



# MENDOCINO COUNCIL OF GOVERNMENTS

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www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

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

## AGENDA

**Monday, October 5, 2020 at 1:30 p.m.**

### Teleconference

Zoom videoconference link provided to Council members and by request.  
Please submit access request by noon on the meeting date to  
[info@mendocinocog.org](mailto:info@mendocinocog.org) or call MCOG Administration at (707) 463-1859.

Audio Call-in Option: 1 (669) 900-6833 (in CA)  
Meeting ID: 853 4492 3204 Passcode: 747492

### 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)

**NOTICE:** All meetings of the Mendocino Council of Governments will be conducted by teleconference (audio and/or video) and not available for in-person public participation, pursuant to the Governor's Executive Order N-29-20. In order to minimize the risk of exposure to COVID-19, the public may participate in lieu of personal attendance in several ways. Since opportunities during the meeting are limited, we encourage submitting comments in advance.

- In advance of the meeting: email comments to [info@mendocinocog.org](mailto:info@mendocinocog.org) or send comments using the form at <https://www.mendocinocog.org/contact-us>, to be read aloud into the public record.
- During the meeting: email comments to [info@mendocinocog.org](mailto:info@mendocinocog.org) or send comments using the form at <https://www.mendocinocog.org/contact-us>, to be made available as soon as possible to the Board of Directors, staff, and the general public as they are received and processed by staff.
- During the meeting: make oral comments on the conference call by phone or video when public comment is invited by the Chair.

Thanks to all for your interest and cooperation.

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

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

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

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. Technical Advisory Committee Recommendation of August 19, 2020: Approval of First Amendment to Fiscal Year 2020/21 Transportation Planning Overall Work Program (OWP)
6. Adoption of Resolution No. M2020-\_\_\_ \* Approving the FY 2020/21 Project List for the California State of Good Repair Program

## CONSENT CALENDAR

The following items are considered for approval in accordance with Administrative Staff, Committee, and/or Directors' recommendations and will be enacted by a single motion. Items may be removed from the Consent Calendar for separate consideration, upon request by a Director or citizen.

7. Approval of August 17, 2020 Minutes

## RATIFY ACTION

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

## REPORTS

9. Reports – Information - *No Action*
  - a. Caltrans District 1 – Projects Update and Information
  - b. Mendocino Transit Authority
  - c. North Coast Railroad Authority
  - d. MCOG Staff - Summary of Meetings
  - e. MCOG Administration Staff
    - i. Dow & Associates Offices Relocated to 525 S. Main St., Suite B, Ukiah – *verbal report*
    - ii. Financial Update – Budget Revenues
    - iii. Active Transportation Program (ATP) Application September 15, 2020 – Gualala Project
    - iv. Miscellaneous
    - v. Next Meeting Date – Monday, November 2, 2020
  - f. MCOG Planning Staff
    - i. Davey-Bates Consulting Offices Relocated to 525 S. Main St., Suite G, Ukiah – *verbal report*
    - ii. 2022 Regional Transportation Plan (RTP) Update – *verbal report*
    - iii. Miscellaneous
  - g. MCOG Directors
  - h. California Association of Councils of Governments (CALCOG) Delegates

## ADJOURNMENT

10. Adjourn

## AMERICANS WITH DISABILITIES ACT (ADA) and TRANSLATION REQUESTS

Persons who require special accommodations, accessible seating, or documentation in alternative formats under the Americans with Disabilities Act, or persons who require interpretation services (free of charge) are advised to contact the MCOG office at (707) 463-1859, **at least five days** before the meeting.

Las personas que requieren alojamiento especial de acuerdo con el Americans with Disabilities Act, o personas que requieren servicios de interpretación (libre de cargo) deben comunicarse con MCOG (707) 463-1859 al menos cinco días antes de la reunión.

### **ADDITIONS TO AGENDA**

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

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

### **CLOSED SESSION**

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

**POSTED 9.24.2020**

\* Next Resolution Number: M2020-09



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** First Amendment to FY 2020/21 Overall Work Program

**DATE PREPARED:** 9/22/20

**SUBMITTED BY:** Alexis Pedrotti, Project Manager

**MEETING DATE:** 10/5/20

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#### **BACKGROUND:**

The Final FY 2020/21 Overall Work Program (*totaling \$968,745*) was adopted by MCOG on June 1, 2020. Now that the FY 2019/20 books have closed, we need to carry over and reprogram some unexpended planning funds, some of which expire 6/30/21. Included in this amendment is Rural Planning Assistance (RPA) Funds, Planning, Programming and Monitoring (PPM) Funds, Local Transportation Funds (LTF) and State Planning Grant Funding. Unexpended RPA funds have been included in this proposed amendment but will not become official until RPA fund balances are certified by Caltrans.

