



# MENDOCINO COUNCIL OF GOVERNMENTS

367 North State Street~Ukiah~California~95482  
www.mendocinocog.org

PHILLIP J. DOW, EXECUTIVE DIRECTOR

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

## Special Meeting AGENDA

**Monday, August 21, 2017 at 1:30 p.m.**

### Primary Location:

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

### Audioconference Location:

Caltrans District 1, 1656 Union St., Room 113, Eureka

### Additional Media

For live streaming and later viewing:

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

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

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

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

### PUBLIC EXPRESSION

4. Participation is welcome in Council meetings. Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard. "Public Expression" time is limited to matters under the Council's jurisdiction that may not have been considered by the Council previously and are not on the agenda. No action will be taken. Members of the public may comment also during specific agenda items when recognized by the Chair.

### REGULAR CALENDAR

5. Report and Discussion of 2018 State Transportation Improvement Program (STIP) Fund Estimate and Regional Transportation Improvement Program (RTIP)
6. Technical Advisory Committee (TAC) Recommendations of August 9, 2017
  - a. Approval of First Amendment to Fiscal Year 2017/18 Transportation Planning Overall Work Program (OWP)
  - b. Allocation of Regional Surface Transportation Program (RSTP) Funds to Match Mendocino County Department of Transportation Funds and State Funds for the Construction Phase of Branscomb Road Pedestrian/Multi-Use Bridge Over Ten Mile Creek in Laytonville
  - c. Allocation of Regional Surface Transportation Program (RSTP) Funds: Partnership Funding Program Funds to Supplement City of Ukiah and County of Mendocino Funding for North State Street Signal Improvements

7. Consideration of Joining Other California Transportation Agencies as a Signatory to the California Federal Transportation Infrastructure Investment Principles

**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.

8. Approval of June 5, 2017 Minutes
9. Approval of July 25, 2017 Special Meeting Minutes
10. Adoption of Resolution #M2017-10 Allocating Local Transportation Funds to Mendocino Transit Authority for Acquisition of RouteMatch Software/Hardware System, Formalizing Action of July 25, 2017

**RATIFY ACTION**

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

**REPORTS**

12. Reports – Information
  - a. Mendocino Transit Authority
  - b. North Coast Railroad Authority
  - c. MCOG Staff - Summary of Meetings
  - d. MCOG Administration Staff
    1. Local Agency Subrecipient Agreements Distributed August 1, 2017
    2. Senate Bill 1 Implementation - Road Repair and Accountability Act of 2017
    3. Miscellaneous
  - e. MCOG Planning Staff
  - f. MCOG Directors
  - g. California Association of Councils of Governments (CALCOG) Delegates

**ADJOURNMENT**

13. 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.



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 5**  
Regular Calendar  
MCOG Meeting  
8/21/2017

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**TITLE:** Discussion of 2018 STIP Fund Estimate & RTIP

**DATE PREPARED:** 08/11/17

**MEETING DATE:** 08/21/17

**SUBMITTED BY:** Nephele Barrett, Program Manager

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### **BACKGROUND:**

The California Transportation Commission is scheduled to adopt the Fund Estimate (FE) for the 2018 State Transportation Improvement Program (STIP) at their August 17 meeting. The recent passage of SB 1 by the State legislature is expected to stabilize the STIP, which has been so volatile in recent years due to the price based excise tax. The estimate identified a STIP programming target through FY 2022/23 of \$3,000,000 for the Mendocino County region. That total includes Planning, Programming & Monitoring funds in the amount of \$298,000, leaving \$2,702,000 available for projects.

The Fund Estimate also provides a new mechanism for programming project development components of a future project through the Advance Project Development Element. The amount available for the Mendocino County region in this cycle is \$1,682,000. These funds can be used in any year of the five year STIP period for environmental and design on a project that does not also have right of way or construction programmed. If utilized, the APDE funds act as an advance of future shares for a region.

In the 2016 STIP, the State experienced a negative Fund Estimate, which resulted in deprogramming of some previously funded projects. For Mendocino County, a total of \$2,656,000 in STIP programming was deleted at that time. The projects or project components that were deleted from the STIP are as follows:

N. State Street Intersection/Interchange – E&P \$132,000, PS&E \$336,000

Low Gap Road/N. Bush Roundabout – CON - \$703,000

S. Main Street Bike & Ped Improvements – E&P \$45,000, PS&E \$110,000, CON \$1,330,000

These projects should be considered a priority for reprogramming during this STIP cycle if they are still a priority of the local agencies. At the time that Ukiah's Low Gap Road and North Bush Roundabout project was partially deleted, the City had been reconsidering their commitment to the project. In addition, the City has received funding to conduct a traffic study in the area, so it may be unwise to fund the project at this time. In addition to the deleted projects that can be reprogrammed, MCOG has maintained a fund reserve for construction of the County's North State project of \$1,602,000.

Over the next few months, MCOG will be developing the Regional Transportation Improvement Program (RTIP) which programs the available STIP funds. Typically we would conduct a competitive application cycle, however, it seems unlikely that will be needed for this RTIP as replacement of the deleted projects will utilize the majority of funding available. TAC members have been directed to assess the deleted projects to determine if they are still priorities and if costs have changed. If any funds are available and agencies wish to request funding for additional money on existing projects, those requests will compete using MCOG's adopted application and criteria. The RTIP is due to the State by December 15. We anticipate presenting a final RTIP to the MCOG Board in November or December.

If any additional information becomes available prior the meeting, staff will provide an updated verbal report.

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**ACTION REQUIRED:** No action required.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Discuss the 2018 STIP Fund Estimate and RTIP development.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 6a**  
Regular Calendar  
MCOG Meeting  
8/21/2017

## STAFF REPORT

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**TITLE:** First Amendment to FY 2017/18 Overall Work Program -  
TAC Recommendation

**DATE PREPARED:** 8/10/17

**SUBMITTED BY:** Loretta Ellard, Deputy Planner

**MEETING DATE:** 8/21/17

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### BACKGROUND:

The Final FY 2017/18 Overall Work Program (*totaling \$1,239,550*) was adopted by MCOG on June 5, 2017. Now that the fiscal year has closed, we need to make some routine adjustments of carryover amounts and other miscellaneous revisions, as explained below. Since Rural Planning Assistance (RPA) funds cannot be carried over until Caltrans formally certifies the RPA carryover amount, a second amendment will be needed once the certification is complete, expected later this summer.

Proposed revisions are as follows:

W.E. 5 (Ukiah) Update Speed Zone Study Reports – Carryover – Based on year-end claims, the carryover project total is being revised from \$35,000 to \$38,276 (an increase of \$3,276). In addition, we are proposing a slight change in funding sources to program \$737 in carryover FY 2015/16 PPM funds (which expire 6/30/18) in exchange for removing \$737 in LTF funds (which don't expire). This adjustment is needed in order to not lose \$737 in unexpended FY 15/16 PPM funds (*left unclaimed from W.E. 13 - Willits Downtown Streets & Alleys Study*).

W.E. 7 (MCOG) Planning, Programming & Monitoring – Based on year-end claims, there is a balance of \$14,138 in PPM funds that are being carried over and added to this work element, increasing the project total from \$64,025 to \$78,163 (an increase of \$14,138).

W.E. 10 (MCOG) Regional Transportation Plan, 2017 Update - Carryover – Based on year-end claims, the LTF carryover is being adjusted from \$7,000 to \$7,500. Project total will increase from \$32,000 to \$32,500 (an increase of \$500).

(NEW) W.E. 13 (Co. Department of Transportation) Orchard Avenue Extension Feasibility Study – Grant Match – The County Department of Transportation was recently awarded a Caltrans Sustainable Communities Transportation Planning Grant to conduct the “Orchard Avenue Extension Feasibility Study”. The project total is \$170,500 (\$150,944 grant, plus \$19,556 Required Local Match). County DOT staff is requesting MCOG planning funds to provide the local match. Based on unexpended LTF funds (*from W.E. 12 – Fort Bragg - Noyo Harbor Access Plan, completed under budget*) there is sufficient carryover funding to meet this need, and MCOG staff is supportive of the request. Although this request is outside the normal OWP application cycle, the Caltrans grant award was not announced until April, 2017. The next opportunity to apply for planning funds will be for FY 2018/19, which will be too late for this project. Proposed project total for this **new work element** is \$19,556 (LTF), (an increase of \$19,556).

W.E. 14 (MCOG) Training – Based on year-end claims, \$17,846 in LTF carryover funds are being added to this work element for MCOG staff and local agencies. Total is being revised from \$21,000 to \$38,846 (an increase of \$17,846).

W.E. 15 (MTA) Bus Stop Review (Ph. 3 Carryover & Ph. 4 New) – This entire \$37,000 project (\$25,000 RPA plus \$12,000 LTF) is being **deleted** from the FY 2017/18 OWP, due to higher priorities for MTA staff. The \$25,000 RPA funds will be added to the existing RPA “Reserved for Future Projects – To be Determined”, and the \$12,000 in LTF funds will be available for future reprogramming. *Although not part of*

*this first amendment, it is noted that there is an unspent FY 2016/17 RPA balance of \$13,000 that will be carried over in a second amendment and added to the RPA Reserve, once the RPA certification is complete. This project was envisioned to total \$50,000, after all carried over funds were added, by combining Phases 3 & 4.*

**NEW - W.E. 17 (MCOG) Pavement Management Program (PMP) Triennial Update – Carryover** - This FY 2016/17 carryover project is being amended into FY 2017/18 because consultant work was not completed by 6/30/16, as anticipated. Project total for this **newly added carryover** work element is \$34,110 (PPM), (an increase of \$34,110).

**W.E. 20 (MCOG) Grant Development & Assistance** – Based on year-end claims, a carryover balance of \$500 (LTF) is being added to this work element, revising the total from \$15,000 to \$15,500, (an increase of \$500).

**W.E. 22 (MCOG) Safe Routes to School – ATP Non-Infrastructure Grant - Carryover** – Based on year-end claims, the carryover total for this multi-year grant project will be revised from \$585,000 to \$701,240 (ATP Grant funds), (an increase of \$116,240).

**“Reserved for Future Projects – To Be Determined”** – There is currently a “reserve” of \$37,275 in RPA funds, for future “to be determined” projects. The \$25,000 RPA deleted from W.E. 15 described above will be added to this reserve, for a total of \$62,275. A maximum of \$73,500 (25% of \$294,000) in FY 2017/18 RPA funds may be carried over to FY 2018/19; so this reserve utilizes most of that capacity, greatly reducing carryover options for other RPA-funded projects. *Although not part of this first amendment, it is noted that this RPA reserve is anticipated to increase by an additional \$13,000 after the FY 2016/17 RPA carryover is certified, as noted above under W.E. 15.* Staff has advised the TAC of the urgency of identifying a project of regional value to program these funds as soon as possible – hopefully in the Second Amendment in September/October.

In summary, the amendments proposed above would increase the total work program from \$1,239,550 to \$1,433,716, an increase of \$194,166 (from available carryover funds). Details are shown in **bold** and ~~strike out~~ on the attached financial summary sheets. *Copies of the full amendment will be available upon request.*

**The TAC considered this proposed Amendment at their August 9, 2017 meeting, and unanimously recommended approval.**

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**ACTION REQUIRED:** Consider TAC’s recommendation to approve First Amendment to FY 2017/18 Overall Work Program.

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**ALTERNATIVES:** (1) Accept TAC’s Recommendation to approve Amendment (*Recommended*); (2) Do not approve Amendment; or (3) Revise Amendment.

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**RECOMMENDATION:** Accept TAC’s recommendation to approve the First Amendment to FY 2017/18 Overall Work Program (OWP), and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

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Attachments: FY 2017/18 OWP - Summary of Funding Sources  
FY 2017/18 OWP – Funding Allocation & Expenditure Summary

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2017/2018 FINAL (AMENDED) OVERALL WORK PROGRAM  
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE ATP	FEDERAL	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$81,725			\$81,975
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$90,700					\$90,700
3	MCOG - Community Transportation Planning & Coordination	\$14,750					\$14,750
4	MCOG - Sustainable Transportation Planning			\$10,000			\$10,000
5	Ukiah - Update Speed Zone Reports - <i>Carryover</i>	\$32,675	\$2,325				\$35,000
		<b>\$32,596</b>	<b>\$5,680</b>				<b>\$38,276</b>
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$64,025				\$64,025
			<b>\$78,163</b>				<b>\$78,163</b>
8	MCOG - Public Participation Plan Update	\$250		\$5,000			\$5,250
9	Fort Bragg - Street Safety Plan		\$64,975				\$64,975
10	MCOG - Regional Transportation Plan 2017 Update, Ph. 2 - <i>Carryover</i>	\$7,000		\$25,000			\$32,000
		<b>\$7,500</b>					<b>\$32,500</b>
11	Ukiah - Traffic Analysis for Realignment of Talmage Road			\$25,000			\$25,000
12	Ukiah - Comprehensive ADA Access Plan Update		\$35,000				\$35,000
13	Co. DOT - Orchard Ave. Extension Feasibility Study - Grant Match	\$19,556					\$19,556
14	MCOG - Training	\$21,000					\$21,000
		<b>\$38,846</b>					<b>\$38,846</b>
15	MTA - Bus Stop Review (Ph. 3 Carryover & Ph. 4) <del>DELETED</del>	\$12,000		\$25,000			\$37,000
		<b>\$0</b>		<b>\$0</b>			<b>\$0</b>
16	MCOG - Multi-Modal Transportation Planning			\$20,000			\$20,000
17	MCOG - Pavement Management Program (PMP) Triennial Update - <i>Carryover</i>		\$34,110				\$34,110
18	MCOG - Geographic Information System (GIS) Activities	\$600		\$5,000			\$5,600
20	MCOG - Grant Development & Assistance	\$15,000					\$15,000
		<b>\$15,500</b>					<b>\$15,500</b>
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - <i>Carryover</i>				\$585,000		\$585,000
					<b>\$701,240</b>		<b>\$701,240</b>
---	<i>Reserved for Future Projects - To be Determined</i>			\$37,275			\$37,275
				<b>\$62,275</b>			<b>\$62,275</b>
	<b>TOTAL</b>	\$194,225	\$166,325	\$294,000	\$585,000	\$0	\$1,239,550
		<b>\$220,548</b>	<b>\$217,928</b>		<b>\$701,240</b>	<b>\$0</b>	<b>\$1,433,716</b>

