



# 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, May 6, 2019 at 1:30 p.m.**

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

### Additional Media

For live streaming and later viewing:

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

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

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

1. Call to Order and Roll Call
2. Convene as RTPA
3. Recess as RTPA – Reconvene as Policy Advisory Committee

### PUBLIC EXPRESSION

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

### REGULAR CALENDAR

5. Discussion: Recap of MCOG’s Point Arena & Gualala Area Transportation Tour April 1, 2019
6. Consideration of Opposition to Introduced State Legislative Bills: SB 152, AB 1402 (to amend Active Transportation Program funding formula)
7. Fiscal Year 2019/20 RTPA Budget Presentation & Workshop
  - a. Report of Revenues Fiscal Year to Date 2018/19
  - b. Executive Committee Recommendations of February 20, 2019 – Revenues & Allocations
  - c. Technical Advisory Committee Recommendation of February 20, 2019 – Draft Planning Overall Work Program
  - d. Transit Productivity Committee Recommendations of May 2, 2019
8. Approval of Ad Hoc Committee Recommendation to Extend Professional Services Agreements through September 30, 2020
  - a. Administration & Fiscal Services – Dow & Associates
  - b. Planning Services – Davey-Bates Consulting (DBC)

**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 April 1, 2019 Minutes
10. Acceptance of 2017/18 MCOG Fiscal Audit

**RATIFY ACTION**

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

**REPORTS**

12. Reports – Information - *No Action*
  - a. Mendocino Transit Authority
  - b. North Coast Railroad Authority
  - c. MCOG Staff - Summary of Meetings
  - d. MCOG Administration Staff – *verbal report*
  - e. MCOG Planning Staff
    1. Pedestrian Facility Needs Inventory & Engineered Feasibility Study
    2. Zero Emission Vehicle & Alternative Fuels Readiness Plan Update
    3. Miscellaneous
  - f. MCOG Directors
  - g. California Association of Councils of Governments (CALCOG) Delegates

**ADJOURNMENT**

13. 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 4/30/2019

Next Resolution Number: M2019-02



**MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT**

**Agenda #5**  
Regular Calendar  
MCOG Meeting  
5/6/2019

---

**TITLE:** Follow-up Discussion of South Coast  
Area Tour

**DATE PREPARED:** 04/29/19  
**MEETING DATE:** 05/06/19

---

**SUBMITTED BY:** Nephele Barrett, Executive Director

---

**BACKGROUND:**

At the May MCOG meeting, we had the opportunity to tour the Point Arena and Gualala areas and see existing and potential project sites. Typically when we do these project tours, we hold our meeting at the end of the day which allows for discussion of the projects and sites that were included on the tour. However, in May, the regular meeting portion of the day fell between the two tour segments, limiting the ability to discuss the second part of the tour.

A follow-up discussion item has been included on the May agenda to allow for any further discussion or questions about the projects or sites seen in April, particularly those in the Gualala area that were viewed during the afternoon tour segment. For reference, the tour summary from last month has been included as an attachment.

---

**ACTION REQUIRED:** Discuss South Coast area projects and sites included in the tour.

---

**ALTERNATIVES:** None identified.

---

**RECOMMENDATION:** Discuss South Coast area projects and sites included in the tour.



**Mendocino Council of Governments**  
**Tour of South Coast Areas**  
**April 1, 2019**  
(Subject to Modifications/Additions)

Our spring 2019 tour of transportation projects will include projects in the Point Arena and Gualala areas. MTA will once again provide a bus for Board members, staff and other participants. Local agency and Caltrans staff will be present during the tour to discuss projects implemented by their agencies. More detailed handouts on certain projects will also be provided. There will be additional opportunity to discuss the projects and sites at the MCOG meeting following the tour.

**Point Arena Area**

1. Pedestrian Needs Study projects.
  - a. *Northern Point Arena Sidewalk and Crossing Improvement Projects (PA-1 & PA-2).* Improvements on the state facility include new sidewalk on School/SR 1 between Lake Street and City Hall and improved crossings. Needed improvements on City streets include sidewalk gap closures on Lake Streets, a sidewalk extension on Riverside Drive, and a school access path.
  - b. *Southern Point Arena Sidewalk & Crossing Improvements (PA-3 & PA-4).* Proposed improvements on Main Street/SR 1 in this area include improved visibility, sidewalk extensions, gap closures, and a new pathway. Improvements on City streets include reconstruction of sidewalks on Mill Street, new sidewalk on Iversen, and gap closure on Port Road.
  - c. *Pathway Connections to Port Road, School Street and Main Street (PA-5).* These potential projects were previously identified in the Community Action Plan. It is unlikely we will be able to see the location of the proposed trail on the tour, but should be able to see access points.
  - d. *Arena Cove Access (PA-6).* Potential improvements for cove access include a separate pedestrian path parallel to Port Road and crosswalks connecting Harpers Trail to Port Road.
2. Safe Routes to School. The City completed a Safe Routes to School project on Lake and Main Streets in 2013 which provided sidewalk improvements to several area schools. This project was the result of the MCOG sponsored Point Arena Community Action Plan, which was completed in 2010.
3. Electric Vehicle Charging Station. This station was completed through a partnership of the Mendocino Land Trust, City of Point Arena and MCOG and is one of 13 public charging stations recently completed throughout Mendocino County.
4. Windy Hollow Road/SR 1 Alternatives for Flooding Related Closures. Caltrans is currently conducting a study to determine the alternatives and costs of projects that will allow State Route between Point Arena and Manchester to remain open during periods of intense rainfall that cause flooding of the Garcia River and nearby low-lying areas. Closures of this stretch of highway are of great concern to the community as well as emergency responders. The County has also studied the feasibility of a bridge over the Garcia River on Windy Hollow Road, where it divides the Manchester Point Arena Rancheria.
5. Iverson/Port Road & Arena Cove Launch Facility. Arena Cove is an important economic center for the City of Point Arena. Iverson and Port Roads provide vehicular and non-motorized access to the Cove area. Projects along these routes are also identified in the Pedestrian Needs Study.

**Gualala Area**

6. Gualala Downtown Streetscape Project. We will walk through downtown Gualala to view the site of the Gualala Downtown Streetscape Project. The project will include sidewalks, bike lanes, improved traffic

flow, and an enhanced downtown visual character. The need for the project was originally identified in the Gualala Community Action Plan and later refined in the Refined Streetscape Design Plan. MCOG has programmed STIP funds for project development of the project as a result of those efforts. Caltrans Project Manager Frank Demling will be on hand to provide information on the project.

7. Pedestrian Needs Study Priority Project Sites. Priority projects in the Pedestrian Needs Study will extend improvements in the downtown project. These include:
  - a. *Gualala North Downtown Sidewalk & Crossing Improvements (G-2)*. Suggested improvements include accessible sidewalks or paths and marked crossings.
  - b. *Gualala Northern Walkway & Crossing Improvements (G-3)*. Proposed fully accessible sidewalks or paths on the west side of the highway, north of the mobile home park and Hubert Avenue.
8. Pedestrian Needs Study Long Term Projects (G-4). Long Term improvements include a path on the south side of Old State Highway and Gualala Road, an alternative trail between SR 1 and the Gualala Arts Center, and crossings on Old State Highway at the intersection of SR 1.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda #6**  
Regular Calendar  
MCOG Meeting  
5/6/2019

## STAFF REPORT

---

**TITLE:** Opposition to SB 152 & AB 1402 – Proposed Legislation Changing the Active Transportation Program      **DATE PREPARED:** 4/29/19  
**MEETING DATE:** 5/6/19

---

**SUBMITTED BY:** Nephele Barrett, Executive Director

---

### BACKGROUND:

The Active Transportation Program (ATP) is a competitive grant program that provides funding for bicycle and pedestrian facilities and programs. It was created by the legislature in 2013 and combined several smaller competitive grant programs. As it currently exists, the ATP funding is distributed as follows: 50% statewide competitive program, 10% small urban and rural competitive program, and 40% to the large urban areas to conduct their own programs. Agencies in rural regions, including Mendocino County, can compete under the statewide competitive portion as well as the small urban and rural portion, a total of 60% of the total funding. Mendocino County agencies have been successful in both programs. Successful projects include the Covelo SR 162 Multi-Use Trail, Ukiah Rail Trail, Willits Rail Trail, Fort Bragg's California Coastal Trail, and the Countywide Safe Routes to Schools Non-Infrastructure Project.

When the ATP was created, it allowed for a more effective use of these funds by requiring only a single application. Combining programs also made it possible to fund more of the best projects around the State, which may have previously been limited by smaller pots of funding in the individual programs. The existing framework of the ATP, including the funding distribution, was developed cooperatively between the CTC and the State's regional transportation agencies. It involved numerous committees and subcommittees to formulate the existing program. Every transportation agency in the state had an opportunity to provide input, and almost all participated.

Two pieces of legislation have recently been introduced that propose significant changes to the Active Transportation Program—SB 152 (Beall) and AB 1402 (Petrie-Norris). The most significant item proposed in these bills is a drastic change to the funding distribution. AB 1402 proposes 75% to the large urban areas to conduct their own programs, 15% to the small urban and rural competitive program, and only 10% to the statewide competitive program. SB 152 initially mirrored AB 1402, but has recently been amended to the following: 60% to the large urban areas, 15% to the small urban and rural competitive program, and 25% to the statewide competitive program. While the modest increase to the small urban and rural portion may seem positive, the fact is that these proposals cut the competitive funding available to MCOG from the current 60% to 40% (SB 152) or 25% (AB 1402).

It appears that the motivation behind these bills is a perception by certain regions (the Bay Area and Orange County) that they did not receive their "fair share" of funding in the last funding cycles based on their population. However, a greater population isn't always an indicator of the greatest need. A perfect example of that is the SR 162 Multi-Use Trail, which was one of the highest ranked projects in the state, in spite of the very small population of Round Valley. In addition, success of any given agency or region changes from one cycle to the next, and it may be that those that were unsuccessful previously will work to improve their application or project and be awarded funding in future cycles.

The reduced funding to rural agencies isn't the only negative aspect of these proposals. Senate Bill 1 added considerably to the money available in the ATP. In 2018, voters showed their support for SB 1 by defeating Proposition 6. These current attempts to take money away from non-MPO regions and change the competitive nature of the ATP significantly changes what voters supported. This could be seen as a reason to again attempt to eliminate SB 1 by its opposition, which could be devastating not only for the Active Transportation Program, but all transportation funding programs.

For these reasons, staff recommends that the MCOG Board formally oppose both SB 152 (Beall) and AB 1402 (Petrie Norris). Draft letters of opposition will be provided to the Board prior to the meeting.

The text and history of both bills can be accessed a searching the California Legislative Information website, or by using the following links:

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201920200AB1402](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1402)

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200SB152](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB152)

---

**ACTION REQUIRED:** Adopt a position of opposition to SB 152 (Beall) and AB 1402 (Petrie-Norris) and authorize the chair to sign letters of opposition.

