.88	\$45,046.88
1st Quarter Expenditures	\$49,915.01	\$49,915.01
Oct. 1 - Dec. 31		
MCOG	\$7,246.29	\$7,246.29
Consultants	\$46,531.65	\$46,531.65
2nd Quarter Expenditures	\$53,777.94	\$53,777.94
Total Expenditures	\$103,692.95	\$103,692.95
Total Allocation of Funds	\$701,240.00	\$701,240.00
Claimed by Percentage	14.8%	14.8%

Total Expenditures - Second Quarter

Summary of Funding Sources	Amount Programmed	1st Qtr Expenditures	2nd Qtr Expenditures	3rd Qtr Expenditures	4th Qtr Expenditures	Total Expenditures
Local LTF	\$220,548	\$26,555.62	\$44,751.30	\$0.00	\$0.00	\$71,306.92
State PPM	\$217,928	\$30,817.43	\$32,018.70	\$0.00	\$0.00	\$62,836.13
State RPA*	\$348,460	\$44,707.94	\$53,361.07	\$0.00	\$0.00	\$98,069.01
State ATP Grant*	\$701,240	\$49,915.01	\$53,777.94	\$0.00	\$0.00	\$103,692.95
Totals	\$1,488,176	\$151,996.00	\$183,909.01	\$0.00	\$0.00	\$335,905.01
<i>* Local funds were used to pay invoices, pending reimbursement</i>						

*Prepared by L. Ellard
Revised 3/7/18*

MINUTES

**MENDOCINO COUNCIL OF GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE**

January 17, 2018
MCOG Conference Room

Members Present

Alicia Meier, County DOT
Tom Varga, City of Fort Bragg
Rick Seanor, City of Ukiah
Dusty Duley, City of Willits
Jacob King, MTA
Tasha Ahlstrand, Caltrans
Richard Shoemaker, City of Point Arena

Staff Present

Phil Dow, MCOG Administration
Janet Orth, MCOG Administration
Loretta Ellard, MCOG Planning
Nephele Barrett, MCOG Planning
Lisa Davey-Bates, MCOG Planning

Others Present

Trenton O'Daye, Pinoleville Pomo Nation

Members Absent

Mitch Stogner, NCRA (*Non-Voting*)
Barbara Moed, AQMD
Jesse Davis, County DPBS

1. **Call to Order/Introductions** – Phil called the meeting to order at 10:05 a.m. Self-introductions were made.
2. **Public Expression** – None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow input from tribal representatives. Trenton O'Daye, representing Pinoleville Pomo Nation, advised that he was attending today's meeting as an observer, and had no specific item to address.

10:07 a.m. Richard Shoemaker arrived

4. **Approval of 10/25/17 Minutes** – Motion by Rick Seanor, seconded by Tom Varga, and carried unanimously, the minutes of 10/25/17 were approved as submitted.
5. **2018 TAC Meeting Schedule** – Loretta advised that four TAC meeting dates in 2018 conflict with California Transportation Commission (CTC) meetings, so she is proposing alternate dates since Executive Director Dow attends most CTC meetings.

Richard Shoemaker suggested moving TAC meetings regularly to the fourth Wednesday, but other members noted conflicts on that day. A brief discussion ensued and additional alternate meeting dates were suggested. There was a *general consensus* to continue this matter to the next meeting, with staff to poll members on preferred dates and morning/afternoon preferences.

6. **"Willits Before and After Study" (Willits Bypass)** – The item was continued to later in the meeting, pending arrival of Caltrans staff.

7. **FY 2017/18 Overall Work Program – First Quarter Report** – Loretta referenced the quarterly report, and noted that it's too early in the fiscal year to be concerned about individual work elements' progress. No concerns were mentioned. She advised that MCOG staff will soon be working on scheduling the community meetings included in Work Element 3 (Community Transportation Planning & Coordination) to revisit priorities established in previously completed downtown plans/community plans, and studies. Phil advised that MCOG's new website will have individual pages dedicated to community plans/studies that have been completed.

