



MENDOCINO
COUNCIL OF GOVERNMENTS

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February 27, 2017

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Information Packet of March 6, 2017 Meeting - No Action Required

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The following items are attached.

1. State Transportation Improvement Program (STIP) Fact Sheet – According to an email from this group, in January California's Regional Transportation Planning Agencies (RTPA) Group "formed a subcommittee to look at the STIP Fund Estimate and provide additional information that might be helpful to Caltrans, CTC, and the Legislature. To that end, the subcommittee prepared a two-page fact sheet highlighting the decline in STIP revenues and supporting the various measures to restore them." The message goes on to outline the schedule of deliberations over the next several months for the 2018 STIP Fund Estimate to be adopted by the California Transportation Commission later this year.
2. Transportation Planning Work Program – 2nd Quarter report, Fiscal Year 2016/17.
3. MCOG Technical Advisory Committee (TAC) – Meeting minutes of January 31, 2017.

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State Transportation Improvement Program (STIP)

Ensuring Transportation Infrastructure Investments in Every County

FACT SHEET

STIP in Crisis

Californians in every county rely on an efficient, multi-modal transportation network for the safe and reliable movement of people and goods. The **State Transportation Improvement Program (STIP)** is the only state program to address a wide range of transportation challenges, meeting regional and interregional, urban and rural needs. Unfortunately, the STIP is in crisis. In 2016, with the drop in gasoline prices and diversion of diminishing price-based gas excise taxes to repay old transportation debt service (weight fee diversion), the California Transportation Commission (CTC) deleted over \$750 million and delayed an additional \$755 million previously committed to highway, rail, transit, bicycle, and pedestrian projects. These drastic actions affect over \$1.5 billion in projects statewide, and prevent the generation of thousands of jobs for Californians.

Californians need the State Legislature and California Transportation Commission (CTC) to strengthen its commitment and partnership to address the extensive, complex, and oftentimes unique transportation challenges faced in each county. **Regional Transportation Planning Agencies urge the State to invest new revenues and reinvest more discretionary state and federal funds available for transportation back into the STIP.**

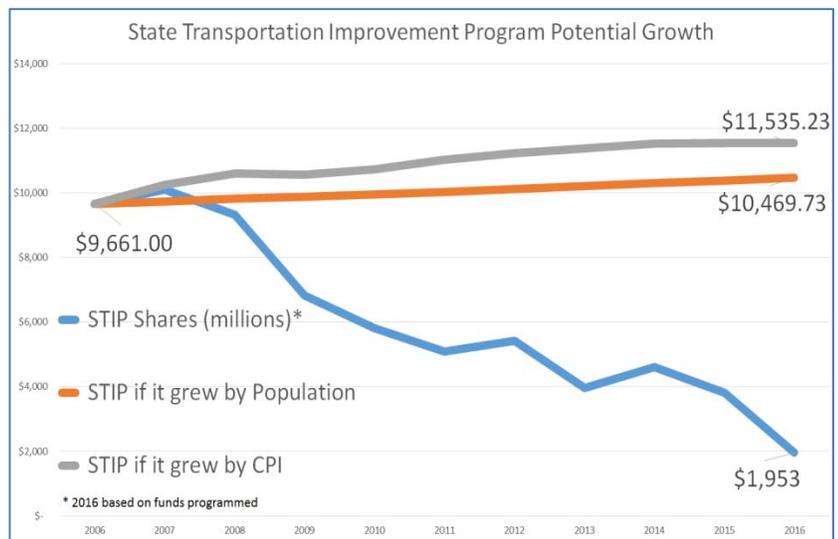
Historically the STIP has included a combination of federal and state funds. In fact a main focus of SB 45 (Kopp, 1997) STIP reforms was to consolidate numerous funding pots. Following a number of attempts to divert funding, the 2010 gas tax swap was intended to stabilize the STIP. However, with the diversion of gas taxes to backfill weight fees and lower gas prices, the STIP's fund source has declined significantly. This decline in funding has led to a severe underinvestment in transportation infrastructure for the State of California that has had a negative impact on the quality of life for residents. Californians are facing longer commutes and spending less time with their loved ones.

We urge the Legislature to take action to stabilize and restore the STIP.

- **Reaffirm the existing price-based excise tax formula, 44% of which funds the STIP (the STIP's only current revenue source).**
- **Direct adjustments to the price-based sales tax through the existing STIP formula**
- **Return weight fee revenues, partially or completely, to the State Highway Account**

Why is the STIP Important?

Regions depend on STIP funds to address their unique transportation challenges and to deliver projects that are included in publicly-vetted and Board-adopted *Regional Transportation Plans* and SB 375 Sustainable Communities Strategies. The projects are critical to meeting national, state, regional and local goals and priorities, including the reduction of greenhouse gas emissions. Unlike competitive programs, such as the Active Transportation Program, trade/freight programs, and most cap-and-trade programs, the STIP ensures that transportation investments are made in every single county - rural and urban. The STIP also serves as a match allowing regions to leverage federal and other competitive funds.

