



MENDOCINO COUNCIL OF GOVERNMENTS

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

NEPHELE BARRETT, EXECUTIVE DIRECTOR

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

AGENDA

Monday, March 4, 2019 at 1:30 p.m.

Primary Location:

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

Audioconference Location:

Caltrans District 1, 1656 Union St., Eureka

Additional Media

For live streaming and later viewing:

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

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

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

1. Call to Order and Roll Call
2. Presentation and Discussion: Board Orientation & Overview of MCOG Programs
3. Convene as SAFE
4. Report: Upcoming Cellular Network Changes and Impacts to Call Box System – *No Action*
– *See also Agenda #8b*
5. Recess as SAFE – Reconvene as RTPA
6. Recess as RTPA – Reconvene as Policy Advisory Committee

PUBLIC EXPRESSION

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

REGULAR CALENDAR

8. Executive Committee Recommendations of February 20, 2019:
 - a. Draft FY 2019/20 Regional Transportation Planning Agency (RTPA) Budget - *No Action*
 - b. Amendment of FY 2018/19 RTPA Budget – DBC Planning Services Contract for SAFE Planning & Operations – *Refer to Agenda #4*
 - c. Approval of Selected Option for Comprehensive Staffing Services Starting October 1, 2019

CONSENT CALENDAR

The following items are considered for approval in accordance with Administrative Staff, Committee, and/or Directors’ recommendations and will be enacted by a single motion. Items may be removed from the Consent Calendar for separate consideration, upon request by a Director or citizen.

9. Approval of February 4, 2019 Minutes

RATIFY ACTION

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

REPORTS

11. Reports – Information - *No Action*

- a. Mendocino Transit Authority
- b. North Coast Railroad Authority
- c. MCOG Staff - Summary of Meetings
- d. MCOG Administration Staff
 1. California Transportation Foundation (CTF) Forum, February 13, 2019 in Sacramento
 2. Miscellaneous
- e. MCOG Planning Staff
- f. MCOG Directors
- g. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

12. Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

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

ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

CLOSED SESSION

If agendized, MCOG may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED 2/26/2019

Next Resolution Number: M2019-02



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 2
MCOG Meeting
3/4/2019

STAFF REPORT

TITLE: MCOG Board Orientation & Program Overview

DATE PREPARED: 2/22/19

MEETING DATE: 3/4/19

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

At this meeting we will be conducting a brief orientation for MCOG Board members. The presentation will include an overview of various MCOG responsibilities and programs. Topics that will be covered include the following:

- TDA Administration
- Annual Transportation Planning Work Program
- Regional Transportation Improvement Program/State Transportation Improvement Program
- Grant Assistance
- Regional Transportation Plan
- Regional Housing Needs Assessment
- Service Authority for Freeway Emergencies

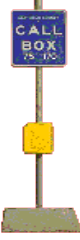
Orientation materials will be provided to Board members at the meeting.

ACTION REQUIRED: This item is for discussion and information only. No action is required.

ALTERNATIVES:

None identified.

RECOMMENDATION: Receive the orientation/presentation. Ask questions or discuss items included in the orientation as appropriate. No action is required.



MENDOCINO COUNTY S.A.F.E.

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

Agenda # 4
MCOG Meeting
3/4/2019

Nephele Barrett, Executive Director
367 N. State Street, Suite 206
Ukiah, CA 95482

Phone 707-463-1806
Fax 707-463-2212

TITLE: Mendocino County 3G Verizon Network Issues

DATE PREPARED: February 21, 2019

MEETING DATE: March 4, 2019

SUBMITTED BY: Alexis Pedrotti, SAFE Coordinator

Background:

The Mendocino SAFE Call Box Program currently has 141 call boxes installed on the State Highway system in Mendocino County. Of the 141 call boxes, 45 are satellite operated call boxes and 96 are standard cellular operated call boxes. For the past several years, the Mendocino SAFE has worked with Verizon Wireless to provide cellular service to the standard call boxes at a very minimal cost. The satellite call boxes are not as cost effective for the program, however, they service reaches very remote and rural areas of the county where standard cellular service is not available.

In recent months, Verizon has announced their termination of 3G cellular service as of December 31, 2019. Our contractor, CASE Systems, has been actively working to develop new radios for the SAFE programs around the state that will be compatible with the upgraded 4G Verizon Network. A CASE technician recently visited and evaluated the network situation here in Mendocino County. Unfortunately, Mendocino SAFE has many call boxes utilizing the US Cellular Network by roaming off their towers. With a percentage of our call boxes roaming off the US Cellular towers, this will cause an issue for the upgraded radios and a portion of the Mendocino County system will not work properly.

What does this mean for the Mendocino SAFE Program? Staff is currently working with Verizon to determine the ramifications that their upgrade will have on our call box system. Staff will also host a meeting with CASE Systems to determine what percentage of call boxes in our county still utilize the US Cellular roaming feature and how we should plan to move forward.

Originally, staff understood this to be a minor problem and upgrade to the system. After further discussions, there will need to be additional planning before implementing any new radios. The SAFE operates on a limited budget and deploying a large number of radios (approx. \$1,000 each) will be a big expense to the program, therefore staff wants to be sure the features will work and will be the best solution to the problem. We will be working with the network providers and utilizing data from the call box monitoring system to determine the best approach.

Staff is always available to discuss or answer any questions regarding the Emergency Call Box Program. More S.A.F.E information and documents can be found on the website: www.mendocinocog.org.

ACTION REQUIRED:

This item is for discussion only. No action is needed.