---

**ALTERNATIVES:**

1. Do not adopt a position on one or both bills.
2. Formally support one or both bills (not recommended)

---

**RECOMMENDATION:** Staff recommends that the MCOG Board formally oppose Senate Bill 152 (Beall) and Assembly Bill 1402 (Petrie-Norris) and authorize the Chair to sign letters of opposition (to be drafted by staff prior to the meeting).



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 7**  
Regular Calendar  
MCOG Meeting  
5/6/2019

**TITLE:** Fiscal Year 2019/20 RTPA Budget Presentation & Workshop

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

**DATE PREPARED:** 4/26/2019

**BACKGROUND:**

Customarily MCOG’s standing committees meet and report during the spring budget season, so that the May MCOG Board meeting is an opportunity to become familiar with any budget-related issues before it is time to make allocation decisions. The June meeting materials will include a complete budget package for adoption. At our May Board meeting, we plan to review the budget information along with visual materials, to refresh and orient the Council members on MCOG’s funding sources and procedures for allocation. In the meantime, my usual summaries are attached.

As I reported to the Council in March, this year’s estimate of local sales tax revenue (Local Transportation Fund – LTF) 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. Planning grants and other revenue sources remain stable.

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.

a. Report of Revenues Fiscal Year to Date (FYTD) 2018/19

LTF budget compared to actual receipts September (July) through April (Feb.) - 8 months, accrual basis:

Auditor’s FY Estimate	LTF Budget FYTD	Budget May (Mar.) through Aug.(June)	LTF Receipts FYTD	Excess FYTD
\$ 3,751,508	\$ 2,501,005	\$ 1,250,503	\$ 2,664,724	\$ 163,719 (6.5%)

Note that receipts come in two or three months after taxes are collected. Monthly deposits have come in at a low of \$ 247,254 (Sept./Nov.) to a high of \$ 454,668 (Aug./Oct.). (Some of these variances can be explained by the State’s system of advances and later reconciliation payments.) At this rate, it is likely we will see some amount of “excess” or unallocated revenue at fiscal year end. The County Auditor’s office has projected an excess of \$163,519. By MCOG policy any excess would be deposited to the LTF Reserve account for later allocation.

b. Executive Committee Recommendations of February 20, 2019

The Executive Committee meets annually to review staff's first draft of the budget for the upcoming fiscal year and any related issues as part of the budget process, and then reports to MCOG with recommendations. (Our report was presented to the Council on March 4.) At their meeting of February 20, the Executive Committee unanimously recommended a draft budget that allocates LTF funds for MCOG Administration (\$464,066), 2% Bicycle & Pedestrian (67,772), Planning (147,816), and the remainder available for Transit, consistent with established priorities for Local Transportation Funds. In addition to new estimated revenue, the Executive Committee recommended:

- Allocating an LTF Reserve balance of \$193,000, at five percent according to policy, releasing \$375,634 of prior-year audited funds to this year’s budget;
- Continuing to reserve the remaining balance of LTF prior-year unallocated revenues of \$29,135, from the original amount of \$596,200 (two months of revenue).

Also, funds are available from State Transit Assistance (STA) and MCOG's Capital Reserve fund balance, for transit purposes. – *refer to #6d*

c. TAC Recommendation of February 20, 2018 – Draft Planning Overall Work Program

The Technical Advisory Committee (TAC) has reviewed and recommended the Draft Planning Overall Work Program; this document was forwarded to Caltrans for comment, as required by March 1. Loretta Ellard has provided details in her staff report, attached. A total of **\$905,377** is proposed from all funding sources for the Planning program. This amount is expected to change as carryover amounts are identified and pending grant awards are announced between now and June (typically a program amendment is needed early in the new fiscal year). The final document will be presented for approval on June 3 along with the budget.

d. Transit Productivity Committee (TPC) Recommendations of May 2, 2019 – Mendocino Transit Authority's Annual Transit Claim and Unmet Needs

Typically, this committee meets in April or May to review and make recommendations on the transit claim, Unmet Transit Needs, transit performance compared to MCOG's standards, and related matters. Results will not be known until after release of this Board agenda packet. A report will be made at the Council's May 6 meeting, and the recommendations will be documented in the budget materials for adoption in June.

A summary of the annual transit claim was received from MTA (attached) on the due date, April 1, with required attachments received soon afterward. Staff has made an initial analysis for TPC review and recommendation.

After MCOG's Administration, Bicycle & Pedestrian, and Planning programs, LTF funds available for Mendocino Transit Authority's claim for transit purposes come to \$3,548,623, an increase of 12.5% (\$394,818) over the FY 2018/19 LTF transit allocation. The additions of \$1,410,136 of STA funds, \$674,846 of Capital Reserve, and \$131,815 of State of Good Repair funds bring the total available funding for MTA to a record **\$5,765,420**, an increase of 26.5% (\$1,209,049). (This percentage is recalculated from my report in March, to include last year's State of Good Repair funds, new in SB 1.)

---

**ACTION REQUIRED:**

As an advisory item for now, receive a presentation from staff. Discuss and consider the staff and committee recommendations made to date in preparing for budget allocations in June for the fiscal year beginning July 1, 2019. Staff is available to answer any questions.

---

**ALTERNATIVES:**

Technically the budget could be adopted at the May 6 meeting, however the final review committee has not yet met and required findings by resolution are not yet prepared; also the Planning Program is expected to require some final adjustments. Staff's intent is to provide ample time for the Council to review and digest the material, so customarily the decision is made in June. If the decision were to be delayed beyond the June meeting, staff would offer options to mitigate any hardship for affected agencies.

---

**RECOMMENDATION:**

No action; for information only.

Enclosures:

2019/20 Draft Regional Transportation Planning Agency (RTPA) Budget summary spreadsheet

2019/20 Draft RTPA Budget Summary – Supplemental Format (additional detail)

MTA's 2019/20 Claim for Funds

2019/20 Explanatory Notes on Funding Sources

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

Administration, Bicycle & Pedestrian, Planning, and Transit Allocations - Executive & Technical Advisory Committee Recommendations and MTA Claim of 4/1/2019

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 and RSTP	5,276				141,977		147,253
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			Includes 2018/19 revised SCO estimate		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
<b>LTF Reserve:</b>							
2017/18 LTF Unrestricted Balance - audited	378,614						
LTF Reserve Balance as of 6/30/2018 - audited	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						
<b>TOTAL REVENUES</b>	<b>4,262,688</b>	<b>1,410,136</b>	<b>90,000</b>	<b>294,000</b>	<b>922,969</b>	<b>0</b>	<b>8,154,739</b>
<b>ALLOCATIONS</b>							
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
<b>Total Administration, Bike &amp; Ped., and Planning</b>	<b>714,065</b>	<b>0</b>	<b>90,000</b>	<b>294,000</b>	<b>90,000</b>	<b>0</b>	<b>1,527,215</b>
BALANCE AVAILABLE FOR TRANSIT	3,548,623	1,410,136	674,846	0	0	0	5,765,420
<b>2019/20 Mendocino Transit Authority Claim - due April 1:</b>							
MTA Operations	3,025,911	946,179					3,972,090
Unmet Transit Needs							0
Senior Centers Operations	522,712						522,712
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
<b>Total Transit Allocations</b>	<b>3,548,623</b>	<b>946,179</b>	<b>674,846</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,169,648</b>
<b>Other Allocations - RSTP for MCOG Partnership Fund</b>					100,000		100,000
<b>Other Allocations - RSTP for County &amp; Cities Projects by Formula</b>					590,992		590,992
<b>Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail</b>						pending	
<b>TOTAL ALLOCATIONS</b>	<b>4,262,688</b>	<b>946,179</b>	<b>674,846</b>	<b>294,000</b>	<b>780,992</b>	<b>0</b>	<b>7,416,990</b>
<b>Balance Remaining for Later Allocation</b>	<b>0</b>	<b>463,957</b>	<b>0</b>	<b>0</b>	<b>141,977</b>	<b>0</b>	<b>737,749</b>



# MENDOCINO COUNCIL OF GOVERNMENTS

## FY 2019/20 BUDGET SUMMARY

For Board of Directors Workshop May 6, 2019  
[Supplemental Format](#)

