



MENDOCINO COUNCIL OF GOVERNMENTS

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www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

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

AGENDA

Monday, April 6, 2020 at 1:30 p.m.

Audioconference Only

Toll-Free Call-In Number: 866-576-7975

Passcode: 961240#

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)

NOTICE: During the declared local, state and national emergency, all meetings of the Mendocino Council of Governments will be conducted by audio teleconference phone and not available for in-person public participation, pursuant to the Governor's Executive Order N-29-20. In order to minimize the risk of exposure to COVID-19, the public may participate in lieu of personal attendance in several ways. Since opportunities during the meeting are limited, we encourage submitting comments in advance.

- Send comments in advance of the meeting using the form at <https://www.mendocinocog.org/contact-us> to be read aloud into the public record.
- Send comments during the meeting using the form at: <https://www.mendocinocog.org/contact-us> to be made available as soon as possible to the Board of Directors, staff, and the general public as they are received and processed by staff.
- Make oral comments by telephone during the meeting when public comment is invited by the Chair.

Thanks to all for your interest and cooperation.

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 – *Please refer to notice at top of this Agenda.*

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. Adoption of Resolution #M2020-___ * Approving an Amendment to the Joint Powers Agreement to Add Housing Matters as a Specific Power – *subject to Joint Powers Agreement (JPA) procedures for authorization by the respective legislative bodies of all parties to the Agreement*

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.

6. Approval of March 2, 2020 Minutes

7. Approval of February 24, 2020 Executive Committee Minutes
8. Approval of City of Ukiah Request to Utilize Cost Savings from Awarded Local Transportation Fund Two Percent Bicycle & Pedestrian Program: ADA Ramp Project and Amend Scope of Work
9. Appointments to Transit Productivity Committee – Senior Center Representatives
10. Recognition of Diana Clarke, Ukiah Senior Center Director for Service on MCOG’s Transit Productivity Committee and Social Services Transportation Advisory Council

RATIFY ACTION

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

REPORTS

12. Reports – Information - *No Action*
 - a. Caltrans District 1 – Projects Update and Information
 - b. Mendocino Transit Authority
 - c. North Coast Railroad Authority
 - d. MCOG Staff - Summary of Meetings
 - e. MCOG Administration Staff
 - i. MCOG Response to COVID-19
 - ii. Miscellaneous
 - iii. Next Meeting Date – Monday, May 4, 2020
 - f. MCOG Planning Staff
 - i. SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study
 - ii. Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan
 - iii. Miscellaneous
 - g. MCOG Directors
 - h. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

13. Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) and TRANSLATION REQUESTS

Persons who require special accommodations, accessible seating, or documentation in alternative formats under the Americans with Disabilities Act, or persons who require interpretation services (free of charge) are advised to contact the MCOG office at (707) 463-1859, **at least five days** before the meeting.

Las personas que requieren alojamiento especial de acuerdo con el Americans with Disabilities Act, o personas que requieren servicios de interpretación (libre de cargo) deben comunicarse con MCOG (707) 463-1859 al menos cinco días antes de la reunión.

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.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

TITLE: Amendment to MCOG's Joint Powers Agreement to Allow for Regional Housing Related Planning

DATE PREPARED: 03/27/20
MEETING DATE: 04/06/20

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND: At the March meeting, the MCOG Board discussed the Regional Early Action Planning (REAP) Program, which was created by AB 101, and is intended to fund regional planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). Under this program, MCOG is eligible to receive a total of \$383,245. Eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Funds may also be suballocated to cities and counties for these activities.

MCOG's Joint Powers Agreement (JPA) identifies specific duties for which MCOG is responsible. Although we have always had RHNA responsibility, housing related planning is not an identified power. Specific powers in the JPA include transportation planning, economic development planning, and "any other specific power, including regional planning in other functional areas besides transportation and economic development, which has been expressly authorized by Resolutions adopted by the respective bodies of each of the parties to this agreement."

In order to allow MCOG to pursue funding under the REAP Program, a JPA amendment will be needed. In February, the Executive Committee considered this matter and recommended that the MCOG Board approve an amendment to allow housing related planning. At the March meeting, the MCOG Board considered this recommendation and directed staff to prepare a formal amendment.

A draft JPA amendment has been prepared and is presented today for consideration. The following changes are proposed in order to include regional housing related planning in MCOG's specific powers (additions shown in underline). The full JPA as proposed is attached.

"WHEREAS, existence of such an agency, and action by it upon certain transportation matters, economic development matters, and housing production matters appear necessary in order for the PARTIES to qualify for allocation of needed funds from the State and Federal Governments;"

"3. MCOG shall have the power to serve the following specific purposes:

- a. act as the transportation planning agency for Mendocino County, as designated by the Secretary of the Business and Transportation Agency of the State of California,
- b. undertake economic development planning for Mendocino County,
- c. undertake planning related to the production of housing in the region, including activities related to development and implementation of the Regional Housing Needs Allocation Plan, and
- d. any other specific power, including regional planning in other functional areas besides transportation, economic development, and housing which has been expressly authorized by Resolutions adopted by the respective bodies of each of the parties to this agreement."

A resolution has been drafted and is included for MCOG's approval with this report. Because a JPA amendment must also be approved by each member agency in order to become effective, a resolution template has also been prepared for use by the member agencies.

Once approved by MCOG, the template will be sent to each member agency along with a request that each adopt a resolution of their full board or council, using the sample resolution for guidance. Once each member agency has approved the amendment by resolution, the revised JPA will become effective.

At such time that the amendment goes into effect, MCOG staff will continue working with local agencies to develop an application for the REAP program. That grant program requires an authorizing resolution, which we will be presenting for MCOG approval at a future meeting.

ACTION REQUIRED:

- Review and take action on the draft resolution template for use by member agencies.
- Take action on the MCOG resolution to approve the proposed amendment to the JPA, contingent upon member agency approval.
- If the amendment is approved, authorize staff to send correspondence to each of the five parties to the JPA requesting that each adopt a resolution of their full board or council, using the sample resolution for guidance.

ALTERNATIVES:

1. The Board may modify the proposed language in the JPA, MCOG resolution, or resolution template prior to approval.
2. The Board may choose not to move forward with a JPA amendment. If this is the case, MCOG staff will not pursue the funding available through the REAP Program.

