



MENDOCINO COUNCIL OF GOVERNMENTS

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NEPHELE BARRETT, EXECUTIVE DIRECTOR

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Transportation Planning: Suite 204
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AGENDA

Monday, October 7, 2019 at 1:30 p.m.

Primary Location:

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

Audioconference Location:

Caltrans District 1, 1656 Union St., Eureka

Additional Media

For live streaming and later viewing:

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

The Mendocino Council of Governments (MCOG) meets as the Board of Directors of:

Mendocino Regional Transportation Planning Agency (RTPA) and
Mendocino County Service Authority for Freeway Emergencies (SAFE)

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

1. Call to Order / 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. **Public Hearing:** Adoption of Resolution #M2019-___* Approving Federal Transit Administration (FTA) Section 5310 Grant Program Regional Priority List
6. Presentation: Gualala Downtown Streetscape Project Update and Working Group Report –
Frank Demling, Caltrans

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.

7. Approval of August 19, 2019 Minutes
8. Approval of FY 2019/20 Budget Amendment: California State of Good Repair Program –
Mendocino Transit Authority's Ukiah Transit Center Project

9. Approval of Second Amendment to Fiscal Year 2019/20 Transportation Planning Overall Work Program (OWP)
10. Award of Fiscal Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2018/19 through 2022/23
11. Appointments to Transit Productivity Committee – Senior Center Representatives

RATIFY ACTION

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

REPORTS

13. Reports – Information
 - 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 – *verbal report*
 - f. MCOG Directors
 - g. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

14. 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 9/30/2019

* Next Resolution Number: M2019-09



MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

TITLE: Public Hearing – Adoption of Resolution Approving
FTA Section 5310 Grant Program Regional
Priority List

DATE PREPARED: 09/25/19
MEETING DATE: 10/07/19

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND: The FTA Section 5310 Program is a grant program intended to provide funding to private non-profit agencies for the purpose of providing transportation services to the elderly and disabled. The program provides two categories of funding—traditional 5310 funding for vehicles and equipment and the expanded program, which provides operating and mobility management funds. Although the program typically requires a local match, the match for this application cycle is being provided by the state using toll credits, so no local funds will be needed for these grants if successful.

As part of the application process, the RTPA must review and score each local application under the traditional 5310 program and approve a regional priority list. The applications were due on September 6, and regional scores must be submitted by September 30.

MCOG staff worked closely with the local potential applicants for the program. The Ukiah Senior Center was the only agency to submit a traditional application for a replacement vehicle. In addition, Mendocino Transit Authority, Coastal Seniors, and Consolidated Tribal Health submitted applications for operational funding, however, MCOG does not score those applications.

At this meeting, we will ask that the MCOG Board approve the project score and regional list by resolution (to be presented at the meeting), and authorize the director to sign any necessary documentation that will be required. Following MCOG Board action, the list and scores will be forwarded to Caltrans for their consideration. The state will conduct their own scoring process, and will notify MCOG of any significant discrepancies between state scores and regional scores. A statewide project list is expected in January 2020.

ACTION REQUIRED:

1. Receive staff report and scoring results.
2. Open public hearing. (*Note: this public hearing does not require a legal notice – only an opportunity to allow public input, per grant requirements.*)
3. Receive public comments.
4. Close public hearing.
5. Action by MCOG—adoption of resolution.

ALTERNATIVES:

None identified.

RECOMMENDATION:

Adopt the resolution approving the project score, authorize the executive director to sign the required documentation, and authorize staff to forward the executed resolution and required documents to Caltrans for further processing.

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2019-___

APPROVING FTA SECTION 5310 GRANT PROGRAM REGIONAL APPLICATION SCORING & PRIORITY LIST

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County;
- In accordance with FTA Section 5310 “Enhanced Mobility of Seniors and Individuals with Disabilities” program requirements, MCOG has the option of convening a Regional Evaluation Committee or utilizing MCOG staff to review and rank FTA Section 5310 Traditional Program grant applications received for Mendocino County;
- MCOG staff has reviewed and scored the FTA Section 5310 Traditional Program grant application received by MCOG as follows:

<u>Applicant</u>	<u>Project</u>	<u>Amount</u>	<u>Score</u>
Ukiah Senior Center	Minivan – 5 AP (replacement)	\$56,000	85

- MCOG is required to certify, by resolution, that the FTA Section 5310 projects recommended for funding are consistent with the Regional Transportation Plan and included in the Mendocino County Coordinated Public Transit - Human Services Transportation Plan;
- The Mendocino County Coordinated Public Transit - Human Services Transportation Plan, adopted by MCOG March 2, 2015 and amended February 6, 2017, identifies *Priority Strategy 1 – Maintain the Current Level of Transportation Service*, which calls for maintenance of existing transportation services and specifically calls out vehicle replacement as a component of this strategy;
- The grant request listed above is included in the Mendocino County Coordinated Public Transit - Human Services Transportation Plan and part of Priority Strategies 1;
- Transit Objective 3 of the Regional Transportation Plan, adopted by MCOG February 5, 2018, states “Support transit needs of seniors, the disabled, and low income individuals”; and
- The proposed project will work to implement that objective of the Regional Transportation Plan; now therefore, be it

RESOLVED, THAT:

The Mendocino Council of Governments hereby (1) accepts and ratifies the above scores and adopts the FTA Section 5310 Regional Priority List; and (2) finds that the projects are included in strategies from the adopted Mendocino County Coordinated Public Transit - Human Services Transportation Plan, and consistent with objectives of the Regional Transportation Plan.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 7th day of October, 2019, 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

FORM 1

Column C: R = Replacement Vehicle
 SE = Service Expansion Vehicle
 OE = Other Equipment (non-vehicle requests)

Column D: For replacement projects, enter the last five digits of the Vehicle Identification Number (VIN) of the vehicle that is being replaced.

Column E: For non-vehicle (Other), projects enter the quantity (QTY) of each kind of equipment that is being scored in the project.

Columns F - K: Enter the scores as shown on PAGE 11 OF 11, of the QUANTITATIVE SCORING CRITERIA AND PROJECT RATING FORM.

A	B	C	D	E	F	G	H	I	J	K
APPLICANT	PROJECT	TYPE	VIN	QTY	SECTION 1 SCORE	SECTION 2 SCORE	SECTION 3 SCORE	SECTION 4 SCORE	SECTION 5 SCORE	PROJECT SCORE
Agency One	Small Bus Mobile Radio	R	12345		20	7	30	30	10	97
Agency Two	Minivan	SE			20	9	28	28	10	95
Agency Three	Computer System	OE		1	15	9	25	30	10	89
Agency Four	Single Wheel Cut-A-Way Mobile Radio	R	67891		19	8	27	28	5	87
Agency Four	Single Wheel Cut-A-Way Mobile Radio	R	11121		18	8	27	28	5	86
Agency Five	Base Station Mobil Radios	OE		1 5	13	8	24	28	10	83
Agency Six	Med. Bus	R	31415		20	6	27	24	0	77



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 6
Regular Calendar
MCOG Meeting
10/07/2019

TITLE: Gualala Downtown Streetscape Project -
Presentation & Discussion

DATE PREPARED: 09/27/19
MEETING DATE: 10/07/19

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

MCOG has been involved in planning efforts in the Gualala area for many years, starting with the Gualala Community Action Plan in 2007 and ending with the which Refined Streetscape Design Plan, which was adopted by MCOG in 2012. The project concept identified in these plans, which were developed with extensive community and stakeholder input, included two 11-foot travel lanes, a 12-foot center turn lane, bicycle lanes, 8 foot sidewalks on either side of the highway, additional crosswalks, and removal of on-street parking. At a public meeting in 2012, 17 people indicated support for the proposed project, 3 expressed no opinion and 1 person expressed opposition.