ALTERNATIVES:

None identified.

RECOMMENDATION:

This item is for discussion only. No action is needed.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 8a
Regular Calendar
MCOG Meeting
3/4/2019

STAFF REPORT

TITLE: Executive Committee's Fiscal Year 2019/20 Budget Recommendations

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 2.22.2019

BACKGROUND:

The Executive Committee met on February 20 to review and recommend on staff's initial draft budget as usual. Segments of the budget go through further review by MCOG's standing committees before final adoption by the Council in June. The committee focused on the Local Transportation Fund (LTF) revenues and allocations. Following is a brief summary.

Highlights of this year's budget: The FY 2019/20 LTF estimate of local sales tax revenue shows a significant increase from the previous year (approaching \$4 million for the first time), above the rate of inflation (3.7% CA-CPI). Growth has picked up momentum over the past two years. LTF actual revenues came in well above budget for the last closed year, at \$3.87 million, up more than 10%. The infusion of revenues from Senate Bill 1, the Road Repair & Accountability Act of 2017, has tripled State Transit Assistance since FY 2016/17; total transit revenues are up 30%. Planning grants and other revenue sources remain stable.

- The County Auditor's estimate of LTF sales tax revenue of \$3,852,643 is up 2.70% (\$101,135) from the Fiscal Year 2018/19 initial estimate. The County Auditor's letter indicates an increase of 5.86% over the actual revenues to date at this time last year (well above the CPI rate of inflation at 3.69%).
- An excess of \$163,519 (4.36%) is projected for the current year 2018/19, which, if the revenues materialize, would be available in FY 2020/21.
- According to MCOG's LTF Reserve policy, the minimum balance would be set at \$193,000 (five percent of the Auditor's estimate, for public transit purposes).
- \$29,135 remains reserved of the prior-year unallocated LTF revenues of \$596,200, which was available in FY 2017/18 as a result of a one-time transition to the County Auditor's accrual method of accounting for these revenues.

The Executive Committee recommended approval of staff's Draft 2019/20 Regional Transportation Planning Agency (RTPA) Budget, for further development during the annual budget process, including:

- The LTF Reserve minimum fund balance of five percent, \$193,000, according to policy, releasing for allocation \$375,634 – *an all-time high of unrestricted "excess" revenues*
- A temporarily reserved balance of LTF one-time unallocated revenues of \$29,135
- \$464,066 LTF for Administration – *increase of 4.9%, estimate pending staffing contract*
- \$67,772 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$147,816 LTF for the Planning program – *no increase over preceding year*
- \$3,548,623 LTF for Transit – *increase of 12.5%*
- Allocations from other sources for the Transportation Planning Overall Work Program (OWP) as recommended by staff and Technical Advisory Committee

- Allocations from the Regional Surface Transportation Program (RSTP) according to policies, based on Caltrans' estimates.

Conclusion: Total available revenues from all sources are estimated at over \$8 million, higher than ever at 28% above this time last year. For the coming fiscal year, MCOG will be able to fund programs of the Regional Transportation Planning Agency and Mendocino Transit Authority, with an increase of TDA revenues accelerating under the economic recovery, augmented by new SB 1 revenues.

ACTION REQUIRED: None at this time.

ALTERNATIVES: Not applicable.

RECOMMENDATION: None, this is for information only.

Enclosure:
Summary of recommended FY 2019/20 Budget

Mendocino Council of Governments Regional Transportation Planning Agency - Fiscal Year 2019/20 Budget

Administration, Bicycle & Pedestrian, Planning, and Transit Allocations - Executive Committee Recommendation as of 2/20/2019

REVENUES	LOCAL		STATE		FEDERAL		TOTALS
	LTF	STA	PPM	RPA	RSTP	Other	
2019/20 LTF Official County Auditor's Estimate	3,852,643						3,852,643
2018/19 Auditor's Anticipated Unrestricted Balance	163,519						163,519
Total Local Transportation Fund (LTF) Estimate	4,016,162						4,016,162
2018/19 Auditor's Anticipat'd Unrestricted Balance - Reversal	-163,519						-163,519
Reserved LTF prior-year unallocated revenues	29,135						29,135
Carryover - Planning Overall Work Program	5,276						5,276
2019/20 State Transit Assistance - SCO's Preliminary Estimate		946,179				131,815 SGR	1,077,994
State Transit Assistance - Fund Balance Available for Allocation		463,957					463,957
MCOG's Capital Reserve Fund - Balance Available for Transit		674,846					674,846
MTA Requested Carryover from 2018/19		pending					0
2019/20 STIP Planning, Programming & Monitoring (PPM)		90,000					90,000
2019/20 Rural Planning Assistance				294,000			294,000
2019/20 State Active Transportation Program (ATP) - grants & carryover				pending			0
2019/20 State Planning Grants - requested				368,285			368,285
Regional Surface Transportation Program - State Exchange Estimate-preliminary					780,992		780,992
LTF Reserve:							
2017/18 LTF Unrestricted Balance - audit pending	378,614						
LTF Reserve Balance as of 6/30/2018 - audit pending	250,018						
Less LTF Reserve Allocated for FY 2018/19	59,998						
Subtotal	568,634						
Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001	193,000						
Amount Available for Allocation in FY 2019/20	375,634						375,634
TOTAL REVENUES	4,262,688	1,410,136	90,000	294,000	780,992	0	8,012,762
ALLOCATIONS							
Reserved LTF prior-year unallocated revenues	29,135						554,066
2019/20 Administration	464,066				90,000		67,772
2% Bicycle & Pedestrian - 2018/19 LTF less Admin. x .02	67,772						
2019/20 Planning Overall Work Program (OWP) - New Funds	147,816		90,000	294,000		0	0
Carryover Funds - See OWP Summary	5,276						Total OWP: 905,377
Total Administration, Bike & Ped., and Planning	714,065	0	90,000	294,000	368,285	0	1,527,215
BALANCE AVAILABLE FOR TRANSIT	3,548,623	1,410,136	674,846	0	131,815	0	5,765,420
2019/20 Mendocino Transit Authority Claim - due April 1:							
MTA Operations							0
Unmet Transit Needs							0
Senior Centers Operations							0
Capital Reserve Fund Contribution							0
Capital Program, MTA & Seniors Current Year							0
Capital Program, Senior Centers Current Year							0
Capital Program, Long Term (Five Year Plan)							0
Total Transit Allocations	0	0	0	0	0	0	0
Other Allocations - RSTP for MCOG Partnership Fund					100,000		100,000
Other Allocations - RSTP for County & Cities Projects by Formula					590,992		590,992
Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail					pending		
TOTAL ALLOCATIONS	714,065	0	90,000	294,000	368,285	0	2,247,342
Balance Remaining for Later Allocation	3,548,623	1,410,136	674,846	0	131,815	0	5,765,420