RECOMMENDATION: Consistent with the Executive Committee recommendation and direction provided by the MCOG Board at the last meeting:

- Review and approve the draft resolution template for use by member agencies.
 - Approve by MCOG resolution the proposed amendment to the JPA, contingent upon member agency approval.
 - Authorize staff to send correspondence to each of the five parties to the JPA, requesting that each adopt a resolution of their full board or council, using the sample resolution for guidance.
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MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2020-___

APPROVING AN AMENDMENT TO THE JOINT POWERS AGREEMENT TO ADD HOUSING MATTERS AS A SPECIFIC POWER

WHEREAS,

- 1) The Mendocino Council of Governments (MCOG) was formed by a Joint Powers Agreement (attached as **Exhibit A**) in 1972 and amended in 1978, 1993, 1994 and 2008, by the Cities of Fort Bragg, Point Arena, Willits and Ukiah, and the County of Mendocino to serve as the Regional Transportation Planning Agency and other regional purposes;
- 2) The Joint Powers Agreement (JPA) identifies specific powers for which MCOG is responsible;
- 3) The JPA currently identifies transportation planning and economic development as MCOG's specific powers, and states that other specific powers may be expressly authorized by Resolutions adopted by the respective bodies of each of the parties to the agreement;
- 4) In 2019, Assembly Bill 101 created the Regional Early Action Planning (REAP) grant program, which provides funding to regional agencies for planning activities related to housing production and implementation of the Regional Housing Needs Allocation;
- 5) In order to utilize funding through the REAP grant program and to carry out responsibilities related to the Regional Housing Needs Allocation, it is proposed that the Joint Powers Agreement be amended to specify that the Joint Powers Agency has the authority to undertake planning related to the production of housing in the region, including activities related to development and implementation of the Regional Housing Needs Allocation Plan;
- 6) The Executive Committee recommended approval of an amendment to add this specific power at their meeting of February 24, 2020, and subsequently the full MCOG Board directed staff to prepare a formal JPA amendment;
- 7) The Joint Powers Agreement states that it may be amended at any time by the parties to the agreement, and in order for such an amendment to take effect, it must be approved by resolutions adopted by the respective legislative bodies of each of the parties to this agreement; and
- 8) Upon full execution of an amendment, MCOG shall prepare and file a notice of amendment with the California Secretary of State in accord with California Government Code Section 6503.5; therefore, be it

RESOLVED, THAT:

1) MCOG's Joint Powers Agreement Section 3 shall be amended as follows:

“3. MCOG shall have the power to serve the following specific purposes:

- a. act as the transportation planning agency for Mendocino County, as designated by the Secretary of the Business and Transportation Agency of the State of California,
- b. undertake economic development planning for Mendocino County,
- c. undertake planning related to the production of housing in the region, including activities related to development and implementation of the Regional Housing Needs Allocation Plan, and
- e d. any other specific power, including regional planning in other functional areas besides transportation, economic development, and housing which has been expressly authorized by Resolutions adopted by the respective bodies of each of the parties to this agreement.”

2) This amendment also incorporates clarifying language and minor corrections of earlier amendments.

3) All other terms and conditions set forth in MCOG's Joint Powers Agreement of 1972 as amended in 1978, 1993, 1994 and 2008 shall remain in full force and effect.

4) MCOG staff is directed to circulate the amendment text, in the form of a sample resolution to the five parties to MCOG's Joint Powers Agreement, for approval by resolution of each of their legislative bodies.

5) This amendment shall become effective upon approval by resolution of each of the member agencies.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 6th day of April, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

ATTEST: Nephele Barrett
Executive Director

Dan Gjerde, Chair

JOINT POWERS AGREEMENT

MENDOCINO COUNCIL OF GOVERNMENTS

Incorporating All Amendments of 1978, 1993, 1994, ~~and-2008~~, and 2020

This is an Amendment to a Joint Powers Agreement executed in 1972 by the CITIES OF FORT BRAGG, POINT ARENA, UKIAH, and WILLITS, and the COUNTY OF MENDOCINO, that Agreement being the legal basis for the Mendocino County and Cities Area Planning Council (MCCPC). This Amendment changes the name to MENDOCINO COUNCIL OF GOVERNMENTS (MCOG), clarifies the powers and purposes of the agency, and establishes a new BOARD OF DIRECTORS. By this Amendment, the above Agreement is changed to read in its entirety as follows:

This AGREEMENT is made by and among the incorporated CITIES OF FORT BRAGG, POINT ARENA, UKIAH, and WILLITS, municipal corporations of the State of California, acting through their respective City Councils, and the COUNTY OF MENDOCINO a body politic and corporate subdivision of the State of California, acting through the Board of Supervisors (hereinafter referred to as PARTIES), as follows:

WHEREAS, Sections 6500 et seq., of the California Government Code (Title 1, Division 7, Chapter 5, Article 1) provide for agreements between two or more public agencies to jointly exercise any power common to the contracting parties; and,

WHEREAS, the parties hereto recognize that Mendocino County is changing from an isolated, rural area to a developed area with continuing expansion of its incorporated cities and formerly underdeveloped areas; and,

WHEREAS, by reason of this growth, governmental problems affecting incorporated and unincorporated areas jointly are frequently arising and are expected to increase in the near future; and,

WHEREAS, it is necessary and desirable that a single regional agency be created with authority to (1) assist and advise on such problems, and (2) in specified functional areas, develop plans and approve or disapprove, in whole or in part, projects to which such plans apply; and,

WHEREAS, existence of such an agency, and action by it upon certain transportation matters, ~~and~~ economic development matters, and housing production matters appear necessary in order for the PARTIES to qualify for allocation of needed funds from the State and Federal Governments;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Mendocino County and Cities Area Planning Council (MCCPC) is hereby reconstituted as the MENDOCINO COUNCIL OF GOVERNMENTS (MCOG), which is hereby created and established pursuant to Sections 6500 et seq., of the California Government Code (Title 1, Division 7, Chapter 5, Article 1).

2. MCOG shall have the power to serve the following general purposes, which are advisory only:
 - a. provide a regular forum to facilitate discussion and the exchange of information on matters of mutual interest to the parties to this agreement,
 - b. serve as a vehicle for the joint sponsorship of informational workshops and training programs related to problems for local governments in Mendocino County, and
 - c. advise and assist the parties to this agreement in their efforts to deal with problems which they have in common, or which transcend jurisdictional boundaries.

3. MCOG shall have the power to serve the following specific purposes:
 - a. act as the transportation planning agency for Mendocino County, as designated by the Secretary of the Business and Transportation Agency of the State of California,
 - b. undertake economic development planning for Mendocino County, ~~and~~
 - c. undertake planning related to the production of housing in the region, including activities related to development and implementation of the Regional Housing Needs Allocation Plan, and
 - d. any other specific power, including regional planning in other functional areas besides transportation, ~~and~~ economic development, and housing which has been expressly authorized by Resolutions adopted by the respective bodies of each of the parties to this agreement.

Nothing contained herein shall be construed as limiting in any manner the power of any of the respective parties or other public entities in the County to initiate and complete a local project within their respective jurisdictions. It is understood, however, the recommendations of the MCOG may be considered by agencies of the State or Federal Government in providing financial or other assistance to such a project. The MCOG shall take no action to preclude or discourage any direct appeal by any entity to any State, or Federal Agency for financial or other assistance in that entity's program before, during or after consideration of the proposal by the MCOG.

4. MCOG shall have a BOARD OF DIRECTORS consisting of seven members. The City Council of each of the four incorporated cities in Mendocino County (the cities of Fort Bragg, Point Arena, Willits and Ukiah) shall annually appoint one of its members to serve as a member of the MCOG Board of Directors. The Board of Supervisors of the County of Mendocino shall annually appoint two of its members plus one public appointee to serve as members of the MCOG Board of Directors. In selecting the public appointee, the Board of Supervisors shall give first preference to a countywide elected official. If a countywide elected official does not apply for the position, then the Board of Supervisors may appoint any registered voter of Mendocino County who has an interest in regional transportation issues. Each elected member of the MCOG Board of Directors shall serve only so long as he or she holds the

appropriate elective office, and each member shall serve at the pleasure of their respective appointing authority.