The purpose of this proposed First Amendment is to carry over and reprogram planning funds as follows:

W.E.1 (MCOG) Regional Government & Intergovernmental Coordination – A total of \$2,023 in RPA carryover funds is being carried over and added to this work element for MCOG Staff. An additional \$520 in LTF funding remained for direct costs from FY 2019/20, which was also carried over and added to Work Element 2 for direct costs.

W.E.2 (MCOG) Planning Management & General Coordination (Non-RPA) – MCOG Staff had a remaining balance of \$6,052 of LTF funding at the close of FY 2019/20. These carryover funds were added to the Project Reserve Element since the MCOG Planning Budget has adequate funding allocated to the FY 2020/21 contracted amount. Additionally, \$1,370 has been added to this element for direct costs from several other smaller carryover amounts in other work elements.

W.E.4 (MCOG) Sustainable Transportation Planning – There was a small amount of unexpended RPA funds totaling \$651, that were carried over and added to MCOG Staff's FY 2020/21 Work Element 1 budget.

W.E.5 (MCOG) SB 743 VMT Regional Baseline Study – There was a small amount of unexpended LTF funding remaining after the close of this grant project in FY 2019/20. The remaining \$627 of LTF was added to the Project Reserve budget for future use.

W.E.6 (CO. DOT) Combined Special Studies – The County Department of Transportation had \$791 of RPA funding remaining at the close of FY 2019/20. This funding has been carried over and added to their current project, increasing the new OWP Work Element 6 for the County DOT to \$54,791.

W.E. 7 (MCOG) Planning, Programming & Monitoring – A total of \$40,112 in additional carryover funding (\$2,694 – RPA; \$32,893 - PPM) is being carried over and added to this work element, increasing the total to \$123,136.

W.E. 8 (MCOG) Mendo. Co. Fire Vulnerability Assessment & Emergency Preparedness Grant – An estimated amount of carryover funding was included in the Final OWP for the completion of this grant project. At the close of the FY 2019/20, the actual carryover is slightly less, totaling \$3,793 of LTF funding and \$29,324 of State Grant funds. The consultant only has retention remaining to bill against this project, which staff expects to be concluded in the first quarter of FY 2020/21.

W.E. 14 (MCOG) Training – A total of \$41,041 in carryover funding is being carried over and added to this work element, increasing the total to \$54,041.

W.E. 16 (MCOG) Multi-Modal Transportation Planning – A small amount of unexpended RPA funding totaling \$1,338 remained unclaimed in the FY 2019/20 OWP for this element. They were carried over into the FY 2020/21 OWP, bringing the new total to \$33,338.

W.E. 18 (MCOG) Geographic Information System (GIS) Activities – Again, this element also had a small amount of unexpended RPA funding, totaling \$985 that remained unclaimed in the FY 2019/20 OWP. The funds were carried over into the FY 2020/21 OWP, bringing the new total to \$3,985. Additionally, there was \$100 of LTF

funding remaining for direct costs, staff re-allocated those funds to Work Element 2, where most of the direct costs for MCOG Planning Staff will be expended in FY 2020/21.

W.E. 20 (MCOG) Grant Development & Assistance – Carryover funding for this element included, \$6,145 of RPA funding; \$8,665 (\$7,979 – MCOG Staff & \$686 – direct costs) of LTF funding. The RPA funds were carried over and added to this element, along with \$686 of LTF funds, increasing Work Element 20 to \$31,831 in funding for FY 2020/21. The remaining \$7,979 of LTF funding was re-allocated to the Project Reserve element for future needs.

Project Reserve – This element was included in the OWP to help reserve funding in advance, in case of funding shortfalls or necessary project increases. Included in the Final OWP was \$11,800 of new LTF funding. After the close of FY 2019/20, some additional carryover LTF funds were re-allocated to this reserve, increasing the total to \$33,779.

This proposed amendment would increase the FY 2020/21 Overall Work Program total from \$968,745 to \$1,083,936, an increase of \$115,191. Details are shown in **bold** and ~~strike-out~~ on the attached Amended Overall Work Program. *Copies of the full amendment will be available upon request.*

The Technical Advisory Committee (TAC) has reviewed and recommended this proposed First Amendment for approval at the August 19, 2020 meeting.

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**ACTION REQUIRED:** Consider approval of First Amendment to FY 2020/21 Overall Work Program.

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

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**RECOMMENDATION:** Accept the TAC’s recommendation to approve the First Amendment to FY 2020/21 Overall Work Program (OWP), and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

/le  
Attachments: FY 2020/21 Overall Work Program



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** Resolution Approving State of Good Repair Project List for FY 2020/21

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

**DATE:** 9.23.2020

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#### **BACKGROUND:**

On August 19, 2019, MCOG approved by resolution Mendocino Transit Authority's (MTA) Ukiah Transit Center project for State of Good Repair (SGR) funding, detailed in the Fiscal Year 2019/20 SGR Project List covering three years of funds up to that date.

