



MENDOCINO COUNCIL OF GOVERNMENTS

525 South Main Street~Ukiah~California~95482
www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite B
(707) 463-1859
Transportation Planning: Suite G
(707) 234-3434

AGENDA

Monday, December 1, 2025 at 1:30 p.m.

Primary Location:

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

Teleconference Locations:

Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg
Point Arena City Hall, 451 School St., Point Arena
Caltrans District 1, 1656 Union St., Eureka

General Public Teleconference:

Zoom videoconference link is provided by request. Please submit access request to info@mendocinocog.org or call MCOG Administration at (707) 463-1859.

Audio Call-in Option: 1 (669) 900-6833 (in CA)
Meeting ID: 813 0378 5828 Passcode: 250597

Attachments Posted

[Board of Directors - Mendocino Council of Governments \(mendocinocog.org\)](https://www.mendocinocog.org)

Additional Media

For live streaming and later viewing:

[Mendocino County Video](https://www.mendocinocog.org) or find
[YouTube link at http://www.mendocinocog.org](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)

NOTICE: Mendocino Council of Governments meets in person, in a hybrid format. Staff and a potential quorum meet in the Board of Supervisors chambers in Ukiah. Also, board members join remotely by teleconference (audio and video) from City Hall locations in Fort Bragg and Point Arena. Policy Advisory Committee member(s) usually join from Caltrans District 1 office in Eureka. The general public may join from any of these posted locations or by calling in to the teleconference.

Several ways to make public comments to MCOG's Board of Directors are available:

- In advance of the meeting: comments may be sent by email to info@mendocinocog.org or by using the form at <https://www.mendocinocog.org/contact-us>, to be read aloud into the public record. Please submit by 10:00 a.m. on the meeting date to ensure comments are received timely, and include the agenda item number(s) addressed.
- During the meeting: make oral comments in person, or on the conference call by phone or video, 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. Assembly Bill 2449 Notifications and Considerations – *to receive and address requests from Board members to participate in the meeting from a non-posted location, subject to conditions set forth in AB 2449*
3. Recognition of Retiring Board Member Michael Carter – *No Action*
4. Convene as RTPA
5. Recess as RTPA – Reconvene as Policy Advisory Committee

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 November 3, 2025 Minutes
7. Adoption of Resolution No. M2025-___* Reauthorizing the Executive Director to Execute Agreements Required To Process Federal & State Funds For MCOG Approved Projects
8. Appointments to Social Services Transportation Advisory Council (SSTAC)
9. Adoption of Resolution No. M2025-___* Adopting a Records Management and Retention Policy

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

10. 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

11. Acceptance of Noyo Harbor Multimodal Circulation Plan – *Fehr & Peers*
12. Presentation: Voter Opinion Polling & Assessment for Unincorporated Mendocino County – *Fairbank, Maslin, Maullin, Metz & Associates (FM3 Research)*
13. **Public Hearing at 1:30 p.m. or as soon thereafter as possible:** Technical Advisory Committee (TAC) Recommendation of November 19, 2025 – Approval of Resolution M2025-___* Adopting the 2026 Regional Transportation Improvement Program (RTIP)
14. **Public Hearing at 1:30 p.m. or as soon thereafter as possible:**
 - a. 2026 Mendocino County Regional Transportation Plan (RTP) & Active Transportation Plan (ATP) – Consideration and Finding of Negative Declaration of Environmental Impact
 - b. Adoption of RTP & ATP – *to be continued to February 2, 2026*
15. First Amendment to Fiscal Year 2025/26 RTPA & COG Budget – Previously Approved Allocations, Revenue Updates, and Staff Recommendations:
 - a. Adoption of Resolution #M2025-___* Revising Allocation of Fiscal Year 2025/26 Funds and 2024/25 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves, Superseding Resolution #M2025-03 – *to conform with OWP amendment approved August 18, 2025 and staffing contract amendment approved October 6, 2025*
 - b. Adoption of Resolution #M2025-___* Revising Allocation of FY 2025/26 Local Transportation Funds, State Transit Assistance, and Capital Reserve Funds to Mendocino Transit Authority, Superseding Resolution #M2025-05 – *to reduce STA to funds available*

- c. Adoption of Resolution #M2025-___* Revising Allocation of FY 2025/26 Funds and 2024/25 Carryover Funds for Northern Rural Energy Network Programs, Superseding Resolution #M2025-08 – *to add funds from budget revision as approved by NREN August 22, 2025*

16. Discussion/Direction and Possible Adoption of 2026 MCOG Board Calendar

RATIFY ACTION

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

REPORTS

18. Reports – Information – *No Action*
 - a. Caltrans District 1 – Projects Update and Information
 - b. Mendocino Transit Authority
 - c. Great Redwood Trail Agency
 - d. MCOG Staff – Summary of Meetings
 - e. MCOG Administration Staff
 - i. Status of Joint Powers Agreement (JPA) Amendment Execution – *verbal report*
 - ii. Social Services Transportation Advisory Council’s Unmet Transit Needs Workshop of November 13, 2025 – Findings to MCOG Public Hearing on February 2, 2026 – *verbal report*
 - iii. Status of Deputy Director & CFO Retirement and Recruitment
 - iv. Miscellaneous
 - v. Next Meeting Date – Monday, February 2, 2026
 - f. MCOG Planning Staff – *verbal reports*
 - i. Work Element 5 – Mendocino County Sea Level Rise Roadway Impact Study
 - ii. Sustainable Transportation Planning Grant Application Submitted to Caltrans
 - iii. Miscellaneous
 - g. Northern Rural Energy Network (NREN) Staff
 - h. MCOG Directors
 - i. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

19. 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, asientos accesibles, o documentación en formatos alternativos de acuerdo con la Ley de Estadounidenses con Discapacidades, o personas que requieren servicios de interpretación (sin cargo) deben comunicarse con MCOG (707) 463-1859, por lo 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.

POSTED 11/25/2025

* Next Resolution Number: M2025-11



November 20, 2025

To: MCOG Board of Directors
From: Janet Orth, Deputy Director & CFO
Subject: Consent Calendar of December 1, 2025

The following agenda items are recommended for approval/action.

6. Approval of November 3, 2025 Minutes – *attached*
7. Adoption of Resolution Reauthorizing the Executive Director to Execute Agreements Required To Process Federal & State Funds For MCOG Approved Projects. This is to update and replace similar 2019 resolution, which is routinely required to accompany certain funding agreements with Caltrans. Other funding sources besides transportation have been added to this new resolution, to cover MCOG's various programs.
8. Appointments to Social Services Transportation Advisory Council (SSTAC)
The SSTAC made nominations to re-appoint three members to fill expiring terms.
– *Staff report and roster attached*
9. Adoption of Resolution Adopting a Records Management and Retention Policy –
This is to formalize procedures that Administrative staff has developed over time with guidance from the Secretary of State and various professional trainings received. While we continue to refine the details as they apply to MCOG's particular system of records, an adopted policy is advisable for a public agency. As this matter has not been reviewed previously by the full Board, you are welcome to pull the item from Consent calendar for further discussion if desired.
– *Staff report attached.*

MINUTES

Monday, November 3, 2025

Primary Location:

UC Farm Advisors Conference Room
890 North Bush Street, Ukiah

Teleconference Locations:

Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg
Point Arena City Hall, 451 School St., Point Arena
Caltrans District 1, 1656 Union St., Eureka

General Public Teleconference by Zoom

ADDITIONAL MEDIA:

[Mendocino County Video](http://www.mendocinocog.org) or find
[YouTube link at http://www.mendocinocog.org under Meetings](http://www.mendocinocog.org)

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 and Roll Call. The meeting was called to order at 12:35 p.m. on the tour bus at County Administration Center in Ukiah with Directors present: John Haschak, Mike Carter, Madeline Cline, Heather Criss, and Matthew Alaniz. Arriving subsequently for the teleconference were Directors Jeff Hansen in Point Arena; Marcia Rafanan in Fort Bragg; and Tatiana Ahlstrand for Caltrans/PAC in Eureka. Chair Haschak presiding.

Staff present in Ukiah for Tour: Nephele Barrett, Executive Director; Michael Villa, Project Coordinator; and Hector Ortega, Regional Project Analyst. Scott Spears, A/V Specialist from County of Mendocino Information Technology provided video services as usual.

Staff present in Ukiah for Teleconference: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; Jody Lowblad, Administrative Assistant; Hector Ortega, Regional Project Analyst; and Orion Walker, Energy Program Manager.

Tour Guest Presenters: Howard Dashiell, Director, and Alicia Winokur, Deputy Director, Engineering, Mendocino County Department of Transportation; Tim Erikson, P.E., Director of Public Works and City Engineer, and Andrea Trincado, Project and Grants Administrator, Community Development Department, City of Ukiah.

2. Convene as RTPA

3. Tour of Local Transportation Projects. The tour itinerary covered destinations in the Ukiah Valley area. Major project highlights included:

- Redemeyer Road extension (planned)
- Ackerman Creek Bridge construction
- North State St. roundabout (planned)
- Ukiah Downtown Streetscape
- Great Redwood Trail – *optional walk*
- New Courthouse construction

Director Rafanan arrived on the teleconference at 3:30 p.m.; excused for another meeting at 3:40 p.m.

4. Brief Recess as RTPA. The tour group's bus returned and passengers disembarked.

Director Carter was excused from the meeting during recess at approximately 4:10 p.m.

5. Reconvene in Conference Room as Policy Advisory Committee. The meeting was reconvened at 4:15 p.m. with a quorum present in the UC Farm Advisors Conference Room.

6. Assembly Bill 2449 Notifications and Considerations. This item is to receive and address requests from Board members to participate in the meeting from a non-posted location, subject to conditions set forth in AB 2449. There were no such requests.

7 - 8. Consent Calendar. Executive Director Barrett advised removal of item #8 from the calendar, due to a conflict of interest for the two members representing County of Mendocino, which would hear an appeal of the Gualala Coastal Development Permit the next day; therefore those members would recuse themselves from the matter, leaving the lack of a quorum to take action. Chair Haschak concurred. **Upon motion** by Alaniz, second by Criss, and carried unanimously on roll call vote (*6 Ayes – Cline, Alaniz, Hansen, Criss, Ahlstrand/PAC, and Haschak; 0 Noes; 0 Abstaining; 2 Absent – Rafanan and Carter*): IT IS ORDERED that the meeting minutes of October 6, 2025 are approved.

7. Approval of October 6, 2025 Minutes – as written

8. Approval of Letter in Support of Gualala Downtown Streetscape Enhancement Project
– *no action taken*

9. Public Expression. Steve Henderson, a.k.a. Gizmo, thanked Caltrans for eradication work done at the US 101/SR 20 interchange near Calpella, removing vegetation that limited visibility for drivers.