8. **FY 2017/18 Overall Work Program – Proposed Third Amendment** – Loretta reviewed the proposed amendment and explained the need to: (1) program a recently awarded Caltrans Sustainable Communities Transportation Planning grant, and local match; and (2) move Rural Planning Assistance funds not expected to be needed in W.E. 10 to other projects where most needed, to avoid potential carryover issues. This proposed amendment will:

- W.E. 1 (MCOG) Regional Government & Intergovernmental Coordination – add \$15,000 in RPA funds to this work element from W.E. 10.
- W.E. 3 (MCOG) Community Transportation Planning & Coordination – add \$10,000 in RPA funds to this work element from W.E. 10.
- W.E. 10 (MCOG) Regional Transportation Plan 2017 Update, Ph. 2 – Carryover – Transfer \$32,000 in RPA funds out of this work element into *Work Elements 1, 3, and 16 (as described herein)*
- W.E. 16 (MCOG) Multi-Modal Transportation Planning – add \$7,000 in RPA funds to this work element from W.E. 10.
- Add New W.E 21 (MCOG) Pedestrian Facilities Needs Inventory/Engineered Feasibility Study – Inland/North Coast Area – program Caltrans Sustainable Communities Grant project totaling \$202,450 (*\$179,229 grant; \$23,221 local match – from LTF carryover*).

This proposed amendment would increase the FY 2017/18 OWP from \$1,488,176 to \$1,690,626, an increase of \$202,450. A brief discussion ensued, with Loretta responding to questions.

Motion by Rick Seanor, seconded by Alicia Meier, and carried unanimously, to recommend to MCOG approval of the Third Amendment to FY 2017/18 Overall Work Program.

9. **FY 2018/19 Draft Overall Work Program – Summary of Applications Received** – Loretta reviewed her staff report outlining funding requests and expected revenue for the Draft FY 2018/19 OWP. She advised that four applications were received, totaling \$178,125. In addition, MCOG's approved contract for staff transportation planning services with Davey-Bates Consulting is expected to be in the range of \$370,000+- (*including an estimated 3% CPI increase*). Other annual direct costs are estimated at \$32,850; for an estimated total of \$580,975.

Loretta advised that revenues are estimated at \$530,750, but that number will change once carryover amounts are known. At this early stage in the process, there would be an estimated shortfall of \$50,225 when comparing funding requests to expected revenue. TAC input on funding priorities will be needed for preparation of the Draft OWP, which is due by March 1.

Applicants were invited to review their requested projects. Tom Varga reviewed Fort Bragg's proposed project: Transportation Planning for Mill Site Reuse & Rezoning Project, explaining that the requested funding is for the transportation portion of a larger project. Alicia Meier reviewed the

County's requested Combined Special Studies work element, which systematically addresses problems on County roads. Jacob King reviewed MTA's request for a Transit Designs Guide Manual and advised that MTA is working on bringing bus stops into Americans with Disabilities Act compliance. Janet Orth reviewed MCOG Administration's application for a Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update, advising that the 2013 Readiness Plan has been used for partnering with others, but is already out of date.

A brief discussion ensued. Richard and Tom expressed support for the ZEV project, and Tasha expressed support for Fort Bragg's project. Loretta will prepare the Draft FY 2018/19 OWP for TAC recommendation at the February TAC meeting, for submission to Caltrans by March 1. TAC members were invited to contact her with any concerns.

10. Regional Transportation Plan – 2017 Update – Nephele reviewed her staff report and summarized outreach efforts conducted during development of the Regional Transportation Plan. She advised that the final draft has been prepared and incorporates comments received. The final plan was posted on MCOG's website (<http://mendocinocog.org>), and hard copies will be provided to TAC members upon request. She also advised that a draft Negative Declaration for the RTP has been prepared and distributed for review through the State Clearinghouse, as well as posted on MCOG's website. Since the Willits Bypass project has been completed and a Hopland Bypass is no longer on the table, staff determined that an Environmental Impact Report was not needed, as no significant cumulative impacts are expected.

The official 30 day review period for the Negative Declaration ends on February 2, 2018. The RTP and Negative Declaration are scheduled to be considered by MCOG on February 5, 2018.

Nephele advised that she received comments today on the final Plan from Janet Orth (MCOG Administration) regarding electric vehicles and alternate fuels readiness, a climate change policy, and minor formatting comments. Janet briefly addressed her comments, and stated that the electric vehicle charging station policy is inconsistent with MCOG's adopted Readiness Plan. A brief discussion ensued, and Nephele proposed suggested wording in the Climate Change policies to "*encourage public and private investment in the countywide electric vehicle charging station network*" Richard Shoemaker requested that wording also be included for cooperation in regional activities, and Nephele agreed that could be added to the objective to participate in regional planning efforts.