The State of Good Repair (SGR) program is a transit capital funding program created by the Road Repair and Accountability Act of 2017, also known as Senate Bill (SB) 1. This funding source is derived from a fee on vehicle registrations. SGR is a capital program, and cannot be used for operations or project development as a stand-alone project. Eligible uses of SGR funds include:

- Transit capital projects to maintain, repair or modernize a transit operator's existing transit fleet or facilities,
- Design, acquisition, and construction of new vehicles or facilities that improve existing transit services, and
- Services that complement local efforts for repair and improvement of local transportation infrastructure.

The draft 2019 SGR Guidelines were issued in May 2019 (provided for reference in the August 2019 meeting packet). Prior to the 2019/20 fund year, transit operators were able to submit project lists directly to Caltrans. Starting in 2019 however, projects must be approved and submitted by the Regional Transportation Planning Agency. The FY 2019/20 SGR Project List was submitted by the due date of September 1, 2019.

To date MCOG has allocated SGR funds for Fiscal Years 2017/18, 2018/19 and 2019/20, in the amounts estimated by the State Controller. Allocations have been approximately \$130,000 per year. MCOG's own budget shows an unallocated amount of \$586 reflecting actual revenues slightly above the estimates, held for future projects. The actual SGR revenues are received quarterly in MCOG's fund account. Up to four years of funding can be accrued for a project. Once the project is started, four years are allowed for expenditure.

MTA is proposing to program all of the new FY 2020/21 SGR funds, estimated at \$139,962, towards their existing Ukiah Transit Center project. MTA is also requesting to reprogram their FY 2017/18 allocation to fund immediate needs for rehabilitation and facility upgrades in Ukiah and Fort Bragg. Details are shown in the attachments to this report.

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#### **ACTION REQUIRED:**

By resolution, approve the State of Good Repair Project List for FY 2020/21.

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#### **ALTERNATIVES:**

The Council could reject the proposed project list. – *not recommended*

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#### **RECOMMENDATION:**

Adopt the attached resolution to approve the Fiscal Year 2020/21 State of Good Repair Project List, including revised FY 2017/18 funding to rehabilitate MTA's current facilities as requested and a FY 2020/21 project.

Enclosure: Draft Resolution with Exhibit A



SERVING MENDOCINO COUNTY SINCE 1976

September 21, 2020

Nephele Barrett, Executive Director  
Mendocino Council of Governments  
367 N State St # 206  
Ukiah, CA 95482

**RE: Mendocino Transit Authority's State of Good Repair Allocation 17-18 - Revision of Project Description**

Dear Nephele,

Mendocino Transit Authority (MTA) received State of Good Repair (SGR) funding for the 17-18 program year as follows:

PUC 99313: \$118,398

PUC 99314: \$10,597

MTA's project, at the time, was to utilize this funding for the Ukiah Transit Center Project (see attached 17-18 project list). At this time, MTA has an immediate need to rehabilitate a portion of the Ukiah Operations Building as well as replace the 4 large roll-up doors located at the Fort Bragg Yard. MTA is at risk of losing the 17-18 funding if we do not begin to expend it on a project. Accordingly, MTA would like to update the project description for the 17-18 SGR funding.

I have attached an updated Project Funding spreadsheet which reflects this change. MTA's Board of Directors will be presented with a resolution and the updated project list for approval at its September 30, 2020 Board Meeting.

We appreciate your consideration of this request. If you require additional information do not hesitate to contact me at 707-234-6444.

Sincerely,

Jacob King, Interim Executive Director  
Mendocino Transit Authority

Enclosures: Revised SGR Project Funding spreadsheet  
17-18 Approved SGR Project List

cc: Loretta Ellard, MCOG  
Janet Orth, MCOG

# MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2020-\_\_\_

APPROVING THE FY 2020/21 PROJECT LIST  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County;
- Senate Bill 1 (SB1), the Road Repair & Accountability Act of 2017, established the State of Good Repair program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair;
- MCOG is an eligible project sponsor and may receive and distribute State Transit Assistance and State of Good Repair funds to eligible project sponsors (local agencies) for eligible transit capital projects; and
- Mendocino Transit Authority, as an eligible sub-recipient, has proposed a Fiscal Year 2020/21 Project List for State of Good Repair Program funds, attached as Exhibit A; and
- MCOG concurs with the proposed list of eligible projects; therefore, be it

RESOLVED, THAT:

The Mendocino Council of Governments approves the Fiscal Year 2020/21 Project List and finds that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all State of Good Repair funded transit capital projects.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 5th day of October, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

