



**MENDOCINO
COUNCIL OF GOVERNMENTS**

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February 20, 2015

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Information Packet of March 2, 2015 Meeting - No Action Required

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The following items are attached.

1. Caltrans Pre-Award Audit of MCOG – Records Retention – My letter dated February 3, 2015, to County of Mendocino General Services Agency alerting staff to the likelihood of a subsequent audit by Caltrans, which will review for compliance GSA's records of the procurement process for MCOG's staffing contracts.
2. Technical Advisory Committee (TAC) – Meeting minutes of January 21, 2015.



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February 3, 2015

Information # 1
MCOG Meeting
3/2/2015

Janelle Rau, Division Manager
Central Services Division
General Services Agency
County of Mendocino
841 Low Gap Road
Ukiah CA 95482

Re: Records Retention for Audit

Dear Ms. Rau:

I am writing to confirm our understanding that General Services Agency will be responsible for records retention that may be subject to audit by State of California, in connection with the recent Mendocino Council of Governments (MCOG) Requests for Proposals.

As you know, during 2014, MCOG sought contractor proposals to provide comprehensive staffing services for the agency. County of Mendocino elected officials, as MCOG members, offered to conduct the procurement through its General Services Agency. Your division issued the Requests for Proposals and oversaw the publishing, distribution, evaluation of proposals, interviews, and award procedures. County Executive Office and County Counsel also were involved in some aspects of the process.

In a related matter, MCOG underwent a state "pre-award" audit in 2013 by Caltrans Audits & Investigations. One of the areas reviewed for compliance was procurement of contractors. We were advised that a follow-up audit could be expected within two years. This is likely to occur sometime after June 30, 2015, which is the date all of MCOG's corrective actions will be completed.

On January 22, I spoke with Kim Weston of your department, who assured me that the appropriate records would be retained by your office indefinitely. Records subject to audit could include vendor lists, evidence of advertising, copies of proposals, scoring sheets, and related documentation.

Would you please keep us informed if this records retention policy changes. We will appreciate your cooperation with any audit of MCOG business that may take place. You are welcome to contact me at any time concerning these events.

Sincerely,

Janet M. Orth
Deputy Director/CFO

cc: County Counsel
Mendocino County Executive Office

MINUTES

MENDOCINO COUNCIL OF GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE

January 21, 2015
MCOG Conference Room

MEMBERS PRESENT

Alicia Meier, County DOT
Bob Scaglione, AQMD
Tasha Ahlstrand, Caltrans
Tom Herman, City of Point Arena
Dan Baxter, MTA
Tom Varga, City of Fort Bragg
Rick Seanor, City of Ukiah

STAFF & OTHERS PRESENT

Phil Dow, MCOG Administration
Lisa Davey-Bates, MCOG Planning
Loretta Ellard, MCOG Planning
Nephele Barrett, MCOG Planning
Jessica Stull-Otto, Public Health
David McGowan, Pinoleville Pomo
Nation

MEMBERS ABSENT

Mitch Stogner, NCRA (*Non-Voting*)
Steve Dunnicliff, County DPBS
Rod Wilburn, City of Willits

1. **Call to Order/Introductions** - Phil called the meeting to order at 10:02 a.m., and self introductions were made.
2. **Public Expression** - None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow input from tribal representatives. David McGowan, Pinoleville Pomo Nation, was welcomed to the meeting.
4. **Approval of Minutes**
 - 4a. **Minutes of 11/19/14** - Motion by Alicia Meier, seconded by Rick Seanor, and carried, to approve the 11/19/14 minutes as submitted.
5. **FY 2014/15 Overall Work Program – Second Quarter Report** – Loretta advised that the quarterly report is not yet complete, as some reports are still outstanding. She briefly reviewed the status of various work elements.
6. **Mendocino Co. Health & Human Services Active Transportation Program (ATP) Project – Non-Infrastructure Component** – Phil advised that Health & Human Services Agency (HHS) staff contacted him with concerns about HHS's ability to deliver the services envisioned in their awarded ATP grant, due to staffing issues. He noted that a meeting is scheduled this afternoon with HHS staff, MCOG staff, and the MCOG Board Chairman to discuss the possibility of having MCOG staff assume implementation duties, but the issue has not yet been brought to the MCOG Board. He advised that there is now some capacity for MCOG planning staff to take on some additional work due to the Board's recent decision to delay the RTP update.