As a result of these planning efforts, MCOG programmed STIP funding in the 2014 RTIP to begin the environmental component of the project with Caltrans as the implementing agency. Funds for design were then programmed in the 2018 STIP, for a total of \$915,000. Caltrans is nearing the end of the environmental component and will soon be ready to proceed with further components of the project. We anticipate a request for funding in the 2020 RTIP.

In April of this year, the MCOG Board had the opportunity to tour the Gualala area and receive information on the project. In August, Caltrans released the draft environmental document for the project, which included two alternatives. The release of the DED sparked a flurry of activity in the Gualala community regarding the project. The primary points on which community members disagree include removal of on-street parking and a center two-way left turn lane. In response to this activity, a working group of community stakeholders and agency representatives was formed to discuss the key points of disagreement in the community and try to arrive at an alternative that would be supported.

As of the writing of this report, the working group has met twice. At the most recent working group meeting, the group reached unanimous consensus to proceed with a project that would provide 6' sidewalks, parking on both sides of the highway, bikelanes on both sides, and two travel lanes, for a right of way of 64 feet. This would minimize the immediate impact to on-street parking and provide safety and operational improvements. If, in the future, safety concerns made it necessary to add a center two-way left turn lane, parking could be eliminated on one side of the highway, and the turn lane could be added by restriping.

A public meeting is scheduled for Tuesday, October 1 to allow members of the public to provide further input on the project and the outcome of the working group meetings. It is hoped that the forward momentum gained by the working group will carry forward to the public meeting.

The purpose of the presentation and discussion at this MCOG meeting will be to provide Board members with background of the project and details of the current efforts. Caltrans Project Manager Frank Demling will be present to provide information and answer Board member questions. We anticipate that members of the Gualala community will also be in attendance to provide comment.

ACTION REQUIRED: Receive the presentation and public comment, and discuss the Gualala Downtown Streetscape Project.

ALTERNATIVES: None identified.

RECOMMENDATION: Receive the presentation and public comment, and discuss the Gualala Downtown Streetscape Project.

September 30, 2019

To: MCOG Board of Directors
From: Janet Orth, Deputy Director / CFO
Subject: Consent Calendar of October 7, 2019

The following agenda items are recommended for approval/action.

7. Approval of August 19, 2019 Minutes – *attached*
8. Approval of FY 2019/20 Budget Amendment: California State of Good Repair Program – Mendocino Transit Authority's Ukiah Transit Center Project – This is a clean-up amendment to document MCOG's approval of Mendocino Transit Authority's proposed project for California State of Good Repair (SGR) program funding on August 19, 2019. The first three years of SGR funds were approved by MCOG for MTA's project, totaling \$388,597. Changes to the budget are shown in yellow highlights.
- Staff report and amended summary tables are attached.
9. Approval of Second Amendment to Fiscal Year 2019/20 Transportation Planning Overall Work Program (OWP) – This routine amendment would carry over to FY 2019/20 and reprogram unexpended state Rural Planning Assistance (RPA) funds as approved by Caltrans, as well as Local Transportation Funds, among Work Elements 1, 3, 4, 7, 13, 14 and 20. Total OWP funding would increase from \$1,064,430 to \$1,133,141 (increase of \$68,711).
- Staff report and amended funding tables are attached.
10. Award of Fiscal Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2018/19 through 2022/23 – There was one response to the Request for Proposals, from MCOG's long-time previous auditor. Staff recommends award of the fiscal audit engagement contract for the year ended June 30, 2019 to R.J. Ricciardi, Inc., Certified Public Accountants and to authorize MCOG's Executive Director to execute annual agreements for up to a total of five years in accordance with national best practices. The budget is \$25,000 of local funds. The proposed cost is \$12,000 for MCOG's audit and \$13,000 for MTA's, with the total estimate dropping slightly in the fourth and fifth years.
- Staff report attached.
11. Appointments to Transit Productivity Committee – Senior Center Representatives
The five participating centers self-select their representatives. Nominated for formal appointment by the Council are Diana Clarke, Executive Director of Ukiah Senior Center as the voting member and Richard Baker, Director of Willits Harrah Senior Center, as the alternate.
- Staff report attached.

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7
Consent Calendar
MCOG Meeting
10/07/2019

MINUTES

Monday, August 19, 2019

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 1:37 p.m. with Directors Kevin Tucker, Alternate (Caltrans/PAC), Jim Brown, Richey Wasserman, Larry Stranske, John Haschak, and Michael Carter present; Vice Chair Carter presiding. Director Tess Albin-Smith was absent.

Staff present: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Monica Galliani, Administrative Assistant; and James Sookne, Program Manager. Ms. Galliani was introduced as a new employee.

2. Convene as RTPA

3. Recess as RTPA - Reconvene as Policy Advisory Committee.

Public Expression. John Bower, a Gualala property owner, expressed concern over the Gualala Downtown Design Plan. He stated that the plan would limit on-street parking space in front of Surf Market by over 50%, which could potentially hurt business. Other local members of the public are also concerned and would like to work with Caltrans to make a different, modified plan. He expressed gratitude toward Frank Demling, the Caltrans project manager, for seeking solutions. Mr. Bower also expressed a need for financial support for maintenance of his privately owned airport.

George Provencher, property owner and resident of Gualala, also expressed concern over the Gualala streetscape. He stated that the rise in tourism is increasing the need for parking. There has been a petition calling for adjustments to the Downtown Design Plan. Caltrans has been flexible and considerate toward public input.

Ms. Barrett stated that she would like to agendaize the topic of the Gualala streetscape for the next meeting.

5 - 8. Regular Calendar.

