



AGENDA

Monday, June 2, 2014 at 1:30 p.m.

Primary Location:

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

Audioconference Location:

Caltrans District 1, 2430 6th St., Eureka

Additional Media for Later Viewing:

Public Access TV Channel 65 and <http://mendocinoaccess.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)

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

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

PUBLIC EXPRESSION

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

4. Presentation: State Route 128 Corridor Valley Trail Feasibility Study – *Alta Planning + Design*
5. Consideration of MCOG as Implementing Agency for Active Transportation Program Proposals: Covelo/Round Valley Multi-Modal Trail Project and Westport Bike Lanes Project
6. Fiscal Year 2014/15 RTPA Budget
 - a. Adoption of Resolution #M2014-04 Finding That There Are No Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2014/15
 - b. Adoption of Resolution #M2014-05 Allocating Fiscal Year 2014/15 Funds and 2013/14 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, and Planning
 - c. Adoption of Resolution #M2014-06 Allocating Fiscal Year 2014/15 Local Transportation Funds, State Transit Assistance, and Capital Reserve Funds and FY 2013/14 Carryover Funds to Mendocino Transit Authority
 - d. Adoption of Resolution #M2014-07 Allocating Regional Surface Transportation Program Funds for Fiscal Year 2014/15 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies
7. Technical Advisory Committee Recommendations of May 13, 2014:
Adoption of Final Fiscal Year 2014/15 Planning Overall Work Program (OWP)

8. Discussion and Direction: Regional Transportation Plan 2015 Update – Draft Goals & Policies
9. Authorization for Staff to Develop Local Agency Sub-Recipient Funding Agreement
10. Approval of Independent CPA Engagement for MCOG and Mendocino Transit Authority
Fiscal Audits – R. J. Ricciardi, Inc.

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.

11. Approval of May 5, 2014 Minutes
12. Acceptance of April 14, 2014 Transit Productivity Committee Minutes
13. Appointments to Transit Productivity Committee
14. Appointments to Social Services Transportation Advisory Council

RATIFY ACTION

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

REPORTS

16. Reports – Information
 - a. Mendocino Transit Authority
 - b. North Coast Railroad Authority
 - c. MCOG Administration & Planning Staff - Phil Dow
 1. Summary of Meetings
 2. Cycle 1 Active Transportation Program (ATP) Applications
 3. Status of Legislative Bills – *verbal report*
 4. Miscellaneous
 - d. MCOG Directors
 - e. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

17. Adjourn

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

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

ADDITIONS TO AGENDA

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

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

CLOSED SESSION

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

POSTED 5/27/2014



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 4
Regular Calendar
MCOG Meeting
6/2/2014

STAFF REPORT

TITLE: State Route 128 Corridor Valley Trail Feasibility Study – Presentation of Draft Report
SUBMITTED BY: Janet Orth, Deputy Director for Administration **DATE:** 5/23/2014

BACKGROUND:

This project was programmed in MCOG's Fiscal Year 2012/13 and 2013/14 Transportation Planning Work Programs, funded by a Caltrans Community-Based Transportation Planning Grant, matched with MCOG Local Transportation Funds. It was initiated by a community group called the Valley Trail Coalition, who asked MCOG to sponsor and apply for the grant.

The purpose of the State Route 128 Corridor Valley Trail Feasibility Study is to evaluate the feasibility of a multi-use, non-motorized trail along SR 128 in Anderson Valley, a 51-mile corridor from the Sonoma/Mendocino County line to the SR 128/SR 1 junction at the coast, and to develop a plan that provides implementable options leading to the eventual funding, planning, design, and construction of a multi-use trail in prioritized segments. The Study includes assessment of some parallel, off-highway alignments; however, the Study emphasis is on potential facility improvements within Caltrans right-of-way.

With the Executive Director's assistance, I have been working with the consultant team, District 1 staff and a Technical Advisory Group of local stakeholders throughout. Community engagement included a series of public workshops that were held November 2013 and March 2014. The Draft Study is open for public review and comment through May 30.

We are now in final steps to conclude this planning project by fiscal year end. A slide presentation will be presented at our meeting of June 2, by Nora Daley-Peng of Alta Planning + Design, the consultant project manager. The final study report will be completed June 30 and copies will be distributed in the next regular MCOG agenda packet for acceptance.

ACTION REQUIRED:

No action. Receive a presentation by the project consultant and invite further public testimony. Receive written Final Study for later acceptance at the August 18 meeting.

ALTERNATIVES:

None are identified. Hearing the presentation at this meeting will be within the contracted timeline for the project. The consultant will have traveled here from the Bay Area for this item.

RECOMMENDATION:

Receive a presentation by Alta Planning + Design, lead consultant for the project, on the State Route 128 Corridor Valley Trail Feasibility Study. Take this opportunity to ask questions of project team members present and to make any comments for the record. No action is required.

More information:

http://www.mendocinocog.org/reports_projects-SR128Trail.htm

<http://valleytrail.org/>



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 5
Regular Calendar
MCOG Meeting
6/2/2014

STAFF REPORT

TITLE: Consideration of Implementation Agency
Approval for ATP Projects

DATE PREPARED: 05/23/14
MEETING DATE: 06/02/14

SUBMITTED BY: Phillip J. Dow, Executive Director

BACKGROUND:

At the May Board meeting I highlighted the implications of MCOG's designation as the "implementing agency" for projects submitted under the new Active Transportation Program (ATP). This generated much discussion, but ultimately the Board authorized me to proceed with preparation of ATP applications. I stated my intent was to submit the Covelo application as MCOG's #1 priority and the Westport application as MCOG's #2 priority. This was done and MCOG is identified as the applicant agency on both submittals.

As stated at the May meeting, the proposed projects in Covelo and Westport involve State right-of-way. Caltrans has stated that they are supportive of both of these projects, but because of staffing and resource limitations, they are currently unable to commit to taking the lead agency status for project implementation. An agency capable of entering into State and Federal master agreements to implement the Westport project does not exist locally. Although Westport is in the unincorporated area of the county, it does not involve County-maintained roads, therefore does not involve the Mendocino County Department of Transportation (MCDOT). It should be noted that MCDOT did not participate in the ATP process this cycle because of their workload and delivery schedule. Similarly, the Covelo project involves no County-maintained roads.

Our dilemma now is that a new competitive program is available to potentially fund a number of pedestrian and bicycle projects in Mendocino County. In most cases, these projects lie within the jurisdiction of our four incorporated cities or on our county-maintained road system. The County and three of the four cities are fully capable of implementing their own projects should they be funded. Due to staffing limitations, Point Arena potentially would need help if an ATP grant were developed for the city. Projects that would be left out are those in unincorporated areas that involve State highway right-of-way.

Over the years, MCOG has produced planning products that identify ATP-type projects in Laytonville, Gualala, Point Arena, Westport, Ukiah, Willits, Covelo, Anderson Valley, and the entire Highway 1 corridor. We are now in the initial phase of a new project in Hopland. Much has already been done in Laytonville and what remains is unlikely to involve state highway right-of-way. The initial phase of the Gualala project is programmed in the State Transportation Improvement Program (STIP) and will be implemented by Caltrans as a locally funded State highway project. I hope that the remaining elements can be programmed in the 2016 STIP. I am unaware of any priority needs in Point Arena other than completion of remaining gaps in their Lake Street Safe Routes To School project. Ukiah and Willits are fully capable of applying for ATP funding as applicant agencies.

For the purposes of the ATP program as it pertains to projects in Mendocino County, a gap now exists in the implementation agency status for projects in unincorporated areas that involve state highways and/or do not involve County roads. At this time, the universe of projects entails anything on Highway 1 (other than in Fort Bragg or Gualala) that has been identified in the *Pacific Coast Bike Route/California Coastal Trail Engineered Feasibility Study* (Alta Planning + Design, 2013), projects within the State Route 162 corridor in Covelo as identified in *Covelo/Round Valley Non-Motorized Needs Assessment & Engineered Feasibility Study* (GHD, 2014), projects that may develop from the not quite complete *S.R. 128 Corridor Valley Trail Feasibility Study*, future projects that may be identified in the upcoming Hopland engineered feasibility study, and future projects in Point Arena. In these cases, if Caltrans is unwilling or unable to serve as the implementing agency, who will?

MCOG has yet to act as an implementing agency for either pre-construction activities (environmental, design, & right-of-way) or construction. Mendocino SAFE has been involved in implementation of the call box program for decades. Other regional transportation planning agencies around the state routinely perform this function. Some of these agencies are smaller than MCOG.

MCOG staff has served on various project development teams for many years involving projects on the State highway system and County roads. We have an understanding of the process and scope of work. If awarded ATP funding for either of the projects submitted by MCOG, the work plan would be guided through a Project Development Team including project partners. For Westport, it would include MCOG, Westport Village Society, Caltrans, and MCDOT (invited). For Covelo it would include MCOG, Round Valley Indian Tribes, Caltrans, and MCDOT (invited). Each phase would be contracted for and either managed in-house or through a separate Project Manager contract.

Funding for costs associated with implementing both of these projects are included in the grant application budgets. These costs must be paid for no matter the agency that ultimately implements the project. Although we know through experience that we really never know what the costs will be until the environmental work is complete, both applications that have been submitted recognize that the ATP must be fully funded with grant funds and appropriate contingencies incorporated.

To clarify discussion at the May meeting regarding the identification of implementing agency in the Cycle 1 ATP application, I again reviewed the application package. I confirm that there is no identification of implementing agency in the application itself. We found that the naming of implementing agency occurs in the Project Programming Request (PPR) form that must be submitted as an attachment to the application. Staff submitted the PPR forms identifying MCOG as the implementing agency for the Westport and Covelo ATP projects.

In summary, there are ATP-eligible projects that have been identified in various transportation planning efforts that I believe the Council would concur are high priorities for improvement. The regional transportation planning agency may need to serve as the implementing agency of last resort if other agencies are unable to perform this role. Without MCOG action, these projects may languish for years.

ACTION REQUIRED: Approve designation of MCOG as implementing agency for the S.R. 162 Corridor Multi-Purpose Trail (Phase I) and Westport Bike Lanes Active Transportation Program projects.

ALTERNATIVES: The Board may choose to (1) Not agree to approve implementing agency responsibility for both projects, (2) Agree to approve implementing agency status for only the Covelo project, or (3) Agree to approve applicant agency status for only the Westport project.