10. Discussion of Ukiah Valley Area Tour, Transportation Plans & Projects, and Related Matters. The Chair and board members thanked staff for organizing the tour, agreeing it was well done. It was noted that a video recording would be posted online. Director Criss enjoyed the tour today, her first with MCOG, and looked forward to more such occasions. Director Alaniz remarked it was helpful to see projects first hand. No action was taken.

11. Discussion/Direction: Draft 2026 Regional Transportation Improvement Program (RTIP). Hector Ortega, Project Analyst, gave a brief report of status. The draft was provided in the agenda packet. The final RTIP will be presented for adoption at the December meeting. Public comments were invited, and none heard. No action was taken.

12. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Criss, second by Cline, and carried unanimously on roll call vote (*5 Ayes – Cline, Alaniz, Hansen, Criss, and Haschak; 0 Noes; 0 Abstaining; 2 Absent – Rafanan and Carter*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

13. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand reported Friday, November 7 as the deadline to submit draft planning grant applications for feedback. Final applications are due November 21. Progress was made on the district transit plan. The survey of transit needs on the state highway system was closed; staff would meet with Caltrans headquarters the following week to discuss survey findings and next steps. Results will be shared with MCOG.

- b. Mendocino Transit Authority. Executive Director King was away at a conference. MTA was thanked for providing a bus and driver Luis Martinez, Operations Manager, for today's tour.
- c. Great Redwood Trail Agency. Director Haschak reported a public meeting and retreat would be held in Ukiah, November 21-22.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.
- e. MCOG Administration Staff
 - i. *Miscellaneous*. Ms. Barrett reported the new pedestrian bridge had been placed on the Covelo trail project. A time extension was requested from California Department of Fish & Wildlife; while not working in the creekbed, concrete would be poured in the vicinity. Staff will post photos on MCOG's website. A survey was released for the Voter Opinion Polling & Assessment for Unincorporated Mendocino County, with counsel approval.
 - ii. *Next Meeting Date*. Monday, December 1, 2025.
- f. MCOG Planning Staff
 - i. *Draft 2026 Regional Transportation & Active Transportation Plan (RTP & ATP)*. Hector Ortega gave a brief update. The Public Draft was released September 16, distributed and posted online. The Board received a presentation at the October 6 meeting. Five public workshops were held countywide. Comments must be received by November 5 to be considered for the final RTP/ATP. December 1 is the target for adoption in a public hearing.
 - ii. *Miscellaneous*. A community engagement plan is expected to start in November for Work Element 5, Mendocino County Sea Level Rise Roadway Impact Study. Procurement of a consultant will begin after a grant kickoff meeting with Caltrans for WE 8, Regional Vehicle Miles Traveled (VMT) Mitigation Program. WE 11, Pavement Management Program Update, is in process of procurement, with contract negotiations anticipated by end of month.
- g. Northern Rural Energy Network (NREN) Staff. Energy Program Manager Orion Walker referred to his written report. Additionally, Sonoma Clean Power had issued a Request for Proposals to help promote their Grid Savvy rewards program. NREN agreed to sign a letter of interest with County of Sonoma. Director Haschak, on SCP's board, supported the effort and noted the purpose was to reduce loads on the grid during peak times. More information: <https://northernren.org/>
- h. MCOG Directors. Director Hansen brought up Garcia River flooding. Director Ahlstrand offered to set up a meeting with Caltrans management to discuss with City of Point Arena.
- i. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak as Delegate and Director Criss as Alternate both will attend the next meeting in person, on November 7 in Palm Desert.

Public comment on Reports: Steve Henderson, a.k.a. Gizmo, commented that MTA flat-rate fares will begin soon. He then asked about the Hopland ADA project. Ms. Barrett explained that some components such as drainage and flashing crosswalk beacons would have impacted the small utility district with a high cost burden. Caltrans is seeking more time to resolve the issue, so temporarily postponed those features. Director Cline reported the bill that addressed the issue was vetoed, however another funding mechanism is being made available.

14. Adjournment. The meeting was adjourned at 4:39 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR
By Janet Orth, Deputy Director & CFO

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2025-____

REAUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS REQUIRED TO PROCESS FEDERAL & STATE FUNDS FOR MCOG APPROVED PROJECTS

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County, is a Governing Partner of the Northern Rural Energy Network, is responsible for the Regional Housing Needs Allocation, and other regional roles;
- MCOG manages the annual transportation planning work program for this region, and is eligible to receive, and to distribute to other eligible claimants, Federal and State funding for certain transportation projects, through the California Department of Transportation (Caltrans);
- MCOG has received planning grants from State of California Department of Housing & Community Development;
- MCOG receives public purpose program funds through Redwood Coast Energy Authority, paid by utility ratepayers to plan, administer, and implement energy efficiency programs;
- Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, Program Implementation Agreements, and other documents and certifications are routinely required to be executed with Caltrans, State agencies, and regional partners before any such funds can be claimed and disbursed;
- In 2002, 2014, and 2019, MCOG adopted similar resolutions authorizing the Executive Director to execute related agreements, amendments and other necessary documents for funding of projects already approved by MCOG; and
- MCOG reaffirms its intent to delegate to the Executive Director authorization to execute such agreements and any amendments thereto, and this resolution formalizes and documents MCOG's customary practice of delegating routine matters to the Executive Director; therefore, be it

RESOLVED, THAT:

MCOG's Executive Director is hereby reauthorized to execute any agreements necessary to administer and process funding of projects already approved or programmed by the Board of Directors.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 1st day of December, 2025, 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

John Haschak, Chair



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

TITLE: Appointments to Social Services Transportation Advisory Council (SSTAC)

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 11/13/2025

BACKGROUND:

The Transportation Development Act (TDA) mandates that Regional Transportation Planning Agencies maintain a Social Services Transportation Advisory Council (SSTAC). The council typically meets twice a year in fall/winter and late spring.

SSTAC appointments were last made at the February 10, 2025 MCOG Board meeting, as recommended at the SSTAC's January 8, 2025 meeting. Membership recruitment was discussed again at the SSTAC's November 13, 2025 meeting (today), when further nominations were made to reappoint members whose terms expire this April.

Members nominated for reappointment are:

- "Local social service provider for persons of limited means"
Reappoint through April 2029
Philip Thomas, Anderson Valley Senior Center

- "Representative of local Consolidated Transportation Services Agency"
Reappoint through April 2029
Dawn White, Mendocino Transit Authority
Luis Martinez, MTA - Alternate

The current membership roster is attached for your reference, with the above changes indicated, along with an excerpt of the Transportation Development Act (TDA) describing representation and duties. Three of nine seats remain vacant, with no one yet identified to fill those vacancies. Positions are for three-year, staggered terms. If volunteers become available for the vacant seats, additional appointments can be made by the MCOG Board of Directors.

ACTION REQUIRED: Re-appoint two members and an alternate to seats with expiring terms.

ALTERNATIVES:

- The Board may nominate additional names for consideration.
 - The Board may appoint more members than the nine prescribed by law.
 - It is suggested that appointment of one or more alternates for each seat can increase participation.
-

RECOMMENDATION:

Reappoint Philip Thomas, Dawn White, and Luis Martinez to seats with expiring terms on the Social Services Transportation Advisory Council. Consider ways to fill vacancies.



Social Services Transportation Advisory Council (SSTAC)

Membership Roster

Approved February 10, 2025

Nominations for December 1, 2025

Position	Name	Alternate	Agency	Term Expires
Representative of Local Consolidated Transportation Services Agency	Dawn White - <i>reappoint</i>	Luis Martinez - <i>reappoint</i>	Mendocino Transit Authority	April 2026
Local social service provider for persons of limited means	Philip Thomas - <i>reappoint</i>		Anderson Valley Senior Center	April 2026
Local social service provider for the handicapped	<i>Vacant</i>			April 2026
Local social service provider for seniors	Richard Baker		Willits Seniors, Inc.	April 2027
Local social service provider for seniors that provides transportation	Jill Rexrode	Laurie Hill	Redwood Coast Seniors	April 2027
Potential transit user at least 60 years of age	<i>Vacant</i>			April 2027
Potential “handicapped” transit user	<i>Vacant</i>			April 2028
Local social service provider for the handicapped that provides transportation	Liz Dorsey	Sheryl Mitcham	Ukiah Senior Center	April 2028
Representative of local Consolidated Transportation Services Agency	Jacob King		Mendocino Transit Authority	April 2028

Social Services Transportation Advisory Council

99238

Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

- (a) The social services transportation advisory council shall consist of the following members:
 - (1) One representative of potential transit users who is 60 years of age or older.
 - (2) One representative of potential transit users who is handicapped.
 - (3) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - (4) Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
 - (5) One representative of a local social service provider for persons of limited means.
 - (6) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
 - (7) The transportation-planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

 - (b) Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation-planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation-planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.
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- (c) The social services transportation advisory council shall have the following responsibilities:
- (1) Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
 - (2) Annually review and recommend action by the transportation-planning agency for the area within the jurisdiction of the council, which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
 - (3) Advise the transportation-planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.
- (d) It is the intent of the Legislature that duplicative advisory councils shall not be established where transit advisory councils currently exist and that those existing advisory councils shall, instead, become part of the social services transportation advisory council and shall assume any new responsibilities pursuant to this section.
-

Citizen Participation Process

99238.5

- (a) The transportation planning agency shall ensure the establishment and implementation of a citizen participation process appropriate for each county, or counties if operating under a joint powers agreement, utilizing the social services transportation advisory council as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means. The process shall include provisions for at least one public hearing in the jurisdiction represented by the social services transportation advisory council. Hearings shall be scheduled to ensure broad community participation and, if possible, the location of the hearings shall be rotated among the various communities within the advisory council's jurisdiction. Notice of the hearing, including the date, place, and specific purpose of the hearing shall be given at least 30 days in advance through publication in a newspaper of general circulation. The transportation-planning agency shall also send written notification to those persons and organizations, which have indicated, through its citizen participation or any other source of information, an interest in the subject of the hearing.

 - (b) In addition to public hearings, the transportation-planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.
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MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 9
Consent Calendar
MCOG Meeting
12/1/2025

STAFF REPORT

TITLE: Adoption of Records Management and Retention Policy

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 11/24/2025

BACKGROUND:

While Administrative staff has made significant progress dealing with public records in MCOG's care, to our knowledge there has not been an adopted policy for records management. For many reasons, it's important to have appropriate policies and procedures to guide staff in the handling, retention and disposition of these records. Also it protects us in the event of any Public Records Act requests.

We request that the Board of Directors formalize procedures that Administrative staff has developed over time with guidance from the Secretary of State and various professional trainings received. We continue to refine details for MCOG's system of records, for use internally as a reference manual or handbook.

The attached policy statement (Exhibit A to the resolution) is presented in the format of a page in MCOG's overall Policies & Procedures Manual, which is a work in progress in several volumes, including Board, Finance, Transportation Development Act (TDA) administration, and Records Management.