**TOTAL WORK PROGRAM SUMMARY**

Local	\$194,225	<b>\$220,548</b>	Local LTF 2017/18 Alloc.	\$122,750
State	\$1,045,325	<b>\$1,213,168</b>	Local LTF <i>Carryover</i>	\$71,475
Federal	\$0			<b>\$97,798</b>
<b>TOTAL</b>	\$1,239,550	<b>\$1,433,716</b>	State PPM 2017/18 Alloc.	\$164,000
			State PPM <i>Carryover</i>	\$2,325
				<b>\$53,928</b>

**PROGRAM MATCH**

Local	\$194,225	15.7%	State RPA 2017/18 Alloc.	\$294,000
	<b>\$220,548</b>	15.4%	State ATP <i>Carryover</i>	\$585,000
State	\$1,045,325	84.3%		<b>\$701,240</b>
	<b>\$1,213,168</b>	84.6%	Federal	\$0
Federal	\$0	0.0%	<b>TOTAL</b>	<u>\$1,239,550</u>
<b>TOTAL WORK PROGRAM SUMMARY</b>	\$1,239,550	<b>100.0%</b>		<b>\$1,433,716</b>
	<b>\$1,433,716</b>			

**MENDOCINO COUNCIL OF GOVERNMENTS**  
**FY 2017/2018 FINAL (AMENDED) OVERALL WORK PROGRAM**  
**FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY DPBS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination					\$79,725	\$2,250	\$81,975
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$90,700		\$90,700
3	MCOG - Community Transportation Planning & Coordination					\$14,500	\$250	\$14,750
4	MCOG - Sustainable Transportation Planning					\$10,000		\$10,000
5	Ukiah - Update Speed Zone Reports - Carryover						\$35,000	\$35,000
							<b>\$38,276</b>	<b>\$38,276</b>
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$56,775	\$7,250	\$64,025
						<b>\$70,913</b>		<b>\$78,163</b>
8	MCOG - Public Participation Plan Update					\$5,000	\$250	\$5,250
9	Fort Bragg - Street Safety Plan				\$45,475		\$19,500	\$64,975
10	MCOG - Regional Transportation Plan 2017 Update, Ph. 2 - Carryover					\$25,000	\$7,000	\$32,000
							<b>\$7,500</b>	<b>\$32,500</b>
11	Ukiah - Traffic Analysis for Realignment of Talmage Road						\$25,000	\$25,000
12	Ukiah - Comprehensive ADA Access Plan Update						\$35,000	\$35,000
13	Co. DOT - Orchard Ave. Extension Feasibility Study - Grant Match						<b>\$19,556</b>	<b>\$19,556</b>
14	MCOG - Training					\$10,000	\$11,000	\$21,000
							<b>\$28,846</b>	<b>\$38,846</b>
15	MTA - Bus Stop Review (Ph. 3 Carryover & Ph. 4) (DELETED)						\$37,000	\$37,000
							<b>\$0</b>	<b>\$0</b>
16	MCOG - Multi-Modal Transportation Planning					\$20,000		\$20,000
17	MCOG - Pavement Management Program Triennial Update - Carryover						<b>\$34,110</b>	<b>\$34,110</b>
18	MCOG - Geographic Information System (GIS) Activities					\$5,000	\$600	\$5,600
20	MCOG - Grant Development & Assistance					\$15,000	\$0	\$15,000
							<b>\$500</b>	<b>\$15,500</b>
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - Carryover					\$75,000	\$510,000	\$585,000
						<b>\$80,153</b>	<b>\$621,087</b>	<b>\$701,240</b>
---	Reserved for Future Projects - To be Determined						\$37,275	\$37,275
							<b>\$62,275</b>	<b>\$62,275</b>
	<b>TOTAL</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,475</b>	<b>\$406,700</b>	<b>\$727,375</b>	<b>\$1,239,550</b>
						<b>\$425,991</b>	<b>\$902,250</b>	<b>\$1,433,716</b>

Note: Some Several work element numbers have been left blank for potential carryover projects

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*Reimbursement Rates Used For Calculating Days Programmed (estimate only)*

*County/Cities/Local Agencies (\$75/hr); Consultants (\$125/hr); MCOG Planning Staff (approx \$34-\$118/hr - various positions, per contract)*

**Notes**

\* MCOG planning staff funding level is based on contracted obligation with DBC Consulting (\$359,347 *estimate*), and includes a 2.26% CPI increase.

In addition, ~~\$4,901.14~~ **\$23,832.20** in carryover funding (\$2,537.73 FY 2014/15 + \$2,363.41 FY 2015/16 + **\$18,931.06 FY 2016/17**) is available from under-expending prior years' contracted funding, **for a total available of \$383,179.20** FY 2016/17 unexpended funding (if any) will be identified after 6/30/17.

**\*\* Consultant mark-up of subconsultant & direct costs is not allowed. Consultant travel costs are limited to Caltrans' approved rates**



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

**Agenda # 6b**  
Regular Calendar  
MCOG Meeting  
8/21/2017

**TITLE:** Funding for Branscomb Road Pedestrian/Multi-Use  
Bridge Over Ten-Mile Creek in Laytonville

**DATE PREPARED:** 08/10/17  
**MEETING DATE:** 08/21/17

**SUBMITTED BY:** Phillip J. Dow, Executive Director

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#### **BACKGROUND:**

MCOG has led community planning efforts in several small communities in the past 20 years. One of the more successful efforts has been implementation of a number of non-motorized (now Active Transportation Projects) in Laytonville. These were identified through a charrette activity and included in the final product; a plan entitled the *Laytonville Traffic and Downtown Revitalization: Planning for a Livable Community (DCE, 2008)*.

Over the years, Mendocino County Department of Transportation (MCDOT) has used a variety of funding sources such as Bicycle Transportation Account, Safe Routes to School, Transportation Enhancement, and MCOG's Local Transportation Fund (LTF) 2% Bicycle & Pedestrian Program to improve pedestrian and bicycle safety on Branscomb Road and Willis Avenue in Laytonville. A long-planned project, a multi-use (bike/pedestrian) bridge over Ten Mile Creek will link existing school-related improvements through a low-density residential area via the existing paved path to Laytonville Reservation Road to the southwest. This bridge is in the current State Transportation Improvement Program (STIP) and was originally a Transportation Enhancement project. It is the missing piece needed to tie together all these prior investments in the community.

I conducted a meeting in Laytonville on October 28, 2015 to follow up on transportation improvements that have been implemented since the 2008 study. I found a consistent comment, at both my meeting and the Laytonville Municipal Advisory Committee meeting that followed, was that the top priority in the area is to construct the multi-use bridge. Community support remains strong for this project.

To date, getting this bridge constructed has been a challenge. Early on, a change in flood plain designation delayed design completion and increased design and construction costs. After supplemental design funding was added, the project went to bid, but the low bid was well above funds available. Bids opened 01/19/17 ranged from \$200,000 to \$400,000 above available funds. All bids were rejected. Since the project was scheduled for 2016/17, a time extension was pursued and granted by the California Transportation Commission earlier this year so that MCDOT and MCOG could develop a new funding strategy.

Since \$385,000 of STIP funds that were due for allocation in FY 2016/17 have been extended, we must either find a way to fund the shortfall or allow \$385,000 of funds to return to the State and abandon the pedestrian bridge. On a couple of occasions I had advised the Technical Advisory Committee of the availability of one-time Regional Surface Transportation Program (RSTP) funds that could be used for a local project. These funds accumulated over the course of 20 years due to interest in an account held for MCOG by the County Auditor. There is now \$200,000 available.

Earlier this year, MCDOT Director Dashiell supported a plan to identify additional funding in the 2017/18 County budget if SB1 passed and new revenues would be directed to the County.

MCDOT Director Dashiell reports that \$100,000 was included in the FY 17/18 budget to take another run at getting a better bid on this project. MCDOT Director Dashiell advises that the County has already invested \$269,566 in this project in cash and staff time.

I recommend at the August 9 Technical Advisory Committee (TAC) that up to \$200,000 of accumulated Regional Surface Transportation Program funds be committed to the construction phase of the Branscomb Road Multi-Use Bridge project in Laytonville. This will supplement \$385,000 of expiring STIP funds, the previously committed MCOG's LTF 2% Bicycle & Pedestrian funds (\$131,000), and the County's additional \$100,000 budgeted in FY 2017/18. Total resources available for construction will be \$816,000. If there are savings in the construction phase, they will be shared proportionally between MCOG's \$200,000 RSTP commitment and the \$100,000 committed in the County budget. Since both the funding needs of the bridge and the availability of the one-time revenues had been discussed at prior TAC meetings, the TAC voted unanimously to recommend to MCOG that that this one-time source of funding be made available to fund the Branscomb Road Multi-Use Bridge Project.

It is now time to commit the accumulated and unallocated RSTP funds to the Branscomb Road Multi-Use Bridge project. Although no one envisioned spending perhaps \$800,000 on construction of the bridge, about half of available funding (\$385,000 in STIP funding) will be lost and returned to the State if we do not act soon.

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**ACTION REQUIRED:** Commit up to \$200,000 of accumulated, unallocated Regional Surface Transportation Program funds to the construction phase of the Branscomb Road Pedestrian/Multi-Use Bridge Over Ten Mile Creek project in Laytonville.

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**ALTERNATIVES:** The Board may choose not to support the expenditure of these one-time funds for this project.

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**RECOMMENDATION:** MCOG staff and the Technical Advisory Committee recommend that the MCOG Board commit up to \$200,000 in accumulated, unallocated Regional Surface Transportation Program funds, matching \$100,000 of budgeted County funds on a 2:1 basis, as needed to fully fund the construction phase of the Branscomb Road Pedestrian/Multi-Use Bridge Over Ten Mile Creek project in Laytonville.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 6c**  
Regular Calendar  
MCOG Meeting  
8/21/2017

## STAFF REPORT

**TITLE:** Funding for North State Street Signal Improvements

**DATE PREPARED:** 08/10/17

**MEETING DATE:** 08/21/17

**SUBMITTED BY:** Phillip J. Dow, Executive Director

### **BACKGROUND:**

There has long been a need for coordination between the North State/KUKI signal and the North State/Ford/Empire signal in Ukiah. It is rare when one platoon can proceed through both intersections without stopping. The KUKI intersection lies wholly within unincorporated territory and only a leg of the Ford/Empire signal lies within the City of Ukiah. We had thought several years ago that this interconnect might be funded by the Pinoleville Tribe as mitigation to circulation system impacts for their once-planned casino. Now it is clear that this long needed project must be funded wholly by public funds. The good news is there is now technology that has eliminated the need to interconnect traffic signals by hard wire; elimination of the need to dig up streets and sidewalks results in considerable cost savings for signal interconnect projects. Advanced equipment can be added to the controllers that will communicate electronically and automatically adjust timing patterns based on changing travel patterns.

Mendocino County Department of Transportation (MCDOT) has sought bids to install this new technology at the two signals on North State Street described above. Quotes were also sought for two additives that will provide enhanced equipment and backup. A third additive is to install this equipment at the two Lake Mendocino Drive intersections with North State Street.

At the time when we thought there may be some participation with the Tribe, I mentioned to MCDOT Director Dashiell and to City of Ukiah Department of Public Works Director Eriksen that MCOG should be able to participate in this regional improvement through our Partnership Funding Program. The plan is to accept the base bid as well as Additive 1 and Additive 3. Ukiah and MCOG will participate with the County for the Base bid and Additive 1. The County will bear the full cost of Additive 3. Additive 2 will not be pursued. The full contract, costing \$90,785 is proposed to be shared as follows:

- 1. City of Ukiah: \$ 9,710
- 2. MCOG: \$33,985
- 3. County: \$47,090
- TOTAL: \$90,785

I am proposing that \$33,985 of MCOG's Regional Surface Transportation Program (RSTP) Partnership Funding Program funds be expended for this project. The purpose of this fund is to partner with Joint Powers Agency members and Caltrans to implement projects of regional benefit in Mendocino County.

Projects that have received Partnership Funding Program funding to date are:

- 1. S.R. 1/Simpson Lane Roundabout with Caltrans and Mendocino County: \$200,000  
At close-out, approximately \$36,000 was returned to the fund.
- 2. S.R. 162 Corridor Multi-Purpose Trail Project in Covelo (ATP, Cycle 1): \$250,000
- 3. Branscomb Road Pedestrian/Multi-Use Bridge Over Ten Mile Creek in Laytonville (design phase of STIP project): \$45,000
- 4. Point Arena Electric Vehicle Charging System Enhancement: \$17,500

Earlier this year, MCOG provided \$20,000 of funding for a consultant study of school-related traffic issues that received a lot of attention when Ukiah Unified School District changed their bell times at local schools. That traffic study will be moving forward with participation from the school district. In the interim, we already know that the Ford Road/Empire Drive/North State Street intersection has historically been impacted (particularly at mid-day) by high school generated traffic. Improvements at this signal will provide at least partial mitigation to the overall school-related traffic issue.

The motivation for establishment of the Partnership Funding Program was to provide local resources for major projects that may need to be funded in the near future. These include improvements to both the North State Street/ US 101 interchange and the Perkins/Vichy Springs/US 101 interchange in the Ukiah Valley as highlighted in the *Route 101 Corridor Interchange Study (TJKM, 2005)*. There are also numerous right turn lane channelization and left turn lane projects identified in the *State Route 1 Corridor Study update (W-Trans, 2008)*, some of which will need to be addressed soon. Local participation will be required for each of these projects on this Minor Arterial in the State system.

There is a need to maintain a considerable reserve in the Partnership Funding Program for major improvement needs, such as those identified above, that are sure to come up in the short term. In the interim, I recommend using a portion these funds for smaller projects that meet the intent of the program.

MCOG's Fiscal Year 2017/18 adopted Budget identifies a fund balance available of \$765,765 in the RSTP Partnership Funding Program as of July 1, 2017.

The Technical Advisory Committee (TAC) considered this item at their August 9 meeting. The TAC voted unanimously to recommend that the Board commit \$33,985 of Partnership Funding Program funds for this project.

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**ACTION REQUIRED:** Commit \$33,985 in funding from the RSTP Partnership Funding Program to participate with the City of Ukiah and County of Mendocino to improve traffic flow on North State Street through a signal system coordination project.

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**ALTERNATIVES:** The Board could choose not to support this recommendation from the Executive Director and TAC.

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**RECOMMENDATION:** Staff and the Technical Advisory Committee recommend that MCOG commit \$33,985 from the Regional Surface Transportation Program (RSTP) Partnership Funding Program to supplement City of Ukiah and County of Mendocino funding for traffic signal system coordination and upgrades on North State Street.



## MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 7**  
Regular Calendar  
MCOG Meeting  
8/21/2017

### STAFF REPORT

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**TITLE:** California Federal Transportation  
Infrastructure Investment Principles

**DATE PREPARED:** 08/10/17  
**MEETING DATE:** 08/21/17

**SUBMITTED BY:** Phillip J. Dow, Executive Director

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#### **BACKGROUND:**

Earlier this year, Giles Giovinazzi, the Federal Transportation Liaison for the California Department of Transportation, convened a California Transportation Federal Affairs Working Group with a number of California stakeholders (MPOs, counties, California Transit Association, CTC, Tribal groups, and others) to consider transportation issues and develop a “Consensus Principles” document. Afterward, a high-level document was developed that reflected State priorities based on these discussions as well as written comments that were submitted. A document entitled PRE-DECISIONAL DISCUSSION DRAFT – “California Federal Transportation Infrastructure Investment Principles” was developed based on this effort.

Since there are indications that Congress may soon consider legislation dealing with America’s infrastructure needs, Caltrans Director Malcom Dougherty hosted a statewide conference call to discuss these infrastructure investment principles on July 31, 2017.

I participated in the conference call on behalf of MCOG. After review of each principle by Director Dougherty, the conference call was opened up for questions on the proposed principles. Finding that there were no questions from participants, Director Dougherty concluded the shortest conference call of this type I have ever attended. The draft was amended slightly and a draft document entitled “California Federal Transportation Infrastructure Investment Principles” was forwarded to participants earlier this week.

Director Dougherty requested that each transportation agency consider signing on to these principles so that California can present a united front when serious debate begins in addressing infrastructure needs. All agencies were asked to consider these during August so that the California Consensus can be available when Congress resumes after the August recess.

With the deadline for the August 21 agenda approaching, MCOG’s only opportunity to participate in California’s consensus principle process is at hand. The amended principles document that was received on August 7 varies little from the discussion document considered in the conference call.

At this point I see nothing in these draft consensus principles that are radically different than principles agreed upon in past cycles. Although rural agencies would likely develop some different principles than contained in this document, it is very difficult to obtain consensus in a state as large and diverse as ours.

Although the document lacks specificity by design, it is important that even smaller agencies such as MCOG sign on in order to present a united front to Congress; thereby maximizing California’s share of funding.

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**ACTION REQUIRED:** Consider joining other California transportation agencies as a signatory to the California Federal Transportation Infrastructure Investment Principles statement.

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**ALTERNATIVES:** 1) The Board may choose not to sign on to the California Federal Transportation Infrastructure Investment Principles or, 2) the Board may choose to propose changes or amendments to these principles (Not Recommended).

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**RECOMMENDATION:** Staff recommends that the Board agree to become a signatory agency to the document identified as “California Federal Transportation Infrastructure Investment Principles.”

## **FINAL DRAFT – “California Federal Transportation Infrastructure Investment Principles”**

As President Trump and the U.S. Congress consider an agenda for the 115<sup>th</sup> Congress, we, the undersigned California transportation stakeholders, urge the nation’s leaders to make federal surface transportation infrastructure investment a top priority.

### **California is Eager to Partner with the Federal Government on Infrastructure**

Transportation is the lifeblood of California’s economy. The state’s multimodal surface transportation network transports the highest volume of freight in the nation and enables 18 million California workers to commute to major employment centers, supporting the state’s \$2.6 trillion annual contribution to the nation’s economy. Yet, California – like the rest of the country – faces significant transportation challenges that threaten to stifle economic growth and degrade the quality of life of our residents.

California has joined cities, counties, regions, and states across the country to increase infrastructure funding. In April, Governor Edmund G. Brown Jr. signed Senate Bill 1, the landmark “Road Repair and Accountability Act of 2017,” which was backed by a broad coalition of supporters and will invest \$52.4 billion over the next decade to fix roads, freeways, bridges, and put more dollars toward transit, safety programs and active transportation infrastructure in communities across California. Yet state, local and tribal governments across America continue to need a strong federal partner to make needed “fix it first” investments to preserve our existing assets and deliver transportation infrastructure improvements that will create jobs, increase safety, improve mobility and keep the economy growing in California and across the nation.

We recommend the following principles guide the development of an infrastructure package:

**Restore Highway Trust Fund Solvency** – Without an infusion of significant new funding to the Highway Trust Fund (HTF), Congress will be faced with nearly \$20 billion in annual revenue shortfalls when the Fixing America’s Surface Transportation (FAST Act) expires in federal fiscal year (FY) 2020. Thus, the Trump Administration’s FY 2018 Budget proposal to limit HTF outlays to anticipated revenues starting in FY 2021 would significantly reduce core federal support for highway and transit projects. Any new infrastructure funding package should include new sustainable revenues to ensure the long-term solvency of the HTF and provide for increased direct federal investment after FY 2020. It should also ensure that Federal Transit Administration (FTA) programs continue to receive their historical funding share from the HTF. Federal financing and targeted one-time funding proposals cannot replace increased and sustained federal investment.

**Direct Federal Investment Should Be Major Part of Any Funding Package** – California has taken the lead in utilizing innovative financing mechanisms to deliver major transportation investments. As such, California supports proposals to expand and provide additional flexibility for the Transportation Infrastructure Finance and Innovation Act (TIFIA) program, including streamlining the approval process, and to expand and lift the cap on Private Activity Bonds. However, financing tools cannot replace direct federal investment. In fact, direct federal funding is often an important tool that enables further leveraging of public sector funds and can help bring private partners to the table. For example, across the country, FTA Capital Investment Grant project sponsors have employed innovative financing tools such as TIFIA to fund major



## **FINAL DRAFT – “California Federal Transportation Infrastructure Investment Principles”**

transit expansions combined with multi-year federal direct funding commitments through Full Funding Grant Agreements (FFGA), which enable these projects to put together innovative financing packages.

**Build on the Bipartisan FAST Act Structure** – California strongly supported the passage of the bipartisan FAST Act. Adopted in 2015, the FAST Act provides long-term certainty needed to advance multi-year highway, transit and passenger rail improvements. Any new infrastructure package should increase funding for the core highway, transit and passenger rail programs authorized by the FAST Act, which would empower state, local and tribal governments to expedite delivery of high-priority projects that are planned but not fully funded. Importantly, any transportation package should be in addition to, not in lieu of, maintaining existing FAST Act funding commitments to both highway and transit programs. As such, we oppose cuts to the FTA Capital Investment Grant program, as proposed in the FY 2018 Trump Administration budget request. Moreover, we reject the notion, included in the Administration’s budget, that “Future investments in new transit projects would be funded by the localities that use and benefit from these localized projects,” as this approach ignores the regional and national mobility, economic and jobs benefits that transit projects provide.

**Balance Investments with Formula and Discretionary Programs** – California is a diverse state and as such we support the balanced approach Congress employed with the FAST Act of investing in both formula and discretionary funding programs. An infrastructure package could expand on this structure with increased investment. This approach ensures that not only will state, local and tribal governments have the flexibility to address pressing “fix it first” priorities, improve safety and mobility, and meet the needs of rural communities and tribal governments, but also invest in the many regionally and nationally-significant projects in California – examples of which are included an initial list of high-priority infrastructure projects that the State developed earlier this year<sup>i</sup> – that will relieve congestion in major jobs centers and improve goods movement in critical border and trade corridors. This approach could include supplementing the FAST Act formula apportionment programs, FAST Act freight-related discretionary grants, FTA Capital Investment Grants and the Transportation Improvements Generating Economic Recovery – programs with a track record of success – as well as funding a new major projects program.

**Fund Multimodal Mobility Solutions** – Regions across California are taking a holistic approach to improving their transportation systems by making investments in multimodal transportation infrastructure that relieve congestion, improve the movement of goods and people, spur economic growth and improve quality of life. Similarly, the State is seeking to triple bicycle and double pedestrian and transit travel between 2010 and 2020 as a strategic sustainability target.<sup>ii</sup> Any new infrastructure package should increase the flexibility to invest in a range of mobility solutions that best address the wide array of challenges that face our community.

- **Public Transportation:** California has made significant investments in public transportation to meet mobility, economic (e.g., access to employment), environmental and transportation equity objectives (e.g., providing mobility options to individuals who cannot drive or who cannot afford to drive, and breaking down barriers for disadvantaged)

## FINAL DRAFT – “California Federal Transportation Infrastructure Investment Principles”

communities). In California, public transportation has helped support the growth of key industries and institutions that are an engine of growth for the national economy. We also recognize, and impress on Congress, that investment in public transportation creates good-paying construction jobs, spurs domestic manufacturing in states across the nation where transit buses, rail cars, parts and materials are produced, and thus, promotes economic growth. Over a 20-year period, \$1 billion in investment in public transportation yields approximately \$3.7 billion in increased economic activity. At current wage rates, this is equivalent to a ratio of approximately 50,731 jobs per \$1 billion invested in public transportation.

- **Active Transportation:** Investing in active transportation furthers the State’s sustainability and climate preparedness objectives and improves the quality of life and public health of Californians. Any new infrastructure package should ensure that walking and bicycling projects are eligible for funding. California has made a major commitment to walking and bicycling through investment in our Active Transportation Program, and we want to continue to increase that investment given the opportunity with new federal funding.
- **Passenger Rail:** As the state responsible for delivering the nation’s first high-speed rail system, California is making significant investments in intercity passenger rail, and therefore supports dedicated long-term federal investment in passenger rail programs. Modernizing the state’s passenger rail system will: reduce emissions by enabling more Californians to switch from driving and flying to traveling by clean, fast and efficient rail service; open freight capacity to enhance the flow of goods from our fields and ports; and sustain an innovative state economy that will help drive America’s economic competitiveness. Any new federal infrastructure investment package should provide significant funding for the High-Speed Intercity Passenger Rail program and fully fund FAST Act authorized Federal Railroad Administration intercity passenger rail grant programs. California opposes cuts to Amtrak service proposed by the FY 2018 Trump Administration budget.
- **Managed Lanes:** Throughout California, the construction of managed lanes has become a realistic and cost-effective way to deliver mobility choices to commuters. Managed lanes address multiple priorities including, but not limited to: enhanced transit service, ridesharing, travel time reliability, and congestion reduction. Tolloed managed lanes can also offer the benefit of paying for operations and maintenance costs and other system improvements along the corridor, as well as potentially attracting private investment. A new transportation infrastructure investment package should liberalize tolling policy and facilitate the implementation of tolled managed express lanes.

**Shorten Project Delivery Time** – California strongly supports efforts to streamline Federal regulations to facilitate more expeditious project delivery without diminishing environmental standards and safeguards. We are also encouraged by President Trump’s focus on streamlining the environmental review and permitting processes, and the state has developed a list of high-priority projects for consideration under Executive Order 13766, *Expediting Environmental Review and Approvals for High Priority Infrastructure Projects*.<sup>iii</sup>

**Provide Relief for 2017 California Winter Storm Damage** - In 2017, California suffered the most severe winter storm events it has seen in 20 years brought on by an “atmospheric river” weather phenomena. These storms ended California’s drought and also caused an estimated \$1.4 billion in damage to state and local roadways since January, ranking the 2017 winter as the most expensive in history.<sup>iv</sup> As federal policymakers consider investment in new infrastructure improvements, we urge Congress to also set aside funding to help California repair the damage to its transportation infrastructure stemming from this historic 2017 California Winter Storm disaster event.

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<sup>i</sup> Office of Governor Edmund G. Brown Jr. February 7, 2017 Letter to the National Governor’s Association providing and initial list of key infrastructure projects;

[https://www.gov.ca.gov/docs/CA\\_Infrastructure\\_Letter\\_and\\_Projects\\_2.7.17.pdf](https://www.gov.ca.gov/docs/CA_Infrastructure_Letter_and_Projects_2.7.17.pdf)

<sup>ii</sup> California Department of Transportation *Strategic Management Plan 2015-2020*;

[http://www.dot.ca.gov/perf/library/pdf/Caltrans\\_Strategic\\_Mgmt\\_Plan\\_033015.pdf](http://www.dot.ca.gov/perf/library/pdf/Caltrans_Strategic_Mgmt_Plan_033015.pdf)

<sup>iii</sup> Governor Edmund G. Brown Jr. February 24, 2017 Letter to President Trump regarding California High-Priority Projects for consideration under Executive Order 13766;

[https://www.gov.ca.gov/docs/2.24.17\\_Infrastructure\\_Letters.pdf](https://www.gov.ca.gov/docs/2.24.17_Infrastructure_Letters.pdf)

<sup>iv</sup> Caltrans June 2017 *Mile Marker*, “Winter Storms Exact Historic Roads Toll”;

[http://www.dot.ca.gov/milemarker/docs/2017/MM-2017-Q2.pdf#winter\\_storms](http://www.dot.ca.gov/milemarker/docs/2017/MM-2017-Q2.pdf#winter_storms)

August 14, 2017

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director/CFO  
**Subject:** Consent Calendar of August 21, 2017

The following agenda items are recommended for approval/action.

8. Approval of June 5, 2017 Minutes – *attached*
9. Approval of July 25, 2017 Special Meeting Minutes – *attached*
10. Adoption of Resolution #M2017-10 Allocating Local Transportation Funds to Mendocino Transit Authority for Acquisition of RouteMatch Software/Hardware System, Formalizing Action of July 25, 2017 – At last month's special meeting, the Council approved the allocation of \$380,000 of MCOG's reserved Local Transportation Fund (LTF) prior-year unallocated revenues for MTA's proposal to improve safety, security and efficiency with the RouteMatch system, including components: Fixed Route Management, Mobile Data System, Reporting & Analysis, Traveler Information System, and Push-to-Talk Communications. Transportation Development Act (TDA) claim filing requirements and resolution findings have been met, with the exception of a FY 2016/17 financial statement that is expected to be received by the time the Council meets. – *Resolution and exhibit attached*

# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 8**  
Consent Calendar  
MCOG Meeting  
8/21/2017

## MINUTES

**Monday June 5, 2017**

County Administration Center, Board of Supervisors Chambers

### ADDITIONAL MEDIA:

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

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

**1. Call to Order / Roll Call.** The meeting was called to order at 1:30 p.m. with Directors Steve Scalmanini, Richey Wasserman, Michael Cimolino, Susan Ranochak, Georgeanne Croskey, Rex Jackman (Caltrans/PAC), and Dan Gjerde; Chair Gjerde presiding. Larry Stranske was excused.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Nephele Barrett, Program Manager; and Marta Ford, Administrative Assistant.

**2. Convene as SAFE**

**3. Adoption to Approve Agreement with State of California Department of Highway Patrol.** A copy of the agreement was provided in the agenda packet. Executive Director Dow explained the period covers three fiscal years, not to exceed \$2,160. The agreement includes that California Highway Patrol (CHP) is to work collaboratively with MCOG staff through the Mendocino SAFE program by participating as the Primary Answering Point and also reporting condition of call boxes when problems are observed by CHP officers. MCOG staff recommends the Council approve the CHP agreement #17R048004 and to adopt Resolution #S2017-01 to approve the agreement for Fiscal Years 2017/18, 2018/19, and 2019/20.