RECOMMENDATION: Staff recommends that the Board approve designation of MCOG as implementing agency for the S.R. 162 Corridor Multi-Purpose Trail (Phase I) and Westport Bike Lanes Active Transportation Program projects.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 6
Regular Calendar
MCOG Meeting
6/2/2014

STAFF REPORT

TITLE: Fiscal Year 2014/15 Regional Transportation Planning Agency (RTPA) Budget

SUBMITTED BY: Janet Orth, Deputy Director for Administration **DATE:** 5/21/2014

BACKGROUND:

I have prepared the stand-alone budget document, enclosed, including an overview, reference material, and the resolutions for adoption with all of the exhibits that detail the budget.

In May, I made a presentation to the Council, as an opportunity for input and questions. Staff and council members participated in a “workshop” to better understand the budget proposals and how these were developed. The draft budget included recommendations from our standing committees during budget development, which were documented in the staff report, presentation, and committee meeting minutes. This information also is summarized for the record in the allocating resolutions.

Final notes for your information:

- ✓ Staff has collected all necessary data to make the findings required by the Transportation Development Act (TDA) for funding of Mendocino Transit Authority’s annual claim. All supporting documentation for the resolution will be on file and available for verification. When MTA adopts their final budget later in June, we expect to have all of the information required to be submitted with the claim for funds, before the new fiscal year begins.
- ✓ As anticipated, the Transportation Planning Overall Work Program (OWP) proposal has increased from \$598,870, consisting of new funds reported at the budget workshop, to \$1,200,370, resulting from the addition of seven projects carried over from the previous fiscal year and one new grant. - *Refer to staff report under Agenda #7.*
- ✓ The Regional Surface Transportation Program (RSTP) proposed allocation has been updated since the May workshop. The FY 2013/14 exchange agreement has been executed, such that more funds due to regional agencies for this year are expected to be added to FY 2014/15 funds. The budget proposal for FY 2013/14 has increased from \$645,185 to \$708,399.

The Council as a whole has taken no action on the budget during this process. The budget before you now is the result of all deliberations by standing committees and staff. The time has come to adopt the budget, by way of allocating resolutions, for the coming fiscal year.

ACTION REQUIRED:

- a. Adopt the resolution to make the annual finding of Unmet Transit Needs. This documents the process that began the budget cycle with the Social Services Transportation Advisory Council’s workshop last November and will conclude with this finding by resolution.
- b. Adopt the resolution to fund MCOG activities: Administration, Bicycle & Pedestrian Facilities, and Planning. The budget component for Planning will fund the Overall Work Program. The OWP is to be adopted under a subsequent agenda item.

- c. Adopt the resolution to fund Mendocino Transit Authority operations, capital needs, and senior center transportation contracts.
- d. Adopt the resolution to allocate RSTP funds for MCOG's Partnership Funding Program, Local Assistance, and Distribution by Formula to Member Agencies.

ALTERNATIVES:

- a. The Council could adopt an alternative finding that “*there are unmet transit needs that are reasonable to meet,*” in which case MTA would be asked to revise its claim to include funding of identified needs, which the Council must allocate. Or you could choose not to make any finding, thereby not concluding the annual process, which we are not required to conduct.
– *not recommended*
- b. If the Council chooses to make changes to the budget for Administration, Bicycle & Pedestrian program, or Planning, direct staff to adjust the allocating resolutions accordingly and authorize the Chair to execute them, so that funds can be released on time. The next opportunity for Council approval would be the August 18 meeting, and delay could cause hardship for the agencies that depend upon the funds to be allocated. Or, the Council could release portions of individual budget line items as needed until the budget is adopted. As discussed at the May workshop, a budget amendment may be advisable to accommodate new professional services agreements for staffing. – *changes not recommended at this time*
- c. The Council could request that MTA revise their claim. – *not recommended*
- d. The Council could revise its established policy for allocation of RSTP funds. However, as noted in the resolution, “It is MCOG’s intention to reevaluate its RSTP formula for distribution to the member agencies if a forthcoming federal transportation legislative bill substantially changes the amount of, or designated use of, RSTP funds.” Last year we noted the intention to reevaluate this when a new bill was implemented, however MAP-21 is only a two-year bill, so it seems premature to revise policy at this stage. – *not recommended*

RECOMMENDATION:

Staff concurs with the recommendations of the three committees. Approve the FY 2014/15 RTPA Budget by adopting the four resolutions for execution by the Chair.

Enclosure: 2014/15 Budget (as separate bound document)

NOTE:

A limited number of print copies of this draft Budget are available. Additional copies of the final adopted Budget will be produced and distributed. Electronic copies are available by request and will be posted on MCOG’s website.



**MENDOCINO COUNCIL OF GOVERNMENTS
STAFF REPORT**

**Agenda # 7
Regular Calendar
MCOG Meeting
6/2/2014**

TITLE: TAC Recommendation - FY 2014/15 Final Overall Work Program **DATE SUBMITTED:** 5/20/14
MEETING DATE: 6/2/14

SUBMITTED BY: Loretta J. Ellard, Assistant Executive Director

BACKGROUND:

Enclosed for your review and approval is the proposed FY 2014/15 Final Overall Work Program (OWP). As previously reported, the Draft Work Program was reviewed and recommended by the TAC at their February meeting, and submitted to Caltrans by the March 1 due date.

This Final Work Program incorporates projects included in the Draft, as well as one new grant project and seven carryover projects. It also responds to Caltrans' comments, which were minor.

The TAC reviewed the Final Work Program at their meeting on May 13, 2014 and unanimously recommended that it be approved by MCOG.

The Final Work Program includes a total of 23 work elements, including seven carryover projects, as follows:

W.E.	Agency	Project	Amount
1	MCOG	Current Planning	\$ 118,000
2	MCOG	Long Range Planning	\$ 26,000
3	Ukiah	Storm Drain Maintenance & Rehabilitation Study <i>(Carryover)</i>	\$ 22,000
4	Co. DOT	Study of Co. Urbanized Area Storm Water System, Ph. 2	\$ 57,000
5	MCOG	Zero Emission Vehicle Regional Readiness Plan, Ph. 2 <i>(New Grant)</i>	\$ 25,000
6	Co. DOT	Combined Special Studies	\$ 30,000
7	MCOG	Planning, Programming & Monitoring (PPM)	\$ 54,000
8	Ukiah	Gateway Streetscape Study - Perkins Street <i>(Carryover)</i>	\$ 24,000
9	Ukiah	Gateway Streetscape Study - Gobbi Street	\$ 37,000
10	MCOG	Regional Transportation Plan (RTP) - 2015 Update, Ph. 2	\$ 42,500
11	Ft. Bragg	City Surrounded by a Bike Path <i>(Carryover)</i>	\$ 75,500
12	Ft. Bragg	Noyo Harbor Access Plan	\$ 55,770
13	MCOG	Climate Change Adaptation Pilot Strategy <i>(Carryover)</i>	\$ 1,000
14	MCOG	Training	\$ 11,000
15	MTA	MTA - Bus Stop Review, Ph. 2	\$ 25,000
16	MCOG	Multi-Modal Transportation Planning	\$ 22,000
17	MCOG	Public Transit - Human Services Coordinated Plan Update	\$ 5,000
18	MCOG	Geographic Information System (GIS) Activities	\$ 5,600
20	MCOG	Grant Development Assistance	\$ 20,000
21	MCOG	Hopland Engineered Feasibility Study <i>(Carryover)</i>	\$ 148,000
23	MCOG	Greater Ukiah Area Micro-Simulation Model <i>(Carryover)</i>	\$ 248,000
24	MCOG	Regional Project Management	\$ 90,000
25	MTA	Countywide Transit Ridership Survey <i>(Carryover)</i>	\$ 58,000
		Total	\$1,200,370

As proposed, the FY 2014/15 Final Overall Work Program totals **\$1,200,370**. For comparison purposes, the Final (Amended) FY 2013/14 Overall Work Program contains 28 work elements and totals **\$1,741,721**. The financial summary pages (9-12) provide a breakdown of funding sources and claimants.

ACTION REQUIRED: Adopt FY 2014/15 Final Overall Work Program.

ALTERNATIVES: Revise work elements or refer back to TAC (*not recommended*).

RECOMMENDATION: Accept TAC recommendation to adopt FY 2014/15 Final Overall Work Program, and authorize Executive Director to sign certifications and OWP Agreement and forward to Caltrans as required.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 8
Regular Calendar
MCOG Meeting
6/2/2014

TITLE: 2015 Regional Transportation Plan
Draft Goals & Policies

DATE PREPARED: 05/20/14
MEETING DATE: 06/02/14

SUBMITTED BY: Nephele Barrett, Senior Planner

BACKGROUND:

MCOG staff has started the process of updating the Regional Transportation Plan (RTP). The RTP is the major transportation planning document for the region, required to be updated every five years. The update to the plan is due in fall of 2015. The RTP must address all transportation modes within a region, establish goals and policies, identify needs, prioritize actions, and consider financial options.

The initial step of this RTP update is to develop goals, objectives and policies for the plan as a whole. In the last RTP update in 2010, the goals and policies were substantially rewritten. The Executive Committee was involved in the revision process and all new goals, objectives and policies were adopted by the MCOG Board as part of the 2010 RTP. Because of the major changes in the last plan, only minor revisions and additions are proposed for this RTP.

Staff has developed a draft of the Goals, Objectives & Policies section of the RTP. The changes to this section reflect new programs that have been put in place at the regional, state and federal level since the last RTP. Changes have also been made to more accurately reflect areas where MCOG has influence. The proposed changes included in the draft are summarized below:

- Policies and objectives added related to implementation of the Vision Mendocino 2030 Regional Blueprint Plan
- Policy added regarding electric vehicle infrastructure
- Policy added to recognize different Level of Service standards where highways serve as “Main Street”
- Policies and objectives modified to reflect new Active Transportation Program
- Objectives and policies modified for aviation, rail and maritime elements to reflect MCOG’s limited involvement or influence.
- Objective and policies added related to financial partnership with tribal governments for transportation projects
- Policies deleted related to prioritization for agencies with transportation impact fees, as none exist
- Objective and policies added to reflect MCOG’s more active role in grant application and implementation for construction projects
- Objective and policies added to highlight the importance of system preservation.

We ask that you review the draft and provide input and suggestions. We anticipate providing the Board with drafts of the different sections of the RTP throughout the next year. A public outreach effort will also be part of RTP development, and will include gathering input through online surveys and alternative forms of input as well as workshops.

ACTION REQUIRED:

Review the working draft of the 2015 Regional Transportation Plan *Goals, Objectives & Policies* and provide comments and input. Comments will be accepted until August 1, 2014. A revised draft incorporating comments received from the board will then be placed on the August MCOG agenda.