A brief discussion ensued. Phil advised that if MCOG takes on this role, some of the work will likely be contracted out. He does not yet know how much funding would be freed up by adding this ATP funding source into the Overall Work Program, but any staff time funded through this grant would supplant other OWP funding.

Regarding other ATP projects, Phil advised that he now has a signed agreement from the Covelo Tribes, indicating their willingness to donate land and maintain the trail, for the awarded Covelo ATP grant project. This was needed before he could request allocation, which he now expects to do soon.

7. FY 2015/16 Draft Overall Work Program – Summary of Applications Received & MCOG Planning Staff (Davey-Bates Consulting) Work Elements – Loretta reviewed her staff report which summarized local agency requests, MCOG planning staff proposed work elements, and expected revenue. She advised that only two applications were received from local agencies, as follows: (1) County Dept. of Transportation – Special Studies (\$66,000); and (2) City of Willits – Downtown Streets and Alleys Plan (\$65,000).

A brief discussion ensued. A question was asked about how the City of Willits' application differed from their application to Caltrans for a corridor study of Main Street/Highway 101. There was no one present from the City to address the application, and Loretta advised that it was her understanding that the projects were different, in that the OWP application mainly addresses alleys, while the Caltrans grant is to study Main Street/Highway 101. She will follow up with City staff. Tasha advised that the Caltrans grant awards are expected to be announced in March or April.

Alicia briefly addressed the County's application, and advised that tasks have been added to help the County prioritize projects.

Loretta reviewed the table in her staff report listing proposed work elements and expected funding. She advised that, after funding ongoing annual MCOG planning staff work elements, and a new County Road Preservation Sales Tax Polling project, there is \$75,000 remaining in MCOG planning work to be determined (such as development of a regional Active Transportation Plan, etc.). In addition, if the MCOG Board approves HHSA's request that MCOG staff assume administration of the ATP Non-Infrastructure project, ATP funding would be added to the Work Program and would free-up other resources, however, amounts are not yet known. The proposed draft (at this point) totals \$534,000.

Nephele discussed the option of developing a regional Active Transportation Plan, noting that it would replace the Regional Bikeway Plan, which would have been due for update in 2016. Since the Bicycle Transportation Account program has been folded into the ATP, bikeway plans are no longer required. In response to staff's inquiry, TAC members expressed a **consensus of support** for the development of a regional Active Transportation Plan.

MCOG staff asked TAC members to submit any additional input or suggestions for other planning projects of regional value. Staff will bring back a proposed Draft FY 2015/16 OWP for TAC review and recommendation at the next meeting.

8. Active Transportation Program (ATP) Cycle 2 – Phil advised that the second ATP cycle is expected to make a call for projects on March 26, after the CTC adopts the updated guidelines. He reported that the draft guidelines include few changes, and noted that a match is no longer required, and a new tool has been developed to assess benefit/cost ratio. Lisa noted another possible change, stating that even though a match is not required, points are being considered for “leverage”. Loretta offered to send a link to the draft guidelines to TAC members.

Phil encouraged agencies to review the guidelines and be thinking about potential projects. He reviewed the success of our region’s applications in the first cycle, with three projects funded (HHSAs’s Safe Routes to School Non-Infrastructure project; MCOG’s Covelo trail project, and Fort Bragg’s Chestnut Street project). He encouraged agencies to coordinate with MCOG staff, as staff has gained a good amount of experience, including his knowledge gained from serving on the State’s evaluation committee to review and score proposals in the first cycle.