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 8b
Regular Calendar
MCOG Meeting
3/4/2019

STAFF REPORT

TITLE: MCOG FY 2018/19 Budget Amendment for SAFE
Planning & Operations

DATE PREPARED: 2/22/19
MEETING DATE: 3/4/19

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

One of the responsibilities of the Mendocino Council of Governments is to act as the Mendocino County Service Authority for Freeway Emergencies (SAFE), the agency which plans for, installs, maintains, and administers the call boxes in Mendocino County. SAFE is funded separately from other planning or administrative funding sources through a \$1 per vehicle annual registration surcharge. Similar to MCOG's regular planning and administrative functions, SAFE planning and administration are separate functions as well.

The annual budget for SAFE planning is identified in Exhibit D of MCOG's budget resolution #M2018-03. The amounts identified each year are based on the SAFE Five-Year Strategic and Financial Plan. At that time of plan development, it was anticipated that planning for the system would be completed in FY 17/18, therefore, no SAFE planning funds were identified in Exhibit D for FY 18/19. There is now a need to amend Exhibit D to include SAFE planning funds for the current year to accommodate needed work, as well as for consistency with the DBC Planning Services Contract. The need for SAFE planning activities in the current year is the result of staffing changes in FY 17/18 which delayed plan implementation as well as a need to plan for changes in the networks that provide service to our call boxes. Information on these network changes will be discussed in a separate agenda item at this meeting. Staff will also be looking ahead to an update of the SAFE Five Year Plan, which expires in just over a year and will need to be updated to reflect upcoming network changes.

At their meeting of February 20, the Executive Committee recommended approval of a budget amendment to modify Exhibit D of Resolution #M2018-03 to include \$17,000 for SAFE Planning & Operations. Staff has refined that number based on contract limitations and recommends that the MCOG Board approve the budget amendment with the amount of \$16,262. As stated in the proposed modified Exhibit D (attached), this amount will be billed for actual hours worked. This budget change can be accommodated by the SAFE account balance, which includes a savings in SAFE Planning & Operations expenditures over the last three fiscal years of approximately \$5,940 below the annual budgeted amounts and roughly \$8,200 below amounts identified in the Five-Year Plan.

ACTION REQUIRED: Approve the proposed Budget Amendment to allow for SAFE Planning & Operations activities in the current Fiscal Year, consistent with the approved contract.

ALTERNATIVES:

Do not approve the budget amendment. This alternative is not recommended as it will not allow for the cellular network changes to be addressed.

RECOMMENDATION: The Executive Committee has recommended the following:

Approve an amendment to the FY 18/19 MCOG Budget to include funding for SAFE Planning & Operations in Exhibit D of Budget Resolution #M2019-03 (attached) in the amount of \$16,262. *(Note: The Executive Committee approved \$17,000, however, staff has refined this amount based on contractual limits.)*

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2018-03

ALLOCATING FISCAL YEAR 2018/19 FUNDS and 2017/18 CARRYOVER FUNDS for ADMINISTRATION, BICYCLE & PEDESTRIAN FACILITIES, PLANNING and RESERVES

WHEREAS,

1. Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency (RTPA) for Mendocino County;
2. The total 2018/19 Local Transportation Fund (LTF) revenue has been estimated at \$3,751,508 by the Mendocino County Auditor-Controller, in addition to carryover of various funds and \$29,135 of prior-year unallocated LTF revenues;
3. The LTF Reserve fund balance available for allocation is \$177,112, and the 2016/17 fiscal audit identified unallocated “excess revenue” or Unrestricted Balance at \$70,886; the Executive Committee recommendation is to set aside \$188,000 of this combined amount for the FY 2018/19 LTF Reserve fund balance (five percent of the County Auditor-Controller’s fund estimate according to policy), and to release for allocation the remaining \$59,998;
4. Total revenue from all LTF sources available for allocation is estimated at **3,876,649**; other funding sources include Regional Surface Transportation Program, Service Authority for Freeway Emergencies (SAFE), and grants;
5. SAFE funds are documented in a separate budget and financial plan, referenced in exhibits to this resolution to conform with MCOG’s staffing contracts;
6. Dow & Associates shall have the management responsibility for the 2018/19 overall approved Administration budget of up to \$532,444 (Total Administration \$567,884 less SAFE contract \$35,440), attached and incorporated herein as **Exhibit A**, which includes contracts for professional services and other direct costs;
7. Dow & Associates shall have the management responsibility for Regional Surface Transportation Funds for the Regional Project Manager position and budgeted direct costs, also referred to as Local Assistance-Project Delivery, as approved in its contract, identified in **Exhibits A and C**;
8. Dow & Associates shall have the management responsibility for Active Transportation Program state grants for the SR 162 Corridor Multipurpose Trail in Covelo, Phases I and II at up to \$251,000 of new funds and an estimated \$422,173 carried over;
9. Davey-Bates Consulting shall have the management responsibility for the 2018/19 approved Overall Work Program (OWP) as amended and transportation planning and related projects, a budget summary of which is attached and incorporated herein as **Exhibit B**, in the amount of \$1,221,126; the Davey-Bates Consulting contract funding is summarized in **Exhibit D**;
10. The Planning allocation to the 2018/19 Overall Work Program, for transportation planning and related projects, will be provided from 2018/19 LTF revenues, reallocation of prior year local carryover funds, and state and federal sources; and