ALTERNATIVES:

None identified.

RECOMMENDATION:

Review the working draft of the 2015 Regional Transportation Plan Goals, Objectives and Policies and provide comments and input by August 1, 2014.

GOALS, OBJECTIVES, POLICIES

PREAMBLE

Transportation helps shape an area’s economic health and quality of life. Not only does the transportation system provide for the mobility of people and goods, it also influences: air quality, environmental resource consumption, social equity, “smart growth,” economic development, safety, and security. Transportation planning recognizes the critical links between transportation and other societal goals.

This Regional Transportation Plan (RTP) is more than a mere listing of capital investments, it is a strategy for operating, managing, maintaining, and financing the area’s transportation system in such a way as to advance the long-term societal goals of the communities of Mendocino County and the long-term societal goals of the State of California.

This RTP emphasizes a strategy of investing transportation funds to bring greater mobility and access to services for all residents – including pedestrians, bicyclists, transit passengers of all ages and abilities, as well as trucks, buses and automobiles. Among other things, this strategy will reduce green house gas emissions (GHG) and household expenses by reducing vehicle miles traveled (VMT). This strategy will also bring economic and cultural renewal to every community in Mendocino County – because as public investments improve each community’s public spaces, private investments follow.

In summary, this RTP provides a comprehensive strategy – one that leverages regional transportation funds to advance the long-term societal goals of the communities of Mendocino County and the State of California.

POLICIES ON CLIMATE CHANGE & THE ENVIRONMENT

Goal: Build a combination of transportation facilities that, when evaluated as a group, will result in improved air quality, and reduce transportation-related air toxics and green house gas emissions in Mendocino County.

Objectives	Policies
Coordinate transportation planning with air quality planning.	Continue to include Air Quality representation on the Technical Advisory Committee and in the decision making process.
	As feasible, evaluate air quality impacts of proposed transportation improvements in the transportation modeling process.
Invest in transportation projects that will help Mendocino County residents to proportionately contribute to the California greenhouse gas reduction targets established by Assembly Bill 32 and	Evaluate transportation projects based on their ability to reduce Mendocino County’s transportation-related greenhouse gas emissions.
	Prioritize transportation projects which lead to reduced greenhouse gas emissions.
	Participate with other agencies in Blueprint Planning activities

SB 375.	that may lead to reduced vehicle trips/vehicle miles travelled.
	Monitor new technologies and opportunities to implement energy efficient and nonpolluting transportation infrastructure.
	Continue to consider bicycle transportation, pedestrian, and transit projects for funding in the State Transportation Improvement program (STIP).
	Continue administrative, planning, and funding support for the Region’s transit agency, Mendocino Transit Authority.
	Encourage private investment in a countywide electric vehicle charging station network and seek funding to fill gaps in the network where it is not feasible for private enterprise.
Ensure transportation improvements are subject to adequate environmental review and standards.	Monitor transportation projects funded through MCOG to ensure that CEQA and NEPA requirements are being met.
	Coordinate and consult with resource agencies when implementing transportation projects.

LAND USE, ACCESSIBILITY AND THE ECONOMY

Goal: Encourage coordination of land use and public investments in a way that improves accessibility to services, employment and housing – thereby strengthening the local and state economies.

Objectives

Policies

Encourage local entities to direct private development to priority urbanized areas where services can best be provided at lowest public cost and least environmental consequences.	Work with the County of Mendocino and the county’s cities to create a regional blueprint that identifies priority development areas where new land division and land use intensification should be directed.
	Consider transportation grant programs to encourage Mendocino County governments to support infill construction in identified priority development areas.
Encourage equity in providing transportation services and facilities.	Prioritize transportation projects that ensure residents – regardless of income – have equitable access to vital services, employment and educational opportunities.

VISION MENDOCINO 2030 IMPLEMENTATION

Goal: Encourage implementation of the preferred “Infill/Natural Resource Based Economy Growth” scenario and principles of the Vision Mendocino 2030 Regional Blueprint Plan.

Objectives	Policies
Encourage infrastructure projects that support the preferred scenario.	Consider prioritizing projects that improve connections to natural resource production centers.
	Consider prioritizing projects that support infill growth, such as bicycle, pedestrian improvements or projects that improve vehicle operations in areas that are already developed.
Promote the principles of the Vision Mendocino 2030 plan.	Consider grant opportunities that would provide funding to implement or provide further planning to support the principles of the blueprint plan.
Support non-transportation efforts throughout the county that support the Vision Mendocino 2030 principles.	Participate in or support efforts to promote development of the local food systems and related policies
	Support local efforts to bring broadband internet services to outlying areas of the county.
	Coordinate with local planning departments during development of land use planning documents to ensure consistency with the Vision Mendocino 2030 plan principles, including those related to infill growth, adequate housing supply, and community design.
	Coordinate with the Economic Development and Financing Commission to encourage consistency with the Vision Mendocino 2030 plan in the Comprehensive Economic Development Strategy.

COMPLETE STREETS

Goal: To improve our public spaces so the street, road and transportation system meets the needs of all surface transportation modes, including vehicular, bicycle, pedestrian and transit.

Objectives	Policies
Incorporate bicycle, pedestrian and transit improvements when planning roadway improvements, unless the roadway is exempt by law, or the project receives a specific waiver authorized through a public, high-level process, or for basic maintenance and rehabilitation activities.	Coordinate funding programs to provide multiple components of an infrastructure project when appropriate.
	Seek funding sources for multiple modes of transportation.
	Facilitate coordination between local transportation agencies and Mendocino Transit Authority.
	Consider waivers in cases where environmental issues constrain improvement options, transit service is not planned or currently provided, or where the benefit/cost ratio of providing bike/pedestrian improvements is low (as would be expected in isolated rural areas).
Provide new bicycle, pedestrian and transit facilities on existing streets and roads where none exist.	Seek funding to fill gaps in bicycle and pedestrian facilities adjacent to roadways and provide bus stop improvements along fixed transit routes.

GOODS MOVEMENT

Goal: A transportation system allowing the efficient free flow of goods and freight, including agricultural goods, within and through the region.

Objectives	Policies
Develop State Highway routes capable of efficiently moving goods and agricultural products to, from, and through the Region.	Prioritize State Highway and local road projects that improve connectivity and overall mobility, and increase efficiency with which freight can travel throughout the region.
	Support State efforts to develop a Surface Transportation Assistance Act (STAA) route along the existing alignment through Richardson Grove State Park to eliminate the only STAA gap between the Bay Area and Eureka.
Re-establish freight rail service in Mendocino County.	Support the efforts of the North Coast Railroad Authority to re-establish freight rail service in Mendocino County if viable and financially feasible.

TRANSPORTATION SECURITY AND EMERGENCY RESPONSE

Goal: Provide a safe transportation system and enable rapid and safe evacuation and emergency response.

Objectives	Policies
Coordinate with local and state agencies on security and emergency response planning efforts.	Encourage local agencies and airports to work with Mendocino County Office of Emergency Services to prepare for emergency response and security.
	Identify key transportation routes for evacuation as well as emergency responder access.
Encourage the provision of safety measures for all modes of the regional transportation system.	Consider safety features when planning new transportation projects, such as lighting fencing, that would improve safety and security of travelers.
	Consider new technologies to improve security, such as on-board security equipment for transit and changeable message signs for roads and highways.

STATE HIGHWAY SYSTEM

Goal: Provide safe, efficient transportation for regional and interregional traffic while maintaining quality of life for residents of the county.

Objectives	Policies
Provide timely improvements to the Principal Arterial (major highway) system consistent with statewide needs and regional priorities.	Identify improvements to the major corridors consistent with route concepts.
	Seek funding for priority improvements identified on major corridors and interregional routes, including the consideration of RIP programming and pursuit of other State and Federal funding sources.
	Prioritize completion of all phases of the U.S. 101 bypass of Willits consistent with the adopted EIR/EIS for that facility.
	Identify, prioritize, and seek funding for access improvements (interchanges & intersections) to the Principal Arterial System.
	Consider funding participation in staged widening of two-lane segments of U. S. 101 south of Ukiah.
Provide a system of Minor Arterial Highways consistent with statewide needs and local priorities.	Encourage State funding for maintenance of Minor Arterial Highway segments within the County.
	Coordinate with Caltrans to identify and program needed operational and safety improvements.
	Consider local funding partnership to correct safety concerns as appropriate.
Provide safe traveling conditions on all State Highways within Mendocino County.	Prioritize projects that correct safety issues (particularly in locations with high accident rates) for support and funding consideration.
	Implement a system of motorist aid call boxes consistent with the Call Box Implementation Plan per MCOG’s role as the Service Authority for Freeway Emergencies (SAFE) for Mendocino County.
Provide for efficient, free-flowing travel on all State Highways in Mendocino County.	Maintain a minimum Level of Service C on rural segments of the Principal Arterial System and a minimum Level of Service of D in “urbanized” areas as measured by the current Highway Capacity Manual.
	Maintain a minimum Level of Service D on the “main line” at all interchanges and at-grade crossings on the state Highway System.
	Consider a lower standard for Level of Service along segments of State Routes that serve as “Main Street” through communities.
	Consider programming RIP funding for projects that maintain or improve Level of Service to standards identified herein.
Balance the needs for transportation improvements with quality of life for	Consider context sensitive solutions when planning and designing highway improvements, particularly in communities where a

residents of and visitors to the region.	State highway serves as “Main Street.”
	Consider “complete streets” strategies when planning major corridor improvements that include the needs of bicyclists, pedestrians, and transit users.
	Pursue multiple funding sources (STIP, ATP, etc.) on corridor projects to fund multiple modal aspects of the project.

LOCAL STREETS & ROADS

Goal: Provide a safe and efficient transportation network, connecting local community roads and major transportation corridors and meeting the transportation needs of the communities served by these facilities.

Objectives

Policies

Identify and prioritize capital improvements to the regional road system	Conduct planning activities, such as development of CIPs, to identify critical, high priority improvements.
	Seek funding for needed improvements, including consideration of RIP funding and other state and federal grant sources.
	Prioritize improvements to principal local roadways, particularly those providing primary access to communities, those that connect to the State Highway system, or those that relieve the impact on the State Highway system.
Balance the need for safety and operational improvements with the need for maintenance of the existing system.	Maintain a Pavement Management Program to analyze and determine the best use for funds available for pavement maintenance and rehabilitation.
	Assist local agencies in identifying, prioritizing, and funding safety improvements on local streets and roads systems.
	Seek reliable funding sources for ongoing maintenance and rehabilitation efforts in order to protect investment in existing system.
Provide for alternative forms of transportation on local street and road networks.	Consider “complete streets” strategies when planning and implementing local street and road improvements, including the addition/improvement of bicycle and pedestrian facilities and transit stops.