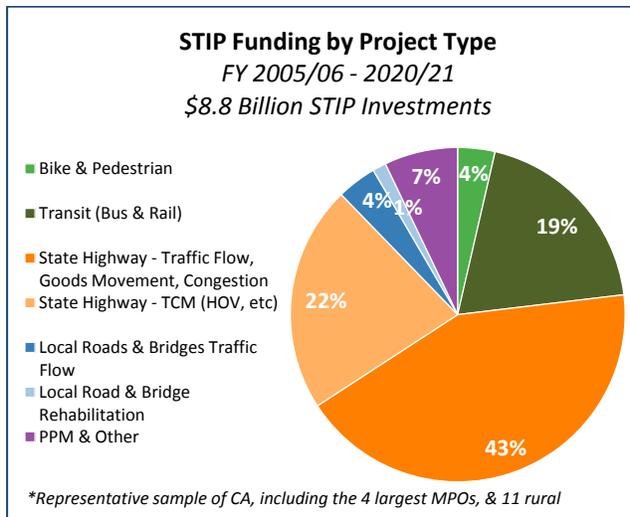


State Transportation Improvement Program (STIP)

Further, in recognition that **regions and counties are in the best position to determine how to meet their unique transportation needs**, SB45 gave Regional Transportation Planning Agencies (RTPA) the responsibility of selecting (programming) projects for 75 percent of available STIP dollars, with close oversight from the California Transportation Commission (CTC) and Caltrans.

The STIP provides regions with the flexibility to fund critical infrastructure projects and programs, such as:

- State highway projects, including HOV/carpool, auxiliary lanes, and interchange projects that improve safety, traffic flow, goods movement, and travel times.
- Local streets and roads, including major roadway rehabilitation and intersections.
- Bus and rail public transit projects.
- Bicycle and pedestrian facilities.
- Transportation system management activities and carpool programs.
- Intermodal facilities.
- Interregional highway and rail projects.



The regions are held responsible and accountable for identifying and meeting high priority needs by the public and the CTC. Regions receive input from a diverse array of stakeholder groups including Caltrans, bicyclists, pedestrians, seniors, people with disabilities, local governments, and the local community when selecting projects for STIP funding. Oftentimes, these projects have been in development for many years and have garnered public support well before receiving STIP funds.

The STIP has played and will continue to play an important role in sustaining the State's economic prosperity, accommodating future population growth, and providing reliable and safe mobility for commerce, agricultural, timber, tourism, and other activities.

How Transportation Funding Proposals Impact the STIP

SB 1 (Beall, D-San Jose) and AB 1 (Frazier, D-Oakley) support the STIP primarily by restoring money to the State Highway Account (SHA). Since 2010, revenues from the price-based excise tax (PBET) are first used to backfill weight fees that are diverted from the State Highway Account (approx. \$1B per year). What is left is then divided 44% to the STIP, 44% to local streets and roads and 12% to the SHOPP. In 2010, when gas prices were high, over \$700 million was left for the STIP; but in 2016 it dropped to \$150 million for the STIP. As a result, restoring weight fee funds to the SHA restores funds for the STIP. The provisions in AB 1 and SB 1 that will have the most dramatic impact on the STIP are:

- Stabilize the Price-Based Excise Tax to 18 cents
- Index the Price-Based Excise Tax so that it will not lose purchasing power
- Restore half of the weight fees to the SHA over 5 years (\$500 Million a year to SHA), meaning that the rest of the Price based excise tax can be distributed through the 44% STIP/44% local streets and roads/ 12% SHOPP formula

AB1 and SB1 are expected to restore the STIP to historical averages, directing \$750 million for STIP transportation projects.

The Governor Brown Administration's proposal takes a much more limited approach. There is no provision for return of weight fees to the State Highway Account. And although the Administration restores the price based excise tax to 21.5 cents, the Department of Finance has indicated that only 18 cents would be distributed through the 44%/44%/12% formula. The remaining 3.5 cents would go to a new account that is mostly marked for maintenance and rehabilitation. It is unclear in the Administration's proposal where the indexed price based excise tax would go.

MCOG
FY 2016/17 Transportation Planning Work Program
Second Quarter Status Report
(October – December, 2016)

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

PURPOSE: Day to day Transportation Planner duties, including development of the Overall Work Program and general transportation planning duties.

PROGRESS: Work during the second quarter included day-to-day transportation planner duties, management of the Overall Work Program, preparation of quarterly reports and invoices; preparation and processing of Second OWP Amendment; 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 FAST Act (Fixing America's Surface 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 transportation planning related issues with MCOG's 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.