5. Presentation: Introduction to the California Public Utilities Commission – CPUC Local Government Liaison. Ms. Orth introduced Naveed Paydar, Ph.D., Local Government Liaison. In a slide presentation, he provided a history of the CPUC, as well as an overview of the function and reach of the organization. The CPUC is a statewide regulatory agency that sets policy and oversees various programs such as energy efficiency and public assistance. He emphasized the role of the organization in the event of wildfires in California, explaining what it aims to do to help. He then invited questions. Board discussion included:

- Is Pacific Gas & Electric's power shutoff program necessary when there are other alternative safety measures? (*Wasserman*) – Dr. Paydar described several approaches and stated this program is the safest and most effective, given the limited resources available.
- Has PG&E initiated any programs to help low-income families with the power outages? (*Wasserman*) – No, but it has prioritized communication with people who rely on electricity to survive, such as people actively using oxygen tanks.
- Criticism of CPUC for allowing PG&E too much authority for the shutoffs. Has PG&E addressed new wildfire risks coming from the private use of generators in preparation for power shutoffs? (*Haschak*) – The most important measure to take to prevent these new threats is to increase public awareness and training on how to be safe during these power shutoffs. Discussion of public comments during the proceedings. Aging infrastructure needs more attention.
- Has CPUC considered breaking the private utilities into smaller units in the future? (*Haschak*) – That would be decided by the state legislature. Meanwhile the utilities are regulated daily, and there is a trend toward more reliable, decentralized energy and storage with more use of solar technologies.
- Is the shutdown procedure a matter of public record? (*Wasserman*) – Yes.

Vice Chair Carter thanked Dr. Paydar for the presentation. No action was taken.

6. Adoption of Resolution Approving the Fiscal Year 2019/20 Project List for Funding in the California State of Good Repair Program – Mendocino Transit Authority's Ukiah Transit Center Project. Ms. Barrett provided a background of the California State of Good Repair Program. She stated that the guidelines had changed this year, resulting in a new responsibility of regional transportation agencies to approve project proposals submitted by transit operators in their jurisdictions. She explained that in previous years, Mendocino Transit Authority had submitted their Ukiah Transit Center project for funding, and has chosen to do so again this year. For fiscal year 2019/20, the fund estimate is \$131,002. Staff recommended approval of the project and asked that the list be amended to include the previous two years of funding, for a total of \$388,597. A handout was distributed showing the proposed revisions.

Carla Meyer, MTA General Manager answered questions. A discussion ensued about where the project would be located; it has yet to be determined. A request for proposals is planned for later this year.

Upon motion by Director Brown, second by Director Wasserman, and carried unanimously on roll call vote (*6 Ayes – Brown, Stranske, Wasserman, Haschak, Tucker/PAC, Carter; 0 Noes; 0 Abstaining; 2 Absent – Albin-Smith and Gjerde*): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2019-08

Approving the FY 2019/20 Project List
for the California State of Good Repair Program
(Reso. #M2019-08 is incorporated herein by reference)

7. Discussion: 2020 State Transportation Improvement Program (STIP) Fund Estimate. Mr. Sookne provided a summary of the STIP fund estimate for 2020. A target amount of \$3,134,000 for the Mendocino County region was estimated by the California Transportation Commission. After MCOG's Planning, Programming & Monitoring allocation, this amount would leave \$2,899,000 available for existing projects in Mendocino County, such as the North State Street Intersection/Interchange and Low Gap Road/North Bush Roundabout projects. He stated that there are studies yet to be conducted regarding the statistics of these projects, so it may be too early to begin

programming these funds. The topic will be brought before the Technical Advisory Committee next week and a recommendation made for MCOG's review at the November meeting.

In board discussion it was noted there had been some controversy surrounding the Low Gap/Bush roundabout project. Staff recommended waiting to program construction funds until the traffic studies are completed and options presented. No action was taken.

8. Discussion/Direction: SB 277 (Beall/Frazier) Road Maintenance and Rehabilitation Program – Local Partnership Program. Ms. Barrett explained that the new amendments to Senate Bill 277 would alter the amount of money that small, rural counties receive through the State's Local Partnership Program. The new amendments do not state that there will be a guaranteed minimum (\$100,000) of funding, which the "self-help" cities of Mendocino County have been relying on to supplement their local sales taxes dedicated to transportation projects. She proposed to write a letter to the California senators with her comments. Board discussion included:

- Has the League of California Cities commented on the matter? (*Wasserman*) – Both the League and CALCOG have taken a neutral position because some of their members support and others oppose it.
- Director Stranske recommended that Ms. Barrett send a letter to the Senators. He compared the bill to the Rail Trail project, emphasizing that larger entities in other parts of the state are able to secure more of the state funding.

Upon motion by Director Stranske, second by Director Haschak, and carried on roll call vote (*5 Ayes – Brown, Stranske, Wasserman, Haschak, Tucker/PAC, Carter; 0 Noes; 1 Abstaining – Tucker/PAC; 2 Absent – Albin-Smith and Gjerde*): IT IS ORDERED that the Executive Director is authorized to prepare and submit a comment letter on Senate Bill 277 (Beall) to the authors and relevant legislators, urging them to include a guaranteed minimum funding in the Local Partnership Program.

9 - 12. Consent Calendar. Upon motion by Director Brown, second by Director Stranske, and carried unanimously on roll call vote (*6 Ayes – Brown, Stranske, Wasserman, Haschak, Tucker/PAC, Carter; 0 Noes; 0 Abstaining; 2 Absent – Albin-Smith and Gjerde*) IT IS ORDERED that consent items are approved:

9. Approval of June 3, 2019 Minutes – as written

10. Approval of May 2 and May 21, 2019 Transit Productivity Committee (TPC) Minutes – as amended to correct name spelling

11. Approval of First Amendment to Fiscal Year 2019/20 Transportation Planning Overall Work Program (OWP) – To reprogram unexpended prior-year planning funds, increasing total OWP funding from \$989,346 to \$1,064,430, an increase of \$75,084.

12. Approval of Minor Amount (\$527) of Funding Share by Formula for Statewide Local Streets & Roads Needs Assessment

13. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Director Brown, second by Director Stranske, and carried unanimously on roll call vote (*5 Ayes – Brown, Stranske, Wasserman, Haschak, Carter; 0 Noes; 0 Abstaining; 2 Absent – Albin-Smith and Gjerde*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

14. Reports - Information

- a. Mendocino Transit Authority. Ms. Meyer reported that MTA applied for but did not receive a federal Low/No Emission grant, which would have replaced the solar canopy's transformer with one compatible for charging electric busses, but will apply again next year. MTA also plans to apply for Volkswagen mitigation trust funds to purchase an all-electric cutaway bus. The route committee has been active, receiving direct input from the public. Ms. Meyer then gave a summary of the current route adjustments, which have increased ridership. She commented on MCOG funding MTA's new GPS system and announced that a mobile app, RouteShout 2.0, is now available for riders to locate busses.

- b. North Coast Railroad Authority. Ms. Ellard reported on the August 14 NCRA meeting. Among several items of interest, NCRA has been unable to get any of the \$500,000 released that was included in the Governor's budget for the NCRA budget. It was reported that the agency only has enough funds to last about a month, and if funding is not released by their September meeting, they will need to consider taking action to shut down.
Director Haschak commented as a newly appointed NCRA board member that a lack of funding and resources has made it difficult to carry out goals of the board. A brief discussion followed.

- c. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written staff report.