MCOG has adopted its own bylaws as allowed by the amendment of 1993.

The appointing authority, for each regular member it appoints, may appoint an alternate member to serve in place of the regular member when the regular member is absent or disqualified from participating in a meeting of the Council of Governments. Agency alternates must be an elected official.

5. In addition to the incorporated Cities mentioned in this Agreement, any other City which may hereafter be incorporated within the boundaries of Mendocino County, and which may desire to participate in the activities of this Council of Governments may do so by executing this agreement without prior approval or ratification of the named parties herein and shall thereafter be bound by all of the terms and conditions of this agreement as of the date of execution, and shall have all of the rights of the named Cities in relation to the provisions of this Agreement, including the right to appoint a member to the MCOG Board of Directors.

In the event of conflict amongst the members to the MCOG relative to specific issues, individual resolutions may be requested from each of the member agencies to be directed back to the MCOG for review and final action.

6. The undersigned parties to this agreement pledge full cooperation, and agree to appoint members to the MCOG Board of Directors as specified above. The MCOG shall assign individuals to serve as members of any MCOG committee (s) who shall act for and on behalf of their member agencies in any or all matters which shall come before MCOG, subject to any necessary and legal approval of their acts by the legislative bodies of said member agencies.
7. The MCOG acting as the Regional Transportation Planning Agency for Mendocino County shall be administered in accordance with the Transportation Development Act. Funding for this function shall consist of Local Transportation Funds, State Transit Assistance Funds and any federal or state grants. Any other function(s) identified in Section 3 of this agreement must have a correlating funding source for administrative reimbursement.
8. The County Auditor shall be the depository and shall have custody of all funds of MCOG from whatever source and shall hold and disburse such monies in accord with Section 6505.5. There shall be strict accountability by all parties and by MCOG of all funds. MCOG shall contract with a certified public accountant to make an annual audit. The minimum requirements of such an audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. Where an audit is made, a report thereof shall be filed as public records with each of the contracting parties to the agreement and also with the County Auditor-Controller. The cost of the audit shall be borne by MCOG (Section 6505).
9. This agreement shall be effective for a period of one year and shall be automatically renewed from year to year thereafter unless and until one of the parties hereto, by Resolution of its legislative body, terminates its consent to the exercise of these joint

powers herein agreed upon, and gives written notice of such to MCOG at least ninety days prior to the end of the annual term. In the event of such notice of termination, MCOG shall have continuing authority to act upon all applications filed with it prior to receipt of said ninety day notice of termination and shall take such action in regard thereto as is required under the laws, regulations and policies established by the particular state or federal agency to whom such applications have been made. Upon the conclusion of such action and expiration of said ninety day notice period, following receipt of said notice, this agreement shall be automatically renewed for another annual term without the withdrawn entity as a party to the agreement, and without a member of the Board of Directors appointed by the withdrawn entity. Once any entity has filed proper notice of withdrawal, there shall be a single sixty day period, during which any remaining Party or Parties to the agreement may also file a ninety day notice of withdrawal, regardless of the expiration date of the annual term.

10. This agreement may be amended at any time by the parties to the agreement. In order for such an amendment to take effect, it must be approved by Resolutions adopted by the respective legislative bodies of each of the parties to this agreement.

11. This amendment shall take effect upon ~~(1)~~ its execution by the legislative body of each of the parties to the above Joint Powers Agreement, such execution occurring by Resolution of the respective legislative bodies, ~~and (2)~~

12. This amendment shall take effect upon receipt of a letter from the Secretary of the Business and Transportation Agency of the State of California, officially designating the Mendocino Council of Governments as the transportation planning agency for Mendocino County according to Section 29532(b) of the Government Code of the State of California (applicable only to the 1978 amendment).

~~132.~~ MCOG shall prepare and file a notice of this agreement, or any amendment thereto, with the Office of the Secretary of State in accord with Section 6503.5.

Original documents and amending resolutions are executed by:

Cities of Fort Bragg, Point Arena, Willits, and Ukiah
(by Mayor or Vice Mayor; City Attorney and/or City Clerk)

County of Mendocino
(by Chairman, Board of Supervisors; County Counsel; and Clerk of the Board)

I attest to the accuracy of this document. Originals are on file at MCOG's offices.

/s/

Janet M. Orth, MCOG Deputy Director for Administration

MCOG JPA
~~2009~~ April 2020

[NAME OF LOCAL GOVERNMENT ENTITY]

[BOARD of SUPERVISORS / CITY COUNCIL]

SAMPLE RESOLUTION
as of 4/6/2020

APPROVING AN AMENDMENT TO THE
JOINT POWERS AGREEMENT OF THE
MENDOCINO COUNCIL OF GOVERNMENTS
TO ADD HOUSING MATTERS AS A SPECIFIC POWER

WHEREAS,

- 1) The Mendocino Council of Governments (MCOG) was formed by a Joint Powers Agreement (attached as **Exhibit A**) in 1972 and amended in 1978, 1993, 1994 and 2008, by the Cities of Fort Bragg, Point Arena, Willits and Ukiah, and the County of Mendocino to serve as the Regional Transportation Planning Agency and other regional purposes; and
- 2) The Joint Powers Agreement (JPA) identifies specific powers for which MCOG is responsible;
- 3) The JPA currently identifies transportation planning and economic development as MCOG's specific powers, and states that other specific powers may be expressly authorized by Resolutions adopted by the respective bodies of each of the parties to the agreement;
- 4) In 2019, Assembly Bill 101 created the Regional Early Action Planning (REAP) grant program, which provides funding to regional agencies for planning activities related to housing production and implementation of the Regional Housing Needs Allocation;
- 5) In order to utilize funding through the REAP grant program and to carry out responsibilities related to the Regional Housing Needs Allocation, it is proposed that the Joint Powers Agreement be amended to specify that the Joint Powers Agency has the authority to undertake planning related to the production of housing in the region, including activities related to development and implementation of the Regional Housing Needs Allocation Plan;
- 6) The MCOG Board of Directors approved an amendment to add this specific power at their meeting of April 6, 2020, and in order for such an amendment to take effect, it must be approved by resolutions adopted by the respective legislative bodies of each of the parties to this agreement;
- 7) Upon full execution of an amendment, MCOG shall prepare and file a notice of amendment with the California Secretary of State in accord with California Government Code Section 6503.5; therefore, be it

RESOLVED, THAT:

[Name of entity] agrees as follows.