FUNDS:

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$48,163.43	\$0.00	\$48,163.43
Consultants/Others	\$0.00	\$2,000.00	\$2,000.00
1st Quarter Expenditures	\$48,163.43	\$2,000.00	\$50,163.43
Oct. 1 - Dec. 30			
MCOG	\$43,050.84	\$0.00	\$43,050.84
2nd Quarter Expenditures	\$43,050.84	\$0.00	\$43,050.84
Total Expenditures	\$91,214.27	\$2,000.00	\$93,214.27
Total Allocation of Funds	\$143,000.00	\$4,784.00	\$147,784.00
Claimed by Percentage	63.8%	41.8%	63.1%

2. Work Element 2 – Intentionally Left Blank

3. WORK ELEMENT 3: ACTIVE TRANSPORTATION PLAN DEVELOPMENT (MCOG) - CARRYOVER

PURPOSE: To develop a regional Active Transportation Plan. The Plan will identify priority active transportation projects for the County and all four cities, to ensure eligibility for the State's Active Transportation Program (ATP) grant funding.

PROGRESS: Work this quarter included work on draft project lists, review with local agencies, and coordination of public outreach. A series of public workshops was held around the county to gather public comments.

PRODUCTS: Outreach materials, staff reports, notices, meeting materials, Draft and Final Active Transportation Plan, resolution.

PROBLEMS: This project experienced delays as a result of MCOG staff time spent on Regional Transportation Improvement Program (RTIP) revisions and transportation sales tax efforts.

FUNDS:

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$5,648.22	\$0.00	\$5,648.22
1st Quarter Expenditures	\$5,648.22	\$0.00	\$5,648.22
Oct. 1 - Dec. 31			
MCOG	\$2,855.65	\$486.06	\$3,341.71
2nd Quarter Expenditures	\$2,855.65	\$486.06	\$3,341.71
Total Expenditures	\$8,503.87	\$486.06	\$8,989.93
Total Allocation of Funds	\$15,500.00	\$28,498.00	\$43,998.00
Claimed by Percentage	54.9%	1.7%	20.4%

4. *Work Element 4 – Intentionally Left Blank*

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

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

PROGRESS: During the second quarter City staff reviewed and edited the draft Request for Proposals for this project. City staff anticipates distribution of the RFP in January, 2017.

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

PROBLEMS: None.

FUNDS:

Reporting Period	State (PPM)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Oct. 1 - Dec. 31			
2nd Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$6,667.00	\$33,333.00	\$40,000.00
Claimed by Percentage	0.0%	0.0%	0.0%

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: County DOT staff conducted traffic counts and radar speed surveys at various locations, including Point Cabrillo Drive. Staff responded to several reports of potential hazards that did not warrant investigation beyond an initial assessment; continued updating the accident database for the County Maintained Road System; 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. New staff is now in place, and better progress is expected.

FUNDS:

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Co. DOT	\$6,611.57	\$6,611.57
1st Quarter Expenditures	\$6,611.57	\$6,611.57
Oct. 1 - Dec. 31		
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$6,611.57	\$6,611.57
Total Allocation of Funds	\$79,740.00	\$79,740.00
Claimed by Percentage	8.3%	8.3%

7. WORK ELEMENT 7: STIP 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, invoicing and reporting for PPM funds.

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.

FUNDS:

Reporting Period	State (PPM)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$7,635.82	\$0.00	\$7,635.82
1st Quarter Expenditures	\$7,635.82	\$0.00	\$7,635.82
Oct. 1 - Dec. 31			
MCOG	\$7,170.57	\$0.00	\$7,170.57
Consultant	\$0.00	\$7,250.00	\$7,250.00
2nd Quarter Expenditures	\$7,170.57	\$7,250.00	\$14,420.57
Total Expenditures	\$14,806.39	\$7,250.00	\$22,056.39
Total Allocation of Funds	\$49,458.00	\$7,250.00	\$56,708.00
Claimed by Percentage	30%	100%	39%

8. WORK ELEMENT 8: BICYCLE AND PEDESTRIAN COUNTERS (MCOG)

PURPOSE: To purchase one bicycle and pedestrian counter, to provide for the collection of baseline count data for non-motorized transportation trips and to monitor travel patterns in the Mendocino County region

PROGRESS: None. *This work element was originally included because it was unknown if the purchase of a bicycle and pedestrian counter was an eligible expense under the ATP Safe Routes to School Non-Infrastructure grant (W.E. 22). It was determined to be eligible and two counters were purchased under that grant, so this work element will be deleted in a future OWP amendment, or left unclaimed.*

PRODUCT EXPECTED: One bicycle and pedestrian counter.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$5,500.00	\$5,500.00
Claimed by Percentage	0.0%	0.0%

9. Work Element 9 – Intentionally Left Blank**10. WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN – 2017 UPDATE, PH. 2 (MCOG)**

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

PROGRESS: Work on this project during the second quarter consisted of public and intergovernmental outreach. A series of public workshops was held around the county to gather public comments. A survey was also developed and distributed.