\_\_\_\_\_  
ATTEST: Nephele Barrett, Executive Director

\_\_\_\_\_  
Dan Gjerde, Chair



**FY 2020-21 State of Good Repair Project Information**

#	Recipient/Region <i>Auto-Populated</i>	Sub-Recipient/Operator <i>Dropdown Selection</i>	Project Title <i>Project Titles must match if appearing on a previous list. Max 75 Characters</i>	Project Description <i>Max 300 Characters</i> <i>If you need more space place additional information in Notes</i>	Asset Type <i>Dropdown Selection</i>	Project Category <i>Dropdown Selection</i>	Current Condition of Asset <i>Dropdown Selection</i>
	<i>Auto-Populated from Regional Entity Info Tab</i>						
1	Mendocino Council of Governments	Mendocino Transit Authority	Ukiah Transit Center	Development and construction of a multi-modal transit center in the City of Ukiah in Mendocino County. Transit Center will collaborate transportation services for Mendocino Transit, Lake Transit, Greyhound, Amtrak and Walk-Bike Mendocino.	Operations Facilities	Modernization	
2	Mendocino Council of Governments	Mendocino Transit Authority	Rehabilitation Ukiah Transit Operations Facility	MTA's Ukiah Transit Operations Facility is in need of a new floor and plumbing. Rehabilitation of this space is necessary as it is the transit drivers main facility and safety has become an issue due to its delapetated condition as a result of the age of the facility.	Operations Facilities	Rehabilitation	Poor
3	Mendocino Council of Governments	Mendocino Transit Authority	Replacement of 4 roll up doors at Fort Bragg Maintenance Facility	The current condition of the 4 roll up doors located at the Fort Bragg Yard and Maintenance Facility is a safety hazard due to their deteriorating condition as a result of age and coastal salt air. These doors will be replaced with modern hurricane roll up doors.	Maintenance Facilities	Modernization	Poor

#	Useful Life If applicable <i>In Years</i>	Project Dates		Project Location City	Project Location County	Existing State of Good Repair Project
		Project Start Date <i>MM/DD/YYYY</i>	Project Completion Date <i>MM/DD/YYYY</i>			
1		10/01/2020	12/31/2023	Ukiah	Mendocino	No
2	20	10/01/2020	12/31/2020	Ukiah	Mendocino	No
3	15	10/01/2020	12/31/2020	Fort Bragg	Mendocino	No

								Legislative Districts			
#	SGR Costs				Non-SGR Costs			Total	Congressional	Senate	Assembly
	<u>2020-21</u> SGR Costs 99313	<u>2020-21</u> SGR Costs 99314	<u>Total</u> SGR Costs 99313	<u>Total</u> SGR Costs 99314	<u>Total</u> Other SB1 Costs <i>Please Identify Program in Notes</i>	<u>Total</u> STA Costs - <i>Not Including</i> <u>SGR</u>	<u>Total</u> All Other Funds				
1	\$130,070	\$9,892	\$369,196	\$30,648			\$ 539,806	2	2	2	
2	\$0	\$0	\$88,398	\$6,000			\$ 94,398	2	2	2	
3	\$0	\$0	\$30,000	\$4,597			\$ 34,597	2	2	2	

#	Notes, Comments, Additional Information
1	Includes funds from FYs 18/19, 19/20, & 20/21
2	The 17-18 SGR project was originally for the Ukiah Transit Center. Due to time constraints related to the Ukiah Transit Center project, MTA would like to change the project as outlined and begin to expend the 17-18 funds.
3	The 17-18 SGR project was originally for the Ukiah Transit Center. Due to time constraints related to the Ukiah Transit Center project, MTA would like to change the project as outlined and begin to expend the 17-18 funds.

# MENDOCINO COUNCIL OF GOVERNMENTS

## MINUTES

Monday, August 17, 2020

Teleconference Only

*In compliance with Governor's Executive Order N-29-20*

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

**1. Call to Order / Roll Call.** The meeting was called to order at 1:36 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Larry Stranske, Richey Wasserman, John Haschak, Michael Carter and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding. Tess Albin-Smith arrived at 1:41 p.m. during #3a.

Staff present on the call: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Transportation Planner; James Sookne, Program Manager; Alexis Pedrotti, Project Manager; Danielle Casey, Transportation Planner, and Monica Galliani, Administrative Assistant.

**Note:** Public comment was invited via email or online comment form; staff monitored for incoming comments throughout the meeting, reporting periodically.