NON MOTORIZED TRANSPORTATION

Goal: Provide a safe and useable network of bicycle and pedestrian facilities throughout the region as a means to lessen dependence on vehicular travel and improve the health of Mendocino County’s residents.

Objectives	Policies
Maximize funding opportunities for local agencies to develop and construct bicycle and pedestrian facilities.	Update the Regional Bikeway Plan and/or Regional Active Transportation Plan on a timely basis to ensure local agency eligibility for Active Transportation Program Bicycle Transportation Account funds and other grant programs.
	Provide support to local agencies in pursuing grant funding such as Active Transportation Program funding Safe Routes to Schools and the Bicycle Transportation Account .
	Continue to reserve and allocate 2% of Local Transportation Funds for bicycle and pedestrian projects.
	Seek funding for needed improvements, and consider RIP funding and other state and federal grant sources.
Provide a non motorized transportation network that offers a feasible alternative to vehicular travel.	Prioritize improvements providing access to schools, employment and other critical services.
	Prioritize projects that link to an existing facility or provide connectivity.
	Fund planning activities in MCOG’s Work Program to identify priority improvements for commute purposes, such as safe routes to schools plans.
	Consider the addition/improvement of bicycle and pedestrian facilities when planning and implementing local street and road improvements.
Encourage healthier lifestyles through increased walking and biking.	Coordinate with health organizations to promote alternative forms of transportation.
	Support educational programs to promote increased walking and biking.
	Encourage development adjacent to existing pedestrian and bicycle systems.
Improve property value and strengthen local economies through more accessible commercial and residential areas.	Encourage the addition of pedestrian and bicycle improvements in local business areas and existing residential areas.

TRANSIT

The Mendocino Transit Authority is the Consolidated Transit Service Agency for Mendocino County and provides the majority of transit services throughout the county, including support for paratransit services provided by non-profit organizations. Although MTA has their own board of directors which sets policies for the transit agency, MCOG does have an active role in transit. The following are MCOG’s goals, objectives and policies related to transit. MTA’s goals and policies can be found in their Short Range Transit Development Plan (March 2012).

Goal: A coordinated and effective public transit system, which serves the needs of the citizens of Mendocino County, to the extent feasible.

Objectives	Policies
Fund public transit services to the extent that there are demonstrated transit needs, existing service demonstrates good performance, and resources are available.	Conduct annual unmet transit needs process.
	Continue to maximize Transit Development Act funding for Mendocino Transit Authority and maintain a capital reserve fund.
	Pursue all available funding for transit operations and capital needs, including consideration of RIP funds for transit capital needs when appropriate as well as acting as official grant applicant when appropriate.
	Continue funding the LTF Reserve Fund to ensure transit continuity when LTF revenues fail to meet projections.
Ensure that transit operates in an efficient and effective manner.	Prepare coordinated transportation plans as required, identifying opportunities for coordination or consolidation in services.
	Fund and coordinate triennial performance audits and annual fiscal audits of MTA.
	Conduct annual meetings of the Transit Productivity Committee to review transit system performance and review/adjust performance standards.
	Consider the needs of the transit system (bus stops and bike/pedestrian access) when planning roadway improvements
Support transit needs of seniors, the disabled, and low income individuals.	Coordinate annual grant programs, such as FTA Section 5310, JARC and New Freedom programs and provide assistance to agencies in preparing applications as appropriate.
	Conduct meetings of the Social Services Transportation Advisory Committee, a minimum of once each year. Involve the SSTAC in transportation planning activities as appropriate.

RAIL TRANSPORTATION

Goal: A fully operational rail transportation system connecting Mendocino County to interregional, state and national rail system service, providing safe and efficient access for freight and passenger movement.

Objectives	Policies
Provide support to rail operators as appropriate.	Coordinate with NCRA in planning efforts providing support as needed and appropriate.
	Monitor activities of NCRA, assuring the protection of MCOG and its member jurisdictions investments.
	Maintain policy support and encourage funding by State and Federal agencies for rail planning and implementation.

	Consider RIP funding for high priority rail/grade crossing improvements on local streets and roads.
Encourage full use of rail right of way.	Coordinate and encourage efforts to create multi use trails within rail right of way, while retaining use of rails and insuring public safety.
	Support retention of rail right of way for transportation and other public purposes in the event of railroad closure or abandonment.
Seek reliable funding sources for rail operations.	MOVED TO FIRST OBJECTIVE
Improve economic vitality of the region through rail related tourism.	Support coordination between the tourist industry and rail providers.

AVIATION

Goal: A safe, efficient, and well maintained system of airports that meet the aviation needs of Mendocino County residents, visitors, commerce, and emergency services.

Objectives

Policies

Ensure the long term stability of the Region’s airports through resolution of land use issues.	Encourage adoption and periodic update of Comprehensive Land Use Plans (CLUPs) for each airport.
Improve air facilities and maintain each airport at an acceptable level of service and in good repair.	Support and assist airport facility owners in grant application processes and with communication/coordination with the Division of Aeronautics, the California Transportation Commission, and the F.A.A.
	Assist local agencies with development of Airport Capital Improvement Programs (CIPs).

MARITIME

Goal: An adequate, well maintained, safe and efficient system of maritime facilities that meet the regional and interregional needs of commercial, recreational, and emergency services maritime vessels.

Objectives

Policies

Maintain and improve existing publicly owned maritime facilities	Support the identification and allocation of resources for maritime facilities at Noyo Harbor and Arena Cove.
Develop future maritime facilities based upon adopted master plans.	Support the development of future maritime facilities that are based upon established needs, are financially viable, and are consistent with general plans.
Provide adequate public access to	Support the maintenance and improvement of public access

maritime facilities.	(streets/roads, bikeways, pedestrian facilities and transit) to established maritime facilities.
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TRIBAL TRANSPORTATION

Goal: For Tribal residents within Mendocino County to have safe, effective, functional transportation systems, including streets, roads, pedestrian and bicycle facilities and transit.

Objectives

Policies

Implement activities in a knowledgeable, sensitive manner respectful of tribal sovereignty.	Consult with and involve the tribes in the development of planning documents. Routinely, this applies to development of the Regional Transportation Plan and the biennial State Transportation Improvement Program.
	Provide the tribes with information regarding various Federal, State, and local transportation grant programs for which they may qualify.
	Routinely transmit MCOG’s policy and program recommendations, actions, and information having potential effects on the tribes’ land or resources to the tribes.
Establish and maintain government-to-government relationships with the tribes in order to establish clear and open, ongoing communication between MCOG and the tribes	Meet with the tribes to review the status of the government-to-government relationships and exchange information, as appropriate.
Provide a transportation network that safely and sufficiently provides access between tribal lands and their surrounding communities.	Coordinate with tribes to consider financial partnership on projects that serve tribal lands.
	Coordinate with tribes and surrounding communities to identify safety concerns on the transportation network serving their areas.

FINANCIAL POLICIES

Goal: To provide proper stewardship of transportation resources and maximize the effectiveness of these resources to fulfill RTP goals and objectives.

Objectives

Policies

Maximize the effectiveness of transportation funding resources.	Prioritize transportation projects which fulfill multiple RTP goals and objectives, when selecting or nominating projects for funding.
	Prioritize projects that lie within those agencies that have adopted and implemented transportation impact fee programs.
	Reserve a portion of funds made available through the Surface Transportation Program (or subsequent program adopted by

	Congress) for the purpose of partnering with local agencies and Caltrans to construct regional priority transportation projects.
	Direct Regional Improvement Program (RIP) funding in the State Transportation Improvement Program (STIP) to capital projects: (1) on state Highways (2) on major local highways that connect to State Highways (3) on major local highways that facilitate through traffic or otherwise relieve State Highways, or (4) on major local highways that serve communities not served by the State Highway system.
Ensure planning and construction funds are awarded to projects with a plausible financing plan that will lead to timely construction of projects.	Require funding plans to be submitted as a component of all applications for MCOG planning, project development, right-of-way, and construction funding. Funding plans are to commensurate with project complexity and are to ensure that regionally funded projects are feasible, fundable, and timely.
Diversify funding sources for transportation projects.	Encourage agencies to federalize transportation projects that are eligible for federal funds, if feasible.
	Prioritize projects where agencies have adopted capital improvement fees to ensure new development pays its proportional share of the cost of transportation improvement projects.
	Prioritize projects within those agencies that have provided matching funds for a project, not limited to transportation funding.
	Assist local agencies in identifying and obtaining local funding sources such as transportation development fees and local transportation sales taxes.
	Consider MCOG sponsorship and/or matching fund commitments for transportation planning grants that will further the goals and objectives of the RTP.
Secure grant funding for local capital transportation projects from competitive, state and federal sources.	Conduct planning activities that promote grant eligibility, such as the Coordinated Human Services Transportation Plan and regional bikeway plan.
	Consider funding sources, such as RSTP, for conducting project development activities, including environmental review and design, in order to have construction ready projects.
	Consider acting as implementing agency when applying for grant funding for priority construction projects when no other agency is able to act as such, particularly for projects that have multiple jurisdictional benefits, such as along a state highway that serves as Main Street in a local community.
Secure reliable, ongoing funding for systems preservation efforts on local streets, roads and bridges in order to	Support and participate in statewide and regional efforts to examine the rehabilitation and maintenance needs of existing transportation networks.

protect investment in existing system.	Encourage the California Transportation Commission to reconsider their low prioritization of roadway reconstruction projects.
	Pursue local funding options for maintenance and rehabilitation, such as a transportation sales tax.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 9
Regular Calendar
MCOG Meeting
6/2/2014

STAFF REPORT

TITLE: Development of Local Agency Sub-Recipient Funding Agreement

SUBMITTED BY: Janet Orth, Deputy Director for Administration **DATE:** 5/21/2014
with Loretta J. Ellard, Assistant Executive Director

BACKGROUND:

The purpose of this agenda item is to request authorization for staff to develop a local agency sub-recipient funding agreement and distribute to local agencies for execution, to be effective with the new fiscal year beginning July 1, 2014. Since the MCOG Board is not scheduled to meet again before then, we plan to provide a copy of the final agreement template in the next Information Packet.