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.

FUNDS:

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$726.86	\$0.00	\$726.86
1st Quarter Expenditures	\$726.86	\$0.00	\$726.86
Oct. 1 - Dec. 31			
MCOG	\$5,387.69	\$0.00	\$5,387.69
2nd Quarter Expenditures	\$5,387.69	\$0.00	\$5,387.69
Total Expenditures	\$6,114.55	\$0.00	\$6,114.55
Total Allocation of Funds	\$50,000.00	\$7,500.00	\$57,500.00
Claimed by Percentage	12.2%	0.0%	10.6%

11. Work Element 11 – Intentionally Left Blank

12. WORK ELEMENT 12: NOYO HARBOR ACCESS PLAN (CITY OF FORT BRAGG) - CARRYOVER

PURPOSE: To complete a planning study to identify route alternatives for safe pedestrian and bicycle access to North Noyo Harbor from the City of Fort Bragg.

PROGRESS: As previously reported, the consultant (WRA) and City staff have completed task 3 (review of previous studies, site maps, etc.) and task 4 (complete site evaluation to identify constraints and opportunities for pedestrian and bicycle access over two alternative routes to North Noyo Harbor). Staff has reviewed and commented on the draft plan, and the final plan is expected at the end of February/beginning of March. Due to the limited number of options identified during the site evaluation, the City decided to proceed with task 7 (prepare access plan and cost estimates) prior to task 5 (hold community meeting in harbor to get input) and task 6 (present alternatives to City Council in a workshop). Next steps are to complete the access plan and cost estimates, and present it at a community meeting in the harbor. A meeting will be held to present the final plan to the City Council.

PRODUCTS EXPECTED: Analysis of the access route alternative(s) constraints and opportunities; Noyo Harbor Access Plan; Cost Estimate.

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$46,395.00	\$46,395.00
Claimed by Percentage	0.0%	0.0%

13. WORK ELEMENT 13: DOWNTOWN STREETS & ALLEYS CIRCULATION & CONNECTIVITY STUDY (CITY OF WILLITS) - CARRYOVER

PURPOSE: To conduct a study to review circulation, connectivity and safety among various streets, lanes, alleys and parking lots in the downtown business district.

PROGRESS: City staff received the draft study from consultant (WRT) and circulated it to the Technical Advisory Group for review and comment. Comments were forwarded to the consultant, and the final study was completed. It was presented to the Willits City Council on December 6, 2016, and accepted by resolution. Other than final invoicing, this project is complete.

PRODUCT EXPECTED: Products include RFP, Consultant Contract, Draft and Final Reports.

PROBLEMS: None.

FUNDS:

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Willits (<i>Cons.</i>)	\$27,552.02	\$27,552.02
1st Quarter Expenditures	\$27,552.02	\$27,552.02
Oct. 1 - Dec. 31		
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$27,552.02	\$27,552.02
Total Allocation of Funds	\$55,967.00	\$55,967.00
Claimed by Percentage	49.2%	49.2%

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, MCOG sponsored a road show “Traffic Control for Safer Work Zones” in Ukiah, provided by U.C Berkeley’s Tech Transfer program, with 36 attendees from local agencies (including three attendees from Lakeport). Also, during this quarter, MCOG sponsored participation in a “Transportation/CEQA/SB 743” webinar which was attended by staff from MCOG, County Planning & Building Services, and County Department Transportation. The flash drive with materials from the webinar is available at MCOG for local agencies’ use. (*Note: this work element is used for direct costs only; not staff time.*)

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

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
Direct Costs	\$2,190.00	\$2,190.00
2nd Quarter Expenditures	\$2,190.00	\$2,190.00
Total Expenditures	\$2,190.00	\$2,190.00
Total Allocation of Funds	\$25,484.00	\$25,484.00
Claimed by Percentage	8.6%	8.6%

5. WORK ELEMENT 15: BUS STOP REVIEW, PH. 3 (MTA)

PURPOSE: The third phase of a project to survey and review, over a four year period, all MTA bus stops, for safety, accessibility, passenger convenience, and relationship to traffic generators.

PROGRESS: None. As discussed at 1/31/16 TAC meeting, this phase 3 project will be carried over to FY 2017/18 and combined with phase 4, for efficiency (one RFP process, etc.). The combined project will be performed in FY 2017/18.

PRODUCT EXPECTED: RFP/procurement process documentation; drawings/maps/photos showing precise location of each stop as well as existing and suggested improvements (such as signs/poles, shelters/benches, concrete pads and access to the stops).

PROBLEMS: As previously reported, due to significant managerial staff turnover, this project was delayed. It will be carried over to FY 2017/18 and combined with phase 4.