### 2. Convene as SAFE

### 3. Mendocino SAFE Staff Recommendations:

- a. Call Box Program Update. Ms. Pedrotti reported that of the 141 call boxes operated throughout Mendocino County, 97 are traditional cellular call boxes and the remaining are newer boxes using satellite technology. While satellite boxes cost more to run, they reach areas of the county that cellular boxes cannot. All cellular boxes will need to be upgraded to 4G service beginning December 31, 2020. Ms. Barrett noted that the SAFE is due for a new five-year plan. Information only; no action taken.
- b. Approval of Fiscal Year 2020/21 Mendocino SAFE Program Budget. Ms. Pedrotti reviewed the draft SAFE budget. New estimated revenues of \$109,500 are expected to cover operational costs, while the carried-over fund balance of \$167,233 would pay for equipment upgrades. Total expenditures are estimated at \$252,875, leaving a balance of \$23,858.

**Upon motion** by Brown, second by Carter, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Carter, Wasserman, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the FY 2020/21 SAFE Program Budget is approved as recommended by staff.

- c. Adoption of Resolution To Approve Agreement with the State of California Department of California Highway Patrol (CHP). **Upon motion** by Carter, second by Albin-Smith, and carried unanimously on roll call vote (7 Ayes – Brown, Stranske, Carter, Wasserman, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the following resolution is adopted.

#### **Resolution No. S2020-01**

To Approve Agreement with the State of California  
Department of California Highway Patrol (CHP)  
(Reso. #S2020-01 is incorporated herein by reference)

**4. Recess as SAFE**

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

**6. Public Expression.** None.

**7. Acceptance of Final Mendocino County Fire Vulnerability Assessment, Public Outreach Plan, and Emergency Evacuation Preparedness Plan.** Ms. Ellard gave an update on the presentation by Category Five Professional Consultants at the public forum held on June 22, 2020, attended by about 100 people. The plans were finalized after receiving public comments. A presentation to the Board of Supervisors is pending. Ms. Barrett listed some of the other agencies that worked on the projects, such as the Brooktrails Fire Department. Ms. Ellard added that MCOG is involved in this project because the county executive office had requested that MCOG be the applicant for the plan. Board discussion followed, with Bob Neumann of Category Five Professional Consultants participating.

Director Haschak expressed appreciation towards Category Five for communicating with many communities in Mendocino County to complete this project. He reported speaking with the chief building official to learn how Mendocino County’s building codes are addressing ways to efficiently build to prepare for emergencies in the future. Most of the CalFire requirements are already in the County’s codes.

Director Carter noted he works with Office of Emergency Services on communications and that the report did a good job of addressing that issue.

Director Albin-Smith asked Mr. Neumann what he changed in response to her comments on the draft, particularly noting the Pygmy Forest along the coast, to which he responded that the Mendocino and Fort Bragg section of the study had been strengthened. Discussion continued on access routes and evacuation/shelter concerns. Mr. Neumann praised the new Fire Safe Council director, Scott Cratty.

The Chair invited public comments. Zomala Abell pointed out that a coastal group known as Hubs and Roads has been using mapping and alternative hub tools and asked if the plan contained similar approaches. She also listed possible shelter locations that had not been included in the plan.

Ms. Barrett added that the county is large and diverse and the plans are a good starting point for more localized efforts. Mr. Neumann thanked staff and all involved for their support throughout the project. Chair Gjerde noted the plans are even more relevant today than when the grant was started.

**Upon motion** by Carter, second by Albin-Smith, and carried unanimously on roll call vote (*8 Ayes – Brown, Stranske, Carter, Wasserman, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*); IT IS ORDERED that the Fire Vulnerability Assessment, Public Outreach Plan, and Evacuation Plan are accepted as presented by Category Five Professional Consultants.

**8. Adoption of Resolution Approving the Programming of Phase 2 Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Under the FTA Section 5311 Non-Urbanized Program for Mendocino Transit Authority Operating Assistance.** Ms. Barrett gave a brief description of the CARES Act eligibility and reported that MTA was the only applicant for the second round of funding through the program. MTA applied for the full amount of \$1,068,573. Board discussion included:

- Will the senior centers be apportioned any amount of CARES funding through MTA? (Wasserman) – No, the funding is only available for general transit. Senior centers specialized transportation programs are thus ineligible. However, the funds could indirectly protect the contracts by offsetting MTA losses.

- Will this amount bring MTA's funds back to normal? (Haschak) – It is currently too soon to know.

The Chair invited public comment. In response to a question from Ms. Abell, Ms. Barrett further explained that MCOG has issued allocation instructions to the County Auditor that ensure local funds for the senior centers of Mendocino County. Jacob King, acting MTA director, noted he had reached out to the centers.

**Upon motion** by Haschak, second by Wasserman, and carried unanimously on roll call vote (*8 Ayes – Brown, Stranske, Carter, Wasserman, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*); IT IS ORDERED that the follow resolution is adopted.