11. Allocation for Bicycle & Pedestrian facilities are allowable at no more than two percent (2%) of the LTF funds remaining after allocation for Administration; \$66,181 shall be allocated for 2018/19; therefore, be it

RESOLVED, THAT:

1. MCOG hereby allocates available revenues for FY 2018/19 as follows.

USE	AUTHORITY	SOURCE	FISCAL YEAR	AMOUNT	TOTALS
Temp. Reserves	TDA, CCR Sec. 6655.1	Local Transportation Fund (LTF)	2016/17	29,135	29,135
MCOG Administration	PUC Sec. 99233.1	LTF	2018/19	442,444	442,444
	Regional Surface Transportation Program (RSTP)	MCOG Local Assistance – Project Delivery	2018/19	90,000	90,000
	SB99/AB101 of 2013 - CA Transportation Commission	Active Transportation Program (ATP) Infrastructure Grants	2018/19	251,000	673,173
2017/18			422,173		
Bicycle & Pedestrian Facilities	PUC Sec. 99233.3	LTF	2018/19	66,181	66,181
Planning Overall Work Program (OWP)	CCR Sec. 99402	LTF	2018/19	147,816	183,824
			2017/18	36,008	
	Senate Bill 45	Planning, Programming & Monitoring (PPM)	2018/19	89,000	176,659
			2017/18	87,659	
	State Highway Account	Rural Planning Assistance (RPA)	2018/19	294,000	321,500
			2017/18	27,500	
	SB99/AB101 of 2013 - CA Transportation Commission	Active Transportation Program (ATP) Non-Infrastructure Grants	2017/18	400,151	400,151
State Highway Account	Sustainable Communities Planning Grants	2017/18	138,992	138,992	
Subtotal OWP				1,221,126	
Total Allocations					2,522,059

2. Any amendment to the Overall Work Program approved by MCOG’s Board of Directors may result in a revised OWP budget.

ADOPTION OF THIS RESOLUTION was moved by Director Carter, seconded by Director Croskey, and approved on this 4th day of June, 2018, by the following roll call vote:

- AYES: Directors Stranske, Wasserman, Cimolino, Carter/Alt., Croskey, Jackman (Caltrans/PAC), and Chair Gjerde
 NOES: None
 ABSENT: Director Scalmanini

WHEREUPON, the Chairman declared the resolution adopted, AND SO ORDERED.

/s/

/s/

ATTEST: Phillip J. Dow, Executive Director

Dan Gjerde, Chair

Amendment Proposed
3/4/2019

Davey-Bates Consulting
PLANNING SERVICES CONTRACT
Fiscal Year 2018/19

1. **Budget.** Total approved funding for the services of Davey-Bates Consulting is ~~\$373,641~~ **\$389,903**.
2. **Scope of Work and Cost.** As approved by the Board of Directors on September 29, 2014: “the scope of work and cost for the Transportation Planning Services contract between MCOG and Davey-Bates Consulting shall be as originally submitted in the Davey-Bates Consulting proposal, except that annual Cost of Living Adjustments (COLA) shall be limited to four percent, and if cost inflation exceeds four percent in a year, the contractor may negotiate directly with the Board of Directors; and the Chair is authorized to execute the contract.”

A five-year Professional Services Agreement between Contractor and MCOG was prepared by County Counsel, as the Board’s designated negotiator, and executed by the Chair.
3. **MCOG Planning.** Multiple funding sources are identified in the Overall Work Program. MCOG planning staff costs shall be billed on a monthly reimbursable basis for actual hours worked at the attached fully-weighted hourly rates, and pursuant to the approved 2018/19 Work Program (as may be amended). Total approved funding for MCOG planning duties in FY 2018/19 is **\$373,641**.
4. **SAFE Planning & Operations.** The funding source is Vehicle Registration Fees collected by the California Department of Motor Vehicles, identified in a separate budget from the 2016 through 2020 *Mendocino County Service Authority for Freeway Emergencies (SAFE) Five-Year Strategic and Financial Plan*, adopted on March 6, 2017.

~~SAFE planning is complete for this period, so no planning funds are budgeted for FY 2018/19.~~

SAFE planning staff costs shall be billed on a monthly reimbursable basis for actual hours worked at the attached fully-weighted hourly rates. Total approved funding for SAFE planning and operations in FY 2018/19 is \$16,262.