The Records Retention Schedule (Exhibit B) is an integral part of the proposed policy statement. At this writing, this is being updated and will follow the agenda packet under separate cover—apologies for the delay.

ACTION REQUIRED:

Adopt the Records Management and Retention Policy by resolution.

ALTERNATIVES:

- As this matter has not been reviewed previously by the full Board, the item may be pulled from Consent calendar for further discussion.
 - The matter could be referred to the Executive Committee for review and possible revisions.
 - While action could be postponed, it has been a goal of mine to complete this long-term effort before retiring from full time work in December.
-

RECOMMENDATION:

Adopt the proposed Records Management and Retention Policy by resolution for inclusion in MCOG's Policies & Procedures Manual.

Enclosures:

Draft resolution with Exhibit A - policy statement

Exhibit B - Records Retention Schedule to follow separately

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2025-____

ADOPTING A RECORDS MANAGEMENT AND RETENTION POLICY

WHEREAS,

- The Mendocino Council of Governments (MCOG) is a California public agency that receives, generates, and keeps public documents and records;
- California Government Code Section 12236 established a Local Government Records Program such that the Secretary of State provides guidelines for agencies to classify their records by category and implement a standard protocol for destruction or disposition of records;
- In order to save time, space, and funds, MCOG Administrative staff has followed the Secretary of State's guidelines by taking recommended steps to establish a Records Management Program, including an inventory of record holdings, appraisal of records, identification of retention periods and special instructions, and development of a retention schedule;
- To date MCOG has not formally adopted a Records Management Policy or Records Retention Schedule; therefore, be it

RESOLVED, THAT:

1. The Records Management Policy with Records Retention Schedule attached as **Exhibits A and B** respectively and incorporated herein by reference, are hereby adopted.
2. The Executive Director is authorized to update MCOG's Records Retention Schedule as needed without further action by the MCOG Board of Directors.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 1st day of December, 2025, 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

John Haschak, Chair

MENDOCINO COUNCIL OF GOVERNMENTS

Policies & Procedures Manual Section 1400 RECORDS MANAGEMENT

SUMMARY

California Government Code Section 12236 established a Local Government Records Program such that the Secretary of State provides guidelines for agencies to classify their records by category and implement a standard protocol for destruction or disposition of records.

Adoption of MCOG's Records Management policy by the Board of Directors provides the directive for procedures that Administrative staff has developed over time in conformance with the California Secretary of State's Local Government Records Management Guidelines (2006), performance audits, various professional trainings, and research conducted since 2007. Staff continues to refine procedural details as they apply to MCOG's particular system of records, for use internally as a reference manual or handbook.

It is the policy of MCOG that:

- All records produced or required by MCOG's administration and programs shall be inventoried and retention periods established.
- All records shall be defined and classified by categories listed in MCOG's Records Retention Schedule and Secretary of State's guidance, such as Archival, Permanent, Administrative, Program, and Non-Records.
- Retention periods are reasonably established with appropriate legal citations.
- The Records Retention Schedule conforms to a numbered file system applied to records.
- Records due for disposition or destruction shall be logged to a list with sufficient documentation of contents before disposal or destruction. MCOG's Records Management Archive is designed for data entry of historical records and should be preserved by MCOG administration.
- Records in digital format shall be secured by regular offsite backups and other best practices for electronic records, until their retention period expires.
- The Executive Director is authorized to update the MCOG Records Retention Schedule as needed without further action by the Board of Directors. Periodic review is recommended.

Janet M. Orth, MCOG Deputy Director & CFO
Dow & Associates

November 2025 for adoption Dec. 1, 2025

Attached: Records Retention Schedule



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 11
Regular Calendar
MCOG Meeting
12/1/2025

STAFF REPORT

TITLE: Acceptance of Final Noyo Harbor Multimodal
Circulation Plan

DATE PREPARED: 11/21/25
MEETING DATE: 12/1/25

SUBMITTED BY: Nephelē Barrett, Executive Director

BACKGROUND:

As reported over the last year or so, MCOG staff has been working with a consultant team led by Fehr and Peers to develop the “Noyo Harbor Multimodal Circulation Plan.” The purpose of the plan was to analyze multimodal transportation needs to and through Noyo Harbor and develop prioritized improvements to address those needs. MCOG initiated and applied for grant funding after being contacted by members of the community regarding increased use of the Harbor area by locals and visitors and the added challenges for all modes of transportation that were a result.

A Project Development Team (including representatives from MCOG, Caltrans, County Department of Transportation, City of Fort Bragg, Noyo Harbor District, Mendocino Transit Authority, and Sherwood Valley Band of Pomo) met regularly with the consultant team throughout the project to help identify issues, challenges, and possible solutions. A thorough public outreach process was conducted to invite community input through various public events (attendance at Noyo Harbor Festival, Existing Conditions workshop, two-day planning charrette), as well as through a public survey, website postings, and individual stakeholder meetings.

A draft plan was released in August of this year for review and was presented at the October MCOG Board meeting for comment. The plan was also presented to the Fort Bragg City Council, Mendocino County Board of Supervisors, and Noyo Harbor District Board. Since then, the consultant team has been working to address comments received. The final plan is now complete and has been included on this agenda for acceptance.

A summary of the changes that have been made to the plan are included in the attachments.

ACTION REQUIRED: Accept the Noyo Harbor Multimodal Circulation Plan.

ALTERNATIVES: Do not accept the plan. The Board may also wish to make additional comments or request further changes.

RECOMMENDATION: Accept the Noyo Harbor Multimodal Circulation Plan.

Noyo Harbor Multi-Modal Circulation Access Plan

Response to Comments

Commenter	Stakeholder Comment	Fehr & Peers Response
Fort Bragg City Council	<p>Interest in allowing the roadway extension to be open for public access.</p> <p>Ensure the recommendations align with the sea level rise study.</p>	<p>Balancing community interest, keeping the roadway emergency access only. We have added emergency access signage to the wayfinding section</p> <p>We have added this consideration to the report.</p>
Mendocino Board of Supervisors	No recommended changes	
Noyo Harbor District	<p>Make sure that the report is clear that the southbound left from Highway 1 to Harbor Drive is not precluded by the center island recommended in the short-term.</p> <p>Clarify that the evacuation route would not accommodate through traffic.</p>	We have confirmed these in the final report.
Caltrans*	Add more information on the original grant intent and goals, and what changed along the way.	We've expanded the introduction to explain the original purpose of the grant, the circulation and access issues it was meant to address, and the planning challenges encountered along the way.

Commenter	Stakeholder Comment	Fehr & Peers Response
Caltrans*	Note removal of access route due to land ownership considerations.	We've explained that the proposed new access point to SR 1 was not pursued after discussions showed it would not be feasible due to lack of resident support and land ownership constraints. This will help document why the study shifted direction.
Caltrans*	Clarify TAG discussion on roundabout need and revise funding discussion based on likelihood of funding and project priorities.	<p>We've added context from the Technical Advisory Group discussions, noting that without full circulation and without a collision history, the need for a roundabout is less clear.</p> <p>We've updated the funding section to clarify likelihood of funding for the roundabout based on lack of recent crash history at intersection.</p>
MCOG*	Include more information on the input provided by the community and TAG that led to the final recommendations.	We've built out the existing challenges section and added an analysis section to further detail the input received and the rationale behind the project recommendations.
MCOG*	Cost estimates seem low	We've increased contingencies in the cost estimates based on the estimated timeline for the project (e.g. short-term vs long-term).

Commenter	Stakeholder Comment	Fehr & Peers Response
MCOG*	The structured walkway over the water estimate seems low.	This estimate is based on a similar type of project, where a 10' wide wood deck supported by helical piles into a sloped grade over wetlands. The estimate for the comparable project was a per linear foot for the wood decking and each for the helical piles. We reduced that to a overall linear foot unit cost and applied it to the distance for proposed structured walkway to develop the lump sum cost, and then added a contingency.
MCOG*	Added the County as a lead agency for the Walkway through the Harbor project.	We did not add the County as a potential lead, as they are not interested in leading this project based on discussions at the TAG meetings.

*This list does not include all comments, but rather the more substantial comments where a change was or was not made.



MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

TITLE: Voter Opinion Polling Survey Presentation

DATE PREPARED: 11/21/25

MEETING DATE: 12/01/25

SUBMITTED BY: Michael Villa, Regional Project Coordinator

BACKGROUND:

In 2002, the Mendocino Council of Governments sponsored a countywide polling effort to determine public support for a transportation sales tax measure in Mendocino County and its incorporated cities. Based on the results of that effort, three of the four incorporated cities pursued a sales tax measure and were successful. In 2015 another polling effort was made for the City of Ukiah and unincorporated area of Mendocino County, where the city successfully pursued a transportation sales tax measure leaving the county as the sole agency without a measure.

A pavement management program update is required every three to four years to evaluate the Pavement Condition Index (PCI), for each jurisdiction. Jurisdictions that have passed successful transportation sales tax measures have seen substantial improvements in their PCI scores. In contrast, the County, which is facing a significant backlog of deferred maintenance, has only been able to hold its PCI at 46 according to the most recent report. Rising construction and material costs will continue to be a major factor and will likely contribute to further declines in the County's PCI if additional funding is not secured.

At the request of Mendocino County Department of Transportation, MCOG staff initiated a voter opinion polling effort to determine current voter support for a potential transportation sales tax measure within the unincorporated areas of Mendocino County. Using partnership funding from the Surface Transportation Block Grant (STBG) program, MCOG contracted with FM3 to conduct the project. The survey was developed collaboratively through coordination between the consultants, MCOG staff, and County staff. Additionally, County Counsel reviewed and provided guidance to ensure the survey language was appropriate and aligned with legal and procedural requirements. The consultant has completed data collection, which included over 600 surveys representing voters in the unincorporated areas.

FM3 staff have prepared a presentation to share the results of the survey.

ACTION REQUIRED: None – discussion/information only.

ALTERNATIVES: None identified.

RECOMMENDATION: Receive the presentation and discuss the results.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 13
Regular Calendar
MCOG Meeting
12/1/2025

TITLE: Public Hearing & Adoption of the 2026
Regional Transportation Improvement Plan

DATE PREPARED: 11/21/25
MEETING DATE: 12/1/25

SUBMITTED BY: Hector Ortega, Project Analyst

BACKGROUND:

The State Transportation Improvement Program (STIP) is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by the California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects.

The CTC adopted the Fund Estimate (FE) for the 2026 STIP at its August 14 meeting. There is \$180,000 in new Planning, Programming, and Monitoring (PPM) funds for MCOG, with no additional funding for new or existing projects. There is also no unprogrammed balance. MCOG staff notified the Technical Advisory Committee (TAC) that no new funds are available and requested input on whether any funds should be reprogrammed.