**Resolution No. M2020-08**

Approving the Programming of Phase 2 Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Under the FTA Section 5311 Non-Urbanized Program for Mendocino Transit Authority Operating Assistance (Reso. #M2020-08 is incorporated herein by reference)

**9. Presentation: ArcMap Planning Portal.** Director Jackman gave a presentation on how to use Caltrans' ArcMap Planning Portal mapping tool, developed by ESRI in a suite of Geographic Information System (GIS) software, to find status of projects. Director Albin-Smith commented that she had tested the tool and that it proved to be easy and effective. A brief discussion followed. MCOG staff will post a link at [www.mendocinocog.org](http://www.mendocinocog.org). No action was taken.

**10. Consent Calendar.** Upon motion by Brown, second by Carter, and carried unanimously on roll call vote (*8 Ayes – Brown, Stranske, Carter, Wasserman, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that consent items are approved:

**10. Approval of June 1, 2020 Minutes – as written**

**11. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee.** Upon motion by Wasserman, second by Brown, and carried unanimously on roll call vote (*7 Ayes – Brown, Stranske, Carter, Wasserman, Albin-Smith, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

**12. Reports - Information**

- a. Caltrans District 1 – Projects Update and Information. Chair Gjerde mentioned that the SR 20 Safety Alignment Project and SR 1 Resurfacing Project are progressing well. Director Wasserman added that there is also a resurfacing project underway in Point Arena which will stretch to the Sonoma County line. Director Haschak expressed appreciation for the electronic signs posted by Caltrans for traffic advisories. Director Jackman noted ADA projects in Point Arena and Hopland.
- b. Mendocino Transit Authority. None.
- c. North Coast Railroad Authority. Ms. Ellard reported that per Senate Bill 1029, CalSTA, the state transportation agency, is working with Caltrans on finalizing an overall assessment of the NCRA, whose results should be posted soon.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written report. She told the board that all meetings continue to be held remotely due to the COVID-19 pandemic.

e. MCOG Administration Staff

- i. *Status of Amendment to Joint Powers Agreement.* Ms. Orth reported that all five member agencies had approved the amendment by resolution to add housing matters as a specific power, and that she had circulated the final document for signatures. Ms. Barrett added that staff is now working on a Regional Early Action Program housing grant application for the initial funding to allow staff to work administratively with the local planning representatives to develop a proposal for utilizing the available state grant funding.
- ii. *Municipal Advisory Council Meetings Attended (Laytonville, Round Valley, Gualala).* Ms. Barrett provided an update on prospective projects that were discussed in each meeting.
- iii. *California Transportation Foundation (CTF) Forum – July 23, 2020 Webinar.* Ms. Orth summarized her written report, noting recurring themes in statewide meetings attended throughout the summer concerning transformational shifts brought on by the pandemic. Revenue sources are deeply impacted and few solutions available. Funded construction projects are moving forward, with emphasis on virus safety compliance. It is predicted that telecommuting and remote work will continue into the future.
- iv. *Miscellaneous.* None.
- v. *Next Meeting Date.* Monday, October 5, 2020.

f. MCOG Planning Staff. None.

g. MCOG Directors. None.

h. California Association of Councils of Governments (CALCOG) Delegates. None.

**13. Conference with Legal Counsel—Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9), Dewey-White v. Mendocino Council of Governments, Mendocino Superior Court Case No. SCUKCVPT 18-70179.** Adjourned to closed session at 3:29 p.m. and reconvened in open session at 3:53p.m. Chair Gjerde reported that information and update were received from legal counsel.