**Upon motion** by Scalmanini, second by Ranochak, and carried unanimously on roll call vote (*6 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske*): IT IS ORDERED that Agreement #17R048004 between the Department of California Highway Patrol and the Mendocino County Service Authority for Freeway Emergencies is approved by adoption of the following resolution.

### **Resolution No. S2017-01**

To Approve Agreement With

The State of California Department of Highway Patrol (CHP)  
(Reso. #S2017-01 is incorporated herein by reference)

**4. Recess as SAFE – Convene as RTPA.**

**5. Recess as RTPA – Reconvene as Policy Advisory Committee**

**Public Expression.** None

**6 – 10. Regular Calendar.**

**6. Fiscal Year 2017/18 RTPA Budget.** Ms. Orth reported on the final budget proposal, the result of all recommendations by the Executive Committee, Technical Advisory Committee, Transit Productivity Committee, and staff. She identified changes since the May budget workshop and the

action required to adopt the budget, as written in her staff report. Total revenues are estimated at \$7.54 million and total allocations are recommended at \$7.47 million. Her summary included:

- Brief description of the proposed resolutions;
- Six Unmet Transit Needs identified as “reasonable to meet”;
- Additional Local Transportation Fund (LTF) 2% Bike and Pedestrian allocation from set aside unallocated LTF funds;
- Release of further phases of Active Transportation Program (ATP) grant funding anticipated from California Transportation Commission (CTC) for the Covelo trail project;
- Increase in Transportation Planning Program funding from prior-year carryover;
- Eligibility findings for Mendocino Transit Authority’s annual claim for funds;
- New apportionment funds that are to come in from the State Controller Regional Surface Transportation Program (RSTP) fund balances and new allocations for Partnership Funding, Local Assistance, and Formula Distribution to member agencies.

Discussion and questions included:

- Chair Gjerde questioned about the Local Assistance - Project Delivery staff services, whether the scope of work includes actually writing grant applications or only work on projects that have already been funded. Mr. Dow answered that the Regional Project Manager may primarily collect data such as accident records and traffic counts that can assist the entities to complete an application.

The Chair invited public comment: no one wished to speak to this agenda item. **Upon motion** by Ranochak, second by Wasserman, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske); IT IS ORDERED that the following four resolutions are adopted as recommended by staff and committees.

- a. Adoption of Resolution Finding That There Are Unmet Transit Needs That Are Reasonable To Meet For Fiscal Year 2017/18.

**Resolution No. M2017-03**

Finding That There Are Unmet Transit Needs  
 That Are Reasonable To Meet For Fiscal Year 2017/18  
 (Reso. #M2017-03 is incorporated herein by reference)

- b. Adoption of Resolution Allocating Fiscal Year 2017/18 Funds and 2016/17 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves.

**Resolution No. M2017-04**

Allocating Fiscal Year 2017/18 Funds and 2016/17 Carryover Funds for  
 Administration, Bicycle & Pedestrian Facilities, Planning and Reserves  
 (Reso. #M2017-04 is incorporated herein by reference)

Local Transportation Fund (LTF)		
Reserved LTF prior-year unallocated revenue	409,135	
LTF prior-year unallocated rev. to LTF Reserve	68,364	
MCOG Administration	435,333	
2% Bicycle & Pedestrian	73,052	
Planning Program – new funds	122,750	
LTF carryover – Planning program	71,475	
Total LTF		1,180,109
Regional Surface Trans. Program – Admin.		90,000

Fuel Cell Vehicle Plan – Admin.		2,000
ATP Infrastructure Grants – Admin.		802,768
ATP Non-Infrastructure Grants - Planning		585,000
PPM Funds – Planning		166,325
RPA Funds – Planning		294,000
<b>Total Allocations</b>		<b>3,120,202</b>

- c. Adoption of Resolution Allocating Fiscal Year 2017/18 Local Transportation Funds, State Transit Assistance, and Capital Reserve Funds and FY 2016/17 Carryover Funds to Mendocino Transit Authority.

**Resolution No. M2017-05**

Allocating Fiscal Year 2017/18 LTF, STA, and Capital Reserve Funds to Mendocino Transit Authority

(Reso. #M2017-05 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	2,549,564	
Unmet Transit Needs	0	
Senior Center Operations	473,057	
Capital Reserve Fund	0	
Total LTF		3,022,621
State Transit Assistance (STA)		
MTA Operations	175,000	
MTA & Senior Center Capital	180,000	
MTA Capital – Reclaimed Carryover	0	
Capital Reserve Fund	0	
Total STA		355,000
Capital Reserve Program		
Current Year – MTA	39,375	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	283,865	
Total Capital Reserve		323,240
<b>Total Transit Allocations</b>		<b>3,700,861</b>

- d. Adoption of Resolution Allocating Regional Surface Transportation Program Funds for Fiscal Year 2017/18 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies.

**Resolution No. M2017-06**

Allocating Regional Surface Transportation Program Funds For Fiscal Year 2017/18 MCOG Partnership Funding Program, Local Assistance, And Distribution By Formula To Member Agencies

(Reso. #M2017-06 is incorporated herein by reference)

MCOG Partnership Funding Program		100,000
Local Assistance – Project Delivery		90,000
Formula Distribution to Members		
Mendocino County DOT	119,211	
City of Ukiah	160,431	
City of Fort Bragg	107,116	
City of Willits	100,538	
City of Point Arena	66,449	
Total Formula Distributions		553,745

Total RSTP Allocations		743,745
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**7. Technical Advisory Committee Recommendations of May 31, 2017: Adoption of Final Fiscal Year 2017/18 Planning Overall Work Program (OWP).** Ms. Ellard introduced the program. The final program funding totals \$1,239,550. Ms. Ellard explained that carryover funds and carryover projects were added to the draft OWP. The final program includes 18 work elements and reserves funds for future projects. The Chair invited comment: no one wished to speak to this agenda item.

**Upon motion by** Croskey, second by Cimolino, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that the 2017/18 Final Overall Work Program is adopted as recommended by the Technical Advisory Committee, and the Executive Director is authorized to sign certifications and the OWP Agreement and to forward to Caltrans as required.

**8. Review and Comment on the Draft Active Transportation Plan (ATP).** Ms. Barrett discussed the Draft 2017 Mendocino County Regional Active Transportation Plan; she explained how it was developed and gave an overview of the types of different projects included. The process of reviewing projects was previously presented at a series of public outreach workshops, various committees, and councils to collect input. The draft plan replaces the old Regional Bikeway Plan, includes pedestrian projects, and serves as the Non-Motorized Transportation Element of the Regional Transportation Plan. The final draft of the plan will include maps and additional data obtained from input of the Technical Advisory Committee, which met after the MCOG Board agenda packet was released. Comments from today’s meeting will also be incorporated into the final plan, which will be presented for adoption at the August MCOG Meeting. Questions and comments included:

- Have local walk/bike stakeholders received and reviewed this plan and have they submitted comments? They are considered part of the Non-Infrastructure project in the Overall Work Program (OWP); they have not specifically been sent copies. Ms. Barrett will be sure to send copies of this project for their review. (Scalmanini, Barrett)
- In regards to the California Coastal Trail and the Pacific Coast Bike Route, because they are recreational and commuter trails for bike and pedestrians, is there flexibility within the plan that will allow for resurfacing these existing trails that are deteriorating? Is the language in the plan sufficient enough to cover those projects? Yes, language can be added to the plan to better identify this part of the discussion of the Coastal Trail and the Pacific Coast Bike Route. While the issues with those areas are already identified within the plan, it was agreed to specify State Parks Haul Road needs under Priority Improvements – Short and Long Range. (Gjerde, Barrett, Dow)
- Are there any plans or documents to see what is being proposed to do for the Coastal Trail and the Pacific Coast Bike Route? Yes, there is a description in last year’s Active Transportation Program (ATP) grant application. (Cimolino, Gjerde)

The Chair invited public comment; no one wished to speak to this agenda item. No action is required; only to review and add comments, if any, to the final draft plan to be approved at the August meeting. Staff recorded Board comments for the plan.

**9. Approval of Local Agency Sub-Recipient Funding Agreement Template.** Ms. Orth explained the need for Local Agency Sub-Recipient Funding Agreements and how the draft template (included in the agenda materials) was developed by staff from comparable samples. A comprehensive agreement that covers all funding sources MCOG allocates to local agencies is necessary for consistency with various state and federal regulations. It provides instructions on what the funds can be spent on and defines the obligations to assist in maintaining and enforcing compliance. The template was submitted to legal counsel for review and comments were pending as of this meeting.



**Upon motion** by Wasserman, second by Cimolino, and carried unanimously on roll call vote (6 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent – Jackman/PAC stepped out of the meeting during this item, and Stranske): IT IS ORDERED that MCOG staff is authorized to enter into Sub-Recipient Agreements using the template provided to the Council, for execution by local agencies receiving funds from MCOG in FY 2017/18, effective July 1, 2017, subject to any changes advised by County Counsel.

**10. Approval of Two-Year Extension for Independent CPA Engagement for MCOG and Mendocino Transit Authority Fiscal Audits – R.J. Ricciardi, Inc.** Ms. Orth referred to her staff report and requested a two-year extension of MCOG’s authorization to engage R.J. Ricciardi, Inc., as the independent auditor for MCOG and Mendocino Transit Authority fiscal audits. The Council had previously approved a five-year authorization, of which another firm fulfilled two years, and Ricciardi completed the remaining three. Five years is considered an acceptable standard for engagements according to auditing best practices. The extension will allow for more adequate preparation to issue a request for proposals (RFP) prior to the end of FY 2018-19. There are a limited number of companies that conduct audits of similar government agencies, making it difficult to find Certified Public Accountants to submit bids.

**Upon motion** by Wasserman, second by Croskey, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that MCOG extends the fiscal audit contract with R.J. Ricciardi, Inc. for two more years and authorizes MCOG’s Executive Director to execute the annual engagement agreements.

**11-15. Consent Calendar. Upon motion** by Ranochak, second by Wasserman and carried unanimously (7 Ayes – Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Stranske): IT IS ORDERED that consent items listed below are approved:

**11. Approval of May 1, 2017 Minutes – as written.**

**12. Acceptance of April 19, 2017 Transit Productivity Committee Minutes – as written.** Director Scalmanini asked why the Consent agenda did not reflect the May 12, 2017 scheduled TPC meeting. Mr. Dow responded that the May meeting was for one item only and per decision of MCOG and MTA staffs, the meeting was postponed.

**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. M2017-07**

Approving the Programming of  
FTA Section 5311 Non-Urbanized Program Funds for  
Mendocino Transit Authority Transit Operating Assistance  
(Reso. #M2017-07 is incorporated herein by reference)

**14. Adoption of Resolution Approving the Programming of FTA Section 5311(f) Intercity Bus Program Funds for Mendocino Transit Authority’s Project Proposal: Continuation of Route 65 Service – Operating Assistance.** Director Scalmanini asked about the ridership of the Route 65 service. Carla Meyer, MTA General Manager, answered that the ridership has been consistent but the past scheduling process may have obstructed possible growth. Recent changes in personnel and the new service schedule should increase ridership for the Route 65 Service.

**Resolution No. M2017-08**

Approving the Programming of FTA Section 5311(f)  
Intercity Bus Program Funds for Mendocino Transit Authority's Project Proposal:  
Continuation of Route 65 Service – Operating Assistance  
(Reso. #M2017-08 is incorporated herein by reference)

**15. Adoption of Resolution Approving the Allocation of California Proposition 1B Funds, Fiscal Year 2014/15 (and Residual) Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA), for Mendocino Transit Authority's Eligible Project.**

**Resolution No. M2017-09**

Approving the Allocation of California Proposition 1B Funds,  
FY 2014/15 (and Residual) Public Transportation Modernization, Improvement,  
and Service Enhancement Account (PTMISEA), for  
Mendocino Transit Authority's Eligible Project  
(Reso. #M2017-08 is incorporated herein by reference)

**16. Recess as Polity Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion** by Wasserman, second by Ranochak, and carried unanimously (6 Ayes – *Scalmanini, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde*; 0 Noes; 0 Abstaining; 1 Absent - *Stranske*): IT IS ORDERED the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

**17. Reports - Information**

- a. Mendocino Transit Authority. Ms. Meyer reported that:
  - The grant application for FTA Section 5310 funds for Mobility Management Operating Assistance was approved. This position will assist in delivering several of the identified Unmet Transit Needs such as: the non-emergency medical transportation including trips to out-of-county locations; service for isolated seniors where buses are unable to go; and improved transit access to tribal communities. A Mobility Manager is an individual who will pull all of the transportation providers in the county together to the same table and research what providers are doing so they can be pooled together instead of operating individually. She stated that the process takes time but has worked in other counties.
  - MTA formed a Route Committee within the agency to get a better perspective from drivers of consumers' needs and reduce operation redundancy. The goal is to take the money saved from reducing redundancy and put it towards other Unmet Transit Needs.
  - Advertisements on the buses are successful. As of last week, their annual total for this year's net profit is \$144,000. They anticipate by the end of next fiscal year it will be up to \$175,000-\$200,000 from advertisement revenue.
  - MTA intends to request local transportation funds to purchase a communications software system to replace a failing radio system and database, for consideration by MCOG's Transit Productivity Committee and Board of Directors. There was a brief discussion of meeting schedules over the next few months.
- b. North Coast Railroad Authority. Ms. Ellard had nothing to report.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written report, with nothing specific to highlight.
- d. MCOG Administration Staff.

1. *Senate Bill 1 Implementation – Road Repair and Accountability Act of 2017.* Mr. Dow referred to his staff report and an attachment of a Memorandum on the *Implementation Plan for Senate Bill 1*, the Road Repair and Accountability Act of 2017, prepared by California Transportation Commission (CTC) staff. The report includes preliminary information of the different components. The CTC is putting together committees that will include Regional Transportation Planning Agencies (RTPAs) to create guidelines and recommend programs. MCOG’s focus will be on monitoring requirements and appropriate projects that can receive funding from the bill for the cities and county. Discussions will continue on how the funds will be distributed. Meetings in Sacramento are planned to discuss SB 1 over the following week; additional information will be available then.
  2. *Miscellaneous.* Ms. Orth announced the “soft launch” of a new website in progress for MCOG at <https://mendocinocog.specialdistrict.org/>. The new website is more user friendly, more compliant, provides search engines, and is a cost effective solution to updating the old website. It is available for preview; the old site is still active. Ms. Orth also reminded the board that the next MCOG meeting is scheduled for August 21, 2017.
- e. MCOG Planning Staff. There were no further reports.
  - f. MCOG Directors. None.
  - g. California Association of Councils of Governments (CALCOG) Delegates. There is an Executive Directors association meeting at the end of June.