The RTIP program of projects is a subset of the Regional Transportation Plan (RTP), a federally mandated master plan that guides a region's transportation investments over a 20- to 25-year period. The draft RTIP went before the MCOG Board for discussion at the November meeting and no comment was received from the Board on the draft RTIP. The Technical Advisory Committee has recommended approval of the RTIP.

At this time, we ask that the Board consider the RTIP for adoption. A resolution has been prepared which reflects the TAC recommendation. Following adoption, the RTIP will be forwarded to Caltrans and the California Transportation Commission prior to the December 15, 2025 due date along with any additional project documentation.

ACTION REQUIRED:

1. Make a finding that proper notice of the meeting has been provided. Notice was published in the Ukiah Daily Journal on 11/21/25.
 2. Receive staff report.
 3. Open public hearing.
 4. Receive public comments.
 5. Close public hearing.
 6. Action by resolution on the 2026 Regional Transportation Improvement Program.
-

ALTERNATIVES: None identified.

RECOMMENDATION:

By resolution, adopt the 2026 Regional Transportation Improvement Program. Authorize staff to submit the adopted RTIP to Caltrans and the California Transportation Commission.

Ukiah Daily Journal

415 Talmage Road Suite A
Ukiah, CA. 95482
legals@ukiahdj.com

2117222

DOW & ASSOCIATES
525 S MAIN STREET SUITE B
UKIAH, CA 95482

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

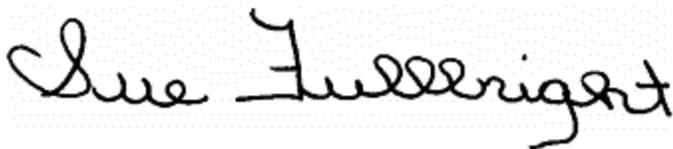
**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

11/21/2025

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,
November 21th, 2025



Sue Fullbright, LEGAL CLERK

Legal No. **0006934036**

MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Mendocino Council of Governments (MCOG) will meet on Monday, December 1, 2025, at 1:30 p.m. or as soon thereafter as possible, to consider the following item:

Public Hearing - Adoption of 2026 Regional Transportation Improvement Program

MCOG will hold a public hearing to consider adoption of a Regional Transportation Improvement Program (RTIP) which proposes to program \$315,000 for transportation projects throughout the region over the next five years.

The purpose of this public hearing is to receive public testimony prior to formal adoption of the 2026 RTIP.

For further information, please contact the MCOG office at 707-463-1859 or visit

www.mendocinocog.org.

Nephele Barrett
Executive Director 11-21/25

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2025-

ADOPTING THE 2026 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency (RTPA) for Mendocino County; and
- In August of 2025, the California Transportation Commission (CTC) adopted a 2026 State Transportation Improvement Program (STIP) Fund Estimate which provides Regional Improvement Program (RIP) funds to regional transportation planning agencies; and
- MCOG, as the RTPA, is required by State law to prepare, adopt, and submit to Caltrans and the California Transportation Commission by December 15, 2025, a Regional Transportation Improvement Program (RTIP) which programs these funds; and
- The 2026 STIP Fund Estimate did not include any new programming capacity for projects in the Mendocino County region, but did identify \$180,000 of additional Planning, Programming, & Monitoring (PPM) funding; and
- MCOG did not conduct a call for projects as there are no new funds available for projects; and
- The 2026 Regional Transportation Improvement Program has been prepared with the following new programming:

Project Name and Location	Amount
Planning, Programming and Monitoring	\$180,000
Total Programming	\$180,000

- The Technical Advisory Committee recommended approval of the RTIP with the programming identified above at their meeting on November 19, 2025; now therefore, be it

RESOLVED, THAT:

The Mendocino Council of Governments finds that the 2026 Regional Transportation Improvement Program (RTIP) is consistent with Mendocino County's adopted Regional Transportation Plan; and

The Mendocino Council of Governments hereby adopts the 2026 Regional Transportation Improvement Program (RTIP) and directs staff to forward this resolution and the appropriate documentation to Caltrans and the California Transportation Commission.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 1st day of December, 2025, 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

John Haschak, Chair



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 14
Regular Calendar
MCOG Meeting
12/1/2025

TITLE: Public Hearing – Negative Declaration and 2026 Regional
Transportation & Action Transportation Plan (RTP & ATP)

DATE PREPARED: 11/24/25

SUBMITTED BY: James Sookne, Program Manager

MEETING DATE: 12/1/25

BACKGROUND:

The Regional Transportation Plan/Active Transportation Plan (RTP/ATP) is the region's long-term planning document covering a 20-year time span intended to promote a safe and efficient transportation system for the movement of people and goods throughout the region. The primary purpose of the plan is to identify transportation needs and priority projects in all modes of transportation including streets, highways, bicycle and pedestrian facilities, aviation and transit. Updated every four years, the RTP/ATP covers present and future transportation needs, deficiencies and constraints, as well as providing estimates of available funding for future transportation projects in the region.

On September 16, staff released the Public Draft RTP/ATP, which can be found on the MCOG website at: <https://www.mendocinocog.org/2026-regional-transportation-active-transportation-plan>. Staff presented the draft at the October 6 Board meeting. As part of the public outreach process, staff hosted four in-person public workshops around the county between September 22 and October 6. There was also a county-wide virtual workshop on October 7. Comments on the public draft were accepted from the Board, interested agencies, and the public through November 5. Public comments will also be accepted at the public hearing at this meeting. Following the public hearing, MCOG staff will incorporate comments as appropriate into a final draft, which will then be presented to the Board for adoption at the February 2, 2026, meeting.

Following release of the public draft, staff prepared the CEQA Document, an Initial Study/Negative Declaration, for the RTP/ATP which was distributed for review and comment through the State Clearinghouse and posted on MCOG's website.

At this meeting, a public hearing will be held to receive comments on the Negative Declaration and the 2026 Regional Transportation Plan and Active Transportation Plan. Prior to adoption of the Plan at the February 2, 2026 Board meeting, the MCOG Board must consider the Negative Declaration and any comments received. Upon finding that there is no substantial evidence that adoption of the Plan will have a significant effect on the environment, the Board may then approve the Negative Declaration.

ACTION REQUIRED:

1. Make a finding that proper notice of the meeting has been provided. Notice was published in the Ukiah Daily Journal on 10/24/25.
2. Receive staff report.
3. Open public hearing.
4. Receive public comments.
5. Close public hearing.
6. Consider Approval of Negative Declaration – Upon finding that there is no substantial evidence that adoption of the 2026 Regional Transportation and Active Transportation Plan will have a significant effect on the environment, approve the Negative Declaration.
7. Continue Adoption of the 2026 Regional Transportation Plan and Active Transportation Plan to the February 2, 2026, MCOG Board meeting.

ALTERNATIVES: Continue adoption of the Negative Declaration to the February 2, 2026, MCOG Board Meeting (not recommended).

RECOMMENDATION:

1. Upon finding that there is no substantial evidence that the 2026 Regional Transportation Plan and Active Transportation Plan will have a significant effect on the environment, approve the Negative Declaration
2. Continue Adoption of the 2026 Regional Transportation Plan and Active Transportation Plan to the February 2, 2026, MCOG Board meeting.

Ukiah Daily Journal

415 Talmage Road Suite A
Ukiah, CA. 95482
legals@ukiahdj.com

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DBC CONSULTING
367 N. STATE ST
UKIAH, CA 95482

PROOF OF PUBLICATION (2015.5 C.C.P.)

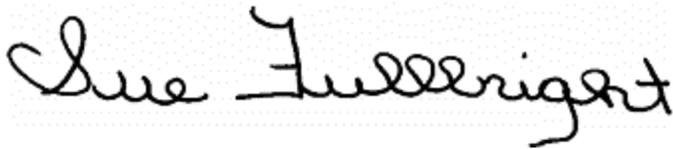
STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

10/24/2025

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,
October 24th, 2025



Sue Fullbright, LEGAL CLERK

Legal No. **0006927469**

LEGAL NOTICE NOTICE OF PUBLIC HEARING AND AVAILABILITY OF DRAFT NEGATIVE DECLARATION FOR PUBLIC REVIEW

NOTICE IS HEREBY GIVEN that the Mendocino Council of Governments (MCOG) will meet on Monday, December 1, 2025, at 1:30 p.m. or as soon thereafter as possible, to conduct a public hearing on the following project and the Draft Negative Declaration:

Project Title: 2026 Mendocino County Regional Transportation Plan and Active Transportation Plan

Project Description: The Regional Transportation Plan and Active Transportation Plan (RTP/ATP) is a transportation planning document prepared by MCOG which identifies regional transportation goals, policies and objectives for all modes of travel, including local streets and roads, State highways, public transit, bicycle, pedestrian, aviation, rail, and maritime. It assesses current transportation, identifies needs, suggests actions to improve transportation, and considers funding options.

Project Location: All of Mendocino County, including the incorporated cities.

Environmental Determination: MCOG has prepared a Draft Negative Declaration for the above plan (no significant environmental impacts are anticipated)

Review Period: The public review period shall begin on October 24, 2025, and end on December 1, 2025.

The RTP/ATP and Draft Negative Declaration may be reviewed at the MCOG offices, 525 S. Main St, Ste. B, Ukiah, CA, or online at the following website:

<https://www.mendocinocog.org/2026-regional-transportation-active-transportation-plan>

Written comments on the RTP/ATP and/or Draft Negative Declaration should be submitted to the Mendocino Council of Governments no later than November 26, 2025. Written comments should be submitted to the Mendocino Council of Governments at 525 S. Main Street, Ste. G, Ukiah, CA 95482, or by email to **hortega@dbcteam.net**. Comments may also be presented at the public hearing.

For additional information, please contact Hector Ortega at MCOG, 707-234-3434

Nephele Barrett, Executive Director
10-24/2025



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 15
Regular Calendar
MCOG Meeting
12/1/2025

TITLE: First Amendment to Fiscal Year 2025/26 RTPA & COG Budget

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 11/21/2025

BACKGROUND:

Over the past several months, MCOG has taken actions affecting the budget and staff has prepared further materials to formalize a budget amendment. On August 18 and October 6, the Board of Directors approved additional expenditures described in Agenda items #15a, b, and c below, identifying funding for those costs. We now request action to bring together these actions into a single amendment.

All information to date is documented for the record in the allocating resolutions. The attached summary one-page spreadsheet table is updated, and the multi-page format will provide more detail when completed. Total revenues are **\$23,271,067**, and increase of \$173,453. Total proposed allocations are **\$15,827,182**, an increase of \$174,282. There is a balance for later allocation of \$7,129,847, primarily from the SB 125 formula transit program, subject to MCOG's approved allocation plan, with no expiration of time to spend the funds.