LOCAL/REGIONAL:	REVENUES	FY 2018/19 Budget Adopted	FY 2019/20 Budget Proposed	\$ Change	% Change	NOTES
<b>Local Transportation Funds (LTF)</b>						
	LTF Official County Auditor's Estimate	\$ 3,751,508	\$ 3,852,643	\$ 101,135	2.7%	Transportation Development Act (TDA) Funds
	Auditor's Anticipated Unrestricted Balance - Current Year	\$ 110,188	\$ 163,519	\$ 53,331	48.4%	
	Total Local Transportation Fund (LTF) Estimate	\$ 3,861,696	\$ 4,016,162	\$ 154,466	4.0%	
	Auditor's Anticipat'd Unrestricted Balance - Reversa	\$ (110,188)	\$ (163,519)			
	LTF Unallocated - Accounting transition to County's accrual method	\$ 29,135	\$ 29,135	\$ -	0.0%	Per policy, any excess flows through LTF Reserve
	Prior Year Balance Remaining for Later Allocation	\$ -	\$ -	\$ -		One-time funds, represents 2 months of sales tax revenue
	MTA Fiscal Audit - Amount returned to MCOG, if any	\$ -	pending			Eligibility letter for FY 2017/18 pending
	Planning Overall Work Program (OWP) - Carryover from Previous FY	\$ 78,276	\$ 5,276	\$ (73,000)	-93.3%	FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover
	Total Local Transportation Funds:	\$ 3,858,919	\$ 3,887,054	\$ 28,135	0.7%	OWP carryover is offset by equivalent allocator
<b>LTF Reserve Funds</b>						
	LTF "Unrestricted Balance" of Unallocated Revenue	\$ 70,886	\$ 378,614	\$ 307,728	434.1%	Last audited year, actual LTF revenue excess/shortfall per Auditor's Estimate
	LTF Reserve Fund Balance	\$ 108,748	\$ 250,018	\$ 141,270	129.9%	Reserve used to cover transit allocation shortfalls and claims per policy
	Less/Plus Current Year Reserve Allocation	\$ 68,364	\$ (59,998)	\$ (128,362)	-187.8%	Prior year unrestricted "excess revenue" above fund balance
	Subtotal	\$ 247,998	\$ 568,634	\$ 320,636	129.3%	
	Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001	\$ (188,000)	\$ (193,000)	\$ (5,000)	2.7%	Per policy, Reserve is 5% of County Auditor's est. of new revenue, nearest 1,000.
	LTF Reserve Available for Allocation:	\$ 59,998	\$ 375,634	\$ 315,636	526.1%	From increase in prior-year LTF sales tax revenues
	TOTAL LTF REVENUES	\$ 3,918,917	\$ 4,262,688	\$ 343,771	8.8%	
	Capital Reserve Funds	\$ 300,493	\$ 674,846	\$ 374,353	124.6%	Fund balance available for transit claim based on 5-Year Capital Program
	Local Agency Contributions	\$ -	\$ -	\$ -		In-kind match for any planning grants
	Total Local/Regional Revenues:	\$ 4,219,410	\$ 4,937,534	\$ 718,124	17.0%	
<b>STATE:</b>						
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>						
	Planning Overall Work Program (OWP) - New Revenue	\$ 89,000	\$ 90,000	\$ 1,000	1.1%	
	Planning Overall Work Program (OWP) - Carryover from Previous FY	\$ 132,552	pending			
	Total PPM Funds:	\$ 221,552	\$ 90,000	\$ (131,552)	-59.4%	FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover
<b>State Transit Assistance (STA) Funds</b>						
	State Controller's Estimate	\$ 812,611	\$ 946,179	\$ 133,568	16.4%	TDA Funds
	Estimated Fund Balance Available for Allocation	\$ 291,184	\$ 463,957	\$ 172,773	59.3%	Revised 2018/19 and Preliminary 2019/20 SCO estimates; increases due to SB1
	Total State Transit Assistance Funds:	\$ 1,103,795	\$ 1,410,136	\$ 306,341	27.8%	
	State of Good Repair (SGR) Funds	\$ 128,995	\$ 131,815	\$ 2,820	2.2%	New transit funding program in Senate Bill 1
<b>Rural Planning Assistance Funds (RPA)</b>						
	Planning Overall Work Program (OWP) - New Revenue	\$ 294,000	\$ 294,000	\$ -	0.0%	
	Planning Overall Work Program - Carryover	\$ 46,582	pending			
	Total RPA Funds:	\$ 340,582	\$ 294,000	\$ (46,582)	-13.7%	FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover
<b>California Active Transportation Program (ATP)</b>						
	ATP Infrastructure Projects - New Revenue	\$ 251,000	\$ -	\$ -		SR-162 Corridor Multi-Purpose Trail, Ph.1 & 2 Right-of-Way; no new \$ in 19/20
	ATP Infrastructure Projects - Carryover	\$ 422,173	\$ 200,000	\$ (222,173)	-52.6%	Est. funds to carry over to next FY of 3-yr project-Prelim. Engineering and RoW
	ATP Non-Infrastructure Projects - Carryover	\$ 455,737	\$ -	\$ -		Safe Routes to School 3-yr grants--Countywide & Covelo--completed 2018/19

Total ATP Funds:					
<u>Caltrans Sustainable Communities Planning Grants</u>					
FY 2017/18 Grant Project	\$	1,128,910	\$	200,000	
FY 2019/20 Grant Application 1 (pending)	\$	137,167	\$	-	
FY 2019/20 Grant Application 2 (pending)	\$	-	\$	119,516	
Total Planning Grants:	\$	137,167	\$	368,285	168.5%
Total State Revenues:	\$	3,061,001	\$	2,494,236	-18.5%
<b>FEDERAL:</b>					
<u>Federal Grant Programs and Regional Apportionments</u>					
FTA Section 5311f Intercity Bus Program	\$	-		pending	
FTA Section 5311 Program - Regional Apportionment	\$	503,210		pending	
<u>Regional Surface Transportation Program (RSTP)</u>	\$	736,865	\$	780,992	6.0%
RSTP Carryover/Balance Available for Later Allocator	\$	112,115	\$	141,977	26.6%
Total Federal Revenues:	\$	1,352,190	\$	922,969	-31.7%
<b>TOTAL REVENUES</b>	\$	8,632,601	\$	8,354,739	-3.2%

Ped. Facility Needs Inventory EFS - WE 19 - to be completed FY 2018/19  
 SB 743 VMT Regional Baseline Study - WE 5  
 Mendocino Co. Fire Vulnerability Assessment & Emergency Preparedness - WE 8

Competitive grants include Operating Assistance and Capital Projects  
 Annual apportionment to Mendocino County for transit operations/capita  
 Actual revenue and Preliminary estimate - exchanged for State funds  
 Prior Admin allocations for Regional Project Mgr & Dir. Cost, per audit 6.30.2018  
 \$20,000 approved FY 2016/17 for City of Ukiah's school district traffic study

<b>ALLOCATIONS</b>						
<u>LOCAL/REGIONAL:</u>						
<u>Local Transportation Funds (LTF)</u>						
Reserved LTF Prior-Year Unallocated Revenues of \$596,200 Administration:						
Admin. & Fiscal Services Contract	\$	29,135	\$	29,135		
Other Direct Costs	\$	392,444	\$	410,271	17,827	4.54%
Total Administration Allocations:	\$	50,000	\$	53,795	3,795	7.6%
Two Percent LTF Bicycle & Pedestrian Program	\$	442,444	\$	464,066	21,622	4.9%
Planning Overall Work Program (OWP) - New Funds	\$	66,181	\$	67,772	1,591	2.4%
OWP Carryover from Previous Fiscal Year	\$	147,816	\$	147,816	-	0.0%
Total Admin., Bike & Ped., Planning, Reserves:	\$	78,276	\$	5,276	(49,787)	-6.5%
BALANCE AVAILABLE FOR TRANSIT	\$	3,155,065	\$	3,548,623	393,558	12.5%
Mendocino Transit Authority (MTA) Claim:						
MTA Operations	\$	2,661,288	\$	3,025,911	364,623	13.7%
Unmet Transit Needs	\$	-	\$	-	-	
Senior Centers Operations	\$	493,777	\$	522,712	28,935	5.9%
MTA Capital Program - Current Year	\$	-	\$	-	-	
Capital Reserve Fund Contribution	\$	-	\$	-	-	
Total LTF Transit Claim:	\$	3,155,065	\$	3,548,623	393,558	12.5%
Total LTF Allocations:	\$	3,918,917	\$	4,262,688	343,771	8.8%
<u>Capital Reserve Funds</u>						
Mendocino Transit Authority (MTA) Claim:						
Capital Program, MTA - Current Year	\$	-	\$	-	-	
Capital Program, Senior Centers - Current Year	\$	-	\$	-	-	
Capital Program - Long Term	\$	632,138	\$	674,846	42,708	6.8%
Adjustment for STA Contribution (duplication)	\$	(331,645)				
Total CRF Allocations:	\$	300,493	\$	674,846	374,353	124.6%
Total Local/Regional Allocations:	\$	4,219,410	\$	4,937,534	718,124	17.0%

Balance remaining after allocations from Prior-Year Unallocated Revenues  
 Includes COLA of 2.94% and 3.69% per CPI rates; contract allows up to 4%  
 Admin. & Fiscal Services contract FY 2014/15 - 2018/19 plus 1-yr extensor  
 2% of LTF Estimate (less Admin. allocation)  
 FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover

TDA Authority:  
 Public Utilities Code (PUC) Sec. 99260a  
 PUC Section 99260a  
 PUC Section 99400c  
 PUC Section 99260a for RouteMatch software/hardware system acquisition  
 CA Code of Regulations (CCR) Sec. 6648

CCR Section 6648  
 CCR Section 6648  
 CCR Section 6631

<b>STATE:</b>									
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>									
Planning Overall Work Program (OWP) - New Revenue	\$	89,000	\$	90,000	\$	1,000	1.1%		FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover.
Planning Overall Work Program (OWP) - Carryover from Previous FY	\$	132,552		pending	\$	(131,552)	-59.4%		
Total PPM Allocations:	\$	221,552	\$	90,000	\$				IDA Authority:
MTA Operations	\$	300,000	\$	946,179	\$	646,179	215.4%		CCR Section 6730a
Capital Program, MTA & Seniors - Current Year	\$	49,000	\$	-	\$	(49,000)	-100.0%		CCR Section 6730b
Capital Reserve Fund Contribution	\$	331,645	\$	-	\$				CCR Section 6631
Total STA Allocations:	\$	680,645	\$	946,179	\$	265,534	39.0%		Allocations pending project applications by MTA; no MCOG process established
<b>State of Good Repair (SGR) Funds</b>		pending		pending					
<b>Rural Planning Assistance Funds (RPA)</b>									
Planning Overall Work Program (OWP) - New Revenue	\$	294,000	\$	294,000	\$	-	0.0%		
Planning Overall Work Program (OWP) - Carryover from Previous FY	\$	46,582		pending	\$				
Total RPA Allocations:	\$	340,582	\$	294,000	\$	(46,582)	-13.7%		FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover
<b>California Active Transportation Program (ATP)</b>									
ATP Infrastructure Projects - New Revenue	\$	251,000	\$	-	\$				SR-162 Corridor Multi-Purpose Trail, Ph.1 & 2 Right-of-Way; no new \$ in 19/20
ATP Infrastructure Projects - Carryover	\$	422,173	\$	200,000	\$	(222,173)	-52.6%		Est. funds to carry over to next FY of 3-yr project-Prelim. Engineering and RoM
ATP Non-Infrastructure Projects - Carryover	\$	455,737	\$	-	\$				Safe Routes to School 3-yr grants--Countywide & Covelo--completed 2018/19
Total ATP Allocations:	\$	1,128,910	\$	200,000	\$	(928,910)	-82.3%		
<b>Caltrans Sustainable Communities Planning Grant</b>									
FY 2017/18 Grant Project	\$	137,167	\$	-	\$				Ped. Facility Needs Inventory EFS - WE 19 - to be completed FY 2018/19
FY 2019/20 Grant Application 1 (pending)	\$	-	\$	119,516	\$				SB 743 VMT Regional Baseline Study - WE 5
FY 2019/20 Grant Application 2 (pending)	\$	-	\$	248,769	\$				Mendo Co. Fire Vulnerability Assessment & Emergency Preparedness - WE 5
Total Planning Grants:	\$	137,167	\$	368,285	\$				
Total State Funds Allocations:	\$	2,508,856	\$	1,898,464	\$	(610,392)	-24.3%		Includes unclaimed STA fund balance of \$463,957
<b>FEDERAL:</b>									
<b>Federal Grant Programs and Regional Apportionments</b>									
FTA Section 5311f Intercity Bus Program	\$	-		pending					Competitive grants include Operating Assistance and Capital Projects
FTA Section 5311 Program - Regional Apportionment	\$	503,210		pending					MTA is eligible, MCOG approves programming
<b>Regional Surface Transportation Program (RSTP)</b>									RSTP budget allocations are based on estimates
MCOG Partnership Funding Program	\$	100,000	\$	100,000	\$	-	0.0%		Regional capital project funds "off the top"
Local Assistance - Project Delivery - Administration	\$	90,000	\$	90,000	\$	-	0.0%		Staff - Regional Project Manager under Admin. Contract and direct cost:
Formula Distribution to MCOG Member Agencies:									
Mendocino County Dept. of Transportation	\$	121,370	\$	127,229	\$	5,859	4.8%		
City of Ukiah	\$	163,337	\$	171,222	\$	7,885	4.8%		
City of Fort Bragg	\$	109,057	\$	114,321	\$	5,264	4.8%		
City of Willits	\$	102,359	\$	107,301	\$	4,942	4.8%		
City of Point Arena	\$	67,653	\$	70,919	\$	3,266	4.8%		
Total RSTP Formula Distribution	\$	563,776	\$	590,992	\$	27,216	4.8%		2018/19 actual per State exchange agreement rec'd 4.9.2019. Round error <1:
Total RSTP Allocations:	\$	753,776	\$	780,992	\$	27,216	3.6%		Formula allocation by policy, distribution pending State processing of funds:
Total Federal Funds Allocations:	\$	1,256,986	\$	780,992	\$	(475,994)	-37.9%		
Total Transit Allocations	\$	4,639,413	\$	5,169,648	\$	530,235	11.4%		2018/19 includes FTA Section 5311 funds
Total Overall Work Program (OWP)	\$	1,381,130	\$	905,377	\$	(475,753)	-34.4%		FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 preliminary carryover
<b>TOTAL ALLOCATIONS</b>	\$	7,985,252	\$	7,616,990	\$	(368,262)	-5%		FY 2018/19 increased in OWP and RSTP after June budget adoption
<b>Balance Remaining for Later Allocation/Difference of Actuals</b>	\$	647,349	\$	737,749	\$	90,400	14%		Transit (STA, SGR) and Regional Surface Trans. Program (RSTP)