**18. Adjourn.** The meeting was adjourned at 3:26 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant

# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 9**  
Consent Calendar  
MCOG Meeting  
8/21/2017

## MINUTES

**Monday July 25, 2017**

MCOG / Dow & Associates Conference Room  
367 N. State Street, Room 208 Ukiah

### ADDITIONAL LOCATIONS:

Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg  
Point Arena City Hall, 451 School St., Point Arena

*NOTE: No video recording or streaming of this meeting.*

### **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 1:31 p.m. with Directors Steve Scalmanini, Larry Stranske, Susan Ranochak, Georgeanne Croskey, Michael Cimolino, and Dan Gjerde in Ukiah; Richey Wasserman attended via conference phone from City Hall in Point Arena. Chair Gjerde presiding. Director Rex Jackman (Caltrans/PAC) was excused.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; and Marta Ford, Administrative Assistant.

**2. Convene as RTPA**

**3. Recess as RTPA – Reconvene as Policy Advisory Committee**

**4. Public Expression.** None.

**5. Regular Calendar – Consideration of Mendocino Transit Authority’s Request for Local Transportation Funds to Purchase RouteMatch Software/Hardware System.** Ms. Orth reminded the Council that during FY 2017/18 budget development, MCOG identified a one-time unallocated balance of Local Transportation Funds (LTF) that is available from two months of sales tax revenues at \$596,200 resulting from a transition to the County Auditor’s accrual method of accounting. A portion of this was allocated to transit purposes in the budget. These funds are not under the usual category of “balance available for transit” and therefore require a higher level of scrutiny than the annual transit claim. She expressed appreciation for MTA’s position while emphasizing MCOG’s fiduciary role in the matter. MTA requested MCOG Board to authorize \$380,000 of the remaining unallocated funds to assist in purchasing the complete RouteMatch software/hardware system.

Carla Meyer, MTA General Manager, had presented a PowerPoint presentation at the May 11 Transit Productivity Committee (TPC) meeting to address questions/concerns and to obtain support of the TPC to continue through with the approval process. She handed out an updated version of the presentation and reviewed highlights. Her rationale for requesting this special MCOG meeting was to decrease further delay of waiting for the next scheduled MCOG meeting on August 21. The urgency is mainly due to the discontinuation of their analog radio communication services on November 1. Also their current computer system has met filled capacity. MTA has already purchased part of the new RouteMatch system, but the current database will not allow for implementation of the next phase. If funding is approved, implementation of the next RouteMatch phase is expected approximately 120 after the signed contract as long as everything goes well.

Discussion included:

- A communication system that uses less expensive radio technology, yet is considered obsolete, versus a system using cell towers that costs more but is incorporated in more areas for coverage in hard-to-reach areas
- Push-to-Talk feature capabilities
- Other transit companies' experience with the RouteMatch system
- Benefits to MTA that may meet the current list of identified Unmet Transit Needs
- Other possible uses for the unallocated funds.

**Upon motion** by Director Ranochak , second by Director Stranske, and carried unanimously on roll call vote (7 Ayes – Scalmanini, Stranske, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Jackman/PAC): IT IS ORDERED that Mendocino Transit Authority's request for Local Transportation Funds of \$380,000 to purchase the RouteMatch Software/Hardware System is approved, contingent on the accrued funds being received by MCOG.

**6. Consent Calendar. Upon motion** by Director Ranochak, second by Director Croskey, and carried unanimously (7 Ayes – Scalmanini, Stranske, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Jackman/PAC): IT IS ORDERED that consent items are approved:

**6. Acceptance of June 26, 2017 Transit Productivity Committee Minutes – as written**

**7. Recess as Polity Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion** by Director Croskey, second by Director Scalmanini, and carried unanimously (7 Ayes – Scalmanini, Stranske, Wasserman, Cimolino, Ranochak, Croskey, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Jackman/PAC): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

**8. Reports - Information**

- a. Mendocino Transit Authority. Carla Meyer invited the group to tour MTA Headquarters once the new RouteMatch system is in place.
- b. MCOG Administration Staff. Ms. Orth suggested canceling the September tour; there are no projects currently to review. Mr. Dow mentioned meetings in which he and Ms. Davey-Bates are participating on Senate Bill 1 and gave examples of significance for the rural counties. He will have more detail to report on SB 1 at the August 21 MCOG Board meeting.
- c. MCOG Planning Staff. None.
- d. MCOG Directors. Director Stranske asked a question regarding the company to repair call boxes; Mr. Dow explained the difficulty of obtaining service companies. The company that has come out to fix the boxes in the past has come from the Bay Area or from Sacramento; they go out to locate the boxes and do not realize how far away some of the call boxes are and do not allow for enough time to repair them.

**9. Adjourn.** The meeting was adjourned at 2:54 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Marta Ford, Administrative Assistant

# MENDOCINO COUNCIL OF GOVERNMENTS

## BOARD of DIRECTORS

### RESOLUTION No. M2017-10

#### ALLOCATING SUPPLEMENTAL LOCAL TRANSPORTATION FUNDS TO MENDOCINO TRANSIT AUTHORITY

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency (RTPA) for Mendocino County;
- The Mendocino Transit Authority (MTA) is designated as the Consolidated Transportation Services Agency (CTSA) for Mendocino County by MCOG and as such duly claimed funding for public transportation purposes for Fiscal Year 2017/18, which met all of the required findings and MCOG allocated with minor adjustments to MTA on June 5, 2017 as part of the annual budget;
- MTA has submitted a supplemental claim in the amount of \$380,000 for Local Transportation Funds (LTF) in accordance with the Transportation Development Act (TDA), to provide for safety, security and efficiency needs of MTA and Senior Centers in Mendocino County by acquisition of the RouteMatch software/hardware system, of which a summary is attached as **Exhibit A** and the TDA claim requirements are received and on file;
- This proposal was thoroughly reviewed by MCOG staff and Transit Productivity Committee (TPC), on June 26, 2017 the TPC recommended funding of the RouteMatch software/hardware system acquisition, on July 25, 2017 the MCOG Board of Directors approved the funding in a special meeting, and this resolution formalizes the allocation; and
- The acquisition is listed in MTA's Ten-Year Capital Plan as Equipment for Operations and is claimed from MCOG's reserved LTF prior-year unallocated revenues of \$409,135 in its FY 2017/18 budget, not subject to Capital Reserve fund procedures;

RESOLVED, THAT:

MCOG hereby allocates additional Local Transportation Funds to MTA for acquisition of the RouteMatch software/hardware system as follows:

1.

AUTHORITY		SOURCE	USE	AMOUNT
A.	PUC Sec. 99260(a)	Local Transportation Fund (LTF)	MTA Operations	0
	PUC Sec. 99260(a)		Unmet Transit Needs	0
	PUC Sec. 99400(c)		Senior Center Operations	0
	PUC Sec. 99260(a)		MTA and Seniors Capital	380,000
	CCR Sec. 6648		Capital Reserve Fund	0
			<b>Total LTF</b>	<b>380,000</b>

2. Additionally, MCOG makes the following required findings from Article 5, Section 6754 of the California Code of Regulations, regarding LTF eligibility and fund allocation (refer to documentation on file). MCOG as the regional entity may allocate funds to an operator or a transit service claimant on the basis of all these findings:
  - A. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
  - B. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code Section 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant. The most recent fiscal audit dated June 30, 2016 confirmed that MTA had met the 14.7% required ratio; MTA's fare revenue ratio was 16.2%. For the preceding two years, the requirement was not quite met (14.54 and 14.4%). TDA regulations allow a grace period for the first year an operator does not meet the required farebox ratio. The second year the ratio is not met is the "noncompliance" year, with no penalties during these two years. A third successive year the requirement is not met is the "determination" year, resulting in reduced funding in the following "penalty" year. However, new legislation, SB 508, effective July 1, 2016, amended TDA and reduces MTA's fare revenue required ratio to ten (10) percent.
  - C. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964 as amended, now referred to as the Federal Transit Administration (FTA).
  - D. Of five measures of eligibility for Capital and Operations that are applicable to this claim for LTF funds and were applied by the independent auditor in the most recent fiscal audit, most but not all were met according to the auditor's report.
    - a. The sum of the claimant's allocations from LTF did exceed the amount the claimant is eligible to receive during the fiscal year for operating, by \$93,597, due and payable to MCOG. Instructions to the County Auditor-Controller are to reduce MTA's monthly payments by one-twelfth of this amount throughout FY 2017/18.
    - b. The sum of the claimant's allocations from LTF did not exceed the amount the claimant is eligible to receive during the fiscal year for capital.
3. The above allocations are to be paid to MTA in conformance with allocation instructions as submitted by MCOG's Executive Director to the County Auditor-Controller.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 21st day of August, 2017, by the following roll call vote:

AYES:

NOES:

ABSENT:

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

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ATTEST: Phillip J. Dow, Executive Director

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Larry Stranske, Vice Chair



SERVING MENDOCINO COUNTY SINCE 1976

August 13, 2017

Mr. Phil Dow, Executive Director  
Mendocino Council of Governments  
367 North State Street, Suite 206  
Ukiah, CA 95482

RE: FY 17/18 Transit Claim #2 for one-time Excess LTF Funds, \$380,000

Dear Phil,

As was approved at the MCOG Board of Directors Special Meeting on July 25, 2017, MTA is submitting a claim to MCOG of the one-time excess LTF funds available this year.

Claim #2      One-Time Excess LTF fund claim:      \$380,000

This is supported by our 2017/18 Capital budget as presented to the MTA Board of Directors on June 28, 2017 for purchase of Fixed Route AVL, Push to Talk Radio Communications and public bus information database RouteShout.

Thank you for your assistance with this and do not hesitate to call or contact me if you have any further questions.

Sincerely,

Carla Meyer  
General Manager





## Mendocino Transit Authority

### Summary of 2017/2018 Claim #2 for Funds

14-Aug-17

			FY 2016/17	FY 2017/18	\$	%
Source	Authority	Purpose	Amount	Amount	Diff	Diff

Local Transportation Fund:

PUC, Sec. 99260(a)	MTA Operations				
PUC, Sec. 99260(a)	Unmet Transit Needs				
PUC, Sec. 99400(c)	Senior Center Operations				
PUC, Sec. 99260(a)	MTA & Senior Capital	\$0	\$380,000	\$380,000	
CCR, Sec. 6648	Transit Capital Reserve	\$0	\$0	\$0	
PUC, Sec. 99260.6	Rail Passenger Subsidy	\$0	\$0	\$0	
<b>Total</b>		<b>\$0</b>	<b>\$380,000</b>	<b>\$380,000</b>	
			\$380,000	\$1,349,951	

State Transit Assistance Fund:

CCR, Sec. 6730(a)	MTA Operations				
CCR, Sec. 6731(b)	Senior Center Operations				
CCR, Sec. 6730(b)	MTA & Senior Capital				
CCR, Sec. 6752	Reclaim for MTA Capital				
CCR, Sec. 6648	Transit Capital Reserve				
<b>Total Claim</b>		<b>\$0</b>	<b>\$380,000</b>	<b>\$380,000</b>	

# MENDOCINO COUNCIL OF GOVERNMENTS

## Staff Report

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**TITLE: Summary of Meetings**

**DATE PREPARED: 08/11/17**

**MEETING DATE: 08/21/17**

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**SUBMITTED BY: Phil Dow, Executive Director**

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### BACKGROUND:

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

1. California Transportation Commission SB 1 Funding Workshop  
Teleconference & Webcast 06/08/17  
(Dow, Davey-Bates & Orth)
2. California Transportation Commission SB 1 Funding Workshop  
Sacramento 06/09/17  
(Dow Davey-Bates)
3. *Active Transportation Program (ATP) Non-Infrastructure Implementation/ HHS & NCO*  
*Ukiah 06/13/17*  
(Barrett & Ellard)
4. *Active Transportation Program (ATP) Non-Infrastructure Task Force/ Fort Bragg Sub - Committee*  
*Teleconference 06/19/17*  
(Barrett & Ellard)
5. SB 1 Implementation: Active Transportation Program Augmentation Workshop  
Sacramento 06/23/17  
(Dow)
6. MCOG Transit Productivity Committee  
Ukiah Valley Conference Center 06/26/17  
(Orth, Ford & Dow)
7. *Senate Bill 1 Implementation: Transportation Planning Grants*  
*Webinar 06/27/17*  
(Ellard)
8. *Mendocino Transit Authority*  
*Ukiah 06/28/17*  
(Ellard)
9. Joint CalCOG/Regional Transportation Planning Agencies Meeting  
Sacramento 06/27/17  
(Dow & Davey-Bates)
10. California Transportation Commission  
Sacramento 06/28/17 – 06/29/17  
(Dow & Davey-Bates)
11. Pavement Management Program Training  
Ukiah 06/29/17  
(Sookne)

12. SB 1 Implementation: Local Partnership Program  
Sacramento 07/11/17  
(Davey-Bates) & (Dow by teleconference)
13. *North Coast Railroad Authority*  
Ukiah 07/12/17  
(Ellard)
14. Rural Counties Task Force Training –Sub-recipient Agreements  
Sacramento 07/14/17  
(Davey-Bates, Ellard & Orth)
15. *Rural Counties Task Force Meeting*  
Sacramento 07/14/17  
(Davey-Bates, Ellard & Orth)
16. *SB 1 Implementation: Trade Corridor Enhancement Program*  
Sacramento 07/17/17  
(Davey-Bates)
17. *SB 1 Implementation: State Transportation Improvement Program Workshop*  
Sacramento 07/17/17  
(Davey-Bates)
18. *SB 1 Implementation: Local Streets & Roads*  
Sacramento 07/18/17  
(Davey-Bates)
19. DBE Goals for FTA Subrecipients  
Webinar 07/18/17  
(Davey-Bates & Sookne)
20. *Funding Resources for Point Arena with City Manager Shoemaker*  
Ukiah 07/19/17  
(Ellard & Dow)
21. California Air Resources Board – Accessibility Standards for Electric Vehicle Charging  
Webinar 07/21/17  
(Orth)
22. SB 1 Implementation: Local Partnership Program Workshop  
Los Angeles 07/21/17  
(Dow)
23. MCOG Special Board Meeting  
Ukiah 07/25/17  
(Dow, Orth, & Ford)
24. Point Arena City Council – Garcia River Engineered Feasibility Study  
Point Arena 07/25/17  
(Dow)
25. *Safe Routes To School Program Community Meeting*  
Willits 07/26/17  
(Ellard)
26. MTA Finance Manager Orientation  
Ukiah 07/27/17  
(Orth)

27. California Consensus Principles  
Teleconference 07/31/17  
(Dow)
28. Streamline/Digital Deployment Website Training  
Webinar 08/02/17  
(Orth)
29. Covelo Multi-Purpose Trail (Phase 1 & 2) Project Team Meeting  
Teleconference 08/02/17  
(Sookne & Dow)
30. SB 1 Implementation: Local Partnership Program  
Oakland 08/07/17  
(Dow)
31. SB 1 Implementation: Trade Corridor Enhancement Program  
Oakland 08/08/17  
(Dow)
32. *Active Transportation Program (ATP) Non-Infrastructure Implementation/ HHS&A & NCO*  
*Ukiah 08/08/17*  
*(Barrett & Ellard)*
33. Technical Advisory Committee (TAC)  
Ukiah 08/09/17  
(Dow, Ellard & Barrett)
34. Dow & DBC Coordination  
Ukiah 08/15/17  
(All)
35. Regional Transportation Planning Agencies  
Oakland 08/16/17  
(Dow & Davey-Bates)
36. California Transportation Commission  
Oakland 08/16/17 – 08/17/17  
(Dow & Davey-Bates)

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

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**ACTION REQUIRED:**

None.