Nephele summarized that she is seeking a TAC recommendation to approve the electric vehicle charging station policy change and allow staff to make minor editorial changes to the RTP, and recommend that MCOG adopt the RTP and Negative Declaration.

Motion by Tom Varga, seconded by Richard Shoemaker, and carried (with Tasha Ahlstrand abstaining), to recommend approval of the Final RTP 2017 Update and Negative Declaration as recommended by staff, with any substantial changes to be provided to TAC members by e-mail, and a special TAC meeting to be called, if needed.

Nephele advised that the adoption of the RTP will start the Regional Housing Needs Allocation (RHNA) process, and there will be six months to complete that process.

11. FY 2017/18 Local Transportation Funds (LTF) 2% Bike & Pedestrian Program Applications – Loretta advised that there is approximately \$137,000 available to award in MCOG's

LTF 2% Bike & Pedestrian program. Three applications were received (totaling \$274,832), as follows: (1) City of Willits- Elm Lane Pedestrian Ramp Improvements (\$48,000); (2) County Dept. of Transportation - Branscomb Road Multi-Use Bridge Over Ten Mile (\$137,000); and (3) City of Point Arena - Port Road Rehab & Overlay (\$89,832).

Applicants were invited to review their applications. Dusty Duley reviewed the City of Willits’ application, advising that the project would construct six ADA-compliant ramps to create an accessible path to essential services for residents of southwest Willits and Muir Mill Road. Alicia Meier reviewed the County’s application, explaining that bids for the Branscomb Road pedestrian bridge came in too high last year, and the County is trying to get this project (which includes prior LTF 2% funding, as well as other MCOG funding) fully funded. She added that it is currently out for bid, with bids due Jan. 25. The County is concerned that bids may be higher than last year, but if bids are favorable, it’s possible that these additional funds would not be needed. Richard Shoemaker reviewed Point Arena’s application for rehabilitation of the bike lane on Port Road, noting the bike lane portion is a component of a larger project.

A discussion ensued, and a question arose of whether the TAC would prefer to wait until the Branscomb Road Bridge bids came in before voting. There was *consensus* to rank projects today. Members submitted their ranking forms, ranking projects #1, #2, and #3 (*with #1 being the highest*).

Break 11:53 a.m. – 12:07 p.m. (approx.)

Scores were tallied during the break, and Phil announced the following results:

Applicant	Project	Funds Requested	TAC Ranking (lower points are better)
County Dept. of Transportation	Branscomb Road Multi-Use Bridge Over Ten Mile Creek along Branscomb Road in Laytonville	\$137,000	#1 - 11 points
City of Point Arena	Port Road Rehab & Overlay (<i>Bike Lane Portion</i>)	\$ 89,832	#2 – 15 points
City of Willits	Elm Lane Pedestrian Ramp Improvements	\$ 48,000	#3 - 16 points

Phil advised that the Branscomb Road pedestrian bridge bids will be known before the MCOG meeting, and asked if lower ranked projects would accept partial funding, if the County’s project does not need the whole \$137,000. Both Dusty and Richard advised that they would accept partial funding if offered.

Motion by Rick Seanor, seconded by Jacob King, and carried unanimously, to recommend to MCOG full funding of the #1 ranked project “Branscomb Road Multi-Use Bridge Over Ten Mile Creek along Branscomb Road in Laytonville”, if needed; and if it does not require all of the requested \$137,000 (once construction bids are known, next week), any remaining funding should be awarded to the #2 and #3 ranked projects, in order of ranking.

12. Request from City of Fort Bragg for Regional Surface Transportation Program (RSTP) Funds for EV Charging Stations – ADA Compliance Improvements – Tom Varga reviewed the City of Fort Bragg’s request for MCOG funding to help bring two EV charging stations in Fort Bragg into ADA compliance. He explained that one of the two charging stations installed by the Mendocino Land Trust

has resulted in a problem since parking spaces adjacent to the charger are not ADA compliant. He said he is working on obtaining quotes and preliminary cost estimates are \$18,000 - \$24,000.

Phil advised that MCOG participated in funding an EV charging station last year in Point Arena, and there are funds available in MCOG's Partnership Funding Program, but he wants the City to partner on the funding. Tom advised that the City could come up with half of the cost, and he is requesting that MCOG also contribute half.

Motion by Richard Shoemaker, seconded by Alicia Meier, and carried (*with Tom Varga abstaining*), to recommend to MCOG to use MCOG's Partnership Funding Program funds up to \$12,000, to offset costs for this project.