Changes since the final Budget was adopted in June:

- #15a. Administration & Planning. MCOG approved a second amendment of the five-year Dow & Associates Administrative & Fiscal Staffing Services contract on October 6, so this revised budget allocation adds \$11,000 from Local Transportation Fund (LTF) Administration fund balance to help with a staff transition due to my retirement. The most recent Transportation Planning Overall Work Program (OWP) amendment also is reflected here as approved on August 18, with actual unexpended prior-year funds carried over and a new grant award.
- #15b. State Transit Assistance. The State Controller's estimate was revised in August, down \$4,782. Also the actual FY 2024/25 revenues came in \$122,940 below the estimate. This eliminated nearly all of the projected carryover that was allocated in the 2025/26 budget. A fund balance remained at June 30, 2025 of \$5,087 (fourth quarter interest earnings), after Mendocino Transit Authority's fourth quarter payment, reduced by \$25,589. This source derived from fuel taxes is known to be declining, as the State seeks alternative methods of funding transportation. Staff proposes reducing MTA's 2025/26 allocation of \$1,100,081 by \$123,424, equal to the currently available funds, for a new STA allocation total of \$976,657.
- #15c. Northern Rural Energy Network. The NREN Governing Partners approved an amended budget on August 22 that includes an additional \$320,203 for MCOG's implementation activities through 2027. This increased budget allows MCOG to add a new Senior Program Specialist position to its NREN dedicated staff and cover the higher than anticipated administrative time spent on the programs, as well as cover costs for additional efficiency kits and other direct costs that are not part of the staffing contract.

Once approved, I will compile this material into MCOG's 2025/26 budget package. Examples of the current budget and past amendments are available at: <https://www.mendocinocog.org/mcog-budget>

ACTION REQUIRED:

- a. Adopt the resolution to revise funding of MCOG activities: Reserves, Administration, Bicycle & Pedestrian Program, and Planning. This adds \$235,223 from several sources for Planning per the first OWP amendment, and adds \$11,000 of LTF funds for Administration.
 - b. Adopt the resolution revising revenues and allocations: State Transit Assistance. This updates the revenue estimate and fund balance, and reduces Mendocino Transit Authority's allocation by \$123,424 according to funds available of \$976,657.
 - c. Adopt the resolution adding funds as approved by the Governing Partners: Northern Rural Energy Network Programs. This adds \$51,483 in the current fiscal year for Northern Rural Energy Network program staffing services and direct costs.
-

ALTERNATIVES:

- a. If the Council chooses to make changes to the budget for Reserves, Administration, Bicycle & Pedestrian program, or Planning, direct staff to adjust the allocating resolutions by item and authorize the Chair to execute. – *changes not recommended*
 - b. The Council could decline to reduce this allocation and allow staff to monitor actual revenues, releasing quarterly payments to MTA in amounts as available. The budget would show an over-allocation of \$123,424. – *not recommended*
 - c. No alternatives are identified for the Northern Rural Energy Network programs, which are subject to overall budgets developed by the Lead Administrator and voted on by the Governing Partners, and the amended staffing contract has been approved by MCOG and executed.
-

RECOMMENDATION:

Approve the First Amendment to the FY 2025/26 RTPA & COG Budget by approving the above listed resolutions for execution and authorizing staff to incorporate them with the amended tables into the full budget document package. If desired, this action can be made in a single motion.

Enclosures:

Budget amendment summary table
Three revised resolutions for adoption

Amendments Color Key (table highlights):

August 18, 2025 - yellow
October 6, 2025 - orange
December 1, 2025 - pink

NOTE: A limited number of print copies of this Budget are made available by request. Copies of the amended Budget will be produced and distributed as needed. The digital version will be available for download on MCOG's website.

Mendocino Council of Governments

Regional Transportation Planning Agency & COG - Fiscal Year 2025/26 Budget

First Amendment December 1, 2025 - Previously Approved Allocations, Updated Data, and Staff Recommendations

REVENUES	Trans. Devt. Act (TDA)		State		Federal		Regional	
	LTF	STA	PPM	RPA	STBG	Various	NREN	TOTALS
2025/26 LTF Official County Auditor's Estimate - REVISED 4.28.2025	4,161,000				5311,5304			4,161,000
2024/25 Auditor's Anticipated Unrestricted Balance	NA							0
Total Local Transportation Fund (LTF) Estimate	4,161,000							4,161,000
2024/25 Auditor's Anticipated Unrestricted Balance - Reversed	NA							0
2022/23 Ineligible LTF Due To MCOG from MTA - reallocated 2024/25 - 12 months	109,236							109,236
Carryover - Admin., Planning Work Program, STBG Local Assistance, NREN	219,109							219,109
Subtotal Available Local Transportation Fund Revenue	4,489,345							4,489,345
2025/26 State Transit Assistance - SCO's REVISED Estimate, PUC Sec. 99313 and 99314		971,570						971,570
2025/26 State of Good Repair - SCO's REVISED Estimate, PUC Sec. 99313 and 99314						168,498		168,498
STA and SGR - Fund Balance Available for Allocation - 2024/25 carryover REVISED		5,087				(5,135)		-48
MCOG's Capital Reserve Fund - Balance Available for Transit		10,826						10,826
FTA Section 5311 Program - Annual Regional Apportionment - estimated			129,000					129,000
2025/26 STIP Planning, Programming & Monitoring (PPM)				404,500				404,500
2025/26 Rural Planning Assistance								278,869
2025/26 VMT Planning Grant Award						278,869		278,869
2024/25 Transportation Planning Program carryover						312,337		312,337
2025/26 Surface Transportation Block Grant (STBG) Program			163,145	4,621				167,766
2025/26 State Funds for SR-162 Corridor Multi-Purpose Trail - estimated ATP and SHOPP								530,049
SB 125 Formula-Based Transit & Intercity Rail Capital Program						1,163,632		1,163,632
2025/26 Northern Rural Energy Network from PG&E Ratepayer Funds - increased revenue						11,063,615		11,063,615
LTF Reserve:								
2023/24 LTF Unrestricted Balance - audited	132,316							132,316
LTF Reserve Balance as of 6/30/2024 - audited	192,321							192,321
2024/25 LTF funds allocated to backfill Reserve	231,680							231,680
2022/23 MTA repayments in 2024/25 - 9 months	81,927							81,927
Subtotal LTF Reserve Available Balance								638,244
Less LTF Reserved per Policy - balance at 10%								-416,000
Less LTF Reserve Contribution - MTA's reallocation - 21 months								-191,163
Excess LTF Reserve Funds Available for Allocation in FY 2025/26								31,081
TOTAL REVENUES	5,127,589	976,657	292,145	409,121	310,832	12,981,816	636,240	22,957,029
ALLOCATIONS								
Total LTF Reserve Allocations:	607,163							607,163
2025/26 MCOG Administration and NREN Services - funding added, inc. direct costs	611,528					5,000	636,240	1,342,872
2% Bicycle & Pedestrian - 2025/26 LTF Estimate less Admin. x .02 (revised calc.)	71,209					90,104		161,313
2025/26 Planning Overall Work Program (OWP) - new funds at 3% per TDA (revised calc.)	124,830		129,000	404,500		278,869		836,199
Carryover Funds - See OWP Summary	208,109		163,145	4,621		312,337		688,072
Total Administration, Bike & Ped., and Planning	1,015,676	0	292,145	409,121	0	596,206	49,946	3,089,438
Less Non-Transit Funding Sources - ATP, SHOPP and SB 125 Admin.						(1,168,632)		-1,168,632
Less Funds Not Yet Available or Reserved		-182,258				(22,659)		-204,917
BALANCE AVAILABLE FOR TRANSIT	3,504,750	976,657	0	0	0	11,194,319	0	16,558,276
2025/26 Mendocino Transit Authority Claim								
MTA Operations - STA reduced by \$123,424 from \$1,100,081	2,904,749	976,657				725,000		4,606,406
Unmet Transit Needs								0
Senior Centers Operations	600,000							600,000
Capital Program, MTA & Seniors Current Year						4,600,000		4,600,000
Capital Program, Long Term (Five Year Plan)								128,574
Total Transit Allocations	3,504,749	976,657	0	0	0	5,325,000	0	9,934,980
Other Allocations - STBG for MCOG Partnership Fund						100,000		100,000
Other Allocations - STBG for County & Cities Projects by Formula						909,310		909,310
Other Allocations - SB 125 for Administration						22,659		22,659
Other Allocations - SR162 Corridor Multi-Purpose Trail - ATP & SHOPP						1,163,632		1,163,632
TOTAL ALLOCATIONS	5,127,588	976,657	292,145	409,121	128,574	7,107,497	636,240	15,827,182
Balance Remaining for Later Allocation / (Overallocation) / rounding error	1	0	0	0	0	5,874,319	0	7,129,847

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2025-____

REVISING ALLOCATION OF FISCAL YEAR 2025/26 FUNDS and
2024/25_CARRYOVER FUNDS for ADMINISTRATION,
BICYCLE & PEDESTRIAN FACILITIES, PLANNING and RESERVES,
SUPERSEDING RESOLUTION #M2025-03

WHEREAS,

1. Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency (RTPA) for Mendocino County;
2. The total 2025/26 Local Transportation Fund (LTF) revenue has been estimated at \$4,161,000 by the Mendocino County Auditor-Controller/Treasurer-Tax Collector;
3. The estimated LTF Reserve fund balance is \$638,244, the result of adding the audited unrestricted Fiscal Year 2023/24 LTF balance of \$132,316 to the audited fund Reserve balance of \$192,321, adding \$231,680 of new 2024/25 LTF revenue, and adding nine monthly deposits of 2022/23 transit reallocations totaling \$81,927; the Executive Committee recommended setting aside ten percent of the County Auditor-Controller's fund estimate for the FY 2025/26 LTF Reserve fund balance (at least five percent according to policy); and the Transit Productivity Committee later concurred with the ten percent recommendation, reduced from \$424,000 to \$416,000 due to a revised County Auditor's LTF revenue estimate;
4. Total revenue from all LTF sources available for allocation is estimated at ~~\$5,058,907~~ **\$5,127,589**; other funding sources include Surface Transportation Block Grant (STBG) program and state grants;
5. Dow & Associates shall have the management responsibility for the 2025/26 overall approved budget for MCOG Administration of up to ~~\$695,632~~ **\$706,632** from several funding sources, and Northern Rural Energy Network (NREN) Services of up to ~~\$433,732~~ **\$636,240** (allocated by separate resolution), for a total of up to ~~\$1,129,364~~ **\$1,342,872**, attached and incorporated herein as **Exhibit A**, including professional services, *program services staffing*, and other direct costs;
6. Dow & Associates shall have the management responsibility for Surface Transportation Block Grant Program funds for regional project management activities, also referred to as Local Assistance-Project Delivery, itemized in **Exhibit A**;
7. Dow & Associates shall have the management responsibility for Active Transportation Program (ATP) state grants for the SR 162 Corridor Multipurpose Trail in Covelo, Phases I and II at an estimated combined ATP and Complete Streets SHOPP funds total of \$1,163,632, carried over;
8. Davey-Bates Consulting shall have the management responsibility for the 2025/26 Overall Work Program (OWP) and transportation planning and related projects, a budget summary of which is attached and incorporated herein as **Exhibit B**, in the amount of \$1,440,134 **\$1,675,357 as amended August 18, 2025**;