1) MCOG's Joint Powers Agreement Section 3 shall be amended as follows:

“3. MCOG shall have the power to serve the following specific purposes:

- a. act as the transportation planning agency for Mendocino County, as designated by the Secretary of the Business and Transportation Agency of the State of California,
 - b. undertake economic development planning for Mendocino County,
 - c. undertake planning related to the production of housing in the region, including activities related to development and implementation of the Regional Housing Needs Allocation Plan, and
 - e d. any other specific power, including regional planning in other functional areas besides transportation, economic development, and housing which has been expressly authorized by Resolutions adopted by the respective bodies of each of the parties to this agreement.”
- 2) This amendment also incorporates clarifying language and minor corrections of earlier amendments.
- 3) All other terms and conditions set forth in MCOG's Joint Powers Agreement of 1972 as amended in 1978, 1993, 1994 and 2008 shall remain in full force and effect.
- 4) This amendment shall become effective upon approval by resolution of each of the member agencies.

ADOPTION OF THIS RESOLUTION was moved by _____, seconded by _____, and approved on this ___ day of _____, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

Chairman / Mayor

Approved: City Attorney

ATTEST: [Clerk]

March 30, 2020

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Consent Calendar of April 6, 2020

The following agenda items are recommended for approval/action.

6. Approval of March 2, 2020 Minutes – *attached*
7. Approval of February 24, 2020 Executive Committee Minutes – *attached*.
8. Approval of City of Ukiah Request to Utilize Cost Savings from Awarded Local Transportation Fund Two Percent Bicycle & Pedestrian Program: ADA Ramp Project and Amend Scope of Work – This will allow the City to increase the number of ramps installed.
– *Staff report attached*
9. Appointments to Transit Productivity Committee – Senior Center Representatives
Two appointments are nominated by the senior centers due to retirement of the primary representative.
– *Staff report attached*
10. Recognition of Diana Clarke, Ukiah Senior Center Director for Service on MCOG's Transit Productivity Committee and Social Services Transportation Advisory Council
– *Certificate attached*

MENDOCINO COUNCIL OF GOVERNMENTS

MINUTES

Monday, March 2, 2020

County Administration Center, Board of Supervisors Chambers

ADDITIONAL AUDIOCONFERENCE LOCATION:

Caltrans District 1, 1656 Union St., Eureka

ADDITIONAL MEDIA:

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

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

1. Call to Order / Roll Call. The meeting was called to order at 1:32 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Richey Wasserman, Larry Stranske, Tess Albin-Smith, John Haschak, Michael Carter and Dan Gjerde present; Chair Gjerde presiding.

Staff present: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Transportation Planner; and Monica Galliani, Administrative Assistant.

2. Convene as RTPA

3. Recess as RTPA – Reconvene as Policy Advisory Committee

4. Public Expression. Diana Clarke, Director of the Ukiah Senior Center, thanked Ms. Barrett and Ms. Orth for their work to help the senior centers and reported she planned to attend MCOG's second Senior Centers Transportation workshop in March. She also expressed concern over the lack of communication between Mendocino Transit Authority (MTA) and the senior centers, stating how it appears to some that MTA is no longer thinking of contracting with the senior centers. She suggested that the MTA consider opening public hearings on the matter.

Richard Baker, Director of the Willits Senior Center, also thanked MCOG and expressed concern over the MTA contracts.

Bonnie Shaver of North Coast Opportunities (NCO) reported that seniors in NCO's foster grandparent program were also worried about losing transportation services.

Board discussion ensued concerning the next MTA meeting, which was determined to be March 25 at 1:30 p.m. in Ukiah.

5. Regular Calendar.

5. Executive Committee Recommendations of February 24, 2020

- a. Draft FY 2020/21 Regional Transportation Planning Agency (RTPA) Budget. Ms. Orth gave an overview of the Executive Committee's budget meeting. She referred to the provided draft budget, which the committee recommended as drafted by staff, for further development during the annual budget process. Ms. Barrett and Ms. Orth then provided more details about how the staff contract rates increase according to Consumer Price Index inflation rates.

The Local Transportation Fund (LTF) estimate of local sales tax revenue reached \$4 million for the first time, with the past three years growth averaging 3.6%, keeping pace with inflation at 3.0%. Additionally, there is a balance of LTF actual revenues carried over from FY 2018/19, at about \$215,000. After reserves according to policy, total LTF revenues are \$4.5 million. Total of all revenues is estimated at about \$7 million, expected to rise as more sources are reported,

Allocations from other sources for the Transportation Planning Overall Work Program (OWP) are as recommended by staff and Technical Advisory Committee. All MCOG program allocations are recommended at \$1.3 million. The total balance available for public transit comes to \$5,680,000.

The May meeting will include the budget presentation and the final budget will be prepared for adoption at the June meeting. This was for information purposes only; no action required at this time.

b. Approval of Extensions to Professional Services Agreements through September 30, 2021

i. *Administration & Fiscal Services – Dow & Associates*

ii. *Planning Services – Davey-Bates Consulting (DBC)*

Ms. Barrett explained that Dow & Associates and Davey-Bates Consulting contracts with MCOG are for a five-year period; the current contracts will expire on September 30, 2020.

Upon motion by Brown, second by Carter, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter, Albin-Smith., Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the existing contracts for MCOG Administration & Fiscal Services and MCOG Planning Services are extended for one year.

c. Discussion/Direction: Additional MCOG Specific Power to Allow for Regional Housing Related Planning and Application for State “Regional Early Action Planning” Funds.

Ms. Barrett explained that AB 101 has created new housing planning funds which MCOG staff is willing to implement following an amendment to the Joint Powers Agreement. The committee recommended the amendment to add regional housing planning to MCOG’s specified powers. MCOG would then use these funds to take up housing planning projects along with transportation planning projects, though under separate agreements with funding agencies. Board discussion ensued, during which funding, housing types and related matters were considered.

Upon motion by Carter, second by Wasserman, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that staff is directed to prepare a Joint Powers Agreement (JPA) amendment for the April Council meeting to add regional housing planning to MCOG’s specific powers.

6-7. Consent Calendar. Upon motion by Wasserman, second by Carter, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

6. Approval of February 3, 2020 Minutes – as amended

7. Acceptance of 2018/19 MCOG Fiscal Audit – MCOG received a clean audit, as presented by R. J. Ricciardi, Inc., CPAs.

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

Upon motion by Carter, second by Brown, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

9. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Jackman reported that Caltrans has developed a user-friendly website for public use for access to current projects and project plans. In response to a question by Chair Gjerde, he stated that the Caltrans public information office is the best resource for any questions or input on any given project. Ms. Barrett referred to the table in the packet and pointed out that for each project, the phase, project manager, and description of work were listed. She anticipates that MCOG will be receiving these quarterly from Caltrans through tribal coordination meetings.
- b. Mendocino Transit Authority. Chair Gjerde referred to the March meeting mentioned previously. The February meeting had been cancelled.
- c. North Coast Railroad Authority. Ms. Ellard reported that the February meeting was cancelled. Director Haschak added that the next meeting would be held the coming Monday.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written report.
- e. MCOG Administration Staff
 - i. *California Transportation Foundation (CTF) Forum, February 11, 2020 in Sacramento*. Ms. Orth provided an overview of discussion topics, such as Senate Bill 1, the federal Safer Affordable Fuel Efficient Vehicle rule, climate action, and obtaining a Real ID.
 - ii. *Miscellaneous*. None.
 - iii. *Next Meeting Date*. April 6, 2020, to talk about the Joint Powers Agreement and view a presentation from Caltrans.
- f. MCOG Planning Staff.
 - i. *Public Workshops – SB 743 Vehicle Miles Travelled (VMT) Regional Baseline Study*. Ms. Ellard gave a background of the study and stated that the technical advisory group had met with the consultants (Fehr & Peers) which was followed by two public workshops. The consultant will be presenting the final plan to the Board in June 2020. The purpose of the study is to help cities and the county with vehicle miles travelled data in planning documents to meet new requirements.
 - ii. *Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan*. Ms. Ellard reported that the project timeline is on track and that a draft of the evacuation plan will be available in the next couple of weeks. The next technical advisory group meeting will be held on March 31 at the Farm Advisors room in Ukiah. MCOG staff and the consultant (Category Five) are preparing to hold educational meetings in locations such as Fort Bragg and Gualala. The plan is scheduled to be available this summer, and MCOG expects to present it to the MCOG board in June.

Director Carter reported that he had seen the first draft of the public outreach plan and that it was impressive. Director Albin-Smith and Chair Gjerde told MCOG staff they would like to see the draft plan as soon as possible.
 - iii. *Miscellaneous*. Ms. Barrett reported that a draft of the planning work program has been sent in to Caltrans based on a recommendation from the Technical Advisory Committee. The MCOG Board will then review the final budget for approval in June.
- g. MCOG Directors. Director Stranske reported that there is a new electric vehicle charging station being built in the Safeway parking lot in Willits and asked for any information regarding this project. Ms. Orth reported that it is not MCOG's project but could look into it if Director Stranske would like; the City would have approved a permit for it. More private installations can be expected. Discussion regarding other EV charging stations ensued.

- h. California Association of Councils of Governments (CALCOG) Delegates. Ms. Barrett reported that the Regional Leadership Forum is coming up in April. Ms. Orth, Ms. Ellard and Director Albin-Smith are registered and planning to attend.

15. Adjournment. The meeting was adjourned at 2:59 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant

MENDOCINO COUNCIL OF GOVERNMENTS

Executive Committee MINUTES

February 24, 2020

MCOG / Dow & Associates Conference Room
367 N. State Street, Ukiah

Present: Committee Members: Chair Dan Gjerde, Vice Chair Michael Carter, Director Richey Wasserman
MCOG Staff: Nephele Barrett, Janet Orth, Lisa Davey-Bates, Monica Galliani
MTA Staff: Carla Meyer

1. **Call to Order** at 3:05 p.m., Chair Gjerde presiding.

2. **Public Expression** - None.

3. **Report & Discussion: 2018/19 Fiscal Audit with Basic Financial Statements.** Janet offered print copies, in addition to electronic copies distributed, and summarized the audit result as well as options for acceptance of the report. With no issues customarily it would be placed on the Board's consent calendar. In this case there were no findings, observations or recommendations; it was a clean audit. She answered questions about differences between Governmental Funds, also known as Special Revenue Funds, and Trust & Agency Funds, a.k.a. Fiduciary Fund Types. The group also discussed details of the SAFE motorist-aid call box program (Governmental/Special Revenue from vehicle registration fees).

No action was taken.

4. **Review & Recommendation on Options for Staffing Services Starting October 1, 2020 and Possible Contract Extensions.** Nephele introduced the issue, summarizing last year's process and options when the five-year contracts were due to expire. The contract allows for annual one-year extensions for up to five years. Last year the Council had appointed an ad hoc committee to review and recommend on the matter. An extension was approved with a recommendation to streamline this process the following year. Nephele then presented alternatives and reviewed draft contract extensions for Dow & Associates and Davey-Bates Consulting (DBC), provided in the agenda packet. She and Lisa explained how the contracts allow for adjustments by the Consumer Price Index (CPI) inflation rate. Exhibit A does not show CPI adjustments, only base amounts; increases would be applied in the annual budget. The base rates rise by no more than 11.5% on just the health care costs; the past two years actually increased more than 20%, but the annual average is consistent with the contract.

A motion and second were made to recommend Option 1, that the MCOG Board approve the one-year contract extensions (see Recommendation below). Discussion on the motion:

- Pros and cons of the two options? How a Request for Proposals (RFP) process would be conducted, and other logistics. Scope of services could be modified under a new RFP. (Group)
- Extensions make the most sense for efficiency. Last year's ad hoc would have liked a five-year extension, but Caltrans discourages that. (Lisa) Continuity is desirable. (Mike)
- Containing health care costs is a consideration. County of Mendocino gives in-lieu funds to employees if they choose another plan. Dan's preference is that all employers provide at least minimum coverage. Do Dow and DBC provide a cash alternative? (Dan) Yes, laws govern that option. Dow covers only employees, not dependents, but they can be added at employee's cost. Costs are comparable to County's. (Nephele) Interest in learning more about cash in-lieu for MTA. (Carla) Discussion of how MCOG contracts were arrived at relative to health care costs; Nephele detailed the process.

Recommendation:

Upon motion by Carter, seconded by Wasserman, and carried unanimously (3 Ayes; 0 Noes; 0 Absent), the Executive Committee recommended that the Council approve the one-year contract extensions for Administrative & Fiscal Services provided by Dow & Associates and Planning Services provided by Davey-Bates Consulting.

5. Review & Recommendation on Draft 2020/21 Regional Transportation Planning Agency (RTPA) Budget.

Janet's written staff report and attachments were provided in the meeting packet. Dan noted the County Auditor's estimate of sales tax revenues to the Local Transportation Fund reached \$4 million for first time. Janet reviewed her first draft of the summary spreadsheet (details below). Total available revenues from all sources are estimated at over \$6.9 million, before funds carried over from the Planning program are added, and pending an estimate for the Regional Surface Transportation Program (RSTP), now called Surface Transportation Block Grant Program (STBGP). For the coming fiscal year, MCOG will be able to fund programs of the Regional Transportation Planning Agency and Mendocino Transit Authority, with a steady increase of TDA revenues from economic growth, augmented by Senate Bill 1 revenues.