**14. Adjournment.** The meeting was adjourned at 3:54 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant





**MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT**

**TITLE:** Summary of Meetings

**DATE PREPARED:** 9/22/20

**SUBMITTED BY:** Monica Galliani, Administrative Assistant

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

Date	Meeting/Event	Staff
08/18/2020	Mendocino Transit Authority (MTA) Coordinated Plan Meeting	Barrett, Ellard & Sookne
08/19/2020	MCOG Technical Advisory Committee Meeting	Barrett, Casey, Ellard, Pedrotti, Sookne
08/19/2020	Caltrans and Indian Health Service Meeting	Barrett & Sookne
08/20/2020	Rural Counties Task Force (RCTF) Work Group	Barrett
08/24/2020	RCTF Interregional Transportation Specific Plan (ITSP) Meeting	Barrett & Davey-Bates
08/24/2020	Gualala Coordination Meeting w/ Caltrans	Barrett
08/26/2020	Great Redwood Trail Workshop	Ellard & Barrett
08/26/2020	MTA Meeting	Ellard
08/27/2020	Brown Act in a COVID-19 Climate Webinar	Ellard, Galliani & Parker
08/27/2020	2 Gualala Active Transportation Program (ATP) Meetings w/ Caltrans	Barrett, Casey & Ellard
09/01/2020	Gualala ATP Meeting	Casey & Ellard
09/02/2020	ATP Technical Advisory Group (TAG) Meeting	Barrett
09/03/2020	Gualala ATP meeting	Barrett, Casey, Ellard
09/03/2020	California Active Transportation (CAT) Plan TAG Meeting	Barrett & Ellard
09/08/2020	Gualala Design Meeting	Barrett & Casey
09/08/2020	Gualala ATP Community Feedback Briefing	Barrett & Casey
09/10/2020	Gualala ATP Meeting	Barrett & Casey
09/13/2020	Gualala ATP Meeting	Barrett, Casey, Ellard
09/14/2020	Gualala ATP Meeting	Barrett, Casey & Ellard
09/17/2020	Regional Transportation Planning Check-In	Barrett, Ellard & Sookne
09/18/2020	RCTF/Senate Bill (SB) 743 Meeting	Barrett & Ellard
09/18/2020	RCTF Meeting	Barrett, Casey, Orth & Ellard
09/22/2020	Board of Supervisors' Mtg re: Fire Vulnerability/Evacuation Plan Docs	Barrett & Ellard
09/23/2020	Integrated Climate Adaptation and Resiliency Program (ICARP) Regional Adaptation Planning Workshop	Casey & Ellard
09/30/2020	Caltrans Local Roads Safety Program (LRSP) Follow-Up	Barrett, Casey, Ellard & Sookne

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

**ACTION REQUIRED:** None.

**ALTERNATIVES:** None identified.

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



**MENDOCINO COUNCIL OF GOVERNMENTS**

**STAFF REPORT**

**TITLE:** Financial Update – Budget Revenues

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

**DATE:** 9.21.2020

**BACKGROUND:**

2019/20 LTF Budget Revenues at Fiscal Year End (Unaudited). At our budget workshop last May, I reported on the Local Transportation Fund (LTF) revenues, which are derived from the quarter-cent sales tax dedicated for transportation. At that time, there was concern that the pandemic would have a negative fiscal impact on these vital revenues, and we know now there have been impacts to the overall economy. In good news however, the LTF deposits have come in strong at about a quarter-million over budget for the year (and continuing at a high level into the first month of the new fiscal year). As a summary of the attached detail, the budget compared to 12 months of actual receipts July (September) through June (August), accrual basis, shows:

Auditor’s Estimate	LTF Receipts FYE	Excess at Fiscal Year End
\$ 3,852,643	\$ 4,109,625	\$ 256,982 (6.7%)

Receipts typically come in two months after taxes are collected. Monthly deposits came in at a low of \$234,849 (March/May) to a high of \$436,455 (Aug./Oct.). (Some of these variances can be explained by the State’s system of advances and later reconciliation payments.) By MCOG policy the excess revenue is to be deposited in the LTF Reserve fund account for later allocation.

State Transit Assistance. This fund, derived from gasoline and diesel taxes, presents a different picture. While people have been shopping and paying sales tax, they are also driving less. Revenues for 2019/20 came in at \$807,802, down 15 percent (\$138,377) from the State Controller’s estimate of \$946,179. For 2020/21 the estimate was reduced from a preliminary of \$834,637 to a revised estimate of \$492,043, down another 41 percent.

MCOG holds an unallocated fund balance of \$344,450. Combined with estimated new revenues of \$492,043 for a total of \$ 836,493 before interest earnings, we can more than meet MTA’s 2020/21 claim of \$834,637.

2020/21 Budget Amendment. Going forward, we’ve talked about the potential need for an amendment in response to a revenue decline. The County Auditor-Controller had indicated waiting for the first quarter of actual revenues before revising his LTF fund estimate. Therefore with the two-month time lag of accrual deposits, we would not make an amendment before December. Fortunately, starting from a strong fiscal position, we have the cash flow resources available to meet budget needs until then.

I will be glad to answer any questions or discuss other aspects of the budget at our meeting.

**ACTION REQUIRED:** None, this report is not agendized for action at this meeting.

**ALTERNATIVES:** Not applicable.

**RECOMMENDATION:**

No action, this report is for information only.