As the recipient of State and Federal funds, MCOG is required to enter into various funding agreements (i.e. Master Fund Transfer Agreement (MFTA); Overall Work Program Agreement (OWPA); Planning, Programming & Monitoring (PPM) Agreement; RSTP Exchange Agreement; and individual Fund Transfer Agreements for transportation planning grants) with the State. These agreements include numerous requirements of the recipient agency (MCOG) as well as sub-recipients (County, Cities, MTA).

In addition to the myriad of compliance regulations in these agreements, there are other laws and statutes that govern funds awarded to MCOG, including the Transportation Development Act (TDA), and regulations through the Caltrans Office of Regional & Interagency Planning (ORIP) that govern Rural Planning Assistance (RPA) and federal Consolidated Planning Grants (CPG).

Currently, MCOG enters into funding agreements as needed, and agrees to comply with the stated requirements. However, there is a gap in our local process in that MCOG's requirements of local member agencies (sub-recipients) have not been well documented or enforced. Although there are some specific agreements that we require local agencies to sign (e.g. RSTP agreement), there is no comprehensive agreement that covers all funding sources and obligations.

This is becoming an issue of growing concern, and MCOG staff recommends that our relationship with local agencies be strengthened and formalized to address this shortfall. Although this was not a finding in our recent State audit, that audit did result in staff making efforts to tighten up our compliance procedures in all areas. We believe that this step will also strengthen our ability to encourage local agencies to submit annual audits as required by TDA, as we have ceased to provide non-transit local claimant audits for reasons of cost effectiveness.

Staff has reached out to other Regional Transportation Planning Agencies to inquire whether they require similar sub-recipient agreements, and we are in the process of developing a draft agreement. Attached is an outline of what we expect to include in the agreement.

We will be glad to discuss this further and answer any questions in the meeting.

ACTION REQUIRED:

Authorize MCOG staff to develop a Local Agency Sub-Recipient Funding Agreement and distribute it to local agencies for execution, to be effective July 1, 2014 for FY 2014/15.

ALTERNATIVES:

- 1) Direct staff to bring back a draft Local Agency Sub-Recipient Funding Agreement to the full Council for approval.
- 2) Delay implementation of this issue pending selection of new MCOG contractors.

RECOMMENDATION:

Authorize MCOG staff to develop a Local Agency Sub-Recipient Funding Agreement for distribution to local agencies for execution, to be effective July 1, 2014, and to provide a copy of the final agreement template in the next Information Packet.

/e

Enclosure:

Outline of proposed Local Agency Sub-Recipient Funding Agreement terms

MCOG Local Agency Sub-Recipient Funding Agreement – Draft Outline

J. Orth 5/22/2014

Sources include:

- State Master Fund Transfer Agreement (MFTA)
- State Overall Work Program Agreement (OWPA)
- State Planning, Programming & Monitoring (PPM) Funds Agreement
- State Regional Surface Transportation Program (RSTP) Exchange Agreement
- State Grant Fund Transfer Agreements
- Caltrans 2013 Regional Planning Handbook
- 2013 Caltrans Audit of MCOG
- Transportation Development Act (TDA)

I. State and Federal Compliance Requirements:

- A. Generally Accepted Accounting Principles (GAAP)
- B. Contract Cost Principles and Procedures (48 CFR, Chapter 1, Part 31, et seq.)
- C. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (49 CFR, Part 18)
- D. Cost Principles for State, Local and Tribal Governments (Title 2, CFR, Part 225)
- E. Records Retention and Right to Audit
- F. Deposit Funds to Separate Account (e.g. Street Improvement Fund/County Road Fund)
- G. Travel Expenses and Per Diem Rates (State of California Department of Personnel Administration)
- H. Indirect Cost Allocation Plan as applicable
- I. Non-Discrimination clauses
- J. Disadvantaged Business Enterprise (DBE) Obligation
- K. Title VI of the Civil Rights Act of 1964
- L. Equal Employment Opportunity
- M. Americans with Disabilities Act (ADA)
- N. Drug-Free Workplace
- O. Lobbying exclusion

II. Transportation Development Act (TDA)

Local Claimant Non-Transit Annual Fiscal Audit (PUC Sec. 99245, CCR 6663, 6664, 6666)

III. General Terms

- A. Reimbursement Basis for Payments
- B. Hold Harmless clauses
- C. Prompt Progress Payments to Subcontractors (CA Business & Professional Code, Section 7108.5)
- D. Exclusion of Consultant Mark-up of Costs
- E. No Financial Interest/Conflict



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 10
Regular Calendar
MCOG Meeting
6/2/2014

STAFF REPORT

TITLE: Approval of Independent CPA Engagement for MCOG and MTA Fiscal Audits

SUBMITTED BY: Janet Orth, Deputy Director for Administration **DATE:** 5/23/2014

BACKGROUND:

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

Also, MCOG's Joint Powers Agreement states: *"There shall be strict accountability by all parties and by MCOG of all funds. MCOG shall contract with a certified public accountant to make an annual audit."*

When our audit engagement with R. J. Ricciardi, Inc., Certified Public Accountants ended after ten years or so with the audit of FY 2010/11, I expanded our list of qualified CPAs and developed a more comprehensive Request for Proposals (RFP) than we had used in the past. We had issued RFPs twice before and re-engaged the firm. Costs had risen over time, so I again researched the question of auditor rotation, in order to gauge value and cost effectiveness of the service provided.

I issued the RFP in January 2012 and four proposals were received. A review committee of MCOG and MTA staff members (myself and Sally Webster) scored and ranked the proposals, using criteria specified in the RFP. The top-ranked CPA firm was Burr Pilger Mayer, Inc. (BPM). The firm ranked in second place was R. J. Ricciardi, CPAs. I reported to the Council that "...if for any reason the engagement becomes unsatisfactory, we could return to our previous CPA firm."

BPM has completed audits for two years of the five-year engagement. On May 2, I received a call from Jim Babcock, a principal of the firm and our audit manager. He terminated the agreement, as the firm is eliminating government work entirely, to focus on private sector work.

After discussing the matter with Sally Webster and Executive Director Dow, we agreed to recommend the engagement of R. J. Ricciardi for the fiscal year ending June 30, 2014. Time will be of the essence, as MTA is required to have a CPA audit their inventory in July. For MCOG, another RFP process will be too time consuming, considering the staffing transition coming up this fall. A longer term engagement can be considered later.

I will be prepared to answer any questions at our meeting.

ACTION REQUIRED:

Award a contract to a qualified independent Certified Public Accountant or CPA firm to conduct fiscal audits of both MCOG and MTA for the year ending June 30, 2014.

ALTERNATIVES:

- 1) Issue a new Request for Proposals. – *Not recommended this year*
 - 2) Delay this decision. – *Not recommended due to time constraints*
-

RECOMMENDATION:

Award the fiscal audit contract to R. J. Ricciardi, Inc. and authorize MCOG's Executive Director to execute the engagement agreement.

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 11
Consent
MCOG Meeting
6/2/2014

MINUTES

Monday, May 5, 2014

County Administration Center, Board of Supervisors Chambers

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

1. Call to Order / Roll Call . The meeting was called to order at 1:36 p.m. with Directors Brad Mettam (Caltrans/PAC), Benj Thomas, Doug Hammerstrom, Larry Stranske, John Pinches, Susan Ranochak, and Dan Gjerde present; Chair Gjerde presiding. Director Trevor Sanders was excused.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director for Administration; Loretta Ellard, Assistant Executive Director; and Nephele Barrett, Senior Planner.

Executive Director Dow introduced Mr. Michael Carter, who was recently appointed by the Board of Supervisors to serve as Alternate to Director Ranochak, the Public Appointee member of the Council.

2. Convene as RTPA

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

Public Expression. None.

4 - 7. Regular Calendar.

4. Fiscal Year 2014/15 RTPA Budget Presentation & Workshop. Mr. Dow reviewed the purpose of this workshop and advised adoption of the budget in June as usual. Ms. Orth made a slide presentation that covered her written staff report, including the following recommendations, and an overview of context and trends affecting the proposed budget. Questions and discussion by councilmembers and staff were encouraged throughout the presentation. No action was taken.

- a. Report of Revenues Fiscal Year to Date 2013/14. Local Transportation Fund (LTF) revenues from quarter-cent sales tax July-April are in excess of the budget estimate by \$156,582 (6.1%).
- b. Executive Committee Recommendations of February 28, 2014. The first draft budget prepared by staff was recommended for approval, with one revision to establish the LTF Reserve fund balance at \$97,000 (3% of the County Auditor-Controller's LTF estimate), releasing for allocation \$144,505 of the FY 2012/13 unrestricted balance of excess revenue. Total estimated revenues are \$5,475,506 and total proposed allocations are \$5,222,604.
- c. Technical Advisory Committee Recommendation of February 19, 2014 – Draft Planning Overall Work Program. Ms. Ellard reported funding allocations from various sources for the Draft Transportation Planning Overall Work Program (OWP) that the TAC unanimously recommended for approval. She noted that requests for planning projects exceeded the funds available. The total draft program totals \$598,870 of new funds. Her written staff report summarized each proposed work element. She noted that the program will increase significantly with the addition of new grants and carried over projects when the Final OWP is completed.

- d. Transit Productivity Committee Recommendations of April 14, 2014 - Mendocino Transit Authority's Annual Transit Claim and Unmet Transit Needs. Allocations to fund Mendocino Transit Authority's Annual Transit Claim were recommended for approval, for a total of \$3,607,834. The TPC recommended a finding that *"1) There are no unmet transit needs that are reasonable to meet for FY 2014/15; and 2) MCOG encourages MTA to pursue grant funding of #M4, Additional/later trips on Route 65 (CC Rider) to/from Santa Rosa."*

Discussion included:

- Can budget line items and/or funding sources be changed after professional services contractors are selected? (Hammerstrom) Discussion of budget areas tied to revenue sources, e.g. divisions between administration and planning programs; how major budget sections are segregated, with ability to amend within those; timeline for current staffing contract expiration and new contract awards.
- Does budget need to be adopted in June, or wait until unknowns revealed? (Pinches) Discussion of options for amendment and ongoing needs for allocations starting July 1.
- LTF Reserve Policy – suggestion to set a goal to increase balance incrementally each year (Hammerstrom); suggestion to restore reserve all at once, depending on revenues (Dow); suggestion to make a commitment to re-establish fund balance within four years (Gjerde); disagreement with use of reserve to fund ongoing transit operations costs such as the recent unionized workforce pay raises (Pinches); reserve to be a topic for next year's deliberations.