SERVING MENDOCINO COUNTY SINCE 1976

April 1, 2019

Ms. Nephele Barrett, Executive Director  
Mendocino Council of Governments  
267 North State Street, Suite 206  
Ukiah, CA 95482

Dear Nephele,

Attached is MTA's claim for funds for fiscal year 2019/2020. The MTA preliminary budget was reviewed at our March 28, 2018 and the formal resolution for the claim will be approved at the May 27, 2019 Board Meeting. In summary, MTA is requesting:

\$ 3,548,623 from the Local Transportation Fund (LTF), and  
\$ 946,179 in State Transit Assistance funds

### **Local Transportation Fund**

The Claim includes the amount recommended by MCOG's Executive Committee as available for Transit. Of that amount, \$3,025,911 would be used to support MTA's General Public Operations and \$522,712 for Senior Center operations. No funds would be used for the Unmet Transit Needs List referred to MTA by your Board.

### **State Transit Assistance Fund**

The Claim includes a total of \$946,179 of MTA's share of the Governor's State budget for STA funds to be used for Operating assistance.

### **Capital Reserve**

The Capital Program for FY2018/19 balance will remain in the Long-Term Capital Reserve for future use.

## **MTA Operations**

The Auditor's Estimate of LTF Revenues FY19/20 will be utilized to augment MTA operating costs.

## **Senior Center Subsidy Program**

Senior Center operating budgets are not developed until later in the process. However, since 1996, MTA and Senior Centers have agreed to share equally in the percentage change in LTF funding available for transit operations.

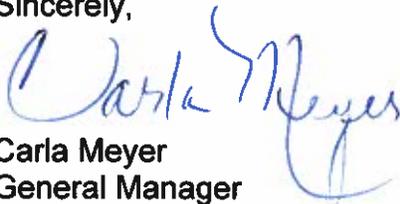
## **MTA and Senior Center Capital Program**

The Capital Program for the budget year FY 19/20 will reflect only projects which MTA will pay for from its own reserve account. However, should the VW Settlement funds become available during this fiscal year and should MTA be successful in obtaining said funds, MTA will submit a revised Capital Plan and request an amendment to the Capital Budget claim to purchase, hopefully, six (6) all-electric cutaway buses. Four of these buses will be utilized as Dial-A-Ride in Ukiah and Fort Bragg, with the remaining two (2) being utilized as fixed-route evening service in Ukiah.

## **Uncertainty**

As always, the creation of a budget in March is highly uncertain. Federal and state funding are unknown well after our fiscal year begins. We are submitting the best information we have at this time, but respectfully request your understanding and support in the event that a revised claim is necessary.

Sincerely,



Carla Meyer  
General Manager

Cc: Budget File

# Mendocino Transit Authority

## Summary of 2019/2020 Claim for Funds

4/1/19

Source	Authority	Purpose	FY 2018/19 Amount	FY 2019/20 Amount
<b>Local Transportation Fund:</b>				
	PUC, Sec. 99260(a)	MTA Operations	\$2,661,288	\$3,025,911
	PUC, Sec. 99260(a)	Unmet Transit Needs		\$0
	PUC, Sec. 99400(c)	Senior Center Operations	\$493,777	\$522,712
	PUC, Sec. 99260(a)	MTA & Senior Capital	\$0	\$0
	CCR, Sec. 6648	Transit Capital Reserve	\$0	\$0
	PUC, Sec. 99260.6	Rail Passenger Subsidy	\$0	\$0
<b>Total</b>			<b>\$3,155,065</b>	<b>\$3,548,623</b>
<b>State Transit Assistance Fund:</b>				
	CCR, Sec. 6730(a)	MTA Operations	\$300,000	\$946,179
	CCR, Sec. 6731(b)	Senior Center Operations	\$0	\$0
	CCR, Sec. 6730(b)	MTA & Senior Capital	\$49,000	
	CCR, Sec. 6752	Reclaim for MTA Capital	\$331,645	
	CCR, Sec. 6648	Transit Capital Reserve		\$0
<b>Total</b>			<b>\$680,645</b>	<b>\$946,179</b>
<b>Capital Reserve</b>				
	CCR, Sec. 6648	MTA Capital		\$0
	CCR, Sec. 6648	Senior Capital	\$0	
	CCR, Sec. 6631	Long-Term Capital	\$331,645	
<b>Total</b>			<b>\$331,645</b>	<b>\$0</b>
<b>Total Claim</b>			<b>\$4,167,355</b>	<b>\$4,494,802</b>



# MENDOCINO COUNCIL OF GOVERNMENTS

2019/20 Budget

## Explanatory Notes on Funding Sources

4/24/2019

### LTF - Local Transportation Fund

- Generated from quarter-cent sales tax on all sales countywide.
- Governed by the Transportation Development Act (TDA).
- Allocated by Regional Transportation Planning Agencies.
- Fund estimate provided by County Auditor-Controller.
- Transportation planning and public transit systems are supported by these revenues according to TDA.

### LTF Reserve Fund

- Allowed under TDA, Section 6655, adopted by MCOG on June 7, 1999, revised April 2, 2001.
- Fund balance adjusted annually at five percent of County Auditor-Controller's LTF estimate.
- Surplus allocated through annual budget process.
- To be used *“for transit services provided by Mendocino Transit Authority (MTA) that have been funded by MCOG through the annual transit claim process, when 1) actual LTF revenues fall short of LTF budget allocations, or 2) extreme or unusual circumstances warrant an additional allocation.”* A claim was made to meet the FY 2015/16 shortfall of \$68,364.
- The fund was depleted to cover the FY 2008/09 revenue shortfall and policy waived in 2010/11 and 2011/12. The policy was partially waived for the three following fiscal years.
- Since FY 2015/16, MCOG has fully restored the LTF Reserve policy, releasing two years of surplus for allocation between \$100,000 and \$200,000, then a shortfall of \$65,000, a surplus of \$71,000, and for FY 2019/20 a record surplus of \$375,634.

### STA - State Transit Assistance

- Generated from sales taxes on diesel and gasoline, until the Transportation Tax Swap of March 2010, when it was replaced by an increased excise tax on gasoline and increased sales tax on diesel. This expired with SB 1, the Road Repair & Accountability Act of 2017. The gas tax is now indexed to inflation.
- Governed by the Transportation Development Act (TDA).
- Eligibility is open only to transit operators - MTA in Mendocino County.
- May be used for either Operations, subject to an eligibility formula based on certain cost efficiency standards, or for Capital. MTA typically has used STA or Capital purposes, until the operations requirement was waived for FY 2009/10 – 2015/16 during the Recession.
- Senate Bill 508, effective July 1, 2016, provides more flexibility, so that *“rather than making an operator ineligible to receive State Transit Assistance program funds for operating purposes for an entire year for failing to meet the efficiency standards, would instead reduce the operator's operating allocation by a specified percentage, based on the percentage amount that the operator failed to meet the efficiency standards, as specified.”*
- State Controller provides fund estimate—“Preliminary” in January, “Revised” after State Budget adopted.
- Regional allocation policy: Respond to fluctuating revenues by releasing approved allocations to MTA when received in MCOG's fund account. At times there is an unallocated balance. Other times the fund is fully claimed and has only a small balance of interest earnings.
- When gas prices were on the rise in 2006 to 2007, the fund soared and drew attention. STA was raided by the State during its budget crisis in 2007 and 2008, then suspended altogether in 2009. Under pressure and a lawsuit won by the transit lobby, the Legislature released STA funds in 2010/11.
- Annual revenues leveled off to a range of \$400,000 to \$500,000 annually to MCOG, then dipped with SCO's 2016 administrative changes. Transit advocates have long sought a more stable source of revenue. SB 838 stabilized STA through FY 2017/18. SB 1 has tripled revenues for this program since 2016/17.

### Capital Reserve Fund

- Created and controlled by MCOG as allowed by Transportation Development Act (TDA), Section 6648.
- Contributions from LTF and/or STA.
- Open to Mendocino Transit Authority and Senior Centers for Five-Year Capital Program.

RSTP – Federal/Regional Surface Transportation Program, Section 182.6(d)(1)

- Under ISTEA legislation originally, subsequently under TEA21, SAFETEA-LU, MAP-21 and FAST Act.
- Section d(1) is for regional discretionary transportation uses, in compliance with U.S. Code, Title 23 and California Constitution, Article 19.
- As allowed, MCOG exchanges for state funds by agreement with Caltrans, eliminating federal requirements.
- MCOG allocated the early fund cycles by regional competition; all of those projects were closed out.
- Subsequent MCOG policy allocated new RSTP d(1) apportionments by formula to County and Cities.
- In FY 2003/04, MCOG staff introduced new administrative procedures in order to comply with new clauses in Caltrans' fund transfer agreement. MCOG requires local claimants to provide a list of eligible projects for which they plan to spend the formula funds, and an authorized officer must sign a certification document (replaced in 2017/18 with a master Subrecipient Agreement). Also they must report prior-year expenditures when claiming new funds.
- For the FY 2005/06 funding cycle and going forward, MCOG approved recommendations of staff and the Technical Advisory Committee to revise MCOG's allocation formula such that a portion would be reserved for MCOG's use on regional projects, aka "Partnership Funding Program" (see resolution). To date the Council has allocated \$613,485 of Partnership funds to eight projects.
- Starting FY 2011/12, MCOG approved \$90,000 annually from RSTP for a Regional Project Manager.
- In FY 2015/16 and 2016/17, funds not expended for the project manager position were approved for direct costs that are consistent with the intended scope of Local Assistance. \$20,000 has been allocated.