Local Transportation Fund (LTF) Revenue & MTA Allocations - Cash Flow Analysis

J. Orth 9.25.2017, continued 10.11.2019

Sales Tax Mo. of Origin	MCOG Budget Year	Sales Tax Amount	Date Received	MTA Payment # for FY	Date Allocation Released to MTA	MTA Payment Amount	Seniors Contract Reimbursement	Comments	Quarterly actuals compared to previous year	
July 2019	<b>2019/20</b>	\$ 350,280.14	9/25/2019	3 of 12	9/27/2019	\$ 249,427.00	\$ 55,684	Seniors annual insurance paid to MTA on 8.26.2019		
Aug 2019		\$ 436,454.52	10/25/2019	4 of 12	10/29/2019	\$ 249,427.00	\$ 128,193	Seniors reimb paid to MTA on 10.1.2019 for 1Q		
Sept 2019	\$ 1,115,513	\$ 328,778.13	11/20/2019	5 of 12	11/30/2019	\$ 249,427.00			106.0%	
Oct 2019		\$ 325,929.23	12/26/2019	6 of 12	12/20/2019	\$ 249,427.00				
Nov 2019		\$ 359,931.84	1/21/2020	7 of 12	1/23/2020	\$ 249,427.00				
Dec 2019	\$ 1,124,574	\$ 438,713.16	2/20/2020	8 of 12	2/24/2020	\$ 249,427.00			111.5%	
Jan 2020		\$ 279,830.43	3/26/2020	9 of 12	3/23/2020	\$ 249,427.00	\$ 128,193	Seniors reimb paid to MTA on 3.31.2020 for 2Q		
Feb 2020		\$ 291,858.37	4/21/2020	10 of 12	4/23/2020	\$ 249,427.00	\$ 128,193	Seniors reimb paid to MTA on 4.20.2020 for 3Q		
Mar 2020	\$ 806,538	\$ 234,849.44	5/27/2020	11 of 12	5/26/2020	\$ 249,427.00		Payment entry error in Munis, corrected 5.31	92.3%	
Apr 2020		\$ 262,717.83	6/25/2020	12 of 12	6/30/2020	\$ 249,427.00	\$ 115,236	Final FY payment. Seniors final payment made 8.10.2020		
May 2020		\$ 433,541.25	7/27/2020					Advance to MTA for FY 2020/21 when cash balance allows		
June 2020	\$ 1,063,000	\$ 366,740.45	8/26/2020	1 of 12	8/25/2020	\$ 249,427.00	\$ 75,926.00	Seniors monthly allocations #1 and 2 on 8.25.2020	103.0%	
FY Total Revenue		\$ 4,109,625	106.7%	Percent of budget to date						
Budget		\$ 3,852,643								
Excess (Shortfall)		\$ 256,982	6.7%							Compared to last year's actuals: 103.2%



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 9eiii  
Reports  
MCOG Meeting  
10/05/2020

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**TITLE:** Gualala Downtown Streetscape Active Transportation  
Program Grant Application & Upcoming Public Forum

**DATE PREPARED:** 09/23/20  
**MEETING DATE:** 10/05/20

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**SUBMITTED BY:** Nephele Barrett, Executive Director

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**BACKGROUND:** MCOG first approved project development funding for the Gualala Downtown Streetscape Project in the 2014 RTIP. Caltrans began work on the environmental review and document in 2016. In the 2020 Regional Transportation Improvement Program which MCOG adopted in December 2019, money was programmed for right of way activities on the project. At that time, staff reported the intent to submit an application for Active Transportation Program Funding to cover the costs of construction on the project. Those applications were due to the state September 15. MCOG staff worked closely with Caltrans staff to complete the application, asking for a total of \$7.224 million, which includes full funding for construction and additional funding for environmental, design and right-of-way work. We won't learn until February if the application was successful.

In the meantime, Caltrans environmental and design staff continues to make progress on project development. Last fall, Caltrans presented options to a working group and at a public meeting of nearly 200 attendees. Based on the feedback from those, environmental and design teams moved forward with an alternative that would provide 6 foot sidewalks, parking on both sides of the highway, bike lanes on both sides, and two travel lanes, for a right of way of 64 feet. Unfortunately, the design team subsequently informed us that due to the slope from east to west, retaining walls ranging between 3 and 5 feet would be needed to accommodate that width. In order to avoid significant retaining walls, the project will need to be narrowed, which means that it won't be possible to fit in every component for the full length of the project. In August, Caltrans began notifying the community and stakeholders of the need to explore project options.

An online public forum is tentatively scheduled for November 12 to discuss options with the community and stakeholders. The date for the forum has been pushed out to allow adequate time for preparation. A brand new design team has recently taken on the project at Caltrans, and the team transition has caused some delays. The delays aren't anticipated to cause a problem in the overall project timeline, as construction isn't expected to begin until the 2025 construction season.

We will work with Caltrans to determine how best to conduct the online forum, as well as allow alternative forms of participation for community members. A combination of direct mail, local media, flyers/posters, and social media will be used to publicize the forum and other engagement opportunities.

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**ACTION REQUIRED:** No action is required – discussion/information only.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** No action is required – discussion/information only at this time. Staff will inform MCOG Board members once a date has been confirmed for the public forum.