5. Consideration of Applicant Status and/or Support for Active Transportation Program (ATP) Grant Proposals from Mendocino County. Staff handed out informational materials relative to proposed projects in Covelo/Round Valley and Westport. Executive Director Dow described this new program and eligible activities. He noted that Caltrans is not an eligible applicant for state-only funds under the program, and that most projects will require some federal funds. Applications are due May 21.

He reviewed the Covelo project proposal he was working on as a result of MCOG's recently completed feasibility studies there, and reiterated the need for access and safety improvements for non-motorized transportation modes. Council approval is requested to apply for grant funds on behalf of the community.

Mr. Dow also introduced a proposal from Westport Municipal Advisory Council (WMAC), and identified background studies completed. Representatives of WMAC were present to request that MCOG apply, as the only eligible and qualified applicant in this case.

In both cases, designation of the implementing agency will need to be made; however the agenda did not make notice of that action item; it should be included on the next agenda. Discussion:

- Is there any downside to submitting both applications? No; numerous proposals from the Mendocino County region are expected to compete. (Pinches, Dow)
- Decision to approve as applicant may imply that applicant is also the implementing agency. Discuss in June or July under a properly agendaized item. Applications should be submitted by the due date; MCOG can withdraw them if necessary. (Hammerstrom, Dow, Gjerde)
- Council can give direction to staff that any eligible entities in Mendocino County may receive support from MCOG, to compete on their proposals' merits. (Gjerde)

A motion was made by Director Pinches, seconded by Director Stranske, to approve staff's recommended motion "to authorize the Executive Director to prepare an ATP application for the priority project in Covelo with MCOG as the applicant agency and consider requests for MCOG to serve as applicant agency for other priority ATP projects."

Discussion on the motion included what could be discussed under today's agenda items. Director Hammerstrom questioned whether the Council had the resources to serve as implementing agency and the proper process to make that decision; throughout discussion, he raised objections to procedures and assuming risk of implementing proposed projects. The Chair invited public comment.

Thad Van Bueren, Chairman of Westport MAC, made remarks and a brief slide presentation on the proposed Westport Bike Lanes Project, citing support from Caltrans District 1, Westport Village Society, community members, Senator Noreen Evans and landowners along the highway willing to donate right of way for shoulder expansion. The proposal centers on connecting local destinations for improved safety of non-motorized travel.

The Chair called on the Caltrans representative (PAC). Mr. Mettam reported his discussion with the District Director. While they are interested in partnering with MCOG, they do not have the staff capacity to implement Covelo's project. They have not yet discussed the Westport project thoroughly. Caltrans supports both projects and has seen early drafts of the Covelo proposal, which prompted their discussion of the implementing role.

A protracted Council discussion ensued, including:

- Agenda topic clarity or lack thereof
- Discomfort with number of handouts for review
- Differences in meaning of support, applicant, and implementing agency roles
- MCOG's lack of in-house staff capacity; ability to fund grant administration and to contract with a project manager from grant funds if awarded
- Staff's time investment to date in the Covelo application
- Later cycles of ATP grant solicitations likely to offer reduced funding levels
- Caltrans' authorized roles and services for various project phases
- Grant project timeline of three years; limiting factor for construction; phasing of projects
- Merits of Covelo project, history of Westport planning studies, recent TAC reviews of these
- Other proposals in Mendocino County, next meeting too late for Council review.

The motion and its intent were clarified. Director Pinches agreed that his motion would authorize the Executive Director to consider other local ATP requests and to make decisions as to whether to apply on behalf of the originating agencies, including Westport.

The motion carried on roll call vote (*6 Ayes – Mettam/PAC, Thomas, Stranske, Pinches, Ranochak, and Gjerde; 1 No - Hammerstrom; 0 Abstaining; 1 Absent - Sanders*): IT IS ORDERED that the Executive Director is authorized to prepare an Active Transportation Program (ATP) application for the priority project in Covelo with MCOG as the applicant agency and consider requests for MCOG to serve as applicant agency for other priority ATP projects.

The Chair called a brief recess at 3:55 p.m. and reconvened the meeting at 4:00 p.m.

6. Technical Advisory Committee Recommendation of April 16, 2014: Allocation of Regional Surface Transportation Program (RSTP) - Partnership Program Funds for Covelo/Round Valley Multi-Modal Trail Project - Active Transportation Program Proposal. Mr. Dow introduced the request by staff and TAC's recommendation for approval to draw up to \$250,000 from MCOG's capital fund for Covelo project (ten percent or \$170,000 for preconstruction phases). There was no discussion.

Upon motion by Pinches, second by Ranochak, and carried unanimously on roll call vote (*7 Ayes – Mettam/PAC, Thomas, Hammerstrom, Stranske, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Sanders*): IT IS ORDERED that a commitment of up to \$250,000 of Partnership Funding Program resources is authorized for the proposed Covelo Active Transportation project.

7. Consideration of Positions in Support/Against Introduced State Legislative Bills.

- a. Adoption of Resolution In Support of Assembly Bill 2119 – Local Sales Taxes: Authorizing Counties to Levy, Increase, or Extend and Define Area Subject to Voter Approval. Mr. Dow stated that this bill would go a long way toward assisting a sales tax measure for County of Mendocino. He and Director Pinches had given testimony in support at a recent committee hearing in Sacramento. AB 2119 would resolve issues raised at the March Council meeting. Chair Gjerde agreed; this is a unique opportunity for the County to place a measure on the ballot that would not increase the cities' sales tax rates. The Fort Bragg and Willits city representatives expressed their support. Mr. Dow reminded the Council that MCOG had initiated the effort that enacted special transportation sales taxes in several Mendocino County cities, that the County had not opted in at the time, and this would correct a flaw in the process. Mr. Mettam noted that he could not comment on any pending legislative bills.

Upon motion by Hammerstrom, second by Stranske, and carried on roll call vote (6 Ayes – Thomas, Hammerstrom, Stranske, Pinches, Ranochak, and Gjerde; 0 Noes; 1 Abstaining – Mettam/PAC; 1 Absent - Sanders): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2014-01

In Support of Assembly Bill 2119,

An Act to Amend Sections of the Revenue and Taxation Code, That Would Authorize a County to Levy, Increase, or Extend a Transactions and Use Tax Throughout the Entire County or Within the Unincorporated Area of the County, Subject to Voter Approval

(Reso. #M2014-01 is incorporated herein by reference)

- b. Senate Bill 990 – Transportation Funds: Disadvantaged Small Communities. Mr. Dow reported that this bill would mandate a particular use of funds, overriding local control, and he recommended opposition. Discussion followed on how or why it might have originated. Chair Gjerde noted that MCOG is likely allocating at least five percent of its funds to disadvantaged communities now. Mr. Dow concurred that most of local transportation funds are allocated to public transit services in Mendocino County that serve disadvantaged people.

Upon motion by Hammerstrom, second by Thomas, and carried on roll call vote (6 Ayes – Thomas, Hammerstrom, Stranske, Pinches, Ranochak, and Gjerde; 0 Noes; 1 Abstaining – Mettam/PAC; 1 Absent - Sanders): IT IS ORDERED that the Executive Director is authorized to send a letter of opposition to the author of SB 990 and to others as needed.

8 - 15. Consent Calendar. Ms. Orth answered questions. Upon motion by Ranochak, second by Stranske, and carried unanimously on roll call vote (7 Ayes – Mettam/PAC, Thomas, Hammerstrom, Stranske, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Sanders): IT IS ORDERED that consent items are approved:

8. Approval of March 3, 2014 Minutes – as written

9. Approval of February 28, 2014 Executive Committee Minutes – as written

10. Extension of Dow & Associates Contract for Staffing Services through September 30, 2014

11. Acceptance of 2012/13 MCOG Fiscal Audit as Recommended by Executive Committee February 28, 2014 – MCOG received a clean audit.

12. Acceptance of 2012/13 Fiscal Audit of Mendocino Transit Authority – MTA received a clean audit.

13. Adoption of Resolution Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program - Annual Regional Apportionment for Transit Operating Assistance

Resolution No. M2014-02

Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program – Annual Regional Apportionment for Transit Operating Assistance
(Reso. #M2014-02 is incorporated herein by reference)

14. Adoption of Resolution Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program Funds – “Expansion of Route 65 Service”

Resolution No. M2014-03

Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311f Intercity Bus Program Funds – “Expansion of Route 65 Service”
(Reso. #M2014-03 is incorporated herein by reference)

15. Amendment to 2014 Board Calendar – Addition of June 30 and July 21 Special Meetings

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

Advisory Committee. Upon motion by Thomas, second by Hammerstrom, and carried unanimously (6 Ayes – Thomas, Hammerstrom, Stranske, Pinches, Ranochak, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Sanders): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

17. Reports - Information

- a. Mendocino Transit Authority. Chair Gjerde reported that MTA, at its most recent board meeting, held a public hearing on fares, heard testimony, then appointed an ad hoc committee that considered comments received. The committee made some changes to the recommendation, which will be presented in another public hearing at the next meeting. The board will likely take action then to adopt new rates.
- b. North Coast Railroad Authority. Ms. Ellard had attended the April meeting and reported highlights. NCRA received a presentation by its SMART committee on construction of the passenger line; the first phase is a 43-mile extension from San Rafael to Santa Rosa with 10 stations, expected to open in 2016. NCRA approved an interim agreement with an agent to negotiate sale of portions of the 11-acre Ukiah depot property. The board also approved its staff to apply for two federal TIGER [Transportation Investment Generating Economic Recovery] planning grants, one for the Humboldt Bay rail-trail project and the other to consider extending the current line from Windsor to Ukiah.
Ms. Ellard and Mr. Mettam answered questions and Director Pinches made comments. Mr. Dow reported a significant accomplishment at the March 12 meeting, which he had attended. NCRA heard a presentation by City of Ukiah’s consultant and agreed to permit a Rails-with-Trails facility in the Ukiah corridor as proposed. The City has state grant funding for it, design is nearly done, and the City will maintain that portion of the right of way. The City is preparing an application for Phase 2 under the ATP grant program.
- c. MCOG Administration & Planning Staff
 1. *Summary of Meetings.* Dow referred to his written staff report.

2. *Progress on Vision Mendocino 2030 - Phase 4.* Ms. Barrett reported that in December, the Council adopted the Vision Mendocino 2030 Blueprint Plan, after extensive public outreach, stakeholder engagement and interagency involvement. She is now working on the fourth and final Regional Blueprint grant, focusing on implementation strategies. The preferred growth scenario was a hybrid of in-fill and natural resources development. An issue that arose in terms of near-term feasibility was Food Systems Planning, supported by three of the identified principles in the plan. She has been working with various stakeholders, including local agencies' planning staff, County Public Health and Environmental Health representatives, EDFC and the Food Policy Council, to identify needs and priorities, such as the new Cottage Food Law regulations. MCOG has contracted with the nonprofit Food Policy Council, under NCO's fiscal sponsorship.