- a. Local Transportation Fund (LTF) New Revenue Estimate and Reserve. Janet reviewed how the County Auditor-Controller calculated the estimate and the result, as well as the general economic trend and reserve balance. The fund estimate is \$4,174,378, up 8.35% (\$321,735) from the FY 2019/20 initial estimate. Actual revenues for the first six months of FY 2019/20 show an increase of 7.0% compared to the same six months a year ago. The Auditor then found a 3-year average increase of actual revenues at 3.6%, which he used in calculating the estimate. After setting the LTF Reserve by policy at \$209,000, prior-year audited revenues of \$203,075 are available for allocation.
- b. Administration. Janet briefly reviewed line item details. The total Administration budget proposal is up 3.9% (\$21,742). LTF costs for Administration are down slightly from 12% of the Auditor's estimate to 11.6%. As a percentage of total revenues from all sources, Administration is about 7%, expected to drop as pending revenue estimates come in. Other Direct Costs (i.e. not in the contract) remain below \$60,000. Staff's proposal is \$614,317 from: LTF (\$485,808), RSTP (\$90,000), and Service Authority for Freeway Emergencies/SAFE (38,509). There were no objections to the proposed Administration budget.
- c. Two Percent Bicycle & Pedestrian Program. Janet reviewed this formula, with an optional allocation up to two percent, according to Transportation Development Act (TDA) law. After Administration is subtracted, 2% of the new LTF fund estimate comes to \$73,771. MCOG issues a call for eligible projects every two years to the Technical Advisory Committee and awards are made by the Council. There were no objections to allocating the full two percent. Discussion followed on recent bike and pedestrian projects funded by LTF and grant sources.
- d. Planning Overall Work Program (OWP). The funding proposal prepared by Planning staff was reviewed. There is a proposed increase to the LTF proposal over last year, from \$147,816 to \$159,501 (increase of \$11,685 or 8%). There was discussion of OWP projects and costs. Staff explained the request for an increase to set aside funds for the triennial Pavement Management Program update.
The draft OWP is reviewed annually by the Technical Advisory Committee (TAC) for recommendation to the Council. After comments are received from Caltrans, the final OWP is presented to the Council in the May budget workshop, for adoption in June. There were no objections to the proposed OWP budget.
- e. Balance Available for Transportation. The balance of LTF available to MTA for claiming comes to \$3,658,372, up \$109,749 (3.1%) from FY 2019/20, keeping pace with inflation at 3.0%. (Note a typo was corrected in the meeting.) Janet reviewed the fund estimate for State Transit Assistance (STA), which has trended higher from the influx of SB 1 revenue, while cautioning that last year's estimate was revised downward. A preliminary estimate of \$834,637 is down 12% from last year's preliminary estimate. Together with MCOG's unclaimed fund balance, a total of \$1,203,081 from STA is available. Including Capital Reserve and state grants, total revenues for transit are \$5,680,300.

Recommendation:

Upon motion by Carter, seconded by Wasserman, and carried unanimously (3 Ayes; 0 Noes; 0 Absent), the Executive Committee recommended approval of staff's recommended Draft 2020/21 Regional Transportation Planning Agency (RTPA) Budget, for further development during the annual budget process, including:

- The LTF Reserve minimum fund balance of five percent, \$209,000, according to policy, releasing for allocation \$203,075
- A reserved balance of LTF one-time unallocated revenues of \$29,135
- \$485,808 LTF for Administration

- \$73,771 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$159,501 LTF for the Planning program
- \$3,658,372 LTF for Transit
- Allocations from other sources for the Transportation Planning Overall Work Program (OWP) as recommended by staff and Technical Advisory Committee
- Allocations from the Regional Surface Transportation Program (RSTP) according to policy and the staffing contract.

– *Summary of recommended budget is attached.*

(Carla Meyer left the meeting after Agenda #5.)

6. Consideration & Recommendation on Additional MCOG Specific Power to Allow for Regional Housing Related Planning and Application for State “Regional Early Action Planning” Funds. Nephele introduced the matter, detailed in her written staff report. Staff and TAC recommended amending the Joint Powers Agreement (JPA) to add regional housing planning to MCOG’s specified powers. MCOG is one of the agencies eligible for grant funds and could receive a total of \$383,245. The JPA does not include housing as a specific purpose, although the Regional Housing Needs Allocation (RHNA) has always been a state-mandated responsibility. MCOG would need to enter into a master agreement with the State Department of Housing & Community Development (HCD). AB 101, the budget trailer bill, provided a one-time funding source that allows applications for up to 25% in FY 2019/20, with the balance available until January 2021. State priorities emphasize housing and transportation linkage. Discussion included:

- Can the funds be passed through to MCOG member agencies to avoid duplicating efforts? Yes, although agencies would have to identify their projects in advance. There is a broad range of eligible uses. (Dan, Nephele)
- The concept of a housing land trust is under discussion, different than conservation land trusts. Certain safeguards would be built in to preserve housing affordability, such as providing for workforce housing versus vacation homes. Housing trust funds are an eligible activity, for predevelopment purposes, i.e. not land or improvements. (Dan, Nephele)
- Can some funds be passed through for MCOG planning, technical assistance, etc.? Yes, if agreed to provide specified services. Annexation plans for infrastructure have been discussed. The balance could be sub-allocated. (Richey, Nephele)
- Before getting too far along, staff recommends board concurrence, to minimize use of transportation funds to address these issues. Suggested action steps: Board direction at March 2 meeting; bring resolution templates and paperwork to April meeting for approval; when/if all five member agencies pass resolutions, MCOG would sign off on the JPA amendment administratively, then apply for state funds. (Nephele)
- Any reason not to approve? Staff capacity may be an issue, especially if the program continues. Example: County Planning could fund a part-time dedicated position addressing housing and RHNA. The program can supplement staffing; refer to list of eligible activities. (Dan, Nephele)
- Further discussion of land trusts, and a suggestion to go in with Lake County. Lisa will be meeting with Lake County officials and can put forward the idea for consideration.
- Is a Habitat for Humanity model feasible? Discussion of various models and issues identified. Staff will bring more information as available. (Richey, Dan, group)

Recommendation:

Upon motion by Wasserman, seconded by Carter, and carried unanimously (*3 Ayes; 0 Noes; 0 Absent*), the Executive Committee recommended that the Council amend the Joint Powers Agreement (JPA) to add regional housing planning to MCOG’s specified powers.

7. Reports/Information/Members’ Concerns. Staff briefly reported a recent news article covering the senior centers transportation program, urging the public to contact MTA and MCOG, so there might be correspondence received. Staff gave an update on status of meetings addressing issues with the program.

8. Adjournment. The meeting was adjourned at 4:45 p.m.

Mendocino Council of Governments

Regional Transportation Planning Agency - Fiscal Year 2020/21 Budget

Administration, Bicycle & Pedestrian, Planning, and Transit Allocations - Executive Committee Recommendation as of 2/24/2020