FUNDS:

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MTA (<i>Consultant</i>)	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Oct. 1 - Dec. 31			
2nd Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$13,000.00	\$12,000.00	\$25,000.00
Claimed by Percentage	0.0%	0.0%	0.0%

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 planner 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 monitoring LTF 2% Bike & Pedestrian program; 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.

FUNDS:

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$5,237.12	\$5,237.12
1st Quarter Expenditures	\$5,237.12	\$5,237.12
Oct. 1 - Dec. 31		
MCOG	\$4,629.17	\$4,629.17
2nd Quarter Expenditures	\$4,629.17	\$4,629.17
Total Expenditures	\$9,866.29	\$9,866.29
Total Allocation of Funds	\$28,000.00	\$28,000.00
Claimed by Percentage	35.2%	35.2%

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: Work during the second quarter included selection of a consultant (*Nichols Consulting Engineers*), negotiations, and development of a contract. A kick off meeting was held during the quarter and the consultant began work on the project.

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: Unusually rainy weather has caused a delay in the condition surveys.

FUNDS:

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$3,438.30	\$3,438.30
Consultant	\$0.00	\$0.00
1st Quarter Expenditures	\$3,438.30	\$3,438.30
Oct. 1 - Dec. 31		
MCOG	\$2,629.86	\$2,629.86
Consultant	\$2,293.42	\$2,293.42
2nd Quarter Expenditures	\$4,923.28	\$4,923.28
Total Expenditures	\$8,361.58	\$8,361.58
Total Allocation of Funds	\$150,000.00	\$150,000.00
Claimed by Percentage	5.6%	5.6%

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, MCOG staff continued development on maps and data files for the Regional Transportation Plan update workshops in various locations in the county. Staff also updated some outdated shapefiles and data.

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

PROBLEMS: None.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$827.08	\$827.08
1st Quarter Expenditures	\$827.08	\$827.08
Oct. 1 - Dec. 31		
MCOG	\$1,582.86	\$1,582.86
2nd Quarter Expenditures	\$1,582.86	\$1,582.86
Total Expenditures	\$2,409.94	\$2,409.94
Total Allocation of Funds	\$6,850.00	\$6,850.00
Claimed by Percentage	35.2%	35.2%

19. *Work Element 19 - Intentionally left blank*

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 transportation planner duties related to various federal, state, and local transportation related grants, including providing information to local agencies. MCOG staff prepared the “Orchard Avenue Extension Feasibility Study” Sustainable Transportation Planning Grant application for Mendocino County Department of Transportation, and worked with County staff on grant submittal and acquiring letters of support. Staff continued coordination and participation on tasks related to the Active Transportation Grant program, including reviewing ATP Greenhouse Gas Reduction Guidelines. Staff began research on various environmental mitigation grant programs that may be available to help fund required mitigation projects (child projects) for the Willits Bypass, as requested by MCOG’s Technical Advisory Committee (TAC).

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.

FUNDS:

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$890.17	\$890.17
1st Quarter Expenditures	\$890.17	\$890.17
Oct. 1 - Dec. 31		
MCOG	\$5,406.28	\$5,406.28
2nd Quarter Expenditures	\$5,406.28	\$5,406.28
Total Expenditures	\$6,296.45	\$6,296.45
Total Allocation of Funds	\$22,797.00	\$22,797.00
Claimed by Percentage	27.6%	27.6%

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 MCOG staff participated in monthly coordination meetings with consultants, coordinated with Caltrans and project partners, performed grant management duties, including tracking, consultant invoicing, preparing reimbursement invoice packages for Caltrans, and reporting. Staff reviewed work products and quarterly reports from consultants, monitored activities, reviewed task force agendas and minutes, and researched issues related to purchase of bicycles.

HHSa staff worked on various tasks including coordination and meetings with MCOG, NCO/WBM and school staff and task forces; worked with schools to build capacity to implement SRTS activities, including work on wellness policies; continued work on development or strengthening Safe Routes to School task forces; worked with consultant to plan and participate in walk to school days, present bike and pedestrian safety education to schools, and distribute helmets. HHSa staff worked with High School staff to recruit youth for service learning projects and ATP activities; worked on tasks to increase community support and awareness, including utilizing social media to promote events; worked on tasks related to increased enforcement, including local outreach; and, coordinated with project partners on strategies to address loose dog issues. HHSa staff worked on grant reporting and invoicing tasks.