- d. MCOG Administration Staff
 1. Ms. Barrett gave a summary of the Local Government Planning Supports Grants Program, recently enacted in the state budget, which will fund planning related to housing production and implementation of the Regional Housing Needs Allocation. MCOG and the Department of Housing and Community Development will be working on funding and guidelines in the upcoming months.
 2. *Miscellaneous*. None.

- e. MCOG Planning Staff. Ms. Ellard reported that the SB743 Vehicle Miles Travelled Regional Baseline Study received a bid from Fehr & Peers, and MCOG worked with Caltrans to implement sole-source procurement with this firm. MCOG will be having a kickoff meeting in the upcoming weeks.
MCOG issued a Request for Proposals under the Mendocino County Fire Vulnerability Assessment & Emergency Preparedness planning grant. Bids will be due September 13. The RFP information is available on the MCOG website. Ms. Ellard added that MCOG will be soliciting proposals from MCOG member agencies for Local Transportation Fund (LTF) Two Percent Bicycle & Pedestrian Program grants in conjunction with the STIP cycle.

- f. MCOG Directors. Director Haschak announced a walk/bike activity in Willits on Thursday, August 29 at 5:30 p.m.
Director Stranske reported that traffic flowed remarkably well through Willits today despite it being the first day of school. Granite did a good job on the Sherwood Road intersection. Soon there will be opportunities to add trees and other details. As a commuter through the area, Ms. Orth also commented on the impressive quality of the new intersection.

- g. California Association of Councils of Governments (CALCOG) Delegates. Ms. Barrett gave a report from the recent CALCOG Directors Association of California meeting she attended, saying discussions centered around the draft federal “SAFE Vehicles Rule” that would revoke California air quality regulations and impact transportation projects. These rules are not expected to affect Mendocino County since it is in attainment of air quality standards. [Refer to MCOG’s June 2019 Information Packet for details.] The other main topic centered around the housing related planning grants. The next annual forum will be held in April 2020 in Riverside.

15. Adjournment. The meeting was adjourned at 3:25 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant, with Janet Orth, Deputy Director/CFO



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 8
Consent Calendar
MCOG Meeting
10/7/2019

TITLE: Fiscal Year 2019/20 Budget Amendment: State of Good Repair Program

SUBMITTED BY: Janet Orth, Deputy Director/CFO

DATE: 9/24/2019

BACKGROUND:

This is a clean-up amendment to document MCOG's approval of Mendocino Transit Authority's proposed project for California State of Good Repair (SGR) program funding on August 19, 2019.

SGR funds are allocated to each region by formula. Eligible transit projects are to be approved by the regional entity. This is the third year of the program that was initiated with Senate Bill 1, the Road Repair & Accountability Act of 2017.

Last month the Board of Directors adopted a resolution as required, approving MTA's project list in time for the September 1 due date. MTA has requested all three years of SGR funds to date for its Ukiah Transit Center project.

Amendment of the budget was postponed until SGR revenues for the fourth quarter of FY 2018/19 had been received, so as to document the first two years of actuals.

SGR funding to date:

- FY 2019/20 State Controller's revised estimate \$131,002
- FY 2018/19 actual revenues \$128,603
- FY 2017/18 actual revenues \$129,578
- Total SGR funds to date \$389,183

SGR funds approved by MCOG for MTA's project total **\$388,597** in the list submitted to Caltrans (Exhibit A of MCOG's resolution), partially based on estimates. This results in an immaterial difference of \$586. I recommend that this budget amendment match the Caltrans submittal for consistency of documentation, leaving this minor difference in the fund for later allocation or amendment. A reconciliation can be made in the next cycle of SGR funding.

Attached are the amended budget summary pages with the SGR revenues and allocation highlighted.

If the Council wishes to pull this item from the Consent Calendar, staff will be prepared to answer any questions.

ACTION REQUIRED:

Approve the proposed amendment to reflect State of Good Repair program revenues and allocation.

ALTERNATIVES:

The proposed amendment identifies figures already approved by the Council at the meeting of August 19, 2019, when approving Mendocino Transit Authority's application for State of Good Repair funds. The updated figures are shown in the budget summary tables.

The budget resolution allocating funds to MTA could be also revised; however since the change in that resolution would be minor, the resolution is meant to address Transportation Development Act findings, and another resolution separately documents the SGR allocation, the Council may approve this budget amendment by a simple action of the Council, i.e. by minute order. - *Recommended*

RECOMMENDATION:

Approve the FY 2019/20 RTPA Budget Amendment by adopting the revised summary pages as prepared by staff.

Enclosure: Excerpts of 2019/20 Budget summary tables (4 pages)

NOTE:

A limited number of print copies of the Budget are available. Amended copies will be available by request. The electronic version will be posted on MCOG's website.

Mendocino Council of Governments

Regional Transportation Planning Agency - Fiscal Year 2019/20 Budget

Amendment Proposed October 7, 2019 - Staff Recommendation

REVENUES	LOCAL			STATE			FEDERAL		Local Match	TOTALS	
	LTF	STA	CRF	PPM	RPA	Grants	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	12,884			76,361	0		121,977			211,222	
2019/20 State Transit Assistance - SCO's Preliminary Estimate		946,179								946,179	
2019/20 State of Good Repair - SCO's Revised Estimate						131,002				131,002	
STA and SGR - Fund Balance Available for Allocation		463,957		Includes 2018/19 revised SCO estimate		258,181	Consists of 2 yrs actual revenue			722,138	
MCOG's Capital Reserve Fund - Balance Available for Transit			674,846							674,846	
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						200,000				200,000	
2019/20 State Planning Grants - awarded						368,285				368,285	
Regional Surface Transportation Program - State Exchange Estimate-preliminary							780,992			780,992	
LTF Reserve:											
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			(Per policy, Reserve shall be 5% of County Auditor's estimate of new revenue, to nearest 1,000.)							
Amount Available for Allocation in FY 2019/2C	375,634									375,634	
TOTAL REVENUES	4,270,296	1,410,136	674,846	166,361	294,000	957,468	902,969	0	0	8,676,076	
ALLOCATIONS											
Reserved LTF prior-year unallocated revenues	29,135									29,135	
2019/20 Administration	464,066						90,000			554,066	
2% Bicycle & Pedestrian - 2018/19 LTF less Admin. x .02	67,772									67,772	
2019/20 Planning Overall Work Program (OWP) - New Funds	147,816			90,000	294,000	368,285			0	0	
Carryover Funds - See OWP Summary	12,884			76,361					Total OWP:	989,346	
Total Administration, Bike & Ped., and Planning	721,673	0	0	166,361	294,000	368,285	90,000	0	0	1,640,319	
BALANCE AVAILABLE FOR TRANSIT	3,548,623	1,410,136	674,846	0	0	389,183	0	0	0	6,022,788	
2019/20 Mendocino Transit Authority Claim - due April 1:											
MTA Operations	2,993,124	946,179								3,939,303	
Unmet Transit Needs										0	
Senior Centers Operations	555,499									555,499	
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)			674,846			388,597	As approved by resolution			1,063,443	
Total Transit Allocations	3,548,623	946,179	674,846			388,597				5,558,245	
Other Allocations - RSTP for MCOG Partnership Fund							100,000			100,000	
Other Allocations - RSTP for County & Cities Projects by Formula							590,992			590,992	
Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail						200,000				200,000	
TOTAL ALLOCATIONS	4,270,296	946,179	674,846	166,361	294,000	956,882	780,992	0	0	8,089,556	
Balance Remaining for Later Allocation	0	463,957	0	0	0	586	121,977	0	0	586,520	