REVENUES	LOCAL			STATE			FEDERAL		Local Match	TOTALS
	LTF	STA	CRF	PPM	RPA	Grants	RSTP	Other		
2020/21 LTF Official County Auditor's Estimate	4,174,378									4,174,378
2019/20 Auditor's Anticipated Unrestricted Balance	200,426									200,426
Total Local Transportation Fund (LTF) Estimate	4,374,804									4,374,804
2019/20 Auditor's Anticipat'd Unrestricted Balance - Reversal	-200,426									-200,426
Reserved LTF prior-year unallocated revenues	29,135									29,135
Carryover - Planning Overall Work Program	52,318									52,318
2020/21 State Transit Assistance - SCO's Preliminary Estimate		834,637								834,637
2020/21 State of Good Repair - SCO's Preliminary Estimate						133,525				133,525
STA and SGR - Fund Balance Available for Allocation		368,444				0				368,444
MCOG's Capital Reserve Fund - Balance Available for Transit			685,021							685,021
2020/21 STIP Planning, Programming & Monitoring (PPM)				106,000						106,000
2020/21 Rural Planning Assistance					294,000					294,000
2020/21 State Active Transportation Program (ATP) - grants & carryover										0
2019/20 Transportation Planning Program carryover				65,564	pending	pending				65,564
Regional Surface Transportation Program - State Exchange Estimate-preliminary								pending		
LTF Reserve:										
2018/19 LTF Unrestricted Balance - audited	215,766									
LTF Reserve Balance as of 6/30/2019 - audited	571,943									
Less LTF Reserve Allocated for FY 2019/20	375,634									
Subtotal	412,075									
Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001	209,000									(Per policy, Reserve shall be 5% of County Auditor's estimate of new revenue, to nearest 1,000.)
Amount Available for Allocation in FY2020/21	203,075									203,075
TOTAL REVENUES	4,458,906	1,203,081	685,021	171,564	294,000	133,525	0	0	0	6,946,097
ALLOCATIONS										
Reserved LTF prior-year unallocated revenues	29,135									29,135
2020/21 Administration	485,808						90,000			575,808
2% Bicycle & Pedestrian - 2020/21 LTF Estimate less Admin. x .02	73,771									73,771
2020/21 Planning Overall Work Program (OWP) - New Funds	159,501			106,000	294,000				0	0
Carryover Funds - See OWP Summary	52,318			65,564	pending	pending			Total OWP:	677,383
Total Administration, Bike & Ped., and Planning	800,533	0	0	171,564	294,000	0	90,000	0	0	1,326,962
BALANCE AVAILABLE FOR TRANSIT	3,658,372	1,203,081	685,021	0	0	133,525	0	0	0	5,680,000
2020/21 Mendocino Transit Authority Claim - due April 1:										
MTA Operations										0
Unmet Transit Needs										0
Senior Centers Operations										0
Capital Reserve Fund Contribution										0
Capital Program, MTA & Seniors Current Year										0
Capital Program, Senior Centers Current Year										0
Capital Program, Long Term (Five Year Plan)										0
Total Transit Allocations	0	0	0							0
Other Allocations - RSTP for MCOG Partnership Fund							100,000			100,000
Other Allocations - RSTP for County & Cities Projects by Formula							pending			pending
Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail							pending			
TOTAL ALLOCATIONS	800,533	0	0	171,564	294,000	0	190,000	0	0	1,456,097
Balance Remaining for Later Allocation	3,658,372	1,203,081	685,021	0	0	133,525	-190,000	0	0	5,490,000



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

TITLE: City of Ukiah Request to Amend Awarded LTF 2%
Bike & Pedestrian Project (ADA Curb Ramps)

DATE PREPARED: 03/26/20

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 04/06/20

BACKGROUND:

At the MCOG Board meeting of 11/4/19, the Board approved an award of MCOG's annual LTF 2% Bike & Pedestrian funds to the City of Ukiah in the amount of \$103,953, for their Dora Street ADA improvement project (curb ramps).

The City of Ukiah has recently completed the bidding/contract award for this project, and bids came in approximately \$30,000 under the awarded funding amount. The City is now requesting permission from MCOG to utilize the cost savings to construct some additional ramps, as well as switch out the location of two approved ramps.

The desire to switch out two locations is due to a determination that storm drainage improvement work is needed at those locations, which would complicate this project and require more than the available amount of funding. They are proposing to do those improvements in a future project.

Requested changes are summarized as follows:

- Remove two (2) ramps at north side of Walnut Avenue --- which need storm drain work
- Add six (6) new ramps directly south of the project at Henry Street and Smith Street --- all part of the same ADA improvement goal and designed at the same time

Based on the received bid line items, the City advises that this revised project description could be completed within the funding awarded amount.

This request has not been considered by the Technical Advisory Committee (TAC), as the next TAC meeting is not scheduled until April 15. There is a possibility that meeting may be canceled, but that has not yet been determined.

MCOG staff has reviewed the request, and Executive Director Barrett is recommending approval. The fact that bids came in lower than anticipated allows more ramps to be constructed which is positive for the community and consistent with the original intent. Removal of the ramps needing drainage work makes sense from an efficiency standpoint and uncomplicates the project.

ACTION REQUIRED: Consider City of Ukiah's request to revise project description and utilize cost savings for awarded LTF 2% Bike & Pedestrian project.

ALTERNATIVES: (1) Approve request; (2) Refer request to TAC for recommendation; or (3) Deny request.

RECOMMENDATION: Approve City of Ukiah's request to amend project description and utilize cost savings on Dora Street ADA project as listed above.

/le



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 9
Consent Calendar
MCOG Meeting
4/6/2020

STAFF REPORT

TITLE: Appointments to Transit Productivity Committee - Senior Center Representatives

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 3/30/2020

BACKGROUND:

MCOG's bylaws state that one of the voting members of the Transit Productivity Committee shall be "*one senior centers representative to be selected by those senior centers under the Council's jurisdiction and then formally appointed by the Council.*" The others are two board members appointed by the Council and two members appointed by Mendocino Transit Authority from its board of directors, for a total of five voting members.

While board members are appointed annually, there is no provision for any particular term of service for the seniors representative. The current representative, Diana Clarke, is retiring.

On March 17, 2020, MCOG hosted a second Senior Centers Transportation Program Workshop. This was an opportunity to seek nominations to replace Diana Clarke, Executive Director of Ukiah Senior Center.

There was a consensus by four of five senior centers in attendance to nominate Richard Baker, Executive Director of Willits Harrah Senior Center, as the TPC representative and Jill Rexrode, Executive Director of Redwood Coast Seniors as the alternate. No other nominations have been received.

Recognition of Ms. Clarke's service is on this agenda for approval.

ACTION REQUIRED:

Appoint a qualified representative of the five senior centers, and an alternate, to serve on the TPC.

ALTERNATIVES:

None are identified. If an appointment is not made, the senior centers will go without voting representation in matters of MCOG's transit allocations, unmet transit needs recommendations, transit performance standards and annual performance reviews. Such representation is not required by law, but is allowed by the Transportation Development Act and is an important part of the public participation, planning and overview functions mandated by TDA.

RECOMMENDATION:

Appoint Richard Baker to the Transit Productivity Committee and Jill Rexrode as Alternate.



MENDOCINO
COUNCIL OF GOVERNMENTS

recognizes

Diana Clarke

Executive Director, Ukiah Senior Center

The Council and staff appreciate your diligent service on our Social Services Transportation Advisory Council and Transit Productivity Committee, representing the senior centers in Mendocino County from August 2015 through April 2020. Special recognition is made for your assistance with developing a new funding formula for the seniors transportation program. All best wishes for your retirement!