9. The Planning allocation to the 2025/26 Overall Work Program, for transportation planning and related projects, will be provided from 2025/26 LTF revenues, reallocation of prior-year local carryover funds, state and federal sources;
10. Dow & Associates shall have the management responsibility for the SB 125 Formula-Based Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP), allocated by separate resolution; and
11. Allocation for Bicycle & Pedestrian facilities are allowable at no more than two percent (2%) of the LTF funds remaining after allocation for Administration; \$71,209 shall be allocated for 2025/26; therefore, be it

RESOLVED, THAT:

1. MCOG hereby allocates available revenues for FY 2025/26 as follows.

USE	AUTHORITY	SOURCE	FISCAL YEAR	AMOUNT	TOTALS
LTF Reserve	MCOG Policy per CCR Sec. 6655.1, 6655.5	LTF	2023/24-24/25	416,000	416,000
MCOG Administration	PUC Sec. 99233.1	LTF	2025/26	600,528 611,528	600,528 611,528
			2025/26	90,104	90,104
	SB99/AB101 of 2013 - CA Transportation Commission	Active Transportation Program (ATP) Infrastructure Grants	2020/21	581,816	
	State Highway Operations & Protection Program (SHOPP)	Complete Streets Program	2022/23	581,816	1,163,632
Bicycle & Pedestrian Facilities	PUC Sec. 99233.3	LTF	2025/26	71,209	71,209
Planning Overall Work Program (OWP)	CCR Sec. 99233.2	LTF	2025/26	124,830	275,257
			2024/25	150,427 208,109	332,939
	Senate Bill 45	Planning, Programming & Monitoring (PPM)	2025/26	129,000	277,316
			2024/25	148,316 163,145	292,145
	State Highway Account (SHA)	Rural Planning Assistance (RPA)	2025/26	404,500	409,500
			2024/25	5,000 4,621	409,121
	State Highway Account (SHA)	Caltrans Sustainable Transportation Planning & Climate Adaptation Grants	2025/26	278,869	411,664
			2024/25	132,795 312,337	596,206
	FTA Section 5304	Caltrans Sustainable Transportation Planning Grant	2024/25	66,397 49,946	66,397 49,946

	Subtotal OWP	1,440,134 1,675,357	
	Total Allocations		3,781,607 4,032,830

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

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 1st day of December, 2025, 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

John Haschak, Chair

**MCOG Administration and NREN Services
FY 2025/26 Budget**

Amendment Proposed December 1, 2025

Contract Amendment Approved 10/6/2025

Adding to LTF and NREN Funds

Note:

Funding Source	TDA/LTF	STBG	SB 125	NREN	Total	%
Proposed Administration Budget	611,528	90,104	5,000	636,240	1,342,872	100%
Staffing Contract						
Dow & Associates Administrative & Fiscal Services	553,428	90,104	5,000		648,532	
Other funds that may be claimed in place of LTF or STBG:						
Portion of SB 125 allocated for Admin.					-	
Dow & Associates Northern Rural Energy Network (NREN) Program Services				545,340	545,340	
Total Staffing Contracts					1,193,872	89%
Other Direct Costs						
Memberships - CALCOG, NSSR, CALACT	6,500	-	-		6,500	0.5%
Fiscal Audits of MCOG and MTA	26,750	-	-		26,750	2.0%
Performance Audit	7,500	-	-		7,500	0.6%
County Auditor-Controller	5,000	-	-		5,000	0.4%
Legal Counsel	1,200	-	-		1,200	0.1%
Travel and Training	7,500	-	-		7,500	0.6%
Communications	2,650	-	-		2,650	0.2%
Contingency / Miscellaneous	1,000	-	-		1,000	0.1%
NREN Other Expenses & Travel				90,900	90,900	6.8%
Total Other Direct Costs	58,100	-	-	90,900	149,000	11%

A - TDA
B - STBG

C
D

E
F

G

LEGEND

TDA/LTF = Transportation Development Act, source of Local Transportation Funds (1/4 cent sales tax)

STBG = Surface Transportation Block Grant Program, aka RSTP (federal source exchanged for state funds)

SB 125 = Senate Bill program started in 2023 for Transit Capital and Zero Emission Transit (see Note C)

NREN = Northern Rural Energy Network

NOTES

A) TDA/LTF Admin. at \$600,528 is 14.4% of County Auditor's Estimate of new sales tax revenues (\$4,161,000), up from 13.5% last year, and 4.1% of Total Revenues.

B) \$90,000 of new funds per policy and \$104 of prior-year unexpended funds from STBG program, a.k.a. RSTP.

C) SB 125 created the Formula-Based Transit & Intercity Rail Capital Program (TIRCP) & Zero Emission Transit Capital Program (ZETCP).
The amount drawn for Administration may be more (up to amount in SB 125 allocating resolution plus prior-year unexpended funds carried over) depending on work required in 2025/26.

D) NREN hours by the Deputy Director position would displace LTF on monthly invoices, as the budget assumes 100% LTF funding of this position.

E) A new 5-year procurement was completed in 2024/25. Fiscal Audit costs for 2025/26: MCOG \$12,360; Mendocino Transit Authority \$13,390.
Any additional accounting services requested will be billed at hourly rates.

F) The Triennial Performance Audit expense occurs in FY 2027/28 at budget of \$22,500.
FY 2025/26 starts a 3-year cycle of setasides for the next audit (\$7,500 annually).

G) Communications expenses have included website hosting, meeting space fees, meals, miscellaneous legal notices and printing.

**FY 2025/26 (AMENDED) OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	OTHER / GRANT	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$ -	\$ 20,000	\$ 120,000	\$ -	\$ 140,000
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$ 99,784	\$ 24,000	\$ -	\$ -	\$ 123,784
3	MCOG - Regional Trans. Plan/Active Trans. Plan - 2026 Update	\$ 110,490	\$ -	\$ 50,000	\$ -	\$ 134,490
4	MCOG - Sustainable Transportation Planning	\$ 5,000	\$ -	\$ 50,828	\$ -	\$ 55,828
5	MCOG - Mendo Co. Sea Level Rise Roadway Impact Study - Carryover	\$ 6,965	\$ -	\$ -	\$ 132,795	\$ 139,760
6	Co. DOT - Combined Special Studies	\$ 40,467	\$ -	\$ 55,000	\$ 312,337	\$ 407,804
7	MCOG - Planning, Programming & Monitoring	\$ -	\$ 125,000	\$ 9,500	\$ -	\$ 134,500
8	MCOG - Regional Vehicle Miles Traveled (VMT) Mitigation Program (NEW)	\$ 36,131	\$ -	\$ -	\$ 278,869	\$ 314,999
9	MCOG - Noyo Harbor Multimodal Circulation Plan - Carryover	\$ 8,603	\$ -	\$ -	\$ 66,397	\$ 75,000
11	MCOG - Pavement Management Program Update (NEW)	\$ 44,750	\$ 41,250	\$ 74,000	\$ -	\$ 160,000
12	Ukiah - Truck Route Study - Carryover	\$ -	\$ 6,120	\$ -	\$ -	\$ 6,120
13	Fort Bragg - Stormwater Program Asset Management Plan (NEW)	\$ -	\$ 67,066	\$ -	\$ -	\$ 67,066
14	MCOG - Training	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
16	MCOG - Multi-Modal Transportation Planning	\$ 28,881	\$ -	\$ 60,000	\$ 49,946	\$ 138,827
18	MCOG - Geographic Information System (GIS) Activities	\$ -	\$ -	\$ 6,500	\$ -	\$ 6,500
20	MCOG - Grant Development & Assistance	\$ 20,000	\$ -	\$ 34,500	\$ -	\$ 54,500
	PROJECT RESERVE	\$ 38,784	\$ -	\$ -	\$ -	\$ 38,784
	TOTAL	\$ 275,257	\$ 277,316	\$ 409,500	\$ 641,152	\$ 1,440,134
	TOTAL WORK PROGRAM SUMMARY/PROGRAM MATCH	\$ 332,939	\$ 292,145	\$ 409,121	\$ 478,061	\$ 1,675,357
Local		\$ 275,257	19%	Local LTF 2025/26 - 3% Alloc.		\$ 124,830
State		\$ 332,939	20%	Local LTF Carryover		\$ 150,427
Federal		\$ 1,098,480	76%	State PPM 2025/26 Alloc.		\$ 208,109
		\$ 1,292,472	77%	State PPM Carryover		\$ 129,000
		\$ 66,397	5%	State RPA 2025/26 Alloc.		\$ 148,316
		\$ 49,946	3%	State RPA Carryover		\$ 163,145
		\$ 1,440,134	100%	State Grant (Climate Adaptation)		\$ 404,500
		\$ 1,675,357	100%	Federal Grant (FTA 5304) Carryover		\$ 4,621
				NEW Grant Application		\$ 312,337
				TOTAL		\$ 49,946
						\$ 278,869
						\$ 1,675,357

**FY 2025/26 (AMENDED) OVERALL WORK PROGRAM
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination			\$138,000	\$ 2,000	\$ 140,000
2	MCOG - Planning Management & General Coordination (Non-RPA)			\$148,784	\$ 5,000	\$ 123,784
				\$123,210	\$ 11,280	\$ 134,490
3	MCOG - Regional Transportation Plan/Active Transportation Plan - 2026 Update - Carryover			\$ 50,000		\$ 50,000
4	MCOG - Sustainable Transportation Planning			\$ 50,858		\$ 50,858
				\$ 5,000	\$ -	\$ 5,000
				\$ 6,965		\$ 6,965
5	MCOG - Mendo Co. Sea Level Rise Roadway Impact Study - Carryover				\$150,000	\$ 150,000
				\$ 4,257	\$ 348,547	\$ 352,804
6	Co. DOT - Combined Special Studies	\$55,000				\$ 55,000
7	MCOG - Planning, Programming & Monitoring			\$425,000	\$ 9,500	\$ 134,500
				\$133,709		\$ 143,209
8	MCOG - Regional Vehicle Miles Traveled (VMT) Mitigation Program (NEW)			\$ 7,500	\$ 307,500	\$ 315,000
9	MCOG - Noyo Harbor Multimodal Circulation Plan - Carryover				\$ 75,000	\$ 75,000
					\$ 56,417	\$ 56,417
11	MCOG - Pavement Management Program Update (NEW)				\$ 160,000	\$ 160,000
12	Ukiah - Truck Route Study - Carryover		\$ 6,120			\$ 6,120
13	Fort Bragg - Stormwater Program Asset Management Plan (NEW)		\$67,066			\$ 67,066
14	MCOG - Training				\$ 5,000	\$ 5,000
				\$ 3,545	\$ 25,336	\$ 28,881
16	MCOG - Multi-Modal Transportation Planning			\$ 60,000		\$ 60,000
				\$ 58,793		\$ 58,793
18	MCOG - Geographic Information System (GIS) Activities			\$ 6,500		\$ 6,500
20	MCOG - Grant Development & Assistance			\$ 54,500		\$ 54,500
	PROJECT RESERVE				\$ 38,784	\$ 38,784
	TOTAL	\$55,000	\$67,066 \$73,186	\$565,284 \$587,837	\$752,784 \$959,364	\$1,440,134 \$1,675,387

Note: Reimbursement Rates Used for Calculating Days Programmed (estimate only). County/Cities/Local Agencies (\$75/hr.); Consultants (\$125/hr.); MCOG Planning Staff (est. @ approx. \$50-\$190/hr. - various positions).