PPM - Planning, Programming & Monitoring / SB 45

- Apportioned by State to Regional Transportation Planning Agencies for work associated with State Transportation Improvement Program (STIP) projects.
- Up to 5% of Regional Improvement Program (RIP) funds in the STIP may be used for eligible activities.
- MCOG has programmed funds for planning work elements and Project Study Reports (PSRs).

RPA - Rural Planning Assistance

- Traditionally, either State or Federal funds have been provided in some form of subvention.
- This program is funded by the State for required Overall Work Program mandated planning functions.
- Occasionally, competitive RPA grants are made, such as MCOG's Zero Emission Vehicle (ZEV) Regional Readiness Plan in FY 2012/13.

Caltrans Sustainable Transportation Planning Grant Program

- This program replaced the Consolidated Planning Grant Program, which included Community Based Transportation Planning, Environmental Justice, and Transit Planning grants.
- Funded by Federal Transit Administration (FTA, Section 5304) and State Highway Account.
- MCOG was awarded seven annual Community Based Transportation Planning grants and one Environmental Justice grant as a sponsor, administered through the Planning Overall Work Program, including projects for Gualala, Laytonville, Point Arena, Westport, Ukiah Rails-With-Trails, Covelo/Round Valley, and Anderson Valley/SR-128 Trail.
- MTA has received grants, most recently for a 2014/15 transit ridership survey.
- City of Willits completed the grant-funded Willits Main Street Corridor Enhancement Plan.
- In FY 2018/19, MCOG will complete its Pedestrian Facility Needs Engineered Feasibility Study.

Local Agency Match

- Local matching funds are required for some state and federal grants.
- Mendocino Transit Authority has contributed the required local match for their projects.
- Gualala, Laytonville, and Westport have provided in-kind local match contributions.
- MCOG provides required cash match from local planning funds in Overall Work Program.

SP&R - State Planning & Research

In recent years, MCOG has administered several SP&R grant projects for Caltrans District 1, such as the Pacific Coast Bike Route/California Coastal Trail Engineered Feasibility Study (2013), Hopland Main Street Corridor study (2015), Greater Ukiah Area Micro-simulation Model (2016).



MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT

Agenda # 7c  
Regular Calendar  
MCOG Meeting  
5/6/2019

**TITLE:** FY 2019/20 Draft Overall Work Program (OWP)

**DATE SUBMITTED:** 4/23/19

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

**MEETING DATE:** 5/6/19

**BACKGROUND:**

At their meeting of 2/20/19, the Technical Advisory Committee (TAC) recommended approval of the Draft FY 2019/20 Overall Work Program (OWP), totaling \$905,377. The Draft was due to Caltrans by 3/1/19, and was submitted on 2/21/19. Caltrans staff has reviewed the Draft and provided minor comments which will be incorporated as needed. The Final OWP will be prepared for TAC review and recommendation in May, and MCOG consideration in June.

As part of the May 6 budget workshop, we would like to give you an opportunity to review the proposed planning projects so any questions can be addressed before the Final OWP is presented for adoption in June.

Following is a brief summary of each proposed work element, budget, and responsible agency. *Some work element numbers have been left blank for addition of carryover projects in the Final OWP.*

W.E. 1 – Regional Government & Intergovernmental Coordination (MCOG) – This annual comprehensive work element covers regional transportation planning duties and ongoing coordination with state, regional and local agencies; as well as long range transportation planning duties including streets/roads/highways, air quality, aviation, and transit planning. This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds.

Total: \$113,498 (*\$111,248 MCOG + \$250 Direct Costs + \$2,000 Rural Counties Task Force annual dues*)  
Responsible Agency: MCOG

W.E. 2 – Planning Management & General Coordination – Non-RPA (MCOG) – This work element includes transportation planning tasks that may not be eligible for Rural Planning Assistance (RPA) funds, including development and management of the Overall Work Program, routine day-to-day transportation planning duties, and general coordination activities with state, regional, local, and community agencies. It covers current as well as long range duties for all transportation modes, including streets/roads/highways, non-motorized transportation, air quality, aviation, and transit planning. This work element was first included in FY 2017/18 to segregate non-RPA eligible activities.

Total: \$94,999 (*\$94,999 MCOG*)  
Responsible Agency: MCOG

W.E. 3 – Community Transportation Planning (MCOG) – This work element covers transportation planning duties including ongoing coordination, outreach, and support to all local communities in Mendocino County (including cities and unincorporated areas) to identify and plan policies, strategies, programs and actions that maximize and implement the regional and community transportation infrastructure, including all transportation modes; and improve community livability. This work element was first included in FY 2017/18.

Total: \$10,750 (*\$10,500 MCOG + \$250 Direct Costs*)  
Responsible Agency: MCOG

W.E. 4 – Sustainable Transportation Planning (MCOG) – This work element is to support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council, and conduct sustainable transportation planning activities. This work element was first included in FY 2017/18.

Total: \$10,500 (*\$10,500 MCOG*)  
Responsible Agency: MCOG

W.E. 5 – SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study (MCOG) – SB 743 (2013) requires jurisdictions within the State to evaluate traffic impacts from development projects under the California Environmental Quality Act (CEQA) using standards based on VMT, beginning July 1, 2020. This project would analyze existing traffic conditions in the region to arrive at a baseline standard from which to determine significance thresholds for future land use projects proposed after that date, and develop technical tools and procedures. *Two separate Caltrans planning grants have been requested for this project (Sustainable Communities Grant – requires 11.47% local match; and Rural Planning Assistance Grant – local match is optional). Both applications were submitted with an 11.47% local match included. Grant award notifications from both sources are expected in early to mid-May.*  
Total \$135,001 (\$15,000 MCOG + \$120,001 Consultant)  
Responsible Agency: MCOG

W.E. 6 - Combined Special Studies (County Dept. of Transportation) – This annual work element is a project to collect data and perform special studies for use by local agencies to improve the safety of the County Maintained Road System and Cities’ Street Systems; to update the transportation database; and to aid in implementation of the Regional Transportation Plan.  
Total: \$60,000 (\$60,000 County Dept. of Transportation)  
Responsible Agency: County Dept. of Transportation

W.E. 7 - Planning, Programming & Monitoring (MCOG) – This annual work element is for activities associated with the State Transportation Improvement Program (STIP) and Regional Transportation Improvement Program (RTIP) processes. It also includes the annual user fees for local agencies’ use of the Metropolitan Transportation Commission’s “Streetsaver” program for the Pavement Management Program.  
Total: \$66,864 (\$59,614 MCOG + \$7,250 Pavement Management Program (PMP) annual user fees)  
Responsible Agency: MCOG

W.E. 8 – Mendocino County Fire Vulnerability Assessment & Emergency Preparedness (MCOG) - This project is to conduct a Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan in collaboration with local and tribal governments, emergency responders, transportation agencies and other key stakeholders, in order to better prepare for wildfire emergencies. The effort will identify areas and populations in the region that are most vulnerable to fire, assess evacuation needs and plan for evacuation routes and assistance, identify necessary improvements to the transportation networks for emergency access, establish roles and responsibilities of responsible agencies, develop communication strategies, and engage and educate the public. MCOG applied for this grant at the request of the County CEO’s office. *A Caltrans Adaptation Planning grant (with 11.47% local match) has been requested for this two-year project. Grant award notifications are expected in mid-May.*  
Total: \$281,000 (\$36,000 MCOG + \$245,000 Consultant)  
Responsible Agency: MCOG

W.E. 14 - Training (MCOG) – This is an annual work element to provide funding for technical training in the transportation planning field for MCOG planning staff and local agency staff.  
Total: \$21,500 (\$10,500 MCOG + \$11,000 Direct Costs: \$6,000 MCOG + \$5,000 County, Cities, MTA)  
Responsible Agencies: MCOG, County, Cities, MTA

W.E. 16 - Multi-Modal Transportation Planning (MCOG) – This is an annual work element to provide day-to-day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail, aeronautics, and goods movement planning activities.  
Total: \$31,500 (\$31,500 MCOG)  
Responsible Agency: MCOG

W.E. 18 - Geographic Information System (GIS) Activities (MCOG) – This is an annual work element to provide GIS support services related to the roadway transportation system and all transportation modes in Mendocino County.  
Total: \$5,850 (\$5,250 MCOG + \$600 GIS software)  
Responsible Agency: MCOG

W.E. 20 - Grant Development & Assistance (MCOG) – This annual work element provides 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.

Total: \$23,915 (\$23,415 MCOG; Direct Costs \$500)

Responsible Agency: MCOG

RESERVE – Pavement Management Program (PMP) Triennial Update (MCOG) – This OWP includes a “reserve” of \$50,000, as a portion of the funding needed for the next PMP update (*in FY 2020/21*). Because the usual high cost of this update is difficult to fund in one fiscal year (*last update was \$150k*), this reserve will help address funding needs in the FY 2020/21 OWP.

Total: \$50,000 (Consultant)

Responsible Agency: MCOG

The Draft FY 2019/20 Overall Work Program as submitted totals **\$905,377**. The attached financial summary sheets provide a breakdown of proposed funding sources and allocations. It is anticipated that a few carryover projects will be added to the Final Work Program when it is considered for adoption in June.

---

**ACTION REQUIRED:**

No action is required at this time. The purpose of this agenda item is to respond to any questions or concerns you may have before the Final FY 2019/20 Overall Work Program is prepared for TAC recommendation in May, and MCOG consideration in June.

---

**ALTERNATIVES:**

None identified.

---

**RECOMMENDATION:**

This item is presented for information and discussion only, as part of MCOG’s overall budget workshop. The Final FY 2019/20 Overall Work Program will be scheduled for TAC review and recommendation in May, and MCOG adoption in June.