MENDOCINO COUNCIL OF GOVERNMENTS

FY 2019/20 BUDGET SUMMARY

For Amendment October 7, 2019

Supplemental Format

REVENUES	FY 2018/19 Budget Adopted	FY 2019/20 Budget Amended	\$ Change	% Change	NOTES
LOCAL/REGIONAL:					
Local Transportation Funds (LTF)					
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)			Per policy, any excess flows through LTF Reserve
LTF Unallocated - Accounting transition to County's accrual methoc	\$ 29,135	\$ 29,135	\$ -	0.0%	One-time funds, represents 2 months of sales tax revenue
Prior Year Balance Remaining for Later Allocation	\$ -	\$ -			
MTA Fiscal Audit - Amount returned to MCOG, if any	\$ -	\$ -			FY 2017/18 fiscal audit verified full eligibility for funds receivec
Planning Overall Work Program (OWP) - Carryover from Previous FY	\$ 78,276	\$ 12,884	\$ (65,392)	-83.5%	FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 carryover as of May 22
Total Local Transportation Funds:	\$ 3,858,919	\$ 3,894,662	\$ 35,743	0.9%	OWP carryover is offset by equivalent allocation
LTF Reserve Funds					
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	\$ 4,270,296	\$ 351,379	9.0%	
Capital Reserve Funds Total Capital Reserve Fund	\$ 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	\$ 4,945,142	\$ 725,732	17.2%	
STATE:					
Planning Programming & Monitoring (PPM) Funds					
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	\$ 76,361			FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 carryover as of May 22
Total PPM Funds:	\$ 221,552	\$ 166,361	\$ (55,191)	-24.9%	
State Transit Assistance (STA) Funds					
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, 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					
State Controller's Estimate	\$ 128,995	\$ 131,002	\$ 2,820	2.2%	State Controller's SGR Revised Estimate
Estimated Fund Balance Available for Allocation	\$ -	\$ 258,181			New transit funding program in Senate Bill 1
Total State of Good Repair Funds:	\$ 128,995	\$ 389,183	\$ 260,188	201.7%	Includes actual revenues 2017/18 and 2018/19
Rural Planning Assistance Funds (RPA)					
Planning Overall Work Program (OWP) - New Revenue	\$ 294,000	\$ 294,000	\$ -	0.0%	
Planning Overall Work Program - Carryover	\$ 46,582	\$ -			
Total RPA Funds:	\$ 340,582	\$ 294,000	\$ (46,582)	-13.7%	

California Active Transportation Program (ATP)					
ATP Infrastructure Projects - New Revenue	\$ 251,000	\$ -			
ATP Infrastructure Projects - Carryover	\$ 422,173	\$ 200,000	\$ (222,173)	-52.6%	SR-162 Corridor Multi-Purpose Trail, Ph.1 & 2 Right-of-Way; no new \$ in 19/20
ATP Non-Infrastructure Projects - Carryover	\$ 455,737	\$ -			Est. funds to carry over to next FY of 3-yr project-Prelim. Engineering and RoW
Total ATP Funds:	\$ 1,128,910	\$ 200,000			Safe Routes to School 3-yr grants--Countywide & Covelo--completed 2018/19
Caltrans Sustainable Communities Planning Grants					
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 - awarded	\$ -	\$ 119,516			SB 743 VMT Regional Baseline Study - WE 5
FY 2019/20 Grant Application 2 - awarded	\$ -	\$ 248,769			Mendo Co. Fire Vulnerability Assessment & Emergency Preparedness - WE 5
Total Planning Grants:	\$ 137,167	\$ 368,285	\$ 231,118	168.5%	
Total State Revenues:	\$ 3,061,001	\$ 2,827,965	\$ (233,036)	-7.6%	
FEDERAL:					
Federal Grant Programs and Regional Apportionments					
FTA Section 5311f Intercity Bus Program	\$ -	pending			Competitive grants include Operating Assistance and Capital Projects
FTA Section 5311 Program - Regional Apportionment	\$ 503,210	pending			Annual apportionment to Mendocino County for transit operations/capita
Regional Surface Transportation Program (RSTP)	\$ 736,865	\$ 780,992	\$ 44,127	6.0%	Actual revenue and Preliminary estimate - exchanged for State funds:
RSTP Carryover/Balance Available for Later Allocation	\$ 112,115	\$ 121,977	\$ 9,862	8.8%	Prior Admin allocatns for Regional Project Mgr & Dir. Cost, per audit 6.30.2018
Total Federal Revenues:	\$ 1,352,190	\$ 902,969	\$ (449,221)	-33.2%	
TOTAL REVENUES	\$ 8,632,601	\$ 8,676,076	\$ 43,475	0.5%	SGR amendment net increase of \$127,789 (rounding error=1)