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**ALTERNATIVES:**

None identified.

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**RECOMMENDATION:** None. This is for information only.



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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Agenda # 12d1  
Reports  
MCOG Meeting  
8/21/2017

**TITLE:** Local Agency Sub-Recipient Funding Agreements

**SUBMITTED BY:** Janet Orth, Deputy Director/CFO

**DATE PREPARED:** 8/10/2017

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**BACKGROUND:**

As the recipient of state and federal funds, MCOG is required to enter into various funding agreements. These agreements include numerous standard terms with the recipient agency (MCOG) as well as subrecipients (County, Cities, MTA)—in other words, flow-down provisions. The new agreements we have been working on will be comprehensive, covering all funding sources and obligations with our local partners.

In June, the Council authorized staff to enter into Subrecipient Agreements, using the draft template we developed, for execution by local agencies receiving funds from MCOG in FY 2017/18, effective July 1, 2017, subject to any changes advised by County Counsel.

Later in June, we engaged the Law Office of Duncan James to review the draft template. MCOG normally engages County Counsel for this type of service; however in this case, the County is a subrecipient and therefore a party to the agreement, creating a potential conflict for their counsel. After a few revisions in June, attorney Douglas Losak signed his approval on the final template (see attached). Note that I added exhibit detail after his review.

During July, we developed the exhibits detailing each local agency's projects and funds available to claim in the fiscal year. On August 1, I distributed agreements to managers of the five MCOG member agencies, i.e. Cities and County. On May 31 and on August 9, I met with the Technical Advisory Committee to introduce the matter and respond to questions. Today we received the first executed agreement, from City of Fort Bragg. At this writing, I still need to prepare an agreement with Mendocino Transit Authority, which receives mainly local funds.

On July 14, several of us attended a workshop in Sacramento on Subrecipient Administration, offered by the CTC's Rural Counties Task Force. The approach to these agreements was very similar to our five-year master agreement with annual exhibits; a "continuing" agreement was used as an example. So we now have expert advice and some more tools in our kit.

We appreciate the cooperation of all of our local agency partners. I will be glad to assist as needed.

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**ACTION REQUIRED:**

None.

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**ALTERNATIVES:**

Not applicable.

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**RECOMMENDATION:**

None, this is for information only.

Enclosure:  
Final Sub-Recipient Agreement template

**SUBRECIPIENT AGREEMENT  
BETWEEN  
MENDOCINO COUNCIL OF GOVERNMENTS  
AND**

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THIS AGREEMENT is made and entered into effective \_\_\_\_\_[date]\_\_\_\_\_ between \_\_\_\_\_ (“Subrecipient”) and Mendocino Council of Governments (“MCOG”), the Regional Transportation Planning Agency for Mendocino County, California.

WHEREAS, this agreement covers certain local, state or federal funds administered by and through MCOG that are allocated to Subrecipient for projects and services, and sets forth the terms and conditions under which these funds are to be expended and reimbursed, including:

- Local Transportation Funds (LTF) under the Transportation Development Act (TDA)
- State Rural Planning Assistance (RPA)
- State Planning, Programming & Monitoring (PPM)
- Regional Surface Transportation Program (RSTP)
- Other funding sources, such as grants, to be identified as applicable annually;

WHEREAS, MCOG’s annual Transportation Planning Overall Work Program (OWP) is part of an agreement with the State of California Department of Transportation (Caltrans), which includes the Overall Work Program Agreement (OWPA) and Master Fund Transfer Agreement (MFTA), and together, the OWP, the OWPA and MFTA set forth the terms and conditions under which state and federal planning funds are to be expended by MCOG and its subrecipients;

WHEREAS, Subrecipient is eligible to apply for and receive state and federal financial assistance as a public body corporate and politic of the State of California;

WHEREAS, Subrecipient has agreed to participate with MCOG, local and state agencies, the general public, and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure, consistent with MCOG’s adopted OWP, and to participate in the regional planning process;

WHEREAS, MCOG and Subrecipient intend to cooperate to ensure the timely development, adoption and implementation of integrated comprehensive regional plans and policies, as set forth by federal and state requirements and guidelines; and

WHEREAS, for any terms or conditions covered under this AGREEMENT that may be superseded by other grant or fund agreement(s) signed by MCOG, an exhibit identifying “Special Conditions” shall prevail; therefore

## IT IS MUTUALLY AGREED THAT:

1. Annual Agreement with Subrecipient and Amendments

- a. This AGREEMENT constitutes a five-year Master Agreement, and may be amended by mutual written agreement. Exhibits are subject to annual renewal. The fiscal year begins July 1 and ends June 30. [Indicate dates, expiration]
- b. This AGREEMENT includes an exhibit detailing "Subrecipient Scope of Work and Budget" (Exhibit A) and an optional "Sample Subrecipient Invoice" (Exhibit B) hereinafter referred to as Exhibits A and B respectively, attached hereto and incorporated herein by reference. Any proposed amendment to the Scope or Budget (Exhibit A) must be made in advance by written amendment and is subject to approval by Caltrans or any state or federal agency having jurisdiction.
- c. This agreement includes MCOG's "Adopted Policies & Instructions," attached as Exhibit C. [includes OWP, RSTP]
- d. This AGREEMENT may include "Special Conditions" hereinafter referred to as Exhibit D, attached hereto. This Exhibit D is purposed to outline requirements for other funds as may be applicable annually.
- e. MCOG's maximum payment obligation to Subrecipient is limited to those funds identified in Exhibit A.
- f. Billable work cannot be performed without this fully signed AGREEMENT and corresponding notice to proceed.

2. Scope of Subrecipient Responsibilities

- a. Subrecipient shall be responsible for the complete performance of the work described in Exhibit A.
- b. In accordance with Uniform Guidance 2 CFR 200, sections 318 through 326, inclusive and applicable state laws and procedures, Subrecipient contracts for work identified in the attached Exhibit A under "Consultant Work" are required to be competitively bid and awarded in accordance with 2 CFR 200 sections 318 through 326, inclusive and consistent with the Caltrans Local Assistance Procedures Manual, Chapter 10, or successors thereto, or applicable procurement procedures as required by funding source.
- c. Subrecipient shall ensure that its Contractor(s) and Subcontractor(s) comply with all provisions of this agreement.

3. Time of Performance

The services provided pursuant to this AGREEMENT shall begin upon issuance of a Notice to Proceed by MCOG to Subrecipient and shall continue until completion, but not later than June 30 of each year, unless an extension of time is approved by MCOG in writing.

4. Materials to be Furnished to Subrecipient

- a. At the option of MCOG, and if allowable under federal and state requirements, MCOG may procure equipment, software, or other materials for use by Subrecipient, only for purposes of carrying out work described under this AGREEMENT. Subrecipient agrees to comply with all license agreements for software or other materials procured by MCOG for use by Subrecipient.
- b. All equipment or other materials provided to Subrecipient under this AGREEMENT shall remain the property of MCOG and shall be returned to MCOG upon project completion or termination, unless other terms are mutually agreed to in writing.

5. Invoices, Reporting and Deliverables

- a. In performing the work described in Exhibit A, Subrecipient may incur only the costs authorized by Exhibit A. Said costs shall comply with Section 6 (Cost Principles) of this AGREEMENT. Subrecipient shall submit to MCOG, not more frequently than every month, but at least annually, each requisition for payment (invoice), unless no funds were expended during the fiscal year.
- b. Subrecipient shall submit the following relative to an invoice:
  - i. An invoice with supporting documentation, including receipts for all direct costs, and including, but not limited to, documentation of per diem as allowed (refer to Section 5d), in accordance with Exhibit B.
  - ii. Any additional information or documentation to support the costs contained in the invoice if requested by MCOG.
- c. Subrecipient shall submit an invoice with supporting documentation to MCOG no later than thirty (30) days after the fiscal year ending June 30. Invoices received by MCOG after July 31 for the preceding fiscal year shall not be paid. This deadline may be waived if mutually agreed to by MCOG and Subrecipient, in writing.
- d. For travel and subsistence (per diem) expenses of Subrecipient and its contractors, rates shall not exceed rates authorized to be paid rank and file state employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by Subrecipient are in excess of DPA rates, MCOG will not reimburse those amounts in excess of the DPA rates. Mileage reimbursements shall not exceed the federal business mileage rate ([www.irs.gov](http://www.irs.gov)). Travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.
- e. Payment of Subrecipient invoices is contingent upon receipt by MCOG of the above documentation provided by Subrecipient, consistent with Sections 6 through 8 of this AGREEMENT. Payment to Subrecipient is further contingent upon MCOG's determination that the performance of Subrecipient meets federal, state and MCOG standards. MCOG shall review Subrecipient invoices and submit them to the County Auditor-Controller for payment within thirty (30) days of receipt.



- f. Subrecipient shall not be entitled to reimbursement of indirect costs unless a copy of a federal cognizant agency-approved, indirect cost allocation plan has been received by MCOG prior to submittal of the first invoice from Subrecipient.
- g. Subrecipient mark-up of direct expenses or of subcontractor invoices are not allowable; therefore MCOG will not pay Subrecipient for any such increases to actual costs incurred.
- h. Subrecipient shall provide a quarterly progress report, in narrative form, that describes progress toward completion of tasks, projects, and products, as well as conformance with project schedules and reporting of all costs incurred for the work elements contained in Exhibit A, no later than thirty (30) days after close of the quarter.
- i. Subrecipient shall provide hard copies of all completed products and/or deliverables to the assigned MCOG Project Manager, and in a commonly used electronic format, at the discretion of the MCOG Project Manager, as referenced in Section 7 of this AGREEMENT, according to the schedule of deliverables in Exhibit A.
- j. All final reports and documents produced under this AGREEMENT shall include the following statement:

*"The preparation of the report was financed in part through [insert funding source and agency] as facilitated by Mendocino Council of Governments as the Regional Transportation Planning Agency."*

Alternatively, certain language may be required by state or federal funding agencies, to be specified in Exhibit D.

6. Cost Principles

- a. Subrecipient agrees to be bound by and comply with, and shall require its Consultants and/or Contractors to comply with, the following:
  - i. 2 CFR, Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, shall be used to determine the allowability of individual project cost items; and
  - ii. The federal administrative procedures in accordance with Uniform Guidance 2 CFR, Subtitle A, Chapter II, Part 200 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
- b. Any costs for which Subrecipient receives payment or credit that is determined by a subsequent audit or other review by either MCOG, Caltrans, or other state or federal authorities to be unallowable under, but not limited to, 2 CFR Part 200 or 48 CFR Chapter 1, Part 31, shall be repaid by Subrecipient within thirty (30) days of Subrecipient receiving notice of audit findings.

- c. All costs charged to this AGREEMENT by Subrecipient shall be supported by properly executed payrolls showing labor (wage) rates per hour, time records, and invoices and vouchers evidencing in proper detail the nature of the charges. These costs shall comply with the cost principles cited above in Section 6(a) of this AGREEMENT.

7. Written and Electronic Versions of Work Products and Related Materials

- a. Subrecipient shall provide copies of all of its deliverables, as well as support data created pursuant to Exhibit A, to MCOG in an approved electronic format. Hard copies will also be provided to MCOG upon request. Related materials, including any reports, newsletters, or other written materials, will also be provided in hard copy and/or electronic format, upon request by MCOG.
- b. Any graphics or images accompanying the text of these written materials shall be included in the electronic version, in a format (e.g. JPEG, BMP, or PNG) as requested by MCOG staff. The quality of the images will be a minimum of 300-600 DPI resolution, typically a file size of 3MB or more.
- c. The electronic versions of all written materials, data files, and accompanying graphics or images shall, when printed or otherwise displayed, appear in the identical format, location, quality, and state of replicating in which they appear in the hard copy versions.
- d. Materials in the electronic version shall be presented to MCOG in a medium pre-approved in writing by the MCOG Project Manager. For reports this would typically be in Microsoft Word and Adobe Acrobat formats.
- e. The applicable funding agency shall have a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, work products funded under this AGREEMENT for government purposes.

8. Records Retention and Audits

- a. If Subrecipient receives Local Transportation Funds, Subrecipient shall submit to MCOG an annual certified fiscal audit conducted by an entity other than itself, in compliance with the Transportation Development Act (TDA), Section 99245. A report on the audit shall be submitted to MCOG and to the State Controller within 180 days after the end of the fiscal year. However, MCOG may grant an extension(s) not to exceed a total of 90 days in writing, at its sole discretion. The report shall include a certification that the funds allocated to Subrecipient pursuant to TDA were expended in conformance with all applicable laws, rules and regulations. Except for the first report, the report shall also include the audited amounts for the fiscal year prior to the fiscal year audited.
- b. For the purpose of determining compliance with California Government Code section 8546.7, as well as any other state or federal law or regulation, Subrecipients and their contractors shall maintain all source documents, books, and records connected with their performance of work

initiated under this AGREEMENT and each annual MCOG OWP for a minimum of three (3) years from the date of final payment to Subrecipient, or until audit resolution is achieved for each annual MCOG OWP, whichever is later. During this time, all of the above referenced parties shall make all such supporting materials available for inspection and audit, at their respective offices at all reasonable times, by representatives of MCOG, the state, the Bureau of State Audits, or the federal government upon request. Copies will be made and furnished to MCOG upon request, at no cost to MCOG.