Chair Gjerde commented he has heard enthusiasm that this issue is finding its way into local city and county plans because of MCOG's actions. Ms. Barrett answered questions. The grant will expire June 30, with presentations to be made subsequently.

3. Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan – Phase 2. Ms. Orth reported that a funding opportunity arose from Rural Planning Assistance and staff agreed to apply for completion of some remaining tasks in the Readiness Plan. Her proposal was one of three statewide that received a grant, so \$25,000 will go into MCOG's FY 2014/15 planning program for community outreach and technical specifics on electric vehicle charging station locations. Chair Gjerde helped to clarify this effort in the context of a recent grant application by State Parks to install stations, supported by MCOG's plan, which includes several of the high priority locations in the countywide plan and is now a finalist for a possible California Energy Commission grant award. Ms. Orth noted this next phase will be another step toward full implementation. Director Hammerstrom made supportive remarks.
4. *Miscellaneous.* None.
- d. MCOG Directors. None.
- e. California Association of Councils of Governments (CALCOG) Delegates. Chair Gjerde briefly reported on the recent annual forum in Monterey, which he did not attend but had received an email report on the delegates' business meeting, available to share.

18. Adjournment. The meeting was adjourned at 4:42 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director for Administration

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12
Consent
MCOG Meeting
6/2/2014

MINUTES

Transit Productivity Committee - TPC

April 14, 2014

Two Video-Conference Locations:

MTA's Diana Stewart Fort Bragg Division, 190 East Spruce Street, Fort Bragg
Ukiah Valley Conference Center, Riesling Room, 200 South School Street, Ukiah

PRESENT:

MCOG Board Members: In Fort Bragg: Dan Gjerde and Doug Hammerstrom
MTA Board Members: In Ukiah: Jim Mastin, Benj Thomas
Senior Centers Rep.: In Fort Bragg: Charles Bush, Redwood Coast Seniors (Interim Representative)
Staff: In Fort Bragg: Phil Dow and Janet Orth, MCOG; Dan Baxter, MTA
In Ukiah: Sally Webster, MTA

ABSENT: None

1. **Call to Order.** Chair Gjerde called the meeting to order at 10:19 a.m.

2. **Public Expression.** None.

3. **Report: Selection Process for Senior Centers Representative to Transit Productivity Committee.**

Janet reported on progress to select a TPC member to replace Marilyn DeFrangé, who served eight years. There has been no formal process; the bylaws only state that the senior centers will select a representative, to be formally appointed by MCOG's Board of Directors. Staff recommends also appointing an alternate, so that more than one person is knowledgeable on the issues, and those two could cover the meetings between them. As there is no existing coordination among the five participating senior centers, Janet usually organizes the senior centers' process by contacting each of the executive directors, seeking volunteers and/or nominations, and if more than two are received, asking the centers to make a final recommendation. The appointment will be made at MCOG's regular meeting on June 2.

4. **Review and Recommendation on Transit Performance Standards Update.** Janet gave an overview of progress on the continuing matter of updating MCOG's Cost Per Vehicle Service Hour standard. Six alternatives had been suggested in the triennial performance audit by independent auditor Derek Wong of PMC; three of these were favored by the TPC at the last meeting, in April 2013:

3	Derive the three-year rolling average for operations cost and adjust for the price index
4	Develop transit performance targets
6	Derive performance standards using operational costs that exclude uncontrollable cost variables above the price index

Janet completed Alternative #3 as a table provided in the current agenda packet for the TPC's review. She described how she had arrived at a "CPI Adjusted Rolling Average" for the past three-year period as a suggested standard for Cost/Hour and for Cost Per Passenger. Sally reported slightly different results from her own calculations. Doug noted this is a useful tool for MTA management.

For Alternative #6, MTA staff reported on their initial effort to extract fuel and insurance from cost variables. Sally said it might be feasible to identify these separately each year. Phil suggested that if this method could be established fairly easily and made routine annually, it might be worthwhile. Jim and Benj noted that fuel costs are already included in California Consumer Price Index (CPI) inflation rates. It was noted that insurance costs are not found in the CPI. Discussion then turned to Alternative #4, "Develop transit performance targets."

At this point the group in Ukiah reported they could not hear well due to poor audio reception on the video conference phones. After several attempts to correct the technical problem, all agreed it was too difficult to review and discuss this kind of data under the circumstances.

Recommendation:

Upon motion by Hammerstrom, seconded by Gjerde, and carried unanimously (4 Ayes; 0 Noes), Agenda Items #4 and #5 were continued to a future meeting no later than June 2014.

5. Annual Review of MTA Performance Reports Against MCOG Standards. The performance review was introduced in discussion under Agenda #4 and continued (refer to #4 above).

6. Review and Recommendation on MTA's Analysis and Prioritization of 2014/15 Unmet Transit Needs. Janet described the current step of the annual process and reviewed adopted definitions for a finding of any needs "reasonable to meet." In December, MCOG had requested that MTA analyze the unmet needs list for TPC review as usual. Dan Baxter had ranked the list into four categories: *Priority Needs to be Considered when Funding is Available* (4), *Potential Needs – Possibly with Minor Changes* (4), *Low Priority Needs* (9), and *Not Unmet Transit Needs, but Deserve Consideration* (3 additional SSTAC recommendations addressing related bicycle and pedestrian needs.) Of the 22 total needs, three needs were similar and grouped together. He reviewed his analysis, focusing on the top four priorities. Dan was not willing to venture a cost estimate today, but said it would not be difficult to produce one when necessary. Doug asked whether the top four needs could meet the reasonableness criteria with the exception of funding availability. Discussion included the following.

- #M4, "Additional/late trips on Route 65 (CC Rider) to/from Santa Rosa," qualifies for a Federal Transit Administration (FTA) Section 5311f Intercity Bus Program grant. MTA is considering applying in the current cycle, due in May. If awarded, the grant contract process would take most of FY 2014/15 to complete, and service would likely start in FY 2015/16. (Dan B.)
- #M7, Reinstate Saturday service on Route 60 and connections to Route 75, was a service lost when Fort Bragg services were cut during the economic recession. Riders say they have missed it. (MTA)
- "Potential Needs – possibly with minor changes" were reviewed. (All)
 - #M8: "Service to the Redwood Valley loop" was not well used when previously in service. (MTA)
 - #S2: MTA's Mobility Manager is gone; Glenna is covering basic activities. The grant that was funding the position could not be used for operations after all, only for capital purposes. The eRide volunteer driver program in Covelo is still open if there are any calls for it. (Phil, Glenna)
 - #S3: Has anyone ever organized any ride sharing? There is software available, but to be feasible it needs more population density than Mendocino County's. Smart phone applications are being used in Sonoma County; MTA staff will look into them. (Janet, Dan B., Doug)
 - #S4: Service to Brookside Elementary School in Willits did not have ridership from the Flex Route when available for about five years. (MTA)
- Sometimes a need on the list is generated by just one or two people; other needs come from agencies or groups. Are there any polling opportunities? MTA has a new planning grant that starts next fiscal year to survey mostly non-transit riders, also some riders. (Janet, Doug, Dan B.)
- Discussion of other needs on the list (All)

Action required and various options were reviewed. According to TDA, there are three allowable findings: 1) There are no unmet transit needs; 2) there are no unmet transit needs that are reasonable to meet; or 3) there are unmet transit needs, including needs that are reasonable to meet. At MCOG's December hearing, the Council eliminated the first option in its action that found "*the testimony received includes 'unmet transit needs' as qualified by MCOG's adopted definitions.*"

Recommendation:

Upon motion by Hammerstrom, seconded by Bush, and carried unanimously (4 Ayes; 0 Noes), the TPC recommended a finding that:

- 1) There are no unmet transit needs that are reasonable to meet for FY 2014/15; and
- 2) MCOG encourages MTA to pursue grant funding of #M4, Additional/late trips on Route 65 (CC Rider) to/from Santa Rosa.

7. Review and Recommendation on Fiscal Year 2014/15 Transit Claim. A written report of Janet’s review was provided in the agenda packet. Sally reviewed the transit claim approved by MTA. A baseline budget was developed with a deficit, and staff will work out the final budget for approval in June. The claim was due to MCOG by April 1, so it was submitted using the best estimates available. As usual, three main categories of funding are addressed in the claim. MTA claimed all available Local Transportation Funds (LTF) after MCOG agency proposed allocations (Administration, 2% Bicycle & Pedestrian program, and Planning). According to MTA’s adopted policy, the senior centers get the same percentage increase as does MTA. From State Transit Assistance (STA), MTA claimed \$200,000 for operations and some for capital. From the Capital Reserve Fund, MTA claimed a small local match for an FTA Section 5310 grant project and will not invoice for any further capital from the current fiscal year’s allocation, leaving the unclaimed portion available in Long Term reserve. The total claim is \$3,607,834.

Benj was excused from the meeting. He stated that he had heard Sally’s budget report to MTA and that it made sense to him.

Janet asked why MTA is not claiming more of the STA funds available. Sally explained that MTA is transitioning away from dependence on STA for operations, as the State’s temporary waiver for operations use is not expected to continue. Capital needs are down, as numerous vehicle replacements were funded last year. Discussion followed. MCOG’s staff recommendation was approved as follows.

Recommendation:

Upon motion by Bush, seconded by M, and carried unanimously (*4 Ayes; 0 Noes*), the TPC recommended that MCOG fully fund MTA’s claim for FY 2014/15, assuming no further claims will be made from the Capital Reserve Fund for FY 2013/14.

Local Transportation Fund		
MTA Operations	2,368,578	
Unmet Transit Needs	0	
Senior Center Operations	439,475	
Transit Capital Reserve	0	
Total LTF		2,808,053
State Transit Assistance Fund		
MTA Operations	200,000	
MTA & Seniors Capital	156,086	
Reclaim for MTA Capital (carryover)	31,314	
Total STA		387,400
Capital Reserve Fund		
MTA Capital, Current Year	0	
Senior Capital, Current Year	16,855	
Long-Term Capital Reserve	395,526	
Total CRF		412,381
Total Recommended FY 2014/15 Transit Allocation		3,607,834

8. Miscellaneous / Members’ Concerns. Charles reported three new busses for the senior centers: Willits last year, and now Ukiah and Redwood Coast are on this year’s funding list for FTA Section 5310 grants. He thanked MCOG’s planning staff for help with the required federal Title VI plan, which won the extra 12 points that made the difference. Phil noted that here in Mendocino County the Title VI provisions mostly accommodate Spanish language speakers. No action was taken.