*Attachments: FY 2019/20 Draft OWP – Summary of Funding Sources  
FY 2019/20 Draft OWP – Funding Allocation & Expenditure Summary*



**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2019/2020 DRAFT OVERALL WORK PROGRAM  
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE Grants	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$113,248		\$113,498
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$82,276	\$12,723			\$94,999
3	MCOG - Community Transportation Planning	\$250	\$10,500			\$10,750
4	MCOG - Sustainable Transportation Planning			\$10,500		\$10,500
5	MCOG - SB 743 VMT Regional Baseline Study - <i>Grant Request</i>	\$15,485			\$119,516	\$135,001
6	Co. DOT - Combined Special Studies			\$60,000		\$60,000
7	MCOG - Planning, Programming & Monitoring		\$16,777	\$50,087		\$66,864
8	MCOG - Mendoc. Co. Fire Vulnerability Assessment & Emergency Preparedness - <i>Grant Request (2-year project)</i>	\$32,231			\$248,769	\$281,000
14	MCOG - Training	\$21,500				\$21,500
16	MCOG - Multi-Modal Transportation Planning			\$31,500		\$31,500
18	MCOG - Geographic Information System (GIS) Activities	\$600		\$5,250		\$5,850
20	MCOG - Grant Development & Assistance	\$500		\$23,415		\$23,915
	<i>Pavement Management Program (PMP) Triennial Update - RESERVE</i>		\$50,000			\$50,000
	<b>TOTAL</b>	<b>\$153,092</b>	<b>\$90,000</b>	<b>\$294,000</b>	<b>\$368,285</b>	<b>\$905,377</b>

**TOTAL WORK PROGRAM SUMMARY**

Local	\$153,092	Local LTF 2019/20 Alloc.	\$147,816
State	\$752,285	Local LTF Carryover	\$5,276
Federal	\$0	State PPM 2019/20 Alloc.	\$90,000
<b>TOTAL</b>	<b>\$905,377</b>	State RPA 2019/20 Alloc.	\$294,000
		State Grants	\$368,285
		Federal	\$0
		<b>TOTAL</b>	<b>\$905,377</b>

**PROGRAM MATCH**

Local	\$153,092	16.9%
State	\$752,285	83.1%
Federal	\$0	0.0%
<b>TOTAL WORK PROGRAM SUMMARY</b>	<b>\$905,377</b>	<b>100.0%</b>

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2019/2020 DRAFT OVERALL WORK PROGRAM  
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY DPBS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination					\$111,248	\$2,250	\$113,498
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$94,999		\$94,999
3	MCOG - Community Transportation Planning					\$10,500	\$250	\$10,750
4	MCOG - Sustainable Transportation Planning					\$10,500		\$10,500
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Request					\$15,000	\$120,001	\$135,001
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$59,614	\$7,250	\$66,864
8	MCOG - Mendocino Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Request (2-year project)					\$36,000	\$245,000	\$281,000
14	MCOG - Training					\$10,500	\$11,000	\$21,500
16	MCOG - Multi-Modal Transportation Planning					\$31,500		\$31,500
18	MCOG - Geographic Information System (GIS) Activities					\$5,250	\$600	\$5,850
20	MCOG - Grant Development & Assistance					\$23,415	\$500	\$23,915
	Pavement Management Program Triennial Update - RESERVE						\$50,000	\$50,000
	<b>TOTAL</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$408,526</b>	<b>\$436,851</b>	<b>\$905,377</b>

Note: Several work element numbers have been left blank for potential carryover projects

Reimbursement Rates Used For Calculating Days Programmed (estimate only)  
County/Cities/Local Agencies (\$75/hr); Consultants (\$125/hr); MCOG Planning Staff (est. @ approx \$37-\$128/hr - various positions)

\* MCOG planning staff funding level is estimated at \$392,323, for planning purposes only. The current professional services contract with Davey-Bates Consulting (DBC) expires 9/30/19, unless extended.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 8**  
Regular Calendar  
MCOG Meeting  
5/6/2019

## STAFF REPORT

---

**TITLE:** Ad Hoc Committee Recommendation to Extend Professional Services Agreements Through September 30, 2020

**DATE PREPARED:** 4/26/19  
**MEETING DATE:** 5/6/19

---

**SUBMITTED BY:** Nephele Barrett, Executive Director

---

### BACKGROUND:

All staffing for the Mendocino Council of Governments is provided through contracts with private consulting firms. 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.

In anticipation of the current contract period ending on September 30 of this year, the Executive Committee discussed the options available for continuation of staffing services at their February 20 meeting and recommended that the MCOG Board exercise the option to extend the existing contracts. At their March MCOG Board meeting, the Board unanimously voted to proceed with the extensions and appointed an Ad Hoc committee to work with the contractors and negotiate the terms and conditions of the extensions.

The Ad Hoc committee met on March 28, 2019, to discuss the terms and conditions of the contract extensions. The conditions reviewed by the Ad Hoc committee include minor cost increases for employee health care coverage and application of an annual cost of living adjustment based on the cumulative Consumer Price Index. At that meeting, they unanimously recommended approval of one year extensions of both contracts using the same conditions as the current agreement.

Contract extensions have been prepared and are included as attachments. Each of the draft extensions includes an Exhibit A which includes the base total costs for both the MCOG and SAFE portion of the contracts. The extensions are agendaized for approval, per Ad Hoc committee recommendation. Ad Hoc committee members may wish to provide additional information at the meeting.

---

**ACTION REQUIRED:** Take action on the proposed Extensions of Agreements for Professional Services.

---

### ALTERNATIVES:

1. Continue this item to a later meeting.
2. Propose modifications to the agreement extensions.

---

**RECOMMENDATION:** The Ad Hoc Committee has recommended approval of one year extensions for MCOG staffing through September 30, 2020, as follows:

- a. Approve the *Extension of Agreement for Professional Services—Administration & Fiscal Services* with Dow & Associates.
- b. Approve the *Extension of Agreement for Professional Services—Planning Services* with Davey-Bates Consulting.



# MENDOCINO COUNCIL OF GOVERNMENTS

## EXTENSION of AGREEMENT for PROFESSIONAL SERVICES

### Administration & Fiscal Services

This **Extension** of the Professional Services Agreement between the Mendocino Council of Governments, hereinafter referred to as "**MCOG**" and Dow & Associates, hereinafter referred to as "**Contractor**," first entered into on November 3, 2014, is now entered into on May 6, 2019, by and between **MCOG** and **Contractor**.

#### WHEREAS:

- The current Professional Services Agreement will expire on September 30, 2019;
- Section XIV (E). Contract Term, of MCOG's Request for Proposals (incorporated into the original Professional Services Agreement as Exhibit A) states, "*This Agreement may be extended for an additional FIVE ONE-YEAR periods upon written agreement between MCOG and CONTRACTOR*"; and
- The MCOG Board of Directors, Executive Committee and an Ad Hoc committee have expressed a desire to exercise the option to extend the Agreement;

**MCOG** and **Contractor** agree to the following amendments:

1. The term of this Agreement shall be extended from October 1, 2019 through September 30, 2020.
2. Compensation shall be at annual base rates identified in the attached Exhibit A, effective as of the MCOG Fiscal Year 2019/20 Budget for the term of this extension.
3. **MCOG** and **Contractor** may exercise the option for additional one-year extensions following September 30, 2020, pursuant to current terms and conditions and consistent with the extended Cost Plan Summary for Administration & Fiscal Services to the Mendocino Council of Governments and Mendocino County Service Authority for Freeway Emergencies (SAFE) as outlined in Exhibit A.
4. In the event that **MCOG** or **Contractor** wish to negotiate the terms and conditions of subsequent extensions or do not intend to proceed with a subsequent extension, they shall provide written notice at least one hundred twenty (120) days in advance of the end of the contract period of their intent to negotiate or terminate.
5. **MCOG** reserves the right to terminate this agreement at any time upon providing **Contractor** one hundred twenty (120) days' notice. In the event this Agreement is terminated prior to its expiration, **Contractor** shall be paid on a prorated basis for only that portion of the contract term during which **Contractor** provided services pursuant to this agreement.

ALL OTHER TERMS AND CONDITIONS of the original Agreement shall remain in full force and effect unless amended in writing by both **MCOG** and **Contractor**.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

\_\_\_\_\_  
Dan Gjerde, Chair  
Mendocino Council of Governments

\_\_\_\_\_  
Phillip J. Dow, P.E., Principal/Owner  
Dow & Associates

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**Extended Cost Plan Summary**  
**MCOG Professional Services Agreement**  
**Annual Staffing Base Amounts**

<b>MCOG Administrative &amp; Fiscal Services</b>	
	<b>Annual Base Amount</b>
FY 19/20	\$ 437,391
FY 20/21	\$ 441,375
FY 21/22	\$ 445,818
FY 22/23	\$ 450,772
FY 23/24	\$ 456,295

<b>Mendocino County SAFE</b>	
	<b>Annual Base Amount</b>
FY 19/20	\$ 32,860
FY 20/21	\$ 33,160
FY 21/22	\$ 33,494
FY 22/23	\$ 33,866
FY 23/24	\$ 34,281

*Notes:*

*Annual Base Amounts will be adjusted each year using the cumulative California Consumer Price Index California, All Urban Consumers, as established in Contractor's original proposal. If CPI in any year exceeds 4%, MCOG Board will consider whether or not to give the additional amount to Contractor, per original Agreement.*

*Extension periods are from October 1 of each year through September 30 of the following year. However, new base amounts will take effect at the start of each Fiscal Year.*

*The current extension period, 10/1/19 through 9/30/20, covers the last three quarters of FY 19/20 and first quarter of FY 20/21.*



# MENDOCINO COUNCIL OF GOVERNMENTS

## EXTENSION of AGREEMENT for PROFESSIONAL SERVICES

### Planning Services

This **Extension** of the Professional Services Agreement between the Mendocino Council of Governments, hereinafter referred to as "**MCOG**" and Davey-Bates Consulting, hereinafter referred to as "**Contractor**," first entered into on November 3, 2014, is now entered into on May 6, 2019, by and between **MCOG** and **Contractor**.

#### WHEREAS:

- The current Professional Services Agreement will expire on September 30, 2019;
- Section XIV (E). Contract Term, of MCOG's Request for Proposals (incorporated into the original Professional Services Agreement as Exhibit A) states, "*This Agreement may be extended for an additional FIVE ONE-YEAR periods upon written agreement between MCOG and CONTRACTOR*"; and
- The MCOG Board of Directors, Executive Committee and an Ad Hoc committee have expressed a desire to exercise the option to extend the Agreement;

**MCOG** and **Contractor** agree to the following amendments:

1. The term of this Agreement shall be extended from October 1, 2019 through September 30, 2020.
2. Compensation shall be at annual base rates identified in the attached Exhibit A, effective as of the MCOG Fiscal Year 2019/20 Budget for the term of this extension.
3. **MCOG** and **Contractor** may exercise the option for additional one-year extensions following September 30, 2020, pursuant to current terms and conditions and consistent with the extended Cost Plan Summary for Planning Services to the Mendocino Council of Governments and Mendocino County Service Authority for Freeway Emergencies (SAFE) as outlined in Exhibit A.
4. In the event that **MCOG** or **Contractor** wish to negotiate the terms and conditions of subsequent extensions or do not intend to proceed with a subsequent extension, they shall provide written notice at least one hundred twenty (120) days in advance of the end of the contract period of their intent to negotiate or terminate.
5. **MCOG** reserves the right to terminate this agreement at any time upon providing **Contractor** one hundred twenty (120) days notice. In the event this Agreement is terminated prior to its expiration, **Contractor** shall be paid on a prorated basis for only that portion of the contract term during which **Contractor** provided services pursuant to this agreement.