- c. Subrecipient shall establish and maintain, and shall require that its Contractor(s) establish and maintain, an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support invoices that segregate and accumulate the costs of work elements by line item (i.e. direct labor, other direct costs, subcontractors, etc.) and enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.
- d. Subrecipient agrees to include all costs associated with this AGREEMENT and any amendments thereto to be examined in the annual audit and, if applicable, in the schedule of activities to be examined under a single audit prepared by Subrecipient in compliance with Office of Management and Budget Circular A- 133.
- e. Neither the pendency of a dispute nor its consideration by MCOG, Caltrans, or the state will excuse Subrecipient from full and timely performance in accordance with the terms of this AGREEMENT.
- f. Subrecipient agrees to furnish documentation to MCOG to support this requirement that its Agreement(s) with Contractor(s) contain provisions requiring adherence to this Section in its entirety.

9. Certifications and Assurances

- a. Subrecipient shall adhere to the requirements contained in MCOG's annual Certification and Assurances ("FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification") submitted as part of MCOG's OWP, pursuant to 23 CFR 450.334 and 23 U.S.C. 134. Such requirements shall apply to Subrecipient to the same extent as MCOG and may include, but are not limited to:
  - i. 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
  - ii. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
  - iii. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;

- iv. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
  - v. Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
  - vi. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
  - vii. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) and 49 CFR, parts 27, 37, and 38;
  - viii. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
  - ix. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
  - x. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
- b. Subrecipient shall additionally comply with Federal and State Lobbying Activities Certification:
- i. By signing this AGREEMENT, Subrecipient certifies, to the best of its knowledge and belief, that no state or federal funds have been paid or will be paid, by or on behalf of Subrecipient, to any person for influencing or attempting to influence an officer or employee of any state or federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any state or federal contract, the making of any state or federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
  - ii. If any funds other than state or federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subrecipient shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions.
  - iii. This certification is a material representation of fact, upon which reliance was placed when this AGREEMENT was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., and by

the MFTA between MCOG and Caltrans or, alternatively, the grant agreement with the respective funding entity. Any persons who make a prohibited expenditure or fail to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- c. Subrecipient shall comply with any other applicable federal, state and local laws, including without limitation, all federal regulatory requirements associated with the applicable federal funding.
- d. Subrecipient shall further require its Contractor(s) to comply with these Certifications.

10. Equal Employment Opportunity/Nondiscrimination

- a. In the performance of work undertaken pursuant to this AGREEMENT, Subrecipient, for itself, its assignees, and successors in interest, shall affirmatively require that its employees and Contractor(s) shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave.
- b. Subrecipient shall ensure that the evaluation and treatment of their employees and applicants for employment, as well as their contractors, are free from such discrimination and harassment. Subrecipient shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this AGREEMENT by reference and made a part hereof as set forth in full. Subrecipient shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.
- c. In the event of Subrecipient's noncompliance with the nondiscrimination provisions of this AGREEMENT, MCOG shall impose such contract sanctions as it, Caltrans, or other applicable funding agency may determine to be appropriate, including, but not limited to:
  - i. Withholding of payments to Subrecipient under this AGREEMENT until Subrecipient complies; and/or
  - ii. Cancellation, termination or suspension of the AGREEMENT, in whole or in part.
- d. Subrecipient shall permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by the State to investigate compliance with this section.

- e. Subrecipient shall include the provisions of this Section in every agreement with its Contractor(s). Subrecipient shall take such action with respect to any such agreement as MCOG, Caltrans, or other applicable funding agency may direct as a means of enforcing such provisions, including sanctions for noncompliance including, but not limited to:
  - i. Withholding of payments to contractor under any agreement with contractor until contractor complies; and/or
  - ii. Cancellation, termination or suspension of the agreement in question, in whole or in part.

#### 11. Prevailing Wage and Labor Requirements

- a. Should Subrecipient award any construction contracts utilizing Federal funds under this Agreement, Subrecipient agrees to comply with all pertinent statutes, rules and regulations promulgated by the federal government including, but not limited to, (i) prevailing wage requirements of the Davis Bacon Act (40 U.S.C. §276a, et seq.) and related regulations (29 CFR Part 5); (ii) anti-kick back and payroll records requirements of the Copeland “Anti-Kickback” Act (40 U.S.C. §276c and 18 U.S.C. §874) and related regulations (29 CFR Part 3); and (iii) workweek computation and overtime requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-333) and related regulations (29 CFR Part 5).
- b. Should Subrecipient award any “public work” contract, as defined by California Labor Code Section 1720, utilizing State funds under this Agreement, Subrecipient agrees to comply with all pertinent California statutes, rules, and regulations including, but not limited to, prevailing wage provisions of Labor Code Section 1771.
- c. Any contract or subcontract entered into as a result of this Agreement will contain all of the provisions of this section.

#### 12. Conflict of Interest

Subrecipient and its officers, employees, and agents, including Contractor(s), that perform work under this AGREEMENT shall comply with federal and state conflict of interest laws, regulations and policies.

#### 13. Independent Contractor

Subrecipient and its officers, employees, and agents shall be independent contractors in the performance of this AGREEMENT.

#### 14. Disadvantaged Business Enterprise (DBE)

- a. It is the policy of MCOG, the California Department of Transportation, and the U.S. Department of Transportation, that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have an equal opportunity to receive and participate in the performance of agreements financed in whole or in part with Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) funds provided under this AGREEMENT.

- b. Subrecipient, its employees, and its Contractor(s) shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of FHWA/FTA funds-assisted contract or in the administration of MCOG's DBE program per the requirements of 49 CFR Part 26. Failure to carry out the requirements of this paragraph shall constitute a breach of contract and may result in termination of this AGREEMENT or such other remedy MCOG may deem appropriate.
- c. Subrecipient shall, as required by 49 CFR Part 26, include applicable language into all contracts funded in whole or in part with FHWA or FTA funds.

15. Disputes

- a. Should either party to this AGREEMENT bring legal action against the other (formal judicial proceeding, mediation or arbitration), it is hereby agreed that this Agreement will be administered and interpreted under California law and that the matter shall be handled in Mendocino County Superior Court, California, and that the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge, mediator, or arbitrator hearing the case and such fee shall be included in the judgment, together with all costs.
- b. Neither the pendency of a dispute nor its consideration by MCOG, Caltrans, and/or the respective funding agency will excuse Subrecipient from full and timely performance in accordance with the terms of this AGREEMENT.

16. Severability. If any term or provision of this Agreement, or the application thereof to any person or circumstance will, to any extent, be invalid or unenforceable, the remainder of this Agreement will not be affected thereby, and each term and provision of this Agreement will be valid and enforceable to the fullest extent by law, unless the exclusion or application of, such term or provision, would result in such a material change so as to cause completion of the obligations defined in this Agreement to be unreasonable.

17. Hold Harmless

- a. Subrecipient shall defend, indemnify and hold MCOG, its officers, agents and contracted staff, harmless from and against any and all liability, loss, expense, claims, or damages arising out of the performance of this AGREEMENT, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Subrecipient, its officers, agents, employees, or Contractors.
- b. MCOG shall defend, indemnify and hold Subrecipient, its officers, agents and employees harmless from and against any and all liability, loss, expense, claims, or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of MCOG, its officers, agents or contracted staff.

- c. Subrecipient further agrees to reimburse MCOG for claims, demands, costs or liability associated with the incomplete performance of work contained in Exhibit A, in the event that the MCOG terminates this AGREEMENT in accordance with Section 22.b. herein.

18. Noncompliance

In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this AGREEMENT, this AGREEMENT may be terminated.

19. Assignment

This Agreement cannot be assigned without the prior written consent of MCOG.

20. Successors

This Agreement will be binding on the parties hereto, their assigns, successors, administrators, executors, and other representatives.

21. Amendments Required by Federal or State Agencies

If the FTA, FHWA, Caltrans or any other federal or state agency having jurisdiction, requires a change to the terms of this Agreement, the parties will amend this Agreement as necessary, or will terminate it immediately.

22. Termination of Agreement

- a. Termination for Convenience: Either party may terminate this AGREEMENT at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the AGREEMENT shall be returned to MCOG at its option. Subrecipient shall return at the option of MCOG, all equipment, software, or other materials provided to Subrecipient under this AGREEMENT. If this AGREEMENT is terminated by MCOG, as provided herein, Subrecipient shall be reimbursed for expenses incurred prior to the termination date, in accordance with Section 6 through 8 of this AGREEMENT.
- b. Termination for Cause: If through any cause, Subrecipient shall fail to fulfill in a timely and proper manner its obligations under this AGREEMENT, or if Subrecipient violates any of the covenants, agreements, or stipulations of this AGREEMENT, MCOG shall thereupon have the right to terminate the AGREEMENT by giving not less than ten (10) calendar days written notice to Subrecipient of the intent to terminate and specifying the effective date thereof. MCOG shall provide a reasonable opportunity for Subrecipient to cure prior to termination. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by Subrecipient under this AGREEMENT shall be provided to MCOG. At the option of MCOG, Subrecipient shall return all equipment, software, or other materials provided to Subrecipient under this AGREEMENT. Subrecipient shall be entitled to receive compensation for all work satisfactorily completed, in MCOG's judgment, in accordance with Exhibit A prior to the effective date of termination.



- c. Fiscal Funding Out: Subrecipient may terminate this AGREEMENT immediately upon email or other written notice should funding cease or be materially decreased during the term of this AGREEMENT.

23. Environmental, Resource Conservation, and Energy Requirements

Subrecipient recognizes that many federal and state statutes imposing environmental, resource conservation, and energy requirements may apply to the Project. Subrecipient agrees to adhere to any such federal and state requirements.

24. Notices

Any notice required or permitted to be given pursuant to this AGREEMENT shall be served by certified mail, return receipt requested, to the following addresses:

If to MCOG:

Mendocino Council of Governments  
 Attn: Phillip J. Dow, Executive Director  
 367 N. State St., Suite 206  
 Ukiah, CA 95482

If to Subrecipient:

Subrecipient: \_\_\_\_\_

Attn: Name, Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

25. Counterparts

This Agreement may be executed in multiple counterparts, each of which will constitute an original, and all of which taken together will constitute one and the same instrument.

26. Ambiguities

The parties have each carefully reviewed this Agreement and have agreed to each term and condition herein. Each party has also had an opportunity to have this Agreement reviewed by legal counsel. No ambiguity will be construed against either party.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date of the last signature below:

**Mendocino Council of Governments:**

**[Subrecipient Agency Name]:**

\_\_\_\_\_  
Phillip J. Dow, P.E., Executive Director

\_\_\_\_\_  
Duly authorized Subrecipient signatory

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

(Signature on file)

\_\_\_\_\_  
Douglas L. Losak  
Law Offices of Duncan M. James  
MCOG Legal Counsel

Date: July 5, 2017

## EXHIBIT A

### Subrecipient Scope of Work and Budget

Attached:

- A-1 Transportation Planning Overall Work Program (OWP)
  - Work Element [#] – [Project Title]
  - Work Element [#] – [Project Title]
- A-2 [Partnership Funding Program or other project]
- A-3 Regional Surface Transportation Program (RSTP) Section 182.6 d(1)  
Formula Distribution – Balances Available to Claim

EXHIBIT A-1

Subrecipient Scope of Work and Budget

**PROJECT TITLE**

**PURPOSE:**

**PREVIOUS WORK:**

**TASKS:**

**PRODUCTS:**

**FUNDING AND AGENCY RESPONSIBILITIES:**

**ESTIMATED SCHEDULE:**

The parties to this AGREEMENT agree to the terms of this Annual Exhibit and acknowledge that all applicable terms and conditions of the Master Agreement, effective July 1, 2017, shall apply:

**Mendocino Council of Governments:**

**[Subrecipient Agency Name]:**

\_\_\_\_\_

\_\_\_\_\_

Phillip J. Dow, P.E., Executive Director

Duly authorized Subrecipient signatory

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT B

Sample Subrecipient Invoice

(Available by request in Excel format)

Agency Letterhead

**INVOICE**

Work Element/Project Title

<b>To:</b>		<b>Invoice Date:</b>	
Mendocino Council of Governments			
<b>Attn.:</b>		<b>Invoice Number:</b>	
367 N. State St., Suite 206			
Ukiah, CA 95482		<b>Dates of Service:</b>	

Description of Activity	Personnel - Name & Title	Hourly Rate	Hours	Amount Billed
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>Total Labor:</b>			\$0.00
	Reimbursable Expenses - <i>attach receipts</i>	Item Cost	Quantity	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<b>Total Reimbursable Expenses:</b>			\$0.00
<b>Total Amount Due:</b>				<b>\$0.00</b>

Overall Funding Summary	
Total Budget	\$ -
Amount Previously Billed	
Current Amount Billed	\$ -
Balance Remaining	\$ -

I certify the charges for work billed are proper and that progress of the project is commensurate with cash disbursements being claimed on the "Total Amount Due" line above. I have reviewed the invoice and supporting documentation and concur that expenses are consistent with the scope of work.

Agency Representative Signature:		
Print/type Name and Title:		Date
Approved for Payment By:		
Name of MCOG Representative:		Date

## EXHIBIT C

### MCOG's Adopted Policies & Instructions

Attached:

- C-1 Transportation Planning Overall Work Program (OWP) Policies and Application Instructions
- C-2 Regional Surface Transportation Program (RSTP) Administrative Procedures
- C-3 Local Transportation Fund 2% Bicycle & Pedestrian Program Application Form

EXHIBIT D  
Special Conditions

The parties to this AGREEMENT agree to the terms of this Annual Exhibit and acknowledge that all applicable terms and conditions of the Master Agreement, effective July 1, 2017, shall apply:

**Mendocino Council of Governments:**

**[Subrecipient Agency Name]:**

\_\_\_\_\_

\_\_\_\_\_

Phillip J. Dow, P.E., Executive Director

Duly authorized Subrecipient signatory

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 12d2  
Reports  
MCOG Meeting  
8/21/2017

**TITLE:** Senate Bill 1 Implementation

**DATE PREPARED:** 08/11/17

**MEETING DATE:** 08/21/17

**SUBMITTED BY:** Phillip J. Dow, Executive Director

### **BACKGROUND:**

When Governor Brown signed Senate Bill 1, the “Road Repair and Accountability Act of 2017” a wave of activity was set in motion within Caltrans and the California Transportation Commission (CTC) that has rearranged regional agency summer priorities throughout the state. Senate Bill 1 created four new programs, placing them under the purview of the CTC, and either added supplemental funding to, or affected four other existing programs. A chart identifying these new and affected programs is attached (although recently revised, the initial one is easier to follow).