ALLOCATIONS	FY 2018/19 Budget Amended	FY 2019/20 Budget Proposed	\$ Change	% Change	NOTES
LOCAL/REGIONAL:					
Local Transportation Funds (LTF)					
Reserved LTF Prior-Year Unallocated Revenues of \$596,200 Administration:	\$ 29,135	\$ 29,135			Balance remaining after allocations from Prior-Year Unallocated Revenues
Admin. & Fiscal Services Contract	\$ 392,444	\$ 410,271	\$ 17,827	4.54%	Includes COLA of 2.94% and 3.69% per CPI rates; contract allows up to 4%
Other Direct Costs	\$ 50,000	\$ 53,795	\$ 3,795	7.6%	
Total Administration Allocations:	\$ 442,444	\$ 464,066	\$ 21,622	4.9%	Admin. & Fiscal Services contract FY 2014/15 - 2018/19 plus 1-yr extensor
Two Percent LTF Bicycle & Pedestrian Program	\$ 66,181	\$ 67,772	\$ 1,591	2.4%	2% of LTF Estimate (less Admin. allocation)
Planning Overall Work Program (OWP) - New Funds	\$ 147,816	\$ 147,816	\$ -	0.0%	
OWP Carryover from Previous Fiscal Year	\$ 78,276	\$ 12,884			FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 carryover as of May 22
Total Admin., Bike & Ped., Planning, Reserves:	\$ 763,852	\$ 721,673	\$ (42,179)	-5.5%	
BALANCE AVAILABLE FOR TRANSIT	\$ 3,155,065	\$ 3,548,623	\$ 393,558	12.5%	
Mendocino Transit Authority (MTA) Claim:					<u>TDA Authority:</u>
MTA Operations	\$ 2,661,288	\$ 2,993,124	\$ 331,836	12.5%	Public Utilities Code (PUC) Sec. 99260a
Unmet Transit Needs	\$ -	\$ -			PUC Section 99260a
Senior Centers Operations	\$ 493,777	\$ 555,499	\$ 61,722	12.5%	PUC Section 99400c
MTA Capital Program - Current Year	\$ -	\$ -			PUC Section 99260a for RouteMatch software/hardware system acquisition
Capital Reserve Fund Contribution	\$ -	\$ -			CA Code of Regulations (CCR) Sec. 6648
Total LTF Transit Claim:	\$ 3,155,065	\$ 3,548,623	\$ 393,558	12.5%	
Total LTF Allocations:	\$ 3,918,917	\$ 4,270,296	\$ 351,379	9.0%	
Capital Reserve Funds					
Mendocino Transit Authority (MTA) Claim:					
Capital Program, MTA - Current Year	\$ -	\$ -			CCR Section 6648
Capital Program, Senior Centers - Current Year	\$ -	\$ -			CCR Section 6648
Capital Program - Long Term	\$ 632,138	\$ 674,846	\$ 42,708	6.8%	CCR Section 6631
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	\$ 4,945,142	\$ 725,732	17.2%	
STATE:					
Planning Programming & Monitoring (PPM) Funds					
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	\$ 76,361			FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 carryover as of May 22
Total PPM Allocations:	\$ 221,552	\$ 166,361	\$ (55,191)	-24.9%	
State Transit Assistance (STA) Funds					
Mendocino Transit Authority (MTA) Claim:					<u>TDA Authority:</u>
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%	
State of Good Repair (SGR) Funds	\$ -	\$ 388,597			Total SGR funds approved for MTA project as submitted to Caltrans Aug. 29
Rural Planning Assistance Funds (RPA)					
Planning Overall Work Program (OWP) - New Revenue	\$ 294,000	\$ 294,000	\$ -	0.0%	
Planning Overall Work Program (OWP) - Carryover from Previous FY	\$ 46,582	\$ -			
Total RPA Allocations:	\$ 340,582	\$ 294,000	\$ (46,582)	-13.7%	
California Active Transportation Program (ATP)					
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 Allocations	\$ 1,128,910	\$ 200,000	\$ (928,910)	-82.3%	
Caltrans Sustainable Communities Planning Grant					
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 - awarded	\$ -	\$ 119,516			SB 743 VMT Regional Baseline Study - WE 5
FY 2019/20 Grant Application 2 - awarded	\$ -	\$ 248,769			Mendo Co. Fire Vulnerability Assessment & Emergency Preparedness - WE 5
Total Planning Grants:	\$ 137,167	\$ 368,285	\$ 231,118	168.5%	
Total State Funds Allocations:	\$ 2,508,856	\$ 2,363,422	\$ (145,434)	-5.8%	
FEDERAL:					
Federal Grant Programs and Regional Apportionments					
FTA Section 5311f Intercity Bus Program	\$ -	pending			MTA has applied for \$300,000 to continue Route 65 service
FTA Section 5311 Program - Regional Apportionment:	\$ 503,210	pending			MTA is eligible, MCOG approves programming
Regional Surface Transportation Program (RSTP)					
MCOG Partnership Funding Program	\$ 100,000	\$ 100,000	\$ -	0.0%	RSTP budget allocations are based on estimates
Local Assistance - Project Delivery - Administration	\$ 90,000	\$ 90,000	\$ -	0.0%	Regional capital project funds "off the top"
Formula Distribution to MCOG Member Agencies:					Staff - Regional Project Manager under Admin. Contract and direct costs
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'vd 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	\$ 5,558,245	\$ 918,832	19.8%	2018/19 includes FTA Section 5311 funds
Total Overall Work Program (OWP)	\$ 1,381,130	\$ 989,346	\$ (391,784)	-28.4%	FY 2018/19 OWP as amended Feb. 4, 2019; 2019/20 carryover as of May 22
TOTAL ALLOCATIONS	\$ 7,985,252	\$ 8,089,556	\$ 104,304	1%	FY 2018/19 increased in OWP and RSTP after June budget adoption
Balance Remaining for Later Allocation/Difference of Actuals	\$ 647,349	\$ 586,520	\$ (60,829)	-9%	Transit (STA, SGR) and RSTP



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

TITLE: Second Amendment to FY 2019/20 Overall Work Program

DATE PREPARED: 9/30/19

SUBMITTED BY: Alexis Pedrotti, Program Coordinator

MEETING DATE: 10/7/19

BACKGROUND:

The Final FY 2019/20 Overall Work Program (*totaling \$989,346*) was adopted by MCOG on June 3, 2019. Shortly following the adoption of the final, staff presented the First Amendment (August 19, 2019) for review and approval. The First Amendment was to carry over and reprogram some unexpended Planning, Programming & Monitoring (PPM) funds, some of which expire 6/30/20.

In August, it was reported that staff would return with a Second Amendment to carry over the unexpended Rural Planning Assistance (RPA) funds, once receiving approval from Caltrans. Caltrans has approved the FY 2018/19 Certification of Expenditures; therefore, staff can now proceed programming the unexpended RPA carryover as part of the Second Amendment. The unexpended RPA carryover (\$28,314) and a small amount of Local Transportation Funds (\$40,397) will be programmed as part of the Second Amendment.

The purpose of this proposed Second Amendment is to carry over and reprogram RPA and LTF funds as follows:

W.E.1 (MCOG) Regional Government & Intergovernmental Coordination – A small amount of RPA Carryover Funding (\$1,252) has been added to this work element. There were four elements (W.E. 1 = \$426 + W.E. 16 = \$2 + W.E. 17 = \$792 + W.E. 19 = \$32) with smaller amounts of RPA funding remaining at the close of FY 2018/19. For easier tracking purposes staff has combined all remaining totals in Work Element 1.

W.E. 3 (MCOG) Community Transportation Planning – A total of \$7,821 in carryover LTF funds is being carried over and added to this work element, increasing the total from \$250 to \$8,071 in LTF Funding.

W.E. 4 (MCOG) Sustainable Transportation Planning – A budget of \$10,500 of RPA Funding was originally approved for this element in the Final, \$2,160 of unexpended RPA has been carried over and added to increase the total to \$12,660 in this amendment.

W.E. 7 (MCOG) Planning, Programming & Monitoring – A total of \$20,069 in carryover RPA funds is being carried over and added to this work element, increasing the total RPA from \$50,087 to \$70,156.

W.E. 13 (Co. DOT) Orchard Ave. Extension Feas. Study – Grant Match – Staff included an estimated amount of carryover (\$7,608) in LTF in the Final OWP, this adjustment is to reflect the actual amount of LTF Carryover totaling \$9,436.

W.E. 14 (MCOG) Training – The training element typically has carryover funding that rolls over into the new fiscal year that will be utilized by MCOG Staff, Local Agencies and various direct expenses. A total LTF Carryover (\$22,770) being added to this element brings the training element total to \$44,270.