ALL OTHER TERMS AND CONDITIONS of the original Agreement shall remain in full force and effect unless amended in writing by both **MCOG** and **Contractor**.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

\_\_\_\_\_  
Dan Gjerde, Chair  
Mendocino Council of Governments

\_\_\_\_\_  
Lisa Davey-Bates, Principal/Owner  
Davey-Bates Consulting

Date: \_\_\_\_\_

Date: \_\_\_\_\_

<b>MENDOCINO COUNCIL OF GOVERNMENTS Planning Services</b>			
<b>Fiscal Year</b>	<b>Previous Year Base Contract Amount</b>	<b>11.5% Benefit Increase</b>	<b>New DBC Base Contract</b>
<b>2019/20</b>	\$373,641	\$2,761	<b>\$376,402</b>
<b>2020/21</b>	\$376,402	\$3,079	<b>\$379,481</b>
<b>2021/22</b>	\$379,481	\$3,433	<b>\$382,913</b>
<b>2022/23</b>	\$382,913	\$3,827	<b>\$386,740</b>
<b>2023/24</b>	\$386,740	\$4,267	<b>\$391,008</b>
<b>Lake County Service Authority for Freeway Emergencies Planning Services</b>			
<b>Fiscal Year</b>	<b>Previous Year Base Contract Amount</b>	<b>11.5% Benefit Increase</b>	<b>New DBC Base Contract</b>
<b>2019/20</b>	\$16,262	\$115	<b>\$16,377</b>
<b>2020/21</b>	\$16,377	\$128	<b>\$16,505</b>
<b>2021/22</b>	\$16,505	\$143	<b>\$16,648</b>
<b>2022/23</b>	\$16,648	\$159	<b>\$16,808</b>
<b>2023/24</b>	\$16,808	\$178	<b>\$16,985</b>

Rates reflect 11.5% Health, Dental and Vision Increases consistent with the original proposal submitted by Davey-Bates Consulting (July 9, 2014). In addition, an annual and cumulative Cost of Living Adjustment (COLA), not to exceed 4%, will be applied to the New Base Amount based on the California Consumer Price Index (All Urban Consumers, California Department of Industrial Relations, Division of Labor Statistics and Research).

Extension periods are from October 1 – September 30 of the following year, however, base amounts will take effect at the start of each Fiscal Year. The current extension period is effective October 1, 2019 through June 30, 2020.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 9**  
Consent Calendar  
MCOG Meeting  
5/6/2019

## MINUTES

**Monday, April 1, 2019**

Gualala Community Center, 47950 Center St., Gualala

### ADDITIONAL MEDIA:

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

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

**1. Call to Order / Roll Call.** The meeting was called to order at 10:20 a.m. on the bus in Point Arena prior to departing on the Transportation Tour. Present were Directors Jim O. Brown, Richey Wasserman, Tess Albin-Smith, Michael Carter/Alt., John Haschak, Brad Mettam (Caltrans/PAC), and Dan Gjerde present; Chair Gjerde presiding. Director Larry Stranske was excused.

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

Guest Presenters: Frank Demling, Project Manager, Caltrans District 1; Brad Mettam, Deputy District Director for Planning and Local Assistance, Caltrans, District 1; Paul Anderson, Deputy City Clerk, City of Point Arena; and, Robert Juengling, Chairman, Gualala Municipal Advisory Council.

Transportation was graciously provided by Mendocino Transit Authority (MTA).

### **2. Convene as RTPA**

**3. Transportation Tour – Part 1: Point Arena.** The group boarded the MTA shuttle for Part 1 of the scheduled tour in the Point Arena area, which included the following itinerary:

- Pedestrian Needs Study priority project sites
- Safe Routes to School, Lake/Main Streets
- EV charging station at 24870 Highway 1 (center of town)
- Windy Hollow Road, Garcia River alternative bridge sites
- Iverson and Port Roads
- Arena Cove Launch Facility

The group proceeded on the bus to Gualala Community Center; Mr. Mettam left the group for a previously scheduled event.

**4. Recess – Lunch – Reconvene as Policy Advisory Committee (PAC).** The lunch recess started at approximately 11:45 a.m. and the meeting was reconvened at 12:15 p.m. as the Policy Advisory Committee for a working lunch.

### **5. Public Expression**

- Kathleen Chasey, Redwood Coast Land Conservancy (RCLC), explained that RCLC is in the process of buying the Mill Bend parcels, 112 acres at the mouth of the Gualala River, to extend the California Coastal Trail. With the purchase, RCLC is interested in constructing a pedestrian/bicycle walkway attached to the bridge. Chair Gjerde suggested for her to contact the MCOG Executive Director to research options. Executive Director Barrett said MCOG will be updating the Active Transportation Plan and the Regional Transportation Plan in

about a year. Those are two of the documents that guide what projects to fund. Robert Juengling, Gualala Community Center Chairman, added that the project Ms. Chasey mentioned makes sense due to the location of the proposed project. Ms. Chasey also discussed RCLC's interest in continuing the California Coastal trail at Mile Marker 10 between Schooner Gulch and Hearn Gulch. Caltrans and a private owner currently own property in that vicinity; RCLC is interested in obtaining the private property to extend the trail. Director Gjerde explained that, although MCOG's main priorities are in transportation, funding may be available to assist with recreational pedestrian and bicycle projects.

- Richard Winn, Gualala resident, shared his concerns regarding bicycle safety and creating more designated bicycle lanes away from the highway traffic through town.

#### **6. Discussion of Point Arena/Gualala Area Tour, Transportation Plans & Projects, Related Matters.**

Ms. Barrett explained that MCOG's mobile tours give opportunities to go back to the locations where public input on plans and projects have been collected and for the committee to review progress first hand. She introduced Frank Demling, Project Manager, Caltrans, and Liza Walker, Senior Environmental Planner, Caltrans. Mr. Demling attended to discuss and be a tour guide for the Gualala portion of the tour. He provided handouts on the outcome of community surveys that were collected at a public meeting in Gualala last year. The handouts Mr. Demling provided included maps of alternative routes in the Gualala Downtown Enhancements Project for pedestrian improvements and bicycle lanes.

Questions and comments from Board Members included:

- Director Gjerde was pleased to see the progress on alternative routes for the Windy Hollow project and that feasibility study has progressed to fund an alternative route.
- Director Haschak expressed his appreciation to visit and discuss the Garcia River Bridge. He has heard about the issues and this tour has provided an opportunity to review the issues personally.

Mr. Demling presented updated information on the Gualala Streetscape Enhancement Project. He reported that Design staff is working with Environmental to conduct an alternative analysis. There are two alternatives they are currently studying. He provided copies of maps of both alternative routes.

Chair Gjerde opened the floor to public comments.

- What is happening with Mountain View Road? (*Mr. Winn*) – Ms. Barrett replied the question would be better directed to a Mendocino County Department of Transportation (MCDOT) representative; they would be able to provide an update on the storm damage repairs on that road. Chair Gjerde explained that, as a general rule, MCDOT usually takes about two to four years from the time of damage to obtain approval for emergency funding and to complete repairs.

**7 - 9. Consent Calendar.** Upon motion by Brown, second by Haschak, and carried unanimously (6 Ayes; 0 Noes; 0 Abstaining; 2 Absent): IT IS ORDERED that consent items are approved:

**7. Approval of March 4, 2019 Minutes** – *as written*

**8. Approval of February 20, 2019 Executive Committee Minutes** – *as written*

**9. Acceptance of 2017/18 Fiscal Audit of Mendocino Transit Authority** – *MTA received a clean audit, as presented by R. J. Ricciardi, Inc., CPAs.*

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

**Advisory Committee.** Upon motion by Carter/Alt., second by Brown, and carried unanimously

(6 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

## 11. Reports - Information

- a. Mendocino Transit Authority. None.
- b. North Coast Railroad Authority. Ms. Ellard reported that the March NCRA meeting was cancelled.
- c. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written staff report.
- d. MCOG Administration Staff. Chair Gjerde asked MCOG staff members if they had heard from either California Transportation Commission (CTC) or Rural Counties Task Force (RCTF). At the February MCOG meeting, Susan Bransen, CTC Executive Director, mentioned her intent to follow up with the State concerning legislation to provide a funding stream to address emergency access routes on private property. Ms. Barrett stated, from the meetings she has attended, she has not heard any plans yet. New or any changes for the current proposed legislative bills were due to be submitted by the end of February. Ms. Barrett will discuss the request with the RCTF to pursue the possibility of the task force working with the CTC on that.  
Ms. Barrett reported on other legislation including:
  - SB 152 (*Senator Beall*) proposes to change the percentage of funding in various categories of the Active Transportation Program (ATP). If passed, it would increase the small urban and rural areas' share, but at the cost of reducing the statewide amounts available for competition. It would have an impact on Mendocino County; the MCOG Board may be asked at a later meeting to take a position. The item is on the next North State Super Region (NSSR) meeting's agenda for discussion.
  - AB 1568 (*McCarty*) makes a proposal to prohibit a city or county from applying for state grants while not compliant with housing element law. This proposed bill has received pushback from local agencies as it appears to go against the will of the voters when Proposition 6 was defeated. The League of California Cities is receptive to advocating a change to the language to focus on local agencies adhering to housing element compliance.
  - SB 127 (*Wiener*) proposes that a percent of the State Highway Operation Preservation Program (SHOPP) funds will be used for the ATP; although ATP is a program MCOG supports, there are concerns that if this bill passes it will decrease the necessary funds for State facility projects that are covered in the SHOPP.
- e. MCOG Planning Staff. Ms. Ellard reported that the pending status of awards notification for the Sustainable Communities and Climate Adaptation planning grant programs has been postponed by Caltrans until mid-May. MCOG has applied for two projects, the Mendocino County Fire Vulnerability Assessment & Emergency Preparedness study and the SB 743 VMT (Vehicle Miles Traveled) Regional Baseline Study. The grant funding has been included in the draft MCOG 2019/20 Overall Work Program (OWP), including the required funding match as if they have been approved; if they are not granted, they will be removed from the OWP. She also reported an additional application is planned to be submitted for Rural Planning Assistance (RPA) funds to the SB743 VMT study.
- f. MCOG Directors. Director Haschak reported that the Ad Hoc Committee met to review options and to decide on a recommendation for the next Planning and Administration contracts for MCOG. Chair Gjerde reported the recommendation would be officially

announced at the May MCOG meeting, and they intended to recommend extension of the existing contracts. Question and comments included: With the current owner retiring, how is that going to work and who would be in charge? (*Albin-Smith*) Ms. Barrett announced that she intends to purchase the business from Mr. Dow.