Dan Gjerde, Chair

April 6, 2020

Nephele Barrett, Executive Director



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

Agenda #12d
Reports
MCOG Meeting
4/6/2020

TITLE: Summary of Meetings

DATE PREPARED: 3/27/20

SUBMITTED BY: Monica Galliani, Administrative Assistant

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

Date	Meeting/Event	Location	Staff
03/04/2020	Round Valley Municipal Advisory Council Meeting	Round Valley	Barrett & Sookne
03/09/2020	North Coast Railroad Authority Meeting	Ukiah	Ellard
03/10/2020	Fort Bragg Projects Meeting w/ Caltrans & FB Staff	Fort Bragg	Barrett & Casey
03/11/2020	AB 101 CalCOG Monthly Meeting	Teleconference	Ellard
03/11/2020	CARB Clean Mobility Options – Needs Assessment	Webinar	Orth
03/12/2020	SB 743 Vehicle Miles Traveled Grant Monthly Meeting	Teleconference	Barrett & Ellard
03/12/2020	Fire Vulnerability Assessment & Evacuation Preparedness Plan Grant Monthly Meeting	Teleconference	Barrett & Ellard
03/12/2020	Ukiah Streetscape Forum	Ukiah	Ellard
03/17/2020	Dow & DBC Coordination Meeting	Ukiah	All staff
03/17/2020	Senior Centers Transportation Workshop #2	Teleconference	Barrett, Orth, & Galliani
03/18/2020	Brown Act in Pandemic Workshop	Webinar	Orth
03/19/2020	Guidelines for Remote Meetings Workshop	Webinar	Orth
03/19/2020	California Transportation Commission/Regional Transportation Planning Agency Meeting	Teleconference	Barret & Davey-Bates
03/20/2020	Rural Counties Task Force Meeting	Teleconference	Barrett & Ellard
03/25/2020	Regional Transportation Planning Agency Group Meeting	Teleconference	Barrett & Davey-Bates
03/25/2020	California Transportation Commission	Web Meeting	Barrett & Casey
03/26/2020	Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan Grant Meeting w/ Caltrans	Teleconference	Barrett & Ellard
03/31/2020	Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan Grant Technical Advisory Group Meeting	Teleconference	Barrett & Ellard
04/2/2020	Active Transportation Program Grant Training	Webinar	Ellard & Casey

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

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12ei
Reports
MCOG Meeting
4/6/2020

STAFF REPORT

TITLE: MCOG Operations During and Response to the
COVID-19 Emergency

DATE PREPARED: 03/30/20
MEETING DATE: 04/06/20

SUBMITTED BY: Nephela Barrett, Executive Director

BACKGROUND: During the COVID-19 emergency, MCOG is striving to continue moving important transportation projects and services forward, while also ensuring the health and safety of our staff and the community. Not surprisingly, current circumstances have resulted in changes to our daily office operations as well as some of our longer term efforts.

MCOG's office is now closed to the public and will remain so until restrictions are lifted. While the shelter-in-place order is in effect, the majority of MCOG staff is working from home. We will maintain a minimal level of staffing in the office in order to conduct "Minimum Basic Operations" as defined in the March 24 Order of the Health Officer. This will allow us to ensure that invoices and employees are paid and facilitate the majority of staff working remotely. During this time, email is the best way to contact staff. We have updated staff contact information on MCOG's website to ensure that all email is current.

Although the April 6 MCOG Board meeting will be conducted via teleconference, staff is considering other options for future meetings in the event that the shelter-in-place order is extended. In accordance with the modified Brown Act Requirements established by Executive Order N-29-20, the public will also have the ability to participate telephonically. We are however, encouraging anyone who would like to provide public on agenda items or during Public Expression to do so in advance.

The COVID-19 crisis is, of course, having an impact on our partner agencies as well. We've learned that several grant programs are likely to be delayed, including the Active Transportation Program. In anticipation of local and regional agencies experiencing project delays, the California Transportation Commission will be developing new timely use of funds policies. MCOG staff will be participating in workshops to guide development of these policies. We've also been in contact with the County Auditor regarding our local funding. We'll be working with MTA on a conservative approach to budget development, which we will discuss further at the May budget workshop. Transit funding recently made available through the CARES Act will also be considered if appropriate, along with any other updated financial information from State or Federal sources.

If any further modifications to MCOG procedures are necessitated during this emergency, we will do our best to keep Board members, local agencies, and the public informed.

ACTION REQUIRED: None – informational only.

ALTERNATIVES: None identified.

RECOMMENDATION: Stay home, and stay healthy.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12fi
Reports
MCOG Meeting
4/6/2020

STAFF REPORT

TITLE: SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study - Report

DATE PREPARED: 03/27/20

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 04/06/20

BACKGR OUND:

The purpose of this report is to give you an update on the SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study (*Work Element 5, FY 2019/20 Overall Work Program*) grant-funded project that is currently underway.

SB 743 required the State to change how transportation impacts on the environment are evaluated under CEQA. The intent of the legislation was to remove barriers to infill development, public transportation projects, and projects that increase walking and biking. This legislation is changing measurement of transportation impacts under CEQA from level of service to vehicle miles traveled, and will affect how new development projects and land use plans are analyzed. The new requirements go into effect **July 1, 2020**.

Our consultant (Rod Brown, Fehr & Peers) has recently provided several technical documents for review by the Technical Advisory Group (TAG) and staff. These documents discuss a range of issues related to VMT analysis methodologies and thresholds, mitigation measures, and impact analysis. The next TAG meeting to discuss these issues is scheduled to be held April 15 via teleconference.

The public outreach portion of the project was completed with the public workshops held in Ukiah and Fort Bragg).

We anticipate a presentation of the final report from the consultant at the June MCOG meeting. The project is on track to be completed by the end of this fiscal year, June 30, 2020.

ACTION REQUIRED: None, information only.

ALTERNATIVES: N/A

RECOMMENDATION: Information only.

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MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12fii
Reports
MCOG Meeting
4/6/2020

STAFF REPORT

TITLE: Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan

DATE PREPARED: 03/27/20

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 04/06/20

BACKGR OUND:

The purpose of this report is to give you an update on the Mendocino County Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan (*Work Element 8, FY 2019/20 Overall Work Program*) project that is currently underway. This grant-funded project is being administered by MCOG, at the request of the County.

Our consultant team (Category Five Professional Consultants, Inc.) has recently provided several draft documents (Public Outreach Plan, Vulnerability Assessment, Evacuation Plan) for review by MCOG staff and the Technical Advisory Group (TAG). The TAG is scheduled to meet via teleconference on March 31 to review these documents.

Public outreach forums had tentatively been scheduled to be held May 7-9 throughout the County, but we have held off advertising and finalizing those plans due to the current "Shelter in Place" order. As we get closer to those dates, a decision will be made on whether or not to proceed with advertisement. At this time, staff believes it is likely that those dates will need to be pushed out, but we will continue to monitor existing conditions.

The consultant team is continuing to work to complete the Evacuation Plan before the next fire season, however, there could be delays related to COVID-19, including the availability of project partners/emergency response personnel whose schedules and priorities may be impacted by the current crisis.

A consultant presentation of the final report is tentatively scheduled to occur at the June MCOG meeting, however, that may also be delayed. We anticipate the project will be carried over to FY 2020/21 for completion, which is allowed under the current two-year grant schedule.

ACTION REQUIRED: None, information only.

ALTERNATIVES: N/A

RECOMMENDATION: Information only.

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