Davey-Bates Consulting

FISCAL YEAR 2018/19 PLANNING CHARGE RATES

The following rates have been approved for transportation planning services performed under the contract. These will be applied to work done on tasks identified in MCOG's 2018/19 Transportation Planning Overall Work Program.

Lisa Davey-Bates, Principal	\$ 121.83
Deputy Planner	\$ 109.27
Program Manager	\$ 86.54
Associate Program Planner/Administrator	\$ 61.21
Executive Assistant	\$ 36.07



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 8c
Regular Calendar
MCOG Meeting
3/4/2019

STAFF REPORT

TITLE: Options for Comprehensive Staffing Services Starting October 1, 2019– Executive Committee Recommendation **DATE PREPARED:** 2/21/19
MEETING DATE: 3/4/19

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

All staffing for the Mendocino Council of Governments is provided through contracts with private consulting firms. Previously provided through a single contract, the administrative and planning functions were separated in 2014. In 2014, a competitive procurement process was followed which included separate Requests for Proposals for the administration and planning functions. The RFPs indicated an initial contract period of five years, with up to five one-year extensions. Only one proposal was received for each of the RFPs—from Dow & Associates for administration and Davey-Bates Consulting for planning, and contracts were awarded to the two companies, consistent with the terms identified in the RFP.

The current contract period will end on September 30 of this year. Although nearly eight months remain, it is necessary to consider options for these services at this time as the process could be lengthy depending on the approach selected.

There are two basic contract options available for MCOG's consideration. The option also exists to convert to a public employee model for staffing rather than having staffing provided by contract, although that was considered and rejected prior to the initiation of the advertising process five years ago. The contracting options are as follows:

1. Exercise the option to extend the existing contracts.
2. Prepare Requests for Proposal for these services and seek new proposals. (*Note: Dow and DBC employees are not able to prepare these RFPs, which means that an agency will need to be identified from among the joint powers member agencies that will take on the procurement process.*)

At their meeting of February 20, the Executive Committee considered these options and voted unanimously to recommended to the MCOG Board that they exercise the option to extend the existing contracts. Additionally, the Executive Committee recommended that an Ad Hoc committee be appointed for the purpose of negotiating the contract extensions. If the MCOG Board approves the Executive Committee recommendation, the item will come back to the Board prior to execution of an extension.

ACTION REQUIRED: Select a preferred approach to continue administrative and planning staffing for MCOG beyond September 30, 2019.

ALTERNATIVES:

Continue this item to a later meeting.

RECOMMENDATION: The Executive Committee has recommended the following actions:

1. Proceed with extensions of the existing contracts for MCOG Administration Services and MCOG Planning Services.
2. Appoint an Ad Hoc committee to work with the contractors and negotiate contract extensions.

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 9
Consent Calendar
MCOG Meeting
3/4/2019

MINUTES

Monday, February 4, 2019

County Administration Center, Board of Supervisors Chambers

ADDITIONAL MEDIA:

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

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

1. Call to Order / Roll Call. The meeting was called to order at 1:30 p.m. with Directors Jim O. Brown, Larry Stranske, Richey Wasserman, Michael Carter/Alt., John Haschak, Rex Jackman (Caltrans/PAC), and Dan Gjerde present; Chair Gjerde presiding. Director Tess Albin-Smith arrived soon after.

Staff present: Nephele Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner, and Phil Dow, Principal of Dow & Associates. (Additional staff in the audience.)

Guest: California Transportation Commission Executive Director Susan Bransen.

Executive Director Barrett welcomed Ms. Bransen and the new Board Directors: from the City of Ukiah, Jim O. Brown; County District 3 Supervisor, John Haschak; and from the City of Fort Bragg, Tess Albin-Smith, who joined the meeting at 1:47 p.m. during the following presentation. Ms. Barrett notified the Board members that a Board Orientation will be presented at the March 4, 2019 MCOG meeting.

2. Presentation & Discussion of Regional Transportation Issues Executive Director Barrett conducted a presentation on Regional Transportation Issues:

- Regional Overview – reported on demographic, streets and road information on the cities and the County.
- Highlights and accomplishments – highlighted programs and funding, Willits Bypass, Simpson Lane/ State Route (SR) 1 Roundabout, Rail Trails, California Coastal Trail in Fort Bragg, Branscomb Road Pedestrian Bridge in Laytonville, Countywide Safe Routes to School, Call Boxes, and Electric Vehicle Charging Stations.
- Current and upcoming projects – Ukiah Downtown Streetscape and “Road Diet” projects from the State Transportation Improvement Program (STIP) and Highway Safety Improvement Program (HSIP), Gualala Streetscape, US 101 and North State Interchange in Ukiah area, the Pedestrian Needs Inventory Study, and Covelo SR 162 Multi-Use trail through the Active Transportation Program (ATP).
- Unresolved issues – emergency evacuation routes/secondary access and difficulty to obtain funding for rural projects.

Discussion included:

Director Haschak reiterated the importance of wildfire preparedness and evacuation needs and improving SR 162 in Covelo. Ms. Bransen responded that the California Transportation Commission (CTC) recognizes the need for projects in rural areas. CTC toured the town of Paradise along with the former Caltrans Director and Mayor Jody Jones. Caltrans has planning grants to

research challenges in rural areas. CTC will be working with Rural Counties Task Force and others to prioritize improved access.