NCO/Walk & Bike Mendocino staff worked on project management duties including coordination and meetings with MCOG, HHSa, and subcontractor (Laytonville Healthy Start), and quarterly reporting and invoicing. NCO/WBM attended task force meetings, worked with Round Valley School District to improve traffic flow in parking lot for student drop off/pick up; created “meetup” group to facilitate formation of parent-led walking school busses; conducted social and traditional media promotion of walking school busses; assisted Soroptomist volunteers with helmet fitting; provided bike rodeo training to California Conservation Corps (CCC) volunteers, provided training safety education to teachers, conducted analyses and developed training plans for each school site; worked on tasks related to training crossing guards; scheduled and carried out events in all seven communities (including bike to school day, walk to school day, walking school busses, community bike rodeos, traffic safety education curriculum, and after school programs); provided outreach and promotion to school staff, parents, and community. NCO/WBM staff worked to encourage development of bike kitchen, and provide technical assistance. NCO/WBM worked on walk/bike maps; worked on marketing schedule; and conducted outreach and promotion with news articles, social media, and e-newsletters.

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: There have been challenges in getting activities started in Potter Valley; however, NCO/WBM and HNSA staff continue to reach out to Potter Valley school staff. There have been challenges in getting some task forces functioning; so other appropriate groups (i.e. School Site Council, Wellness Committee) are being utilized.

FUNDS:

Reporting Period	State (ATP)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$8,518.99	\$8,518.99
Consultants	\$49,242.63	\$49,242.63
1st Quarter Expenditures	\$57,761.62	\$57,761.62
Oct. 1 - Dec. 31		
MCOG	\$4,379.22	\$4,379.22
Consultants	\$55,639.65	\$55,639.65
2nd Quarter Expenditures	\$60,018.87	\$60,018.87
Total Expenditures	\$117,780.49	\$117,780.49
Total Allocation of Funds	\$961,268.00	\$961,268.00
Claimed by Percentage	12.3%	12.3%

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	\$187,393	\$9,365.47	\$19,284.79	\$0.00	\$0.00	\$28,650.26
State PPM	\$262,092	\$38,626.14	\$12,093.85	\$0.00	\$0.00	\$50,719.99
State RPA*	\$342,238	\$60,738.98	\$53,553.76	\$0.00	\$0.00	\$114,292.74
State ATP Grant*	\$961,268	\$57,761.62	\$60,018.87	\$0.00	\$0.00	\$117,780.49
Totals	\$1,752,991	\$166,492.21	\$144,951.27	\$0.00	\$0.00	\$311,443.48
* Local funds were used to pay invoices, pending reimbursement						

Prepared by L. Ellard
2/17/17

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MINUTES

MENDOCINO COUNCIL OF GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE

January 31, 2017
MCOG Conference Room

Members Present

Jason Wise, County DOT
Richard Shoemaker, City of Point Arena
Rod Wilburn, City of Willits
Adele Phillips, County DPBS
Rick Seanor, City of Ukiah
Tasha Ahlstrand, Caltrans
Carla Meyer, MTA

Staff & Others Present

Phil Dow, MCOG Administration
Loretta Ellard, MCOG Planning
Nephele Barrett, MCOG Planning
Lisa-Davey Bates, MCOG Planning
Alexis Kelso, Caltrans District 1
Janet Orth, MCOG Administration (*for agenda item #8*)

Members Absent

Mitch Stogner, NCRA (*Non-Voting*)
Tom Varga, City of Fort Bragg
Bob Scaglione, AQMD

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. There were no tribal representatives present.

10:07 a.m. - Lisa Davy Bates arrived

4. **Approval of 9/28/16 Minutes** – Tasha Ahlstrand requested two corrections: (1) Page 2, 1st paragraph – SR 128 Transportation Concept Report (TCR) – “...new web-based (through ~~Internet Explorer~~ **Firefox**) interactive TCRs...”; and (2) page 4, 4th paragraph - Caltrans District 1 – “Reduction in downtown Willits traffic is estimated **in the Fehr & Peers’ study** to be 20-25%”.

Moved by Richard Shoemaker, seconded by Tasha Ahlstrand, and carried unanimously, to approve the 9/28/16 minutes, as corrected.

10:12 a.m. (approx.) Nephele Barrett arrived

5. **FY 2016/17 Overall Work Program**

- 5a. **First Quarter Report** – Loretta reviewed the first quarter OWP report, briefly commenting on the status of individual work elements. Some projects have had little or no progress in the first quarter, however, no problems were noted. Information only.

5b. Third Amendment – Loretta reviewed the proposed third amendment to the FY 2016/17 OWP, advising that MCOG planning staff proposes transferring \$15,000 from W.E. 3 (MCOG – Active Transportation Plan) to W.E. 1 (MCOG – Regional Government & Intergovernmental Coordination). The reason for this proposed transfer is that staff expects the Rural Planning Assistance (RPA) funds in W.E. 3 to not be fully expended due to cost savings from holding countywide Active Transportation Plan workshops concurrently with RTP workshops. In addition, much of the work on the Active Transportation Plan will feed into the development of the Non-Motorized element of the RTP, which is expected to result in additional cost savings. Staff proposes that the RPA funds be transferred to W.E. 1, which experiences a high level of day-to-day staff work.