- g. California Association of Councils of Governments (CALCOG) Delegates. Director Albin-Smith attended the Yosemite Leadership & Policy Conference March 14-17. She reported that after the Local Government Commission and CALCOG discovered each address similar topics at their conferences, they collaborated to merge the two conferences. Topics presented at the conference included:

- Micro Transit – City of West Sacramento’s Pilot On-Demand Rideshare Service
- Fire Recovery, Disaster Relief, and Planning for the ‘New Normal’ – City of Santa Rosa and County of Butte presented “After a Tragedy: How to Heal and Rebuild a Community”
- The Road to OZ: Will Opportunity Zones Get Us There? Opportunity Zones, Qualified Opportunity Funds (QOF), & Oppsites.com – opportunities to invest in redevelopment of lower income areas.
- What’s Under the Surface: Understanding the Impacts of California’s Sustainable Groundwater Management Act (SGMA)
- Supporting the repeal of Article 34 on Public Affordable Housing Projects (more than 50% of the units to be affordable).

On the last day they provided a networking breakfast opportunity, the Regional Roundtable, for participants to sit with other local agencies in their regions. Director Albin-Smith said it was interesting to meet people from other neighboring agencies and get different perspectives on shared issues. Ms. Orth had also attended the conference and noted some general highlights such as economic and workforce development issues.

Mr. Juengling thanked MCOG and Caltrans for having the meeting on the South Coast, and the Independent Coastal Observer and the local residents for attending the meeting.

**12. Transportation Tour – Part 2: Gualala.** The group proceeded with the walking tour of the downtown Gualala project area, led by Mr. Demling, including the following itinerary:

- Pedestrian Needs Study priority project sites
- Downtown Gualala Streetscape Project features, and
- Long-term extended pedestrian features for Old State Highway.

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

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 10**  
Consent Calendar  
MCOG Meeting  
5/6/2019

## STAFF REPORT

**TITLE:** Acceptance of 2017/18 MCOG Fiscal Audit

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

**DATE:** 4/18/2019

### BACKGROUND:

The final audit report for the year ended June 30, 2018 has been completed by the independent CPA, R. J. Ricciardi, Inc., of San Rafael. Once again, MCOG has received a favorable and compliant audit. There were no current or prior-year observations for management concerning internal controls. All previous recommendations have been implemented.

Occasionally in past years, the Executive Committee has reviewed the audit report prior to acceptance by the full Council. This year, no issues arose in the audit report. Formerly, it was agreed that with no findings or recommendations by the auditor, the committee did not need to convene for that purpose.

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

Governmental Funds or “Special Revenue Funds” for Programs	Net Position	\$ 793,448
Trust and Agency Funds or “Fiduciary Fund Types”	Net Position	\$6,097,240
	<b>TOTAL</b>	<b>\$6,890,688</b>

As I mentioned in the Management’s Discussion and Analysis, MCOG’s net position has long been in the range of approximately \$1.5 million in Governmental funds and \$3.5 million in Fiduciary funds, for about \$5 million total in the cash accounts and capital assets. In recent years there has been less in the Governmental funds (a result of planned SAFE motorist-aid call box expenditures) and significantly more in the Fiduciary funds. Also note that “Expendable Trust” funds are now referred to as “Private Purpose Trust,” a directive of the Government Accounting Standards Board (GASB).

The financial statements (considered a trial balance) are produced by staff on an accrual basis and audited by the independent CPA. The funds are held in the County Treasury and controlled by the County Auditor. MCOG’s data is verified by the County’s records. For the past seven years, this has proved to be an efficient system and is functioning well.

R. J. Ricciardi, Inc., CPAs has been engaged for five years of fiscal audits; this is the final year. As planned for auditor rotation, this year we will issue a Request for Proposals or Qualifications for another five years of audits.

### ACTION REQUIRED:

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

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

---

**RECOMMENDATION:**

Accept the audited Basic Financial Statements and Management Report for the fiscal year ended June 30, 2018 as prepared by R. J. Ricciardi, Inc., Certified Public Accountants.

Enclosures: Audited Basic Financial Statements and Management Report



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 12c**  
Reports  
MCOG Meeting  
5/6/2019

## STAFF REPORT

**TITLE:** Summary of Meetings

**SUBMITTED BY:** Marta Ford, Administrative Assistant

**DATE PREPARED:** 4/29/2019

**BACKGROUND:**

Since our last regular MCOG meeting, MCOG Administration and Planning staff has attended (or will have attended) the following 23 statewide and local meetings on behalf of MCOG:

Date	Meeting/Event	Location	Staff
4/1/2019	MCOG Board Meeting & Mobile Tour	South Coast	Orth, Barrett, Ellard, & Ford
4/2/2019	Orchard Avenue Extension Grant PDT	Teleconference	Barrett & Ellard
4/3 – 4/4/2019	SB 743 Vehicle Miles Traveled Workshop	Santa Ana	Ellard & Speka
4/3/2019	Covelo Field Visit	Covelo	Barrett & Sookne
4/3/2019	Hopland Municipal Advisory Council (HMAC)	Hopland	Barrett
4/4/2019	Gualala Municipal Advisory Council	Gualala	Barrett
4/9/2019	California Transportation Commission (CTC)– Air Resources Board (ARB) Joint Meeting	Sacramento	Ellard
4/9/2019	North State Super Region (NSSR) Meeting	Chico	Barrett & Dow
4/10/2019	CTC Town Hall	Chico	Dow
4/10/2019	Strategic Highway Safety Plan Outreach	Sacramento	Ellard
4/16/2019	Regional Transportation Planning Agency District 1	Teleconference	Ellard, Davey-Bates, & Barrett
4/16//2019	Board of Supervisors – Road Funding Workshop	Ukiah	Barrett
4/17/2019	MCOG Technical Advisory Committee (TAC)	Ukiah	Ellard, Barrett, & Sookne
4/17/2019	Zero Emissions Vehicles Technical Advisory Group (ZEV TAG)	Ukiah	Ellard, Orth & Barrett
4/17/2019	MCOG Pedestrian Facilities TAG	Ukiah	Ellard, Barrett, & Sookne
4/18/2019	California Transportation Plan 2050 Workshop	Redding	Ellard
4/25/2019	Ukiah Housing Element Workshop	Ukiah	Barrett
4/29/2019	Covelo Trail Property Owner Consultation	Ukiah	Barrett & Sookne
4/30/2019	COG Directors Association of California (CDAC)	Sacramento	Barrett
4/30/2019	Dow & DBC Coordination Meeting	Ukiah	All Staff
5/1/2019	Round Valley Tribal Government Coordination	Teleconference	Barrett & Sookne
5/2/2019	Pedestrian Facility Needs	Teleconference	Ellard, Barrett, & Sookne
5/2/2019	MCOG Transit Productivity Committee	Ukiah	Orth, Barrett, & Ford

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

---

**ACTION REQUIRED:**

None.

---

**ALTERNATIVES:**

None identified.

---

**RECOMMENDATION:**

None – information only



## MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12e1  
Reports  
MCOG Meeting  
5/6/2019

### STAFF REPORT

---

**TITLE:** Pedestrian Facility Needs Inventory & Engineered Feasibility Study    **DATE PREPARED:** 4/22/19

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

**MEETING DATE:** 5/6/19

---

**BACKGROUND:**

The current year's Overall Work Program contains a carryover project to conduct the countywide "*Pedestrian Facility Needs Inventory & Engineered Feasibility Study*" project. The purpose of the project is to study the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian networks of the four incorporated cities, as well as the unincorporated communities in the County.

This two-year countywide project (\$278,978) consists of two components, funded with different funding sources as follows:

W.E. 19 – South Coast/Greater Point Arena – \$76,528 – *State Rural Planning Assistance (RPA) funds* (\$6,028 MCOG staff; \$500 direct costs + \$70,000 Consultant)

W.E. 21 – Inland/North Coast - \$202,450 – *Caltrans Sustainable Communities grant, plus local match* (\$15,250 MCOG staff + \$187,200 Consultant)

The project is now nearing completion, and the consultant (*TrailPeople Landscape, Architects & Planners – led by Randy Anderson*) will be presenting the draft final report to the MCOG Board in June.

The purpose of this brief report is to advise you that the draft final report will be posted to MCOG's website ([www.mendocinocog.org](http://www.mendocinocog.org)) by May 6, 2019, and will be available for public review prior to the June 3 MCOG meeting. We will be requesting Board acceptance of the report on June 3, and want to ensure that Board members and the general public have sufficient time for review before it's presented for acceptance.

Please note that a Technical Advisory Group (TAG) comprised of Caltrans, County and City representatives (*mainly MCOG's Technical Advisory Committee members*) have met regularly throughout this project and have had ongoing communication with the consultant, with ample opportunities to review draft documents and provide input during this process.

---

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

---

**ALTERNATIVES:** N/A

---

**RECOMMENDATION:** None. Information only.





# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 12e2**  
Reports  
MCOG Meeting  
5/6/2019

## STAFF REPORT

**TITLE:** Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update    **DATE PREPARED:** 4/23/19

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

**MEETING DATE:** 5/6/19

### BACKGROUND:

The current year's Overall Work Program contains a project to update MCOG's "Zero Emissions Vehicles & Alternative Fuels Readiness Plan" (W.E.17). This plan was first developed in FY 2012-13, with a follow up feasibility study (Phase II) occurring in FY 2014-15.

This update project will revise the existing plan to reflect changes that have occurred over the past five years, address deficiencies, and update steps to implementation. It will also integrate recent alternative fuels interregional planning into the document. The updated plan will create the underlying visionary guidance document for funding and buildout of infrastructure allowing local jurisdictions and the region to keep pace with statewide development of emergent transportation technology.

The project is funded with State Rural Planning Assistance Funds (\$54,000), as follows:

MCOG Staff	\$ 8,500
Direct Costs	\$ 500
Consultant	<u>\$45,000</u>
	\$54,000

The project is now nearing completion, and the consultants (*W-Trans Traffic Engineering & Transportation Planning – Steve Weinberger & Barry Bergman*) will be presenting the draft final report to the MCOG Board in June.

The purpose of this brief report is to advise you that the draft final report will be posted to MCOG's website ([www.mendocinocog.org](http://www.mendocinocog.org)) by May 17 and will be available for public review prior to the June 3 MCOG meeting. We will be requesting Board acceptance of the report on June 3, and want to ensure that Board members and the general public have sufficient time for review before it's presented for acceptance.

Please note that a ZEV Advisory Group (ZAG) (*composed of County, City, Caltrans, utilities, and other key public, private and nonprofit stakeholders*) have met regularly throughout this project and have had ongoing communication with the consultant, with opportunities to review documents and provide input during this plan update effort.

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

**ALTERNATIVES:** N/A

**RECOMMENDATION:** None. Information only.