Chair Gjerde reported he had received calls with similar access to emergency route concerns for the North Coast area as well. Some of the emergency access roads that have been identified by Caltrans are on private property; owners will often lock out or completely block access. He noted the need to address maintenance and monitoring emergency access roads for accessibility. Ms. Bransen responded that funding for improving and maintaining private emergency routes would probably require legislative authority. She intends to share this information with CTC and request recommendations. Active Transportation Program (ATP) has been oversubscribed; they have had over \$2 billion in requests for this funding statewide. She likes to hear about the projects that have come out of the ATP in this region.

Ms. Barrett said MCOG applied for an Adaption Planning Grant for a two-year project, the Fire Vulnerability Assessment Emergency Evacuation Preparedness Plan. The assessment will allow MCOG to prioritize the roads and areas to focus emergency access.

Director Albin-Smith introduced herself and explained that she worked for 28 years at CalFire in the Fort Bragg area and is familiar with emergency access roads in that area. A highly fire-prone area with limited road access is the Pygmy Forest area; she hopes the assessment identifies that area.

3. Approval of Proclamation Honoring Phil Dow and Presentation of CTC Resolution. Ms. Barrett read a proclamation prepared by staff honoring the retired Executive Director, and he expressed his appreciation of the recognition.

Upon motion by Carter, second by Wasserman, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the proclamation honoring Phil Dow is approved.

Ms. Bransen summarized Mr. Dow's contributions to the CTC that have benefitted statewide rural counties. She said members of the CTC have tremendous respect for Mr. Dow. She presented a resolution from the commission to honor him and let the Board know that resolutions to recognize outgoing Executive Directors are not a common practice. She read part of the resolution that recognized his efforts, work, and contributions throughout the years with special mention of the Willits Bypass. Mr. Dow spoke about the importance of remaining involved and continuing an active presence at the CTC to voice rural county concerns.

Public comments included:

Brad Mettam, Caltrans District 1 – Mr. Mettam gave an example of how Mr. Dow had influenced people's decisions in a meeting he attended due to the respect he has earned from the members.

Tim Erickson, Public Works Director City of Ukiah – He extended his appreciation for Mr. Dow's support over the years.

Howard Dashiell, Director, Mendocino County Department of Transportation– He extended his appreciation for Mr. Dow and the MCOG staff.

Chair Gjerde – Mentioned Mr. Dow's support of a half-cent sales tax for Fort Bragg and extended his appreciation.

The Chair called a recess at 2:30 p.m. for an informal reception in honor of Mr. Dow, and reconvened the meeting at 2:55 p.m.

4. Election of Officers – Chair and Vice Chair – Deputy Director Orth introduced this item, and conducted the election with usual method, consistent with Robert's Rules of Order. She opened the nominations for the office of Chair; Director Gjerde was nominated. With no further nominations, Ms. Orth closed nominations for the office of Chair.

Nominations were opened for office Vice Chair; Alternate Director Carter was nominated. After a brief discussion in regards to eligibility due to his pending status as an appointee, the nomination was confirmed contingent on his reappointment by the Board of Supervisors.

Upon motion by Carter, second by Wasserman, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 0 Absent): **IT IS ORDERED that Director Gjerde is re-elected Chair and Alternate Director Carter was provisionally elected Vice Chair.**

5. Convene as RTPA

6. Recess as RTPA – Reconvene as Policy Advisory Committee

7. Public Expression. None.

8 - 10. Regular Calendar.

8. Public Hearing. Unmet Transit Needs for Fiscal Year 2019/20 – Including Social Services Transportation Advisory Council (SSTAC) Recommendation of November 15, 2018. Ms. Orth presented proofs of publication in different public media forums: Ukiah Daily Journal on 1/4; The Willits News on 1/5; the Fort Bragg Advocate-News on 1/10; and the Independent Coast Observer on 1/11. It was also posted on MCOG’s website and emailed to interested stakeholders. **Upon motion** by Carter, second by Wasserman, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): **IT IS ORDERED that this public hearing on FY 2019/20 Unmet Transit Needs was properly noticed.**

Chair Gjerde opened the hearing 3:03 p.m.

Ms. Orth submitted the list of Unmet Transit Needs from the SSTAC that included 10 unmet transit needs and a list from Mendocino Transit Authority (MTA) that identified 15 unmet transit needs. MTA also submitted two additional needs submitted after the initial report to MCOG, which Ms. Orth read into the record. She described the next steps of the process. No additional unmet transit needs were submitted as testimony and the public hearing was closed at 3:14 p.m.

Upon motion by Brown, second by Haschak, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): **IT IS ORDERED that MCOG receives as testimony all needs reported by the Social Services Transportation Advisory Council (SSTAC), Mendocino Transit Authority (MTA), and the public hearing; the testimony heard includes Unmet Transit Needs that appear to qualify under MCOG’s adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the Transit Productivity Committee and Social Services Transportation Advisory Council.**

9. Annual Appointments to Standing Committees and Possible Scheduling of Meeting Dates

- a. Executive Committee. According to MCOG bylaws, Chair and Vice Chair are members of this committee with addition of a third member reflecting a city. **Director Wasserman volunteered as the third member of the Executive Committee.**
- b. Transit Productivity Committee. According to the bylaws, appointments are made by the Chair. Chair Gjerde appointed **Directors Brown and Carter.**
- c. California Association of Councils of Governments (CALCOG). Duties and upcoming events were noted. The annual Regional Leadership Forum is scheduled for March 14-17, 2019 as the next delegate meeting. The Council appointed **Directors Albin-Smith as the delegate with Director Haschak as the alternate.**

Upon motion by Brown, second by Haschak, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): **IT IS ORDERED that the Council approves the above slate of committee appointments.**

10. Adoption of 2019 Board Calendar. Ms. Barrett referred to the Board Calendar included in the agenda packet. She highlighted the mobile workshop tour, scheduled in April for the South Coast.