A number of workshops have been scheduled to develop guidelines for the administration of each of these programs. A brief summary of each follows:

### **New SB 1 Programs:**

1. Local Streets & Roads: This program, consistent with the “Fix It First” theme of the legislation, will provide new funding directly to the counties and cities for streets and roads repair. The workshops are completed and draft guidelines have been prepared. The program is scheduled for adoption at the August 16-17 CTC meeting. Lisa Davey-Bates, MCOG’s Transportation Planner, and I have both been involved in early workshops pertaining to this program.
2. Solutions for Congested Corridors: Staff considers this program the least likely to have benefit to rural areas and has not invested much time monitoring this program to date. The guidelines are not scheduled to be available until mid-October, so there is still time to monitor to ensure we are not missing opportunities.
3. Trade Corridor Enhancement: Lisa and I have attended workshops related to this program. Identified Trade Corridor projects most beneficial to Mendocino County lie within adjacent counties. The Route 20 Corridor (which includes our Lake 29 segment) is an important freight route in northern California. This program could be available to help fund remaining segments of the State Route 29 widening project that follows the south shore of Clear Lake. Although currently stalled, the Richardson Grove project in Humboldt County proposes to do minor widening to accommodate larger (STAA) trucks on US 101. Several more workshops are forthcoming, as this program is not scheduled to have guidelines available until December.
4. Local Partnership: Lisa attended the initial workshop and I attempted to call in (with little success in being able to hear). I attended the second workshop in Los Angeles and the third in Oakland on August 7. There is promise in obtaining funding for the benefit of Self-Help cities (Willits, Point Arena, and Fort Bragg) under this program. The intent of the legislature is to reward existing Self-Help entities and provide an incentive for other to pass local sales tax measures dedicated to transportation. I have been representing the three small cities in Mendocino County, three small cities in Nevada County, and City of Clearlake in Lake County. Although the program will be 50% competitive and 50% formula for the first two years, there is a reasonable chance that our Self-Help cities will



receive some type of meaningful benefit from this program. Guidelines will be available by mid-August with adoption coming up in October.

### **Existing Commission Programs**

1. Active Transportation Program: SB1 supplements this program by \$100 million per year. Since this program is over-subscribed, the CTC elected to let recently awarded projects from Cycle 3 advance their projects to earlier years if they applied to do so. Only the Fort Bragg project was awarded funding in Cycle 3, and in fact we were able to advance funding before the official advancement process began; therefore there are no opportunities for advancement of other projects. The CTC will also be reviewing the Cycle 3 list and funding projects with lower scores until the remaining funding is committed. Willits, Ukiah, and State Parks applied for re-consideration of unsuccessful Cycle 3 projects prior to the August 1 deadline. I am not optimistic that enough funding exists to reach these lower scoring projects, but we should have an indication in September. This was the first SB 1 program finalized.
2. State Highway Operation and protection Program (SHOPP): SB1 also increases funding for this well-known Caltrans program. Interim guidelines have been adopted and the proposed SHOPP will be submitted by Caltrans in January 2018. This program has not been a priority for monitoring by MCOG staff.
3. Transportation Asset Management: The guidelines for this Caltrans program were adopted in late June. I attended a workshop on Asset Management much earlier in the year. It is an efficiency program to ensure that the condition and life-cycle of multiple assets (culverts, utilities, drainage, bridges, pedestrian features, etc.) are considered when scheduled maintenance/operational improvements are scheduled on highway segments. There will be positive local implications to this program when implemented.
4. State Transportation Improvement Program (STIP): SB 1 provides funding that hopefully will stabilize the STIP. Draft guidelines are now available and are due for adoption at the August CTC meeting. Lisa attended the first workshop in July in Sacramento. Two more will follow in October. MCOG staff will be paying increasing attention to this program, as this happens to be a year in which our Regional Transportation Improvement Program (RTIP) is due.

Although normal routines for this time of the year have been interrupted, this is all good news. We anticipate local benefit to one degree or another from most SB 1 programs.

An updated *Implementation Plan Overview*, recently updated by the CTC, is attached.

Staff will be available to attempt to answer questions regarding these various programs.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** None. This is an informational report only.

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# SB 1 Programs – Implementation Schedule

Existing Commission Programs					
Program	Workshops	Draft Guidelines Available	Guidelines Adoption	Applications or Project Lists Due	Program Adoption
Active Transportation	<ul style="list-style-type: none"> <li>June 23, 2017</li> <li>June 28, 2017</li> </ul>	June 26, 2017	June 28, 2017	August 2017	October 18-19, 2017 (Statewide & Urban/Small Rural Components)  December 6-7, 2017 (MPO Component)
State Highway Operation and Protection Program (SHOPP)	<ul style="list-style-type: none"> <li>May 17<sup>th</sup> – San Diego</li> <li>June 9<sup>th</sup> - Sacramento</li> <li>TBD in early 2018 – North and South hearings on Proposed 2018 SHOPP</li> </ul>	May 17, 2017 Presented Draft Interim SHOPP Guidelines to Commission	June 28, 2017 Adopted Interim SHOPP Guidelines	January 2018 (Caltrans submits proposed SHOPP)	March 2018
Transportation Asset Management*	<ul style="list-style-type: none"> <li>May 17<sup>th</sup> – San Diego</li> <li>June 9<sup>th</sup> - Sacramento</li> </ul>	May 17, 2017 Presented Draft Transportation Asset Management Plan (TAMP) Guidelines to Commission	June 28, 2017 Adopted TAMP Guidelines	N/A	N/A
State Transportation Improvement Program (STIP)	<ul style="list-style-type: none"> <li>July 17<sup>th</sup> - Sacramento</li> <li>October 19<sup>th</sup> - Modesto</li> <li>October 24<sup>th</sup> – Los Angeles</li> </ul>	June 28, 2017	August 16-17, 2017	October 15, 2017 (Draft ITIP due from Caltrans)  December 15, 2017 (Final RTIPs & ITIP due)	March 2018

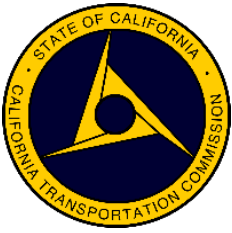
\* The TAMP Guidelines inform the Department's development of the Transportation Asset Management Plan which prioritizes investments for projects funded from the SHOPP. The Department's completed Transportation Asset Management Plan must be submitted to the Commission by July 2020.

As of July 6, 2017 – Please note that all dates are tentative and schedule is subject to change

# SB 1 Programs – Implementation Schedule

New SB 1 Programs					
Program	Workshops	Draft Guidelines Available	Guidelines Adoption	Applications or Project Lists Due	Program Adoption
Local Streets and Roads	<ul style="list-style-type: none"> <li>July 18<sup>th</sup> - Sacramento</li> </ul>	June 30, 2017	August 16-17, 2017	Sept. – Oct. 2017	October 18-19, 2017 (Adopt Eligibility List and Submit to Controller)
Solutions for Congested Corridors	<ul style="list-style-type: none"> <li>June 28<sup>th</sup> - Sacramento</li> <li>July 21<sup>st</sup> - Los Angeles</li> <li>August 7<sup>th</sup> - Oakland</li> <li>September 8<sup>th</sup> - Sacramento</li> <li>November 17<sup>th</sup> – Stockton</li> <li>December 6<sup>th</sup> - Riverside</li> </ul>	October 18-19, 2017	December 6-7, 2017	February 2018	May 2018
Trade Corridor Enhancement	<ul style="list-style-type: none"> <li>July 17<sup>th</sup> - Sacramento</li> <li>August 8<sup>th</sup> - Oakland</li> <li>September 25<sup>th</sup> – Sacramento</li> <li>October 24<sup>th</sup> – Los Angeles</li> </ul>	December 6-7, 2017	January 2018	March 2018	May 2018
Local Partnership	<ul style="list-style-type: none"> <li>July 11<sup>th</sup> - Sacramento</li> <li>July 21<sup>st</sup> - Los Angeles</li> <li>August 7<sup>th</sup> - Oakland</li> <li>September 8<sup>th</sup> – Sacramento</li> <li>September 25<sup>th</sup> – Sacramento</li> </ul>	August 16-17, 2017	October 18-19, 2017	March 2018	June 2018

As of July 6, 2017 – Please note that all dates are tentative and schedule is subject to change



# ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 (SENATE BILL 1)

## IMPLEMENTATION PLAN OVERVIEW

Senate Bill 1 (Beall, Chapter 5, Statutes of 2017), The Road Repair and Accountability Act of 2017, provides the first significant, stable, and ongoing increase in state transportation funding in more than two decades. In providing this funding, the Legislature has provided additional funding for transportation infrastructure, increased the role of the California Transportation Commission (Commission) in a number of existing programs, and created new transportation funding programs for the Commission to oversee. The development of guidelines will include workshops open to all interested parties. The timelines below are intended to be a guide. Staff will update these timelines during the guidelines development process.

<b>EXISTING PROGRAMS UNDER COMMISSION OVERSIGHT</b>	
<p><b>Active Transportation Program Augmentation (\$100M per year)</b></p> <p>The Commission will make this funding available to already programmed projects that can be delivered earlier than currently programmed or for projects that applied for funding in the 2017 Active Transportation Program but that were not selected for funding.</p> <ul style="list-style-type: none"> <li>• June 9, 2017 – Workshop to develop guidelines</li> <li>• June 28, 2017 – Adoption of guidelines</li> <li>• August 1, 2017 – Applications due</li> <li>• October 18-19, 2017 – Adopt statewide &amp; small urban and rural components</li> <li>• December 6-7, 2017 – Adopt MPO component</li> </ul>	<p><b>Local Partnership Program (\$200M per year)</b></p> <p>To recognize the benefits of a competitive program while still providing incentives to counties to enact taxes and fees to fund transportation needs, staff recommends implementing the Local Partnership Program as a 50% competitive program, 50% formulaic program. Due to the concerns raised by a number of regional transportation planning agencies regarding the implementation of the program as a mainly competitive program, the Commission directed staff to work with the Self-Help Counties Coalition to reach a compromise on the portion of the program to be competitive versus formulaic.</p> <ul style="list-style-type: none"> <li>• June through September 2017 – Workshops to develop guidelines</li> <li>• August 16-17, 2017 – Presentation of draft guidelines</li> <li>• October 18-19, 2017 – Adoption of guidelines</li> <li>• March 2018 – Applications due</li> <li>• June 2018 – Program Adoption</li> </ul>
<p><b>State Highway Operation And Protection Program (SHOPP) (Approximately \$1.9B per year for the SHOPP and Caltrans maintenance efforts)</b></p> <p>Along with a significant expansion of the Commission’s oversight responsibilities. SB 1 requires additional Commission oversight of the development and management of the SHOPP, including allocating support staff, project review and approval, and convening public hearings prior to adopting the SHOPP. The Commission is also responsible for monitoring Caltrans’ performance and progress toward accomplishing the specific goals set out in SB 1 and other targets or performance measures adopted by the Commission.</p> <ul style="list-style-type: none"> <li>• May 17, 2017 - Presentation of draft interim guidelines</li> <li>• June 28-29, 2017 - Adoption of interim SHOPP guidelines and Asset Management Plan Guidelines</li> </ul>	<p><b>State Transportation Improvement Program (STIP)</b></p> <p>SB 1 stabilizes funding for the STIP. The impact of the stabilization of STIP funding will be included in the 2018 STIP Fund Estimate and incorporated in the 2018 STIP.</p> <ul style="list-style-type: none"> <li>• May 17, 2017 - Approval of fund estimate assumptions</li> <li>• June 28, 2017 - Presentation of draft guidelines and draft fund estimate</li> <li>• August 16-17, 2017 - Adoption of guidelines and fund estimate</li> <li>• October 15, 2017 - Submittal of draft Interregional Transportation Improvement Program</li> <li>• October 2017 - Interregional Transportation Improvement Program Hearings</li> <li>• December 15, 2017 - Submittal of Regional Transportation Improvement Programs and the final Interregional Transportation Improvement Programs</li> <li>• January-February 2018 - STIP Hearings</li> <li>• March 2018 - Program adoption</li> </ul>

<b>NEW SB 1 PROGRAMS</b>	
<p><b>Local Streets &amp; Roads (Approximately \$1.5B per year)</b></p> <p>SB 1 creates new responsibilities for the Commission relative to this funding, including development of guidelines, review of project lists submitted by cities and counties, reporting to the State Controller, and receiving reports on completed projects.</p> <ul style="list-style-type: none"> <li>• June and July 2017 – Workshops to develop guidelines</li> <li>• August 16-17, 2017 – Adoption of guidelines</li> <li>• October 16, 2017 – Project lists due</li> <li>• December 6-7, 2017 – Adoption of list of eligible cities and counties</li> </ul>	<p><b>Solutions for Congested Corridors Program (\$250M per year)</b></p> <p>Key issues to be addressed in the guidelines include the definition of a corridor, the definition of a highly congested corridor, the key elements of a comprehensive corridor plan, and the scoring criteria weighting.</p> <ul style="list-style-type: none"> <li>• June through October 2017 – Workshops to develop guidelines</li> <li>• October 18-19, 2017 – Presentation of draft guidelines</li> <li>• December 6-7, 2017 – Adoption of guidelines</li> <li>• February 2018 – Applications due</li> <li>• May 2018 – Program adoption</li> </ul>
<p><b>Trade Corridor Enhancement Account (\$300M per year)</b></p> <p>SB 103, signed by the Governor on July 21, 2017, incorporates SB 1 freight funding and federal freight funding into a single program to fund infrastructure improvements in on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement.</p> <ul style="list-style-type: none"> <li>• June through November - Workshops to develop guidelines</li> <li>• December 6-7, 2017 - Presentation of draft guidelines</li> <li>• January 2018 – Adoption of guidelines</li> <li>• March 2018 – Applications due</li> <li>• May 2018 – Program adoption</li> </ul>	<p><b>Traffic Congestion Relief Program (TCRP)</b></p> <p>SB 1 states “as of June 30, 2017, projects in... the Traffic Congestion Relief Program shall be deemed complete and final...” SB 1 directs the repayments due of all outstanding TCRP loans to other programs. Therefore, the only funding available to fund TCRP projects is approximately \$90 million of savings attributable to specific projects. Staff recommends the following:</p> <ul style="list-style-type: none"> <li>• Only consider programming amendments and allocations prior to June 30, 2017.</li> <li>• Only consider programming amendments and allocations to shift identified savings to another TCRP project within the same county.</li> <li>• Allow savings to be transferred between counties only upon agreement of both applicants.</li> <li>• Programming amendments and allocations will not be considered if the project is already fully funded.</li> </ul>
<p><b>Office of Inspector General (Effective July 1, 2017)</b></p> <p>No Action Required.</p>	

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