A brief discussion ensued regarding potential projects. Tom Varga advised that Fort Bragg is considering a sidewalk ADA project, but he is unsure if it has enough public input, or if it’s included in a plan. Phil suggested that Fort Bragg also consider projects that were submitted for STIP funding, but not funded. Ukiah’s second phase of the Rail-with-Trail project was mentioned as a potential project, and Phil offered MCOG staff’s assistance to help with the application. Alicia advised that the County is considering an ATP project in Covelo, as the Calpella Safe Routes to School project has addressed some needs in Calpella, and the County’s portion of the Laytonville project is small. Phil advised that MCOG intends to submit two applications for Covelo, one to complete Design and Construction of Phase 1, and one for Phase 2.

Phil advised that the ATP application deadline is June 1st (*May 31 in the future, in odd-numbered years*), and again encouraged agencies to contact MCOG for assistance in developing competitive applications. Jessica Stull-Otto encouraged agencies to coordinate with the Public Health department to obtain needed data to address public health benefits. She also encouraged coordination with Public Health and Walk and Bike Mendocino to include non-infrastructure activities to strengthen applications.

Tom Herman inquired if the ATP program would work for the remaining work on Point Arena’s Safe Routes to School project, and Phil replied that the benefit/cost tool could be looked at to assess how the project might score.

9. Staff Reports

9a. City of Fort Bragg’s Main Street Project – Abandonment of RTIP Funds – Phil advised that with the change in composition of the Fort Bragg City Council, the new Council recently voted to give up programmed RTIP fund for the Main Street merge project (approx. \$2.6 million) due to concerns from the business community losing tourist revenue during summer construction, and due to concerns with loss of parking spaces. Tom Varga advised that the vote to give up the funds was unanimous. Phil advised that the forfeited funding will return to the region in a future STIP, since it was given up prior to allocation.

Phil noted that the MCOG Board’s recent commitment of future RTIP funds (*approx. \$9.7 million*) for the Willits bypass is from future funds, not existing projects.

Dan Baxter left the meeting at 11:45 a.m.

9b. Training Opportunities – Loretta noted several upcoming training opportunities, and advised that MCOG’s Training work element has available funding to assist with expenses. Training opportunities include: Bicycle Transportation Workshop - Eureka, Jan. 29; Contracts/Procurement training - Eureka, Feb. 10; Federal Aid Series - Eureka, Feb. 23-27. She also advised that the course requested by County DOT Director Dashiell “Fundamentals of Inspection Practice” has now been scheduled by the Tech Transfer Program for June 10-11 in Santa Rosa.

Phil added that a local ATP workshop will be scheduled to assist local agency applicants with their applications, if there is interest, possibly in early March before the cycle starts. TAC members expressed **a consensus of support** for a local workshop, and Jessica asked that Colleen Schenk (Public Health) and Neil Davis (Walk and Bike Mendocino) also be invited. Staff will check dates and follow up, for a possible workshop following the March TAC meeting (although the date may need to change from the regular March 18 meeting date.)

9c. Hopland Engineered Feasibility Study (EFS) – Loretta briefly reported on the status of this project, noting that the public outreach events (walking audit, charrette, community workshop) have been scheduled for February 11-12 in Hopland.

9d. Greater Ukiah Area Micro-Simulation Model (GUAMM) – Loretta briefly reported on the status of this project, stating that the kick-off meeting with the consultant (Caliper Corporation) is scheduled for next week, and she will be contacting County and City of Ukiah representatives to serve on a technical advisory group (TAG).

10. Miscellaneous

Cap and Trade – Phil advised that he submitted comments of rural concerns on the Cap and Trade program, but he does not know if the guidelines have yet been published.

HUTA Revenues – Lisa reported that CSAC recently reported to the Rural Counties Task Force that Highway User Tax (HUTA) revenue estimates are down approximately 20-25%, due to the gas tax swap.

California Transportation Plan –Tasha distributed flyers outlining the vision and timeline for the “California Transportation Plan” CTP40 process. The CTP is a statewide, long-range transportation plan to meet California’s future multimodal mobility needs and reduce greenhouse gas (GHG) emissions.

11. Adjournment – at 11:55 a.m.
Respectfully Submitted,

Loretta Ellard, Deputy Planner
MCOG Planning

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