W.E. 20 (MCOG) Grant Development & Assistance – A total of \$12,811 (\$7,978 - LTF & \$4,833 - RPA) has been carried over and added to this work element for MCOG Staff, bringing the total work element to \$36,726.

This proposed amendment would increase the FY 2019/20 Overall Work Program total from \$1,064,430 to \$1,133,141, an increase of \$68,711 (\$28,314 RPA + \$40,397 LTF). Details are shown in **bold** and ~~strike out~~ on the attached financial summary sheets. *Copies of the full amendment will be available upon request.*

The TAC has not considered this proposed Amendment because their September meeting was canceled. However, staff considers the amendment routine and no new funding is involved.

ACTION REQUIRED: Consider approval of Second Amendment to FY 2019/20 Overall Work Program.

ALTERNATIVES: (1) Approve Amendment (*Recommended*); (2) Do not approve Amendment; or (3) Refer Amendment to TAC for review and recommendation.

RECOMMENDATION: Accept staff's recommendation to approve the Second Amendment to FY 2019/20 Overall Work Program (OWP) and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

/ajp

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

**MENDOCINO COUNCIL OF GOVERNMENTS
 FY 2019/2020 FINAL (2ND AMENDED) OVERALL WORK PROGRAM
 SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE SB 1 Sust. Comm. Grant	STATE SB 1 Adaptation Grant	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$113,248			\$113,498
				\$114,500			\$114,750
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$82,276	\$12,723				\$94,999
3	MCOG - Community Transportation Planning	\$250	\$10,500				\$10,750
		\$8,071					\$18,571
4	MCOG - Sustainable Transportation Planning			\$10,500			\$10,500
				\$12,660			\$12,660
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Awarded	\$15,485			\$119,516		\$135,001
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$77,297	\$50,087			\$127,384
				\$70,156			\$147,453
8	MCOG - Mendoc. Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Awarded (2-year project)	\$32,116				\$247,884	\$280,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover		\$35,000				\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match -	\$7,608					\$7,608
		\$9,436					\$9,436
14	MCOG - Training	\$21,500					\$21,500
		\$44,270					\$44,270
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover		\$41,361				\$41,361
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
		\$8,478		\$28,248			\$36,726
	<i>Pavement Management Program (PMP) Triennial Update - RESERVE</i>		\$65,564				\$65,564
	TOTAL	\$160,585	\$242,445	\$519,564	\$119,516	\$247,884	\$1,064,430
		\$200,982		\$322,314			\$1,133,141

TOTAL WORK PROGRAM SUMMARY

Local	\$160,585	Local LTF 2019/20 Alloc.	\$147,701
	\$200,982	Local LTF Carryover	\$12,884
State	\$903,845		\$53,281
	\$932,159	State PPM 2019/20 Alloc.	\$90,000
Federal	\$0	State PPM Carryover	\$152,445
TOTAL	\$1,064,430	State RPA 2019/20 Alloc.	\$294,000
	\$1,133,141	State RPA Carryover	\$28,314
		State SB 1 Sust. Communities Grant	\$119,516
		State SB 1 Adaptation Grant	\$247,884
		Federal	\$0

PROGRAM MATCH			
Local	\$160,585	15.1%	TOTAL \$1,064,430 \$1,133,141
	\$200,982	17.7%	
State	\$903,845	84.9%	
	\$932,159	82.3%	
Federal	\$0	0.0%	
TOTAL WORK PROGRAM SUMMARY	\$1,064,430	100.0%	
	\$1,133,141		

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 FINAL (2ND AMENDED) 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 \$112,500	\$2,250	\$113,498 \$114,750
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$94,999		\$94,999
3	MCOG - Community Transportation Planning					\$10,500 \$17,821	\$250 \$750	\$10,750 \$18,571
4	MCOG - Sustainable Transportation Planning					\$10,500 \$12,660		\$10,500 \$12,660
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Award					\$15,000	\$120,001	\$135,001
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$120,134 \$140,203	\$7,250	\$127,384 \$147,453
8	MCOG - Mendoc. Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Award (2-year project)					\$35,000	\$245,000	\$280,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover						\$35,000	\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match -						\$7,608 \$9,436	\$7,608 \$9,436
14	MCOG - Training					\$10,500 \$16,783	\$11,000 \$27,487	\$21,500 \$44,270
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover				\$1,111		\$40,250	\$41,361
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 \$36,226	\$500	\$23,915 \$36,726
	Pavement Management Program Triennial Update - RESERVE						\$65,564	\$65,564
	TOTAL	\$60,000	\$0	\$0	\$1,111	\$468,046 \$517,942	\$535,273 \$554,088	\$1,064,430 \$1,133,141

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 \$38-\$130/hr - various positions)

* MCOG planning staff funding level is based on contracted obligation with DBC Consulting (\$390,542). DBC's contract extension (approved 5/6/19) goes through 9-30-20. In addition, \$111,977,54 in carryover funding (\$2,537.73 FY 2014/15; \$2,363.41 FY 2015/16; \$18,931.06 FY 2016/17; \$22,045.70 FY 2017/18; \$66,099.64 FY 2018/19) is available from under-expending prior years' funding, for a total available of \$502,519.54).

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 FINAL (2ND AMENDED) OVERALL WORK PROGRAM
SUMMARY OF CARRYOVER FUNDS**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	TOTAL	Notes
1	MCOG - Regional Government & Intergovernmental Coordination			\$1,252	\$1,252	18/19 RPA - 6/30/2020
2	MCOG - Planning Management & General Coord. (Non-RPA)	\$5,276	\$9,056	\$0	\$14,332	17/18 LTF - no exp. 17/18 PPM exp. 6/30/20
3	MCOG - Community Transportation Planning - Carryover	\$7,821	\$0	\$0	\$7,821	18/19 LTF - no exp.
4	MCOG - Sustainable Transportation Planning - Carryover			\$2,160	\$2,160	18/19 RPA - 6/30/2020
7	MCOG - Planning Management & General Coord. (Non-RPA)		\$60,520	\$0	\$60,520	17/18 PPM (\$37,154) - exp. 6/30/20 18/19 PPM (\$23,366) - exp 6/30/21
				\$20,069	\$80,589	18/19 RPA - 6/30/2020
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover		\$35,000	\$0	\$35,000	17/18 PPM - exp. 6/30/20
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match - Carryover	\$7,608			\$7,608	18/19 LTF - no exp.
		\$9,436			\$9,436	
14	MCOG - Training - Carryover	\$22,770	\$0	\$0	\$22,770	18/19 LTF - no exp.
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover		\$41,361	\$0	\$41,361	18/19 PPM - exp. 6/30/21
20	MCOG- Grant Development & Assistance	\$7,978		\$4,833	\$12,811	18/19 LTF - no exp. 18/19 RPA - 6/30/2020
	Pavement Management Program Triennial Update - Reserve		\$6,508	\$0	\$6,508	18/19 PPM - exp 6/30/21
	TOTAL	\$12,884	\$152,445		\$165,329	
		\$53,281		\$28,314	\$234,040	



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 10
Consent Calendar
MCOG Meeting
10/7/2019

STAFF REPORT

TITLE: Award of Fiscal Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2018/19 through 2022/23

SUBMITTED BY: Janet Orth, Deputy Director for Administration **DATE:** 9/27/2019

BACKGROUND:

The Transportation Development Act (TDA) requires that both MCOG and Mendocino Transit Authority (MTA) are audited independently each fiscal year. To ensure compliance, MCOG has traditionally engaged auditors for both audits, paid from our administration budget.