9. Adjournment. The meeting was adjourned at 11:33 a.m.

Submitted by Janet Orth, Deputy Director for Administration



Mendocino Council of Governments

Agenda # 13
Consent
MCOG Meeting
6/2/2014

STAFF REPORT

TITLE: Appointment to Senior Centers' Representatives to Transit Productivity Committee

SUBMITTED BY: Janet Orth, Deputy Administrator

DATE: 5/23/2014

BACKGROUND:

MCOG's bylaws designate that one of the voting members of the Transit Productivity Committee shall be "*one senior centers representative to be selected by those senior centers under the Council's jurisdiction and then formally appointed by the Council.*"

There is no provision for any particular term of service on this committee. Joe Curren, Director of Redwood Coast Seniors, Inc., served in this position for seven years, followed by Marilyn DeFrange of Ukiah Senior Center, who has served for the past eight years. Both went beyond the call of duty and we thank them for their dedication. Over the past two years, Charles Bush, the current Executive Director of Redwood Coast Seniors has been attending the TPC meetings as an acting interim representative to help relieve Marilyn and begin a transition. Meanwhile, Lavonna Silveria, Executive Director of Ukiah Senior Center, has expressed interest in serving.

The bylaws also do not prescribe any particular procedure for appointments, so I have followed the same steps as I last did in 2005. In March and April, I called and spoke with each of the five participating senior center directors, followed by emails and formal letters providing information and inviting nominations. I gave them 30 days to respond.

Micheline White, Director of South Coast Senior Center in Point Arena, has nominated Charles Bush as the TPC representative and Lavonna Silveria as the alternate. No other nominations have been received.

ACTION REQUIRED:

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

ALTERNATIVES:

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

RECOMMENDATION:

- 1) Appoint Charles Bush to the Transit Productivity Committee.
- 2) Appoint Lavonna Silveria as Alternate.
- 3) On behalf of MCOG, direct staff to give a letter, certificate, or some other form of appreciation to Marilyn DeFrange for her past service on the TPC.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 14
Consent
MCOG Meeting
6/2/2014

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

SUBMITTED BY: Janet Orth, Deputy Director for Administration **DATE:** 5/23/2014

BACKGROUND:

The Transportation Development Act (TDA) mandates that Regional Transportation Planning Agencies maintain a Social Services Transportation Advisory Council (SSTAC).

Two of nine prescribed seats are currently vacant. In March MCOG made several new appointments. In April, a three-year term expired for Patty Bruder of North Coast Opportunities (NCO). She has nominated another NCO employee, Tarney Sheldon, who attended the November workshop and would like to serve for the next three years. We had two appointments serving in the same position; there is no rule prohibiting this, and we think it helps to have alternates or duplicate representation.

Current nomination:

- “Local social service provider for persons of limited means”
- *Term expired April 2014, appoint through April 2017*
Tarney Sheldon, NCO Community Action

Please refer to the attached chart of current representation. Terms are for three-year, staggered terms. Two seats will remain vacant after approval of this appointment. I will return to you for further appointments as volunteers are identified.

ACTION REQUIRED:

Appoint one or more members to fill terms on the SSTAC.

ALTERNATIVES:

The Board may submit additional names for consideration. Also the Board may appoint more members than the nine prescribed by law. Maintenance of this advisory council is a statutory requirement. Recruitment may be considered an ongoing, or at least periodic, pursuit.

RECOMMENDATION:

Appoint Tarney Sheldon to the SSTAC.



Social Services Transportation Advisory Council (SSTAC) Membership

As of May 7, 2014

<p>Potential transit user at least 60 years of age</p> <p>Vacant</p> <p>Term Exp. April 2015</p>	<p>Potential “handicapped” transit user</p> <p>Willie West</p> <p>Term Exp. April 2016</p>	<p>Local social service provider for seniors</p> <p>Allyn Nonneman Priscilla Tarver, Alt. Willits Seniors Inc.</p> <p>Term Exp. April 2015</p>
<p>Local social service provider for seniors that provides transportation</p> <p>Charles Bush Redwood Coast Seniors</p> <p>Term Exp. April 2015</p>	<p>Local social service provider for the handicapped</p> <p>Vacant</p> <p>Term Exp. April 2017</p>	<p>Local social service provider for the handicapped that provides transportation</p> <p>Marilyn DeFrange, Ukiah Senior Center</p> <p>Term Exp. April 2016</p>
<p>Local social service provider for persons of limited means</p> <p>Claudia Hillary, Action Network</p> <p>Term Exp. April 2017</p>	<p>Representative of local Consolidated Transportation Services Agency – MTA</p> <p>Dan Baxter, Transportation Manager</p> <p>Term Exp. April 2017</p>	<p>Representative of local Consolidated Transportation Services Agency – MTA</p> <p>Glenna Blake, Planning & Marketing Director</p> <p>Term Exp. April 2016</p>

Nominees:

Tarney Sheldon, NCO Community Action

MENDOCINO COUNCIL OF GOVERNMENTS

Staff Report

Agenda # 16c1
Reports
MCOG Meeting
6/2/2014

TITLE: Summary of Meetings

DATE PREPARED: 05/21/14
MEETING DATE: 06/02/14

SUBMITTED BY: Phil Dow, Executive Director

BACKGROUND:

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

1. SR 128 Valley Trail Feasibility Study
Teleconference 05/09/14
(Orth)
2. Social Services Transportation Advisory Council (SSTAC)
Ukiah 05/12/14
(Orth)
3. *Managing Transportation & Land Use Interactions*
Online course 05/12/14 – 05/14/14
(Barrett)
4. Technical Advisory Committee
Ukiah 05/13/14
(Dow, Ellard & Barrett)
5. Health & Human Services Agency (ATP Grant Partnership)
Ukiah 05/13/14
(Dow & Ellard)
6. North Coast Railroad Authority
Eureka 05/14/14
(Ellard)
7. California Freight Advisory Committee
Sacramento 05/14/14
(Dow)
8. SR 128 Valley Trail Feasibility Study Technical Advisory Group (TAG)
Boonville 05/14/14
(Orth)
9. VisionMendocino 2030 Implementation
Ukiah 05/15/14
(Barrett)
10. Rural Counties Task Force
Teleconference 05/16/14
(Ellard)

11. Caltrans Transportation Planning Field Academy
Oakland 05/19/14 – 05/23/14
(Sookne)
12. Health & Human Services Agency (ATP Grant Partnership)
Ukiah 05/19/14
(Dow & Ellard)
13. Mendocino Transit Authority
Ukiah 05/22/14
(Ellard)
14. Mendocino County Traffic Safety Committee
Ukiah 05/22/14
(Dow)
15. SR 128 Valley Trail Feasibility Study
Teleconference 05/23/14
(Orth)
16. SR 128 Valley Trail Feasibility Study
Webinar 05/28/14
(Orth)
17. Vision Mendocino 2030 Implementation (Food Systems)
Ukiah 05/29/14
(Barrett)
18. Mendocino Transit Authority
Ukiah 05/29/14
(Ellard)
19. Transit Productivity Committee
Ukiah 05/30/14
(Orth & Dow)

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

ACTION REQUIRED:

None.

ALTERNATIVES:

None identified.

RECOMMENDATION: None. This is for information only.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 16c2
Reports
MCOG Meeting
6/2/2014

TITLE: Active Transportation Program

DATE PREPARED: 05/21/14

MEETING DATE: 06/02/14

SUBMITTED BY: Phillip J. Dow, Executive Director

BACKGROUND:

I am writing this on the day that Cycle I applications for the Active Transportation Program (ATP) are due at Caltrans headquarters in Sacramento. Linda Helland of the County's Health & Human Services Agency made the trek to Sacramento today delivering their application as well as five others. The known applications are as follows:

1. Mendocino County Health & Human Services Agency (HHS) SRTS Project
This is an application for a non-infrastructure project involving establishing safety and education programs at 10 schools in five communities. \$871,000 is being sought for this three-year program.
2. Westport Bike Lanes Project (MCOG Applicant Agency)
This application is for the preliminary work for a project to construct 4-foot shoulders on Highway 1 from Westport northerly 0.67 miles to improve active transportation access to popular destinations. Westport Village Society, Inc. will contribute \$50,000 toward this project and \$700,000 is being sought from the ATP.
3. City of Fort Bragg Chestnut Street Multi-Use Facility and SRTS Program
This application seeks \$259,000 in ATP funds to supplement \$792,000 of federal and local funding already programmed for this project. The infrastructure project will construct an eight to twelve-foot multi-use facility on the north side of Chestnut Street from Franklin Street to Fort Bragg High School. The non-infrastructure component involves education, encouragement, enforcement, and evaluation activities through local schools.
4. City of Ukiah Northwestern Pacific Rail Trail Phases 1 and 2
This application seeks \$220,000 for preliminary engineering, \$10,000 for right-of-way, and \$1,720,000 for construction to complete construction of Phase 1 and address all components of Phase 2. Phase 1 extends from Gobbi Street to Clara Street and is funded by a Bicycle Transportation Account grant with an MCOG match. Using ATP funds, Phase 2 will extend from Gobbi Street southward to Commerce Drive.
5. East Hill Road Improvement Project (City of Willits)
This application seeks \$440,000 of ATP funding, of which \$37,000 will be for preliminary engineering and \$373,000 for construction. A 1400 foot pedestrian path will be provided along East Hill Road linking the new hospital site to Baechtel road, the Willits Senior Center, residential areas, and south Willits.

6. S.R. 162 Corridor Multi-Purpose Trail Phase I (MCOG Applicant Agency)

This application seeks \$847,000 in ATP funds for preliminary engineering for priority active transportation improvements in the Covelo community. Phase I will extend from Howard Street to Biggar Lane and include the East-West Trail through tribal lands. An extensive non-infrastructure component will address community education and safety. MCOG financial commitment is \$57,000 with \$43,000 to be reserved for the right-of-way phase (not part of the application).

ATP applications will be reviewed by eight inter-disciplinary teams starting the first week of June. It is expected that screening and ranking will be concluded by mid-July and recommendations will be available in early August for proposed action by the California Transportation Commission at their August 20 meeting in San Jose.

ACTION REQUIRED: None. This is for information only.

ALTERNATIVES: None identified.

RECOMMENDATION: None.