Upon motion by Haschak, second by Carter, and carried unanimously (8 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED the 2019 Board Calendar is adopted.

11-13. Consent Calendar. Upon motion by Brown, second by Haschak, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter/Alt., Albin-Smith, Haschak, Jackman, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

11. Approval of December 8, 2018 Minutes – as written

12. Technical Advisory Committee (TAC) Recommendations of January 16, 2019. Approval of Third Amendment to Fiscal Year 2018/19 Transportation Planning Overall Work Program (OWP) – Ms. Ellard included her staff report in the Agenda Packet that explained the TAC’s recommendation for a third amendment. The proposed revisions are to correct an error in the allocation for Work Element 9, Fort Bragg Street Safety Plan. No change to the total, program funding remains at \$1,381,130.

13. Adoption of Resolution Authorizing the Executive Director to Execute Agreements Required to Process State & Federal Funds for MCOG’s Approved Projects

14. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Albin-Smith, second by Stranske, and carried unanimously (7 Ayes; 0 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

15. Reports - Information

- a. Mendocino Transit Authority. Chair Gjerde reported the annual review of MTA’s Executive Director was conducted at the last meeting.
- b. North Coast Railroad Authority. Ms. Ellard did not attend the last NCRA meeting; the next NCRA meeting is February in Healdsburg. She and Ms. Barrett have been attending Great Redwood Trail meetings and will continue monitoring the progress ongoing. NCRA has been working on the requirements from Senate Bill 1029 on transitioning from a rail agency to a trail agency. Chair Gjerde reported that Director Haschak was appointed to the NCRA as a Board Member; he will start in March.
- c. MCOG Staff - Summary of Meetings. Executive Director Barrett referred to the written report; nothing specific was highlighted. She explained to the new Board members this is a standing agenda item included in each MCOG Agenda Packet.
- d. MCOG Administration Staff
 1. Caltrans State Highway Status of Projects. Ms. Barrett referred to the report included in the agenda packet. Caltrans District 1 submitted a Status of Projects Report and will resume reporting updates quarterly. Director Jackman summarized and clarified that it does not list all projects; only projects in the County that Caltrans considers relevant for MCOG’s review. Chair Gjerde asked how projects, such as adding turn pockets to high use roadways, could be implemented. Director Jackman explained that Caltrans prioritizes projects by using data, such as collision reports. Caltrans’ Traffic Safety Division would implement an intervention, in that particular circumstance.

2. *AB1234 Ethics Training (On Demand Webinar) Available through March 15.* Ms. Orth reminded the Board that MCOG joined the California Special Districts Association; training is one of the benefits. There is a free AB1234 Ethics Training on-demand webinar available through March 15. Board members can contact Ms. Orth for more information.
 3. *MCOG's New Website Transition Completed (www.mendocinocog.org).* Ms. Orth announced the new MCOG website is fully active. The company MCOG used was Streamline, Digital Deployment; they specifically design website templates for special districts, joint power agencies, and other small agencies, with unlimited technical support. She will continue to upload content and post community pages to include each of the local communities' plans.
 4. *Reminder: Form 700 Statements of Economic Interest.* Ms. Orth reminded Board Members who are assuming office to file their Form 700, Statement of Economic Interest, to include MCOG as one of the agencies they serve, and to provide MCOG with a copy. Due to the new electronic filing, she is researching the requirements but requests copies for now.
 5. *Miscellaneous.* – None.
- e. MCOG Planning Staff.
1. *Fiscal Year 2019/20 Draft Transportation Planning Overall Work Program (OWP).* Ms. Ellard reported MCOG staff is developing the Overall Work Program for FY 2019/20. A draft of the OWP is due to Caltrans on March 1. MCOG's Technical Advisory Committee (TAC) reviews and recommends the projects for inclusion. Caltrans will review and comment on the draft prior to returning it to MCOG TAC for final review and for MCOG Board's approval in June. Two applications were submitted. The County of Mendocino Department of Transportation submitted an application to do special studies as usual. City of Fort Bragg submitted an application for a preliminary engineering project but it may not be eligible for the planning program. The OWP consists of the MCOG staff work elements, local agency projects, and funding matches for two Caltrans projects, pending grant awards. It also includes a portion of funds in reserve to spread the burden of updating the Pavement Management Program (PMP) over three years. The Davey-Bates Consulting (DBC) contract expires September 30, 2019; estimates are included that will be held in pending status until MCOG Board decides to extend or go out the bid.
 2. *MCOG Sponsored Local Agency Training: Traffic Control for Safer Work Zones – January 30, 2019.* Ms. Ellard reported the OWP includes \$5,000 each year towards local agency training. Typically, the whole amount is not spent and the remainder carries over to the next year. This year MCOG TAC supported a UC Berkeley Institute of Transportation Studies (ITS) training called Traffic Control for Safer Work Zones. There were about 30 County and cities employees that attended. Training costs for the conference center, trainer, and breakfast refreshments and lunch totalled about \$6,620, (about \$220 per person), much more cost efficient than sending individual agency employees out of town for this training.
 3. *Miscellaneous.* None.
- f. MCOG Directors. None.

- g. California Association of Councils of Governments (CALCOG) Delegates. Ms. Orth mentioned the annual forum coming up in March in Yosemite. She invited Board members to attend and let them know that their travel expenses would be covered by MCOG in the administration budget. Ms. Barrett attended the COG Directors Association of California (CDAC) meeting in Sacramento. She referred to the CALCOG Legislative Report in the information packet, which summarizes legislative interests discussed at that meeting. She mentioned housing projects were a key subject and how the Governor's budget may affect transportation and housing funds.