Also, MCOG's Joint Powers Agreement states: *"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."*

MCOG has engaged the same auditor, R. J. Ricciardi, CPAs, for the past five years. Based on my prior research and guidance from both the Government Accounting Office (GAO) and the Government Finance Officials Association (GFOA), we are aware that auditor rotation is not necessarily advisable for public sector entities. For instance, a new perspective or other benefits can be gained, while losing some degree of efficiency, continuity, and institutional knowledge. If rotation is pursued, a periodic open solicitation is advised when an auditor engagement expires, to include the current auditor, for a five-year engagement.

We are not necessarily seeking rotation, mainly comparing available services. Our current audit engagement ended with the audit of FY 2017/18. MCOG's budget for the two audits is \$25,000 of local funds, within the limit for micro-procurement in MCOG's adopted Procurement Policies & Procedures Manual:

This manual does not cover policies and procedures for micro-purchases, i.e. goods and services \$5,000 or less with Caltrans or federal funds and \$25,000 or less with local funds. These micro-procurements will be subject to administrative decisions by the Executive Director, who may use this manual as guidance and choose to use any of the procedures contained herein, but will not be required to do so. All procurements will be made with care and thought given to the principles applied to expenditure of public funds.

\$25,000 is the annual budget for single-year engagements. A five-year estimate is requested, although typically we do not guarantee the auditor five years of engagement, signing an agreement annually. In this case we have selected micro-purchase along with major elements of the Informal Request for Proposals (RFP) method, known as "small procurement."

I updated our list of qualified CPAs and issued the RFP on August 23, 2019, distributed to 17 CPA firms by email and posted to both MCOG's website and California Special District Association's online community for advertising RFPs. Only one proposal was received by the due date of September 13, from our current auditor R.J. Ricciardi, Inc., Certified Public Accounts.

Since a major criterion is familiarity with TDA, the field of qualified auditors is quite limited. We have found it difficult in the past to find available CPAs that meet the requirement. Similar agencies have had the same experience, which we heard again today at the Rural Counties Task Force meeting; some have received no proposals for fiscal audits. Therefore, we believe that in this case a sole source is justified.

A review committee of MCOG and MTA staff members (myself and Mark Harvey) reviewed and scored the proposal for responsiveness to the RFP. One MCOG Executive Committee member also reviewed the proposal. The proposal was found to be more than responsive and the firm is highly qualified, with a combined score of 193 of a maximum 200 points. The proposed cost is \$12,000 for MCOG's audit and \$13,000 for MTA's, with the total estimate dropping slightly in the fourth and fifth years.

For reference, the RFP may be found at: <http://www.mendocinocog.org/news-notices>

If the Council wishes to pull this item from the Consent Calendar, staff will be prepared to answer any questions.

ACTION REQUIRED:

Award a contract to a qualified independent Certified Public Accountant or CPA firm to conduct fiscal audits of both MCOG and MTA for a minimum of one fiscal year, ending June 30, 2019.

ALTERNATIVES:

- 1) Reissue the Request for Proposals. – *not recommended, in the interests of time and audit due dates*
- 2) Conduct a “competitive” formal Request for Proposals for a five-year engagement of \$125,000.
– *not recommended, as it would not be a productive use of staff time and resources*

RECOMMENDATION:

Award the fiscal audit engagement contract for the year ended June 30, 2019 to R.J. Ricciardi, Inc. and authorize MCOG’s Executive Director to execute annual agreements for up to a total of five years.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 11
Consent Calendar
MCOG Meeting
10/7/2019

TITLE: Appointments to Transit Productivity Committee - Senior Center Representatives

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE: 9/30/2019

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 past three representatives each have served for seven or eight years, until resigning for various reasons. We thank all of the past members for their dedication.

On September 17, 2019, MCOG hosted a Senior Centers Transportation Program Workshop. This was an opportunity to seek nominations to replace Charles Bush, who recently retired as Executive Director of Redwood Coast Seniors. Since then, Diana Clarke has been serving on the TPC as the appointed Alternate.

A motion and second were received to nominate Diana Clarke, Executive Director of Ukiah Senior Center, as the TPC representative. Another motion and second were received to nominate Richard Baker, Director of Willits Harrah Senior Center, as the alternate. With four of five senior centers in attendance, all were in favor. No other nominations have been received.

On behalf of MCOG, staff will send a letter of appreciation to Charles Bush for his past service on the TPC.

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 Diana Clarke to the Transit Productivity Committee and Richard Baker as Alternate.



MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 9/19/2019

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 19 meetings on behalf of MCOG:

Date	Meeting/Event	Location	Staff
8/20/2019	Gualala Project Manager Meeting	Ukiah	Barrett
8/20/2019	Dow & DBC Coordination Meeting	Ukiah	All Staff
8/21/2019	MCOG Technical Advisory Meeting	Ukiah	Barrett, Ellard, Sookne
8/21/2019	Caltrans Coordination Meeting (Caltrans)	Ukiah	Barrett
8/28/2019	Covelo PG&E Meeting	Covelo	Barrett & Sookne
8/28/2019	Gualala Streetscape Meeting	Gualala	Barrett
8/28/2019	Mendocino Transit Authority Meeting	Teleconference (Willits)	Ellard
9/4/2019	Gualala Working Group	Gualala	Barrett
9/6/2019	SB 743/VMT Grant Kickoff Meeting	Ukiah	Barrett & Sookne
9/13/2019	MTA Ad Hoc Committee	Fort Bragg	Barrett, Orth
9/17/2019	MCOG Senior Centers Transportation Workshop	Ukiah	Barrett, Orth, Galliani
9/20/2019	Broadband Meeting	Teleconference	Barrett
9/23/2019	Covelo Meeting	Covelo	Sookne
9/23/2019	Gualala PDT Meeting	Teleconference	Barrett
9/24/2019	CDAC Meeting	Sacramento	Barrett
9/24/2019	Adaptation/Fire Vulnerability Consultant Selection Committee	Ukiah	Ellard & Sookne
9/25/2019	Covelo PDT	Covelo	Sookne
9/25/2019	Gualala Working Group	Gualala	Barrett
9/27/2019	Rural Counties Task Force	Ukiah	Barrett, Orth, Ellard & Davey-Bates
10/01/2019	Gualala Public Meeting	Gualala	Barrett
10/01/2019	Dow & DBC Coordination Meeting	Ukiah	All Staff
10/4/2019	Orchard Avenue PDT	Teleconference	Ellard

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.