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2025-____

REVISING ALLOCATION OF FISCAL YEAR 2025/26
LOCAL TRANSPORTATION FUNDS,
STATE TRANSIT ASSISTANCE, and CAPITAL RESERVE FUNDS to
MENDOCINO TRANSIT AUTHORITY
SUPERSEDING RESOLUTION #M2025-05

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency (RTPA) for Mendocino County;
- The Mendocino Transit Authority (MTA) is designated as the Consolidated Transportation Services Agency (CTSA) for Mendocino County by MCOG and has submitted a claim for funding for public transportation purposes in accordance with the Transportation Development Act (TDA), which provides for the needs of MTA and Senior Centers in Mendocino County with Local Transportation Funds (LTF) funds, State Transit Assistance (STA) funds, and Capital Reserve Funds;
- This claim, attached hereto as **Exhibit A**, was reviewed by MCOG staff and the Transit Productivity Committee (TPC), and the MTA Board of Directors may make revisions according to budget development and TPC recommendations, as allowed by adopted MCOG policy; staff and the TPC recommended reduced funding of MTA's claim based on the revised fund estimate received April 28, 2025;
- MTA's revised claim includes \$600,000 for Senior Center Transportation Programs, which will be distributed among the senior center programs using a formula applied every three years based 40% on passengers, 30% on service miles, and 30% on service hours, calculated using the three prior years of data; the formula was approved in August 2021 and is modified in this budget cycle to add a \$10,000 base amount for each center into the calculation;
- According to MCOG's adopted Capital Reserve Fund policies, eligible applicants under contract with MTA may request capital funds, providing that a five-year capital program and contract between the claimant and MTA is on file with the RTPA;
- Capital claims must be identified in accordance with TDA: 1) to reflect capital needs that will be expended during the fiscal year so claimed under Public Utilities Code 6648 and 2) filed to reflect specific capital improvements of a long-term nature up to five years, or for matching purposes in applying for federal transportation grants under P.U.C. 6631;
- MTA is the only eligible claimant of State Transit Assistance, for which eligibility for Operations funding is to be determined by performance reviews, fiscal audits, and state legislation;

- State of Good Repair program funding is available through the RTPA from Senate Bill 1, the Road Repair & Accountability Act of 2017, with allocations approved by separate MCOG resolution with a Project list; and
- Based on allocations in accordance with TDA for Reserves, Administration, Bicycle & Pedestrian Facilities, and Planning, the 2025/26 LTF funds available for transportation services are \$3,504,749; STA funds available for 2025/26 are estimated at ~~\$1,100,081~~ **\$976,657** (~~\$976,352~~ **\$971,570** of new State funds and ~~\$123,729~~ **of audited and anticipated \$5,087 of unaudited** fund balance); State of Good Repair funds are estimated at \$164,192 (preliminary estimate of new funds less claims); and the Capital Reserve Fund available balance is estimated at \$128,574; The total amount available for transportation services from these four funding sources is estimated at ~~\$4,897,596~~ **4,774,172**; therefore, be it

RESOLVED, THAT:

MCOG hereby allocates LTF, STA, and Capital Reserve Funds to MTA and its contract claimants as follows:

1.

AUTHORITY		SOURCE	USE	AMOUNT
A.	PUC Sec. 99260(a)	Local Transportation Fund (LTF)	MTA Operations	2,904,749
	PUC Sec. 99260(a)		Unmet Transit Needs	0
	PUC Sec. 99400(c)		Senior Center Operations	600,000
	PUC Sec. 99262		Transit Planning	0
	CCR Sec. 6648		Capital Reserve Fund	0
	Total LTF			3,504,749
B.	CCR Sec. 6730(a)	State Transit Assistance (STA)	MTA Operations	1,100,081 976,657
	CCR Sec. 6731(b)		Senior Center Operations	0
	CCR Sec. 6730(b)		MTA and Seniors Capital	0
	CCR Sec. 6648		Capital Reserve Fund	0
	Total STA			1,100,081 976,657
C.	CCR Sec. 6648	Capital Reserve Fund (CRF)	Current Year - MTA	0
	CCR Sec. 6648		Current Year - Senior Centers	0
	CCR Sec. 6631		Long Term - MTA and Seniors	128,574
	CCR Sec. 6648		LTF/STA allocated to CRF above	0
	Total CRF			128,574
D.	Senate Bill 1	State of Good Repair (SGR)	To Be Determined	0
			Total SGR	
Total LTF, STA, and Capital Reserve Allocations				4,733,404 4,609,980
Balance Remaining for Later Allocation (SGR)				164,192
Total Estimated 2025/26 Funds Available for Transit				4,897,596 4,774,172

2. Additionally, MCOG makes the following required findings from Article 5, Section 6754 of the California Code of Regulations, regarding STA and LTF eligibility and fund allocation (refer to documentation on file):

- A. MCOG as the regional entity may allocate funds to an operator or a transit service claimant on the basis of all these findings:
- a. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code (PUC) Section 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant. The most recent fiscal audit dated June 30, 2024 confirmed that MTA's farebox ratio of 5.1% had not met the ten percent ratio required by Senate Bill 508, (effective July 1, 2016); however, State legislation waived this regulation under Assembly Bill 90, extended by Assembly Bill 149, and again by Senate Bill 125.
 - c. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964 as amended, now referred to as the Federal Transit Administration (FTA).
 - d. Of five measures for analysis on eligibility for Capital and Operations for use by both LTF and STA funds that were applied by the independent auditor in the most recent fiscal audit (ending June 30, 2023), four were met and the remaining measure did not apply to MTA.
 1. The sum of the claimant's allocations from LTF (TDA) did not exceed the amount the claimant is eligible to receive during the fiscal year for operating.
 2. The sum of the claimant's allocations from LTF (TDA) did not exceed the amount the claimant is eligible to receive during the fiscal year for capital.
 3. The claimant's subcontractors (senior centers) did not exceed the eligibility criteria for LTF funds during the fiscal year.
 4. The sum of the claimant's allocations from STA did not exceed the amount the claimant is eligible to receive during the fiscal year for operations purposes according to efficiency standards. For the fiscal year audited, most of the STA funds claimed by MTA were for operating purposes and the remainder for capital.
 5. The fifth measure pertains to passenger rail eligibility and was not applicable for the fiscal year audited.
- B. MCOG as the regional entity may allocate funds to an operator for any transit-related purpose (as specified in Section 6730) on the basis of all these findings:
- a. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to PUC Section 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them. On May 1, 2025, the Transit Productivity Committee (TPC) reviewed performance data through December 31, 2024 reporting consistent ongoing performance by DAR and

Short Distance Bus Routes, and by Senior Centers specialized services as a whole, while Long Distance Routes need improvement in productivity. The TPC also noted recent and planned actions by MTA that move in the right direction to improve productivity and increase ridership, including simplified fare pricing structure, acquisition of new passenger reporting technology, testing of GPS navigation software, and promotion of currently available GPS tracking data when appropriate. Also reported was MTA's participation in transit association memberships and state-funded Cal ITP (California Integrated Travel Project) for best industry practices.

- b. The California Highway Patrol has certified, within the last 13 months and prior to filing claims, that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required by PUC Section 99251.
 - c. The operator is in compliance with the eligibility requirements of PUC Section 99314 as applicable (relative to STA funds).
3. In accordance with Section 99405(c) of the Public Utilities Code, MCOG adopted and set forth the local match requirements for senior centers claimed under Article 8 at a minimum of ten percent, consistent with Senate Bill 508, signed into law October 9, 2015, amending the Transportation Development Act; local match required in the form of fare revenues, including local and federal funds, continue to be temporarily waived by state legislation.
 4. The Capital Reserve Fund (Account No. 2110-760271) audited balance of \$10,826 as of June 30, 2024, the addition of nine monthly deposits of 2022/23 transit reallocations in FY 2024/25 totaling \$128,574, and the addition of 12 more monthly deposits of 2022/23 transit reallocations in 2025/26 totaling \$171,432, provides an approximate balance of \$310,832. Of this amount, \$128,574 is available to claim immediately, and MTA has requested this available fund balance for long-term capital projects in its Fiscal Year 2025/26 claim.
 5. The above allocations are to be paid to MTA in conformance with allocation instructions as submitted by MCOG's Executive Director to the County Auditor-Controller.
 6. MTA will be required to incorporate all TDA requirements for these allocations in their upcoming 2025/26 contracts, including senior centers as applicable, and provide executed contracts to MCOG no later than September 30, 2025.