Janet Orth advised of a webinar this Friday for ADA requirements for charging stations.

6. **"Willits Before and After Study" (Willits Bypass)** – Tasha requested that this report be continued to the next meeting, as the expected Caltrans staff is unable to attend today's meeting. Phil displayed a plaque that MCOG recently received for the Willits Bypass project receiving the "Best Rural Project 2017 Excellence in Transportation" award from Caltrans.

13. **Pedestrian Facility Needs Inventory & Engineered Feasibility Study - Consultant Selection Committee Formation** – Loretta asked TAC members if they wanted to participate on the Consultant Selection Committee that will soon be reviewing proposals for the Pedestrian Facility Needs Inventory & Engineered Feasibility Study.

Rick, Richard, and Tasha agreed to participate. Dusty, Alicia and Tom advised that they will check with others from their agencies, and follow up with Loretta.

14. **SB 1 – Road Repair & Accountability Act of 2017** – An updated report on the various programs under SB 1, prepared by Phil Dow, was included in the agenda packet. Phil distributed information on CTC staff recommendations for the 2018 Local Partnership formulaic program. He advised that one of the statewide initiative efforts to repeal SB 1 has failed, but another is underway in an effort to qualify for the November ballot.

12:30 p.m. Richard Shoemaker excused

15. **TAC Training Funds (FY 2017/18 Overall Work Program, W.E. 14)** – Loretta explained that the total funding budgeted for local agencies in the FY 2017/18 Overall Work Program for transportation-related training (W.E. 14 Training) is \$12,332. Funds claimed to date (*or reserved*) total approximately \$3,700, leaving approximately \$8,632 available for the balance of the fiscal year.

She explained the purpose of this agenda item is to obtain input on expected training needs this fiscal year, because the County Department of Transportation has requested a higher level of training funds than in the past, which could impact available funding for other agencies. The County's pending request is approximately \$2,240. After brief discussion, there was a *consensus* to support approving the County's request.

16. **Staff Reports**

16a. **Active Transportation Plan - Adopted by MCOG on 11/6/17-** Nephela advised that local

agencies may take the adopted Active Transportation Plan to their Board/Councils and have it accepted via resolution, if desired.

16b. SB 1 Local Partnership Program Competitive Program – Applications due 1/30/18 – Phil noted the due date for the competitive program, and advised that much of the application requirements are in the same format as the application for the regular formula share.

16c. 2018 Caltrans Transportation Planning Grant Workshop – 1/30/18 – Tasha encouraged members to attend this workshop which will be held in Eureka and video-conferenced in Ukiah (*at Caltrans maintenance yard conference room*). In response to a question about the “black cat” program used for transit grants, Tasha advised that there has been talk of using that program for these grants, but that has not happened. Lisa commented that training on “black cat” is needed.

16d. Caltrans Sustainable Communities & Adaptation Planning Grants – Applications due 2/23/17- This grant deadline was noted and Loretta advised that staff is available to assist with applications.

16e. Active Transportation Program (ATP) Cycle 4 (3/26/18 – 5/30/18) – The next grant cycle was noted, and Phil advised that SB 1 added a lot of funding into this program, so it would be a good time for agencies to apply if they have a good project. He said that there are now five different applications requiring various levels of detail, depending on project size and type.

17. Miscellaneous

Local Streets and Roads Funding Estimates - Tom Varga commented that Fort Bragg’s estimates for local streets and roads funding appeared to be off, and there were some questions related to Maintenance of Effort amounts. Phil suggested checking with the League of Cities.

Urban Greening Grant Program, Round 2 – Loretta said she received an announcement about the next round of Urban Greening grants, which she will forward to TAC members.

Local Streets and Roads Assessment Survey – Lisa asked members to complete the Local Streets and Roads Assessment Survey which they should soon be receiving.

SB 1 Repeal/ACA 5- Lisa advised that one SB 1 repeal effort has failed, but another effort is ongoing. ACA 5 (legislation to protect transportation funding) will be on the June 2018 ballot, and supporters are hoping it will protect against the SB repeal effort.

Lake Transit Authority – General Manager – Lisa announced that LTA is recruiting for a general manager, and a flyer will be soon be sent to the TAC.

City of Willits - Dusty announced that the City of Willits will be hiring an assistant planner.

18. Adjournment – 1:05 p.m.

Respectfully Submitted,

Loretta Ellard
Deputy Planner
/le