16. Adjournment. The meeting was adjourned at 3:50p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 11c
Reports
MCOG Meeting
3/4/2019

STAFF REPORT

TITLE: Summary of Meetings

SUBMITTED BY: Marta Ford, Administrative Assistant

DATE PREPARED: 2/21/2019

BACKGROUND:

Since our last regular MCOG meeting, MCOG Administration and Planning staff has attended (or will have attended) the following 21 statewide and local meetings on behalf of MCOG:

Date	Meeting/Event	Location	Staff
2/4/2019	MCOG Board Meeting	Ukiah	Orth, Barrett, Ellard, & Dow
2/6 & 7/2019	Caltrans Training - Federal Aid Series	Ukiah	Barrett & Sookne
2/5/2019	Performance Audit Kick-off	Ukiah	Barrett, Orth, Ellard
2/7 & 8/2019	MCOG Fiscal Audit	Ukiah	Orth
2/11 - 14/2019	National Association of Regional Councils (NARC)	Washington DC	Davey-Bates
2/11/2019	Covelo Multi-modal Trail PDT	Teleconference	Barrett & Sookne
2/13/2018	California Transportation Forum	Sacramento	Orth
2/13/2019	Board of Supervisor's Emergency Access Ad Hoc	Ukiah	Barrett
2/14/2019	ChargePoint Project Status	Teleconference	Orth
2/19/2019	Dow & DBC Coordination Meeting	Ukiah	All Staff
2/19/2019	Sonoma Clean Power	Teleconference	Orth
2/19/2019	Ukiah Local Assistance Meeting	Ukiah	Barrett & Sookne
2/20/2019	MCOG TAC	Ukiah	Ellard & Barrett
2/20/2019	ZEV Advisory Group (ZAG) Kick-off	Ukiah	Ellard, Orth & Barrett
2/20/2019	MCOG Executive Committee	Ukiah	Orth, Barrett, Ford & Pedrotti
2/20/2019	Hopland Municipal Advisory Council	Hopland	Barrett
2/20/2019	Ukiah City Council	Ukiah	Barrett & Sookne
2/21/2019	Pedestrian Facility Needs Bi-weekly	Teleconference	Ellard, Barrett & Sookne
2/25 - 27/2019	California Transportation Planning Conference	San Diego	Ellard
2/26/2019	CARB - ZEV Plan Interview	Teleconference	Orth
3/1/2019	Covelo Multi-Modal Trail Meeting	Ukiah	Barrett & Sookne

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

ACTION REQUIRED:

None, information only.

ALTERNATIVES:

Not applicable.

RECOMMENDATION:

Forward this information to anyone interested.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 11d1
Reports
MCOG Meeting
3/4/2019

TITLE: California Transportation Foundation – 20th Annual Transportation Forum

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 2/25/2019

BACKGROUND:

On February 13, 2019 I attended the forum in Sacramento. Scholarships from this nonprofit organization were given out to students in planning and public affairs. The forum covered the big-picture view of statewide transportation goals, progress and innovations with leading legislators, executives, and professionals. Following are a few highlights:

- Caltrans Director Laurie Berman (mentioning the snow in Mendocino) talked about the agency's status, including efficiencies with a target of \$100 million; the Value Analysis process has already saved \$60 million alone. Other issues were partnerships, safety work, emergency projects, reducing greenhouse gasses, and Complete Streets. Climate resilience is being addressed in part by vulnerability assessments in all 12 Caltrans districts.
- Jim Beall, Chair, Senate Transportation and Housing Committee, called for a federal infrastructure bill in 2019. Jim Frazier, Chair, Assembly Transportation Committee, vowed to hold the CA Air Resources Board accountable, citing impacts on the freight industry from unfair fees. Both are dedicated to protecting SB 1, Road Repair & Accountability Act of 2017, an effort they led together. Susan Bransen, CTC Executive Director, reported the first \$25 billion will start to make "a small dent" in the backlog of projects, with a bright outlook on funding, and goals for more transparency along with better data and metrics.
- The first panel addressed the Transportation Outlook for 2019, including heads of the California State Transportation Agency (CalSTA), CTC and CARB.
- A panel of government leaders from San Diego and City of Sacramento spoke on Emerging Technologies in Transportation, a complex topic exploring the intersection of rideshare apps, driverless vehicles, micro-transit shuttles, grocery delivery robots, big data—and the specter of dystopia if it goes awry.
- The venerable Heinz Heckerth, CTF board member, gave an extemporaneous dissertation on California's transportation history, starting in the freeways era, as a lead-in to his question for the panel.
- The last panel, on The New Mobility Challenge, with managers of Uber, Scoot, UC Davis and City of Sacramento, talked about new ways of moving people, electric mobility for all, equitable investments, first/last mile to transit, multimodal transportation to reduce car miles, and more seamless connections. In San Francisco, 700 mopeds—a sit-down electric scooter—are providing more than 3,000 rides a day.
- Former USDOT official Robert Mariner, now a private sector senior policy advisor, detailed tips on securing federal grants: Prioritize, Prepare, Present and Promote. In good news for us, the current Administration's focus for discretionary grants is to fund rural-serving projects.

More information can be found at <https://transportationfoundation.org/>.

ACTION REQUIRED: None at this time.

ALTERNATIVES: Not applicable.

RECOMMENDATION: None, this is for information only.