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 1st day of December, 2025, 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

John Haschak, Chair

MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2025-___

REVISING ALLOCATION OF FY 2025/26 FUNDS and 2024/25 CARRYOVER FUNDS FOR NORTHERN RURAL ENERGY NETWORK PROGRAMS, SUPERSEDING RESOLUTION #M2025-08

WHEREAS,

- In February 2022, the Mendocino Council of Governments (MCOG) approved a Memorandum of Understanding (MOU) with Redwood Coast Energy Authority (RCEA) and Lake Area Planning Council (Lake APC) to participate as a subcontractor to RCEA in the recently formed Rural Regional Energy Network (RuralREN), and this RuralREN was approved by the California Public Utilities Commission (CPUC) in June 2023;
- On September 26, 2024, the CPUC issued its Decision Modifying Rural Regional Energy Network Approved in Decision 23-06-055, and divided the RuralREN into RuralREN North (comprising the North Coast and North Sierra Regions) and RuralREN Central (comprising the Central Coast, San Joaquin Valley and High Sierra Regions), in which MCOG would become a full partner able to use public purpose program funds paid by ratepayers to plan, administer, and implement energy efficiency programs;
- The 2022 MOU between RCEA, MCOG and Lake APC was terminated, and a new RuralREN North Memorandum of Agreement (MOA) and Bylaws were approved by the MCOG Board of Directors on December 2, 2024 and subsequently executed;
- In January 2025, the partners to the new MOA changed the name from RuralREN North to the Northern Rural Energy Network (NREN) as part of a public outreach and marketing strategy;
- A Pre-Launch Contract with RCEA as Lead Administrator of the NREN was also executed, and a comprehensive Implementation Agreement is anticipated for execution in June 2025, to receive funding and deliver these needed energy and cost saving programs in Mendocino County;
- The NREN has developed a four-year budget, of which this 2025/26 allocation is a portion to fund program staffing services and associated direct costs such as travel; this allocation does not include rebates, incentives, or loan seed funding, which is not anticipated to be held by MCOG, but instead by RCEA and/or third parties to be available for all four NREN partners; and
- ***On August 22, 2025, the NREN Governing Partners approved an amended budget that includes an additional \$320,203 for MCOG's implementation activities through 2027, itemized by fiscal year; therefore, be it***

RESOLVED, THAT:

The Mendocino Council of Governments hereby allocates FY 2025/26 funds ~~and 2024/25 estimated prior year funds carried over~~ for Northern Rural Energy Network programs, summarized as follows:

2024/25 Dow & Associates Staffing Contract – estimated carryover	\$ 66,550 0		
2024/25 Other Direct Costs – estimated carryover	16,750 0		
2024/25 subtotal		83,300 0	
2025/26 Dow & Associates Staffing Contract	432,732 545,340		
2025/26 Other Direct Costs	68,725 90,900		
2025/26 subtotal		501,457 636,240	
Total FY 2025/26 Allocation as Amended			\$ 584,757 \$ 636,240

ADOPTION OF THIS RESOLUTION was moved by Director _____, seconded by Director _____, and approved on this 1st day of December, 2025, 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

John Haschak, Chair

2026 MCOG BOARD MEETING CALENDAR

1st Monday at 1:30 pm, 9-10 months per year

As of 11.24.2025 – subject to change
Draft for Review & Comment

Date	Planned Highlights and Recurring Actions	Notes
January	No meeting this month	
February 2	Election of Officers and Committee Appointments <u>Social Services Transportation Advisory Council (SSTAC) Recommendations:</u> 2026/27 Unmet Transit Needs - Public Hearing Adoption of Final 2026 Regional/Active Transportation Plan (RTP/ATP)	
March 2	<u>Staff and Executive Committee Recommendations:</u> Draft 2026/27 Budget – No Action	Meet as needed
April 6	Regular Business / Optional Tour of Plans & Projects – <i>TBD</i>	All-day field trip and community meeting
May 4	Fiscal Year 2026/27 Budget Workshop Including: <u>Staff and TAC Recommendations:</u> Planning Overall Work Program <u>Transit Productivity Committee (TPC) Recommendations:</u> Unmet Transit Needs Reasonable-to-Meet Finding Funding of MTA's Annual Transit Claim	
June 1	<u>Combined Recommendations of Staff & Committees:</u> Adoption of 2026/27 RTPA & COG Budgets <u>TAC Recommendations:</u> Adoption of 2026/27 Planning Overall Work Program	
July	No meeting this month	
August 24	Regular Business	Change to fourth Monday – this month only
September	No meeting this month	
October 5	Regular Business / Optional Tour of Plans & Projects – <i>TBD</i>	All-day field trip and community meeting
November 2	Discussion/Direction: Draft Regional Trans. Improvement Program (RTIP)	
December 7	Regular Business	

Related Meetings of Interest / Educational Options

March 9-11	CALCOG Delegates: 2026 Regional Leadership Forum – Long Beach California Association of Councils of Governments (calco.org)	Assn. of regional agencies; networking & current issues
February 19	2026 CTF Transportation Forum – Sacramento California Transportation Foundation (the-ctf.org)	CA's leading charitable transportation organization
November	Self Help Counties Coalition: 2026 Focus on the Future Conference http://www.selfhelpcounties.org/focus/	25 local agencies with transportation sales taxes



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda #18d
Reports
MCOG Meeting
12/1/2025

STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 11/21/2025

SUBMITTED BY: Jody Lowblad, Administrative Assistant

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

Date	Meeting/Event	Staff
Nov 4	Statewide RTPA Overall Work Program (OWP) Meeting	Barrett & Pedrotti
Nov 4	Caltrans System Investment Strategy (CSIS) Workshop	Barrett
Nov 4, 13	Caltrans Sustainable Transportation Planning Grant Meeting w/Willits	Barrett & Ortega
Nov 5	NREN Rural Energy Network (NREN) Database Workshop	Walker & Felice
Nov 5, 19	NREN Programs Meeting	Walker & Felice
Nov 5, 19	NREN Marketing Meeting	Walker & Felice
Nov 6	NREN CAECC Meeting	Walker & Felice
Nov 6, 7, 14, 21	NREN Residential Equity Breakout Meeting	Walker & Felice
Nov 7, 18	NREN Commercial Resource Acquisition (RA) Breakout Meeting	Walker & Felice
Nov 7	CALCOG Board Meeting	Barrett
Nov 7	Regional Vehicles Miles Traveled (VMT) Mitigation Program grant kick-off Meeting	Barrett, Ortega & Pedrotti
Nov 12	NREN Residential Resource Acquisition (RA) Breakout Meeting	Walker & Felice
Nov 12	NREN Willits Senior Center Public Outreach Event	Walker & Felice
Nov 12, 25	NREN Governing Partners Meeting	Barrett, Walker & Felice
Nov 13	MCOG/Caltrans Invoicing Meeting – Covelo Trail Project	Barrett, Sookne & Orth
Nov 13	NREN Veterans Stand Down Public Outreach	Walker & Felice
Nov 13	MCOG Social Services Transportation Advisory Committee (SSTAC) Meeting – Annual Unmet Transit Needs Workshop	Barrett, Orth & Lowblad
Nov 13, 20	NREN Residential RA Breakout	Walker & Felice
Nov 14	NREN Meeting w/All in One Heating	Walker & Felice
Nov 18	NREN Fort Bragg Senior Center Public Outreach	Walker & Felice
Nov 19	MCOG Technical Advisory Committee (TAC) Meeting	Barrett, Sookne, Ortega, Villa & Pedrotti
Nov 19, 26	NREN Business Plan Meeting Kick-Off	Barrett, Walker & Felice
Nov 20	NREN Workforce, Education & Training (WE&T) Meeting	Walker & Felice
Nov 20	NREN BlastPoint Platform Introduction	Walker & Felice
Nov 20	BlueZones Steering Committee	Barrett
Nov 20	NREN Public Equity Kick-Off Meeting	Walker & Felice
Nov 21	NREN MCOG/RCEA Admin Check-in	Barrett, Walker, Felice & Lowblad
Nov 21	Meeting with County Auditor-Controller	Orth & Barrett
Nov 21	Rural Counties Task Force (RCTF) Meeting	Barrett
Nov 24	Agenda Review with Chair	Orth & Barrett
Nov 26	NREN Data Check-in with Sam	Felice

We will provide information to the Board 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

STAFF REPORT

Agenda # 18e
Reports
MCOG Meeting
12/1/2025

TITLE: Deputy Director & CFO Retirement and Recruitment

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 11/24/2025

BACKGROUND:

This is the final agenda packet prepared under my supervision. I was first taught by Mary Hiatt from February 1996 to 1999 as an employee of Hiatt Consulting, which had the contract for MCOG's administration. When Phil Dow hired me at Dow & Associates in 1999, I took over the responsibility. Since then I have endeavored to maintain a consistent presentation for continuity, quality assurance, and appearance of the agency's public-facing content. With new staffing, this might look a little different, though I am confident MCOG will be well served going forward.

I would like to take this opportunity to note some operational improvements of the past 30 years under my watch, often with the help of fellow staffers. Highlights include:

- Databases for contacts, documents library, and records management
- QuickBooks accounting system
- Expanded budget package
- Newsletter, website, and logos
- Digitized documents for archives and general use
- Procedures manuals for Transportation Development Act (TDA) administration, finance, procurement, and records management; online board manual
- Shared cloud file storage for Administration and Planning staffs
- Remote Zoom public teleconference meetings
- ADA-compliant accessibility of all MCOG website documents.

Additionally, I brought Zero Emission Vehicle transportation planning to MCOG's Overall Work Program, leading several project phases from 1996 to 2019 with the encouragement and support of my employers, Technical Advisory Committee members, and the Board of Directors. From 2020 to 2025 I initiated and led the North State ZEV Working Group of the North State Super Region. This has been a personal interest that I hope others will carry on.

I'm grateful for permission to help manage several other community planning grant projects. Finally, I was pleased to assist with startup of the new Northern Rural Energy Network, from 2021 to 2025, now well underway in the care of highly capable staff.

It has been my honor and pleasure to serve. I appreciate the chance to learn so much about the public sector and to contribute in the company of many people dedicated to our community in Mendocino County and throughout California. Meanwhile I will be working part time through September 2026, and expect to attend those board meetings with MCOG's budget on the agenda.

Dow & Associates posts job openings on the Indeed recruitment website.

ACTION REQUIRED: None.

ALTERNATIVES: Not applicable.

RECOMMENDATION: None, for information only.



STAFF REPORT

TITLE: Northern Rural Energy Network (NREN) Update

DATE PREPARED: 11/24/25

MEETING DATE: 12/1/25

SUBMITTED BY: Orion Walker, Energy Program Manager

MCOG's NREN staff has been focusing on promoting and delivering our residential programs while continuing to work with our regional partners to develop our non-residential programs. Highlights of recent activity are as follows:

- Staff have been working with local Senior Centers and Veterans Halls to host events where seniors and vets receive an energy efficiency kit, sign up for a phone-based home assessment, and chat with staff about energy-saving strategies. In October events were held at Willits and Fort Bragg Senior Centers and Ukiah Vets Hall.
- The NREN regional partners have appointed MCOG Program Manager Orion Walker as the Program Lead for the Workforce Education and Training programs. Program planning committee meetings are underway, with first program offerings expected in Q1-2 of next year.
- Staff have been participating in NREN regional meetings to draft the Business Plan which will define program offerings and budget for the 2028-2031 funding period. The plan will be finalized and submitted next quarter.
- Residential program offerings are ongoing, with rebate applications being received and processed, phone-based home assessments being conducted, and energy efficiency kits being distributed.
- Hiring process is underway for an additional staff position. Once hired and trained, this new staff member will primarily assist with outreach and expanding capacity for delivering programs.
- The joint letter of interest with Sonoma County regarding Sonoma Clean Power's RFP for promoting the GridSavvy program was not selected. Staff are seeking feedback.
- Staff are working with regional partners to develop residential and non-residential "direct install" programs which will be launched in early 2026. These programs involve working directly with contractors to streamline installation and rebate processes for customers.
- The regional website (northernren.org) continues to be updated and developed with additional content. Residents can sign up there for Free Energy Efficiency Kits, Rebates, and Energy Efficiency Home Assessments.

ACTION REQUIRED: No action required – information only.

ALTERNATIVES: None.

RECOMMENDATION: No action required – information only.