Loretta noted that this proposed amendment does not affect the total funding available for MCOG planning staff, and the total funding in the OWP will remain unchanged at \$1,752,991.

Motion by Rick Seanor, seconded by Richard Shoemaker, and carried unanimously, to recommend that MCOG approve the Third Amendment to FY 2016/17 Overall Work Program.

10:15 a.m. (approx.) Adele Phillips arrived

6. FY 2017/18 Draft Overall Work Program – Summary of Applications Received & MCOG Planning Staff (Davey-Bates Consulting) Work Elements – Loretta reviewed her staff report. She advised that, based on information received at a recent Caltrans training workshop, the MCOG planning staff work elements are being reorganized in the Draft FY 2017/18 OWP to separate State Rural Planning Assistance (RPA) eligible and non-eligible tasks. In a departure from previous years, Caltrans Headquarters' staff is now taking the position that many of the routine day-to-day transportation planning tasks are not RPA-eligible, and should be funded with local funds.

Lisa advised that she has requested a meeting with staff from the Office of Regional Planning to follow up on RPA eligibility concerns, and staff from Caltrans District 1 has offered to attend with her.

Loretta advised that W.E. 1 (Regional Government & Intergovernmental Coordination) which is seen by Caltrans as a “mega work element”, is being reorganized into several smaller work elements. She briefly reviewed proposed MCOG staff work elements and noted that the annual budget for MCOG planning is established by contract with Davey-Bates Consulting, so that amount (*estimated at \$356,700 for FY 2017/18*) will need to be programmed.

Phil advised that additional Local Transportation Funds will be needed to fund the non-eligible RPA tasks, and noted that the annual LTF commitment of \$100,000 has not been increased for many years.

Applicants were invited to review their requested projects. Rick Seanor reviewed Ukiah's two proposed projects: Traffic Analysis for Realignment of Talmage Rd and Comprehensive ADA Access Plan Update. Jason Wise reviewed the County's requested Combined Special Studies work element. There was no one present from the City of Fort Bragg, so the written application for a Street Safety Plan was briefly reviewed by Loretta. Carla Meyer reviewed MTA's request for the fourth and final phase of the Bus Stop Review, Ph. 4.

A brief discussion ensued, with applicants responding to questions. Carla advised that MTA has not yet initiated work on MTA's Bus Stop Review, Ph. 3, which is in the current year's OWP. Lisa

suggested that phases 3 and 4 be combined and conducted next year, for efficiency (one RFP process, etc.). Carla supported this approach, and no objections were expressed.

Loretta advised that based on the need for additional LTF funds to cover non-RPA eligible tasks, there will be approximately \$37,275 in RPA funds for a “to be determined” project. If not programmed, this balance may be “reserved” and carried over to next fiscal year for a future regional project, however, this would be subject to approval by Caltrans.

Loretta said she will prepare the Draft FY 2017/18 OWP for TAC review and recommendation at the February 15 TAC meeting, for submission to Caltrans by the March 1 due date.

7. Active Transportation Plan - Nephele distributed an administrative draft Active Transportation Plan. She advised that this Plan replaces the previous Regional Bikeway Plan, and will also serve as the non-motorized element of the Regional Transportation Plan. She advised that goals and policies were approved by MCOG in 2014, as part of the earlier phase of the RTP update.

A brief discussion ensued, with Nephele reviewing various sections of the plan, and members commenting or providing information. She requested local agency input on the existing bikeway network, the list of priority projects, and short range vs long range projects. She said there will also be appendices, and maps of priority projects will be produced after the project list is developed. She requested all comments by February 15. A TAC recommendation on the Active Transportation Plan will be requested at the March TAC meeting, for MCOG adoption in April.

Janet Orth arrived – approx 11:30 a.m.

Jason Wise gave an update on the Branscomb Road pedestrian bridge project in the Active Transportation Plan, advising that a bid opening for this project was recently held, with all three bids (*approx. \$720k; \$815k; \$950k*) significantly over the available funding (*\$516k*). All bids were rejected. Phil and Nephele advised that the STIP funding in this project has been allocated and will be lost to the region if not expended in a timely manner. They said the CTC could require the County to repay funds spent on pre-development phases if construction is not completed, which could end up costing more than the extra funds needed for construction. They recommended the County request an extension from the CTC to allow time to decide how to proceed. Phil advised that if the LTF 2% Bike & Pedestrian funds allocated to this project are not used, that money will come back to MCOG.

Jason welcomed MCOG’s support in keeping the project alive. Phil addressed the issue of whether MCOG’s Partnership Funding Program funds (*from RSTP dl funds*) could be used to fill the funding gap, and advised that the intent of that program was not to “bail out” underfunded projects. He said this project already has some MCOG Partnership funds for design. This item will be placed on the next TAC agenda for more discussion.

8. Funding Request for Electric Vehicle Charging Station in Point Arena – Partnership Funding Program – Phil reviewed a request from the Point Arena City Manager explaining that the City of Point Arena has been identified as a suitable location to receive an electric vehicle charging station (*through a grant secured by Mendocino Land Trust*), because the planned location at Manchester State Park was determined to be unsuitable.

He explained the type of station budgeted for the State Park location was less expensive than what is needed for the City of Point Arena because it did not include necessary components for fee recovery. This has caused a funding gap somewhere between \$11,500 and \$17,500 above what is included in the grant, and Point Arena is requesting assistance from MCOG. He said this type of request meets the intent of MCOG's Partnership Funding Program because it would provide a missing piece of funding necessary to implement a project of regional importance.

Janet Orth circulated several documents as background, and reviewed other planned EV charging locations in Mendocino County. She added her support for the request, noting this would allow Point Arena to receive the same type of fee recovery equipment planned for the City of Willits.

Phil advised that this issue is scheduled for MCOG consideration at their February 6 meeting, and requested a TAC recommendation.

Motion by Rick Seanor, seconded by Carla Meyer, and carried unanimously, to recommend to MCOG to commit up to \$17,500 from the Partnership Funding Program to supplement existing grant funding for construction of a fee recovery type electric vehicle charging station in Point Arena.

9. Revise 2017 TAC Meeting Schedule to Avoid Conflicts with California Transportation Commission's 2017 Meeting Schedule – Phil noted that TAC meeting dates often conflict with CTC meetings. Loretta reviewed a proposed TAC meeting schedule which avoids the CTC meeting dates. A brief discussion ensued, and Carla noted possible conflicts with MTA meetings. There was a *consensus* to accept the following proposed dates: January 31; February 15; March 22; April 19; May 24; June 21; July 19; August 30; September 20; October 25; November 15; and December 20.

Loretta advised that some meetings will likely be cancelled and other unforeseen reasons may cause future schedule revisions.

10. Staff Reports

10a. Regional Transportation Plan – Nephela reported on a series of combined Active Transportation Plan and RTP workshops held in Ukiah, Willits, Fort Bragg, Covelo, and Point Arena. She distributed and reviewed a summary of input received at each workshop.

10b. Active Transportation Program – Cycle 3 Project Awards – Phil reported that only one of the four ATP projects submitted from the Mendocino region was funded (City of Fort Bragg's Coastal Trail, Ph. 2). Unsuccessful projects were: City of Ukiah - Rail Trail, Ph. 3; City of Willits – Rail Trail; and Mendocino County Resource Conservation District - MacKerricher State Park Haul Road project. MCOG staff will obtain the scoring breakdown to gain insight on how projects were scored.

Alexis Kelso, Caltrans, advised that the next ATP grant cycle will be in 2018.

10c. Environmental Mitigation Grants – Phil advised that he had asked Loretta to follow up on the TAC's 9/28/16 recommendation to search for possible environmental mitigation grants that would fund projects such as the Ryan Creek Fish Passage project. He reported that he had made a recommendation to the MCOG Board that differed from the TAC's recommendation (due to concerns with timelines and other information learned after the 9/28/16 TAC meeting), and the MCOG Board approved his recommendation to contribute additional future RTIP funding to the Ryan Creek project.

Loretta's written staff report was noted. She found that, of the grant programs researched, **required** mitigation projects were not eligible for most programs. The Environmental Enhancement & Mitigation (EEM) program does cover required mitigation, but has other challenges. Information only.

10d. Transportation Funding Outlook – Phil advised that two new transportation funding bills have been introduced: AB 1 (Frazier) and SB 1 (Beall). The bills are similar to the two-year bills that were unsuccessful last year, but there is renewed hope with these bills and the Governor's proposed transportation funding budget. He noted that these bills are on MCOG's February 6 agenda to consider support.

11. Miscellaneous

Federal Land Access Program - Lisa advised that the FLAP call for projects is now out, and there is a rural representative on the statewide committee (Rick Tippett) who has offered assistance to rural agencies. She suggested that Lake and Mendocino counties may want to coordinate on a project for East Side Road in Potter Valley.

Potter Valley Turn-Off - Lisa reported that an individual contacted her regarding the new paving by the east-bound Potter Valley turn-off on Highway 20, with safety concerns about the location of the signs/arrows in location to the shortened merge lane. The SHOPP (State Highway Operation and Protection Program) was briefly mentioned as a possible funding source to correct the problem. Tasha agreed to follow up on this.

City of Willits – Trench Safety Training - Loretta advised of an invitation from the City of Willits for "trench safety training" in Willits, March 7-8.

ATP Workshops – Alexis Kelso advised of two upcoming workshops by the Safe Route to School National Partnership on how to obtain technical assistance for ATP projects. She offered to e-mail information to Loretta.

12. Adjournment – 12:18 p.m.

Respectfully Submitted,

Loretta Ellard
